

# PHA Plans for the Housing Authority of the City of Laredo, TX

5 Year Plan for Fiscal Years 2001 - 2004  
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**

**PHA Plan  
Agency Identification**

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

**PHA Number: TX011**

**PHA Fiscal Year Beginning: (mm/yyyy) 04/2001**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The Laredo Housing Authority's mission is to serve the diverse housing needs of families within its PHA jurisdiction and to (1) increase the availability of decent, safe, affordable housing in its communities; (2) ensure equal opportunity in housing, (3) promote self-sufficiency and asset development of families and individuals, (4) improve the quality of life and economic viability, and (5) provide high-quality client services. The Housing Authority will strive to improve the physical conditions of housing developments, to develop and collaborate with community partners, to upgrade the management and operations of its agency, and to provide supportive services to its clients, while developing and enhancing stronger, healthier, innovative, and more viable economic initiative-related approaches to housing assistance and development.

**PROGRESS STATEMENT:** *The Laredo Housing Authority is meeting the intent of the mission statement by acting pro-actively in many different areas. We continue to improve the physical condition of all our developments and units with work items funded under the Capital Fund Program. We are entering a homeownership program in conjunction with the City of Laredo. We continue to offer training programs to both residents and staff, in areas of management, technology, homeownership counseling, economic self-sufficiency and others.*

**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: **When NOFA's are published.**
    - Reduce public housing vacancies:
    - Leverage private or other public funds to create additional housing opportunities: **Adequate funding by 3/31/05.**
    - Acquire or build units or developments **48 units by 3/31/05.**
    - Other (list below)

***Progress Statement:*** *The Laredo Housing Authority has entered into an agreement with the City of Laredo to provide 20 units of single family homes to primarily tenants of public housing. The Laredo Housing Authority has made efforts to apply for additional housing vouchers under Section 8, but has been unsuccessful.*

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score)  
**Improve PHAS score by .5% annually**
    - Improve voucher management: (SEMAP score)  
**Maintain passing SEMAP score.**
    - Increase customer satisfaction: **This is an on-going activity.**
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units: **The PHA will continue to renovate and modernize units. This began 8 years ago and will continue.**
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)

***Progress Statement:*** *This being the first year under the PHAS scoring system, we feel that the goal of improving the PHAS score by .5% annually is reasonable. The advisory score under FY 2000 was 85.7. Likewise, on the SEMAP scoring system, it is a new system and we have scored a passing grade for FY 2000. The goal of renovating and modernizing units is met by again successfully undertaking many work items under the Capital Fund Program.*

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling: **to new and current participants at briefing and each unit transfer.**

- Conduct outreach efforts to potential voucher landlords. **Will recruit landlords.**
  - Increase voucher payment standards, **if needed.**
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)
- Maintain 9 public housing site-based waiting lists.**  
**Study feasibility of HUD homeownership programs and implement, if feasible.**

***Progress Statement:*** *Efforts have begun to counsel new and current participants of the Section 8 Program as to provisions of voucher mobility. Outreach to Section 8 landlords has begun as well. Many new requirements are being described to them by way of these outreach efforts. On the matter of the site-based waiting lists, we are reconsidering this goal, nothing has been implemented on this yet. HUD homeownership programs are being implemented as described earlier.*

**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: **This is an on-going activity.**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **This is an on-going activity.**
  - Implement public housing security improvements: **This is an on -going activity.**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **PHA has 2 units that are elderly only. Will submit application by 3/31/03 for HUD approval.**
  - Other: (list below)

***Progress Statement:*** *We have implemented the flat rent structure that has allowed higher income households stay in public housing. Income mixing has been the effective result of years with the central waiting list. Residents are diverted to what's next on the vacancy rolls, while not allowing them to choose one area over another. This is why the site-based waiting list is being reconsidered as a goal (see above goal). Security in public housing is being addressed by Capital Fund (e.g., security screen doors, fencing, door and window hardware, lighting...) and by PHDEP (security guards, equipment, gun buy-back program...). This has been and will continue to be a major effort for us. Efforts to designate developments for specific or particular*

resident groups are also underway. An effort is being made on transitional housing (e.g. for homeless).

**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: **Attract 1 agency by 3/31/02.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Attract 1 agency by 3/31/02.**
- Other: (list below) **Provide homeownership counseling (20 by 3/31/01).**

**Progress Statement:** *Laredo Housing Authority has active programs in economic self-sufficiency. Partnerships are being forged with agencies with the same concerns and same clientele (I.e., Job Corps, Texas Workforce Development, etc.). Supportive service agencies such as Boarder Area Nutrition Council (BANC), AARP Senior Employment Program Community Action Agency, Headstart Program, and the Family Planning Clinic all provide services to assist the needy elderly and disadvantaged families of our tenant population.*

**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: **This is an on-going activity. The H.A refers participant to the appropriate agency(s) for assistance when this matter is brought to our attention.**
- 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: **This is an on-going activity. The H.A will continue to upgrade units and implement security improvements by 3/31/01.**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **This is an on-going activity. The H.A refers participants to the**

**appropriate agency(s) for assistance when this matter is brought to our attention.**

Other: (list below)

**Progress Statement:** *All these are on-going activities at the Laredo Housing Authority. Access to housing is of paramount importance, as is the continued effort of upgrade the physical conditions of existing units.*

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

**PHA Strategic Goal: Review all existing policies**

PHA Goal: To ensure policy reviews, revisions of the development of new policies for the revision of services described under the Housing Act of 1937 and the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194) provide for comment by the residents and by the approval by the appropriate entity.

Objective:

The Executive Director or designee will ensure review of existing policies to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. The PHA may contract with professionals for these services. **This will be an on-going activity.**

**Progress Statement:** *The new method of reporting and applying through the Agency Plan is in itself a guarantee that review of policies takes place. The Laredo Housing Authority, in the spirit of commitment and good faith to the new requirements, has contracted with the Nelrod Company and is in fact a part of the new Nelrod Consortium. In this way, we are assisted by professionals well versed in the myriad of requirements, policy updates and revisions.*

**PHA Strategic Goal: Written Financial Policies and Procedures**

PHA Goal: To ensure that resources are managed in a manner which generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low income persons. Innovative manners to generate cash flow will be sought.

Objective:

The PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners. **Contract has been initiated with a professional agency and this process is currently underway.**

The PHA will attempt to implement the establishment of economic development vehicles such as community based tax exempt

organizations to channel income producing mechanisms linked to our agency.

- Will research entrepreneurial options to increase income.

**Progress Statement:** *Contract has been initiated with a professional agency and this process is currently underway. The Metro Affordable Housing Corporation is the first example of a non-profit tax-exempt organization that has been structured to serve as a vehicle for efforts in providing housing. The prototype can be used as a pattern for efforts in producing income and economic opportunities for the LHA, and its residents. An example of possible efforts in this front are in the area of cabinet making, and security screen doors. We have been recommended to other housing authorities by the inspector of the Army Corps of Engineers, and the possibility has been further explored. The sale of processed hardwood is also a possible venture for us.*

### **PHA Strategic Goal: Review Policies and Procedures**

- PHA Goal: To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures.

Objective:

- The PHA will contract with a professional to review policies and procedures of the entire agency. **Contract has been initiated with a professional agency and this process is underway.**
- The PHA shall provide for contractual professional assistance in the creation of the Agency Plans as required and staffing, equipment, facilities and related costs for the collection and maintenance of data as needed/required for the development of future plans  
**Contracts have been initiated with a professional agency and this process is currently under way.**

**Progress Statement:** *This is an on-going process that the Laredo Housing Authority is committed to. We have contracted with the Nelrod Company for assistance in this regard. We feel that a good working relationship has been established with the Nelrod Consortium that will more than adequately take care of these goals.*

### **PHA Strategic Goal: Development of Program Guidelines**

- PHA Goal: To continue development activities and construction of units. These activities will be in accordance with existing time lines and budget.

Objective:

- The PHA will develop program guidelines for the delivery of homeownership construction programs that utilize the investment funding earned or leveraged for affordable housing activities. The activity plans will be developed and incorporated into subsequent annual plans. **This is a current activity being performed by the PHA.**

**Progress Statement:** *As mentioned earlier, the Laredo Housing Authority has entered into an agreement with the City of Laredo by way of the Metro Affordable Housing Corporation. This program is structured as a lease-to-purchase program potentially under the Section 8 Homeownership. Efforts to enter into multi-finance projects have also taken place, such as tax credit projects (i.e., Gallagher Apartments, others). Development activities will begin to be funded under the Capital Fund Program also, and these will be reflected under the Five Year Action Plan.*

**PHA Strategic Goal: Provisions for Resident/Tenant Services and Activities.**

- PHA Goal: To maintain activities and services that promote homeownership, self-sufficiency, resident organizations, resident training, community development, and other services.  
Objective:
  - Provide resident training relative to homeownership and rental of units
  - Provide counseling regarding household budgeting, delinquency, tenant rights, conflict resolution, housekeeping, and regulatory and policy requirements training
  - Conducting needs assessments
  - Provide for future resource development
  - Social Service referrals
  - Home maintenance
  - Promote resident and resident organization activities in the areas of; resource development, technical and vocational training, crime prevention. **All of the above activities and services are currently being provided to PHA residents.**

**Progress Statement:** *All of the above services are being performed at the Laredo Housing Authority. We have a very sound and successful homeownership counseling program (HUD approved), as well as an economic self-sufficiency program. From the rolls of this program we expect to draw the first tenants for our homeownership project. In addition to this we partner with outside service agencies such as the Community Actin Agency Headstart, AARP Senior Employment Program, and the Family Planning Clinic. Our Resident Councils are strong and active, and we help sustain them with leadership training, technical training and youth activities. We employ, under the Capital Fund Program, resident leaders to serve as Site Coordinators for our Computer and Activities Centers. Major efforts have taken place on the part of the Capital Fund Program in the area of resident training and self-sufficiency. With the resources available within the staff of the Capital Fund, an opportunity for training construction trades has been promoted. The resident councils were enticed to learn hobbies and crafts in the wood shop, an idea that could become an eventual fund-raiser for their efforts. All of these services act as a net of resources that the residents can rely on.*

## PHA Strategic Goal: Administrative Costs for Programs

- PHA Goal: The PHA shall provide for the provision of PHA security services, the provision of crime prevention and safety service/activities of PHA properties in accordance with identified needs, budgets and in consultation with local law enforcement.

Objective:

- The PHA shall provide for staffing, training, equipment, vehicles, insurance and supplies for PHA security officers in accordance with the policies and other requirements for protective services. **This activity occurs on a monthly basis.**
- The security personnel shall provide for patrolling of housing areas, security services, crime prevention and safety activities according to job descriptions, policies and procedures. **This is an on-going activity.**

**Progress Statement:** *This is an on-going activity. The Laredo Housing Authority has recently changed the manner in which security services are provided to our developments and residents. We now hire the security forces in-house, as opposed to contracting with a security company. Funding for this service continues to come primarily from the low rent operating budget and PHDEP. The Capital Fund Program will de-emphasis salaries for securities, as per provisions in the regulations cautioning against using modernization funds (capital outlay) to cover activities already reflected in other program such as the Public Housing Drug Elimination Program (PHDEP). As a side note on the level of service, the recent public hearing yielded favorable remarks on the service being provided.*

## PHA Strategic Goal: Mandatory Resident Training and Drug Elimination

- PHA Goal: The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program.

Objective:

- The PHA will continue resident training in drug elimination programs and expand youth activities. **This activity occurs on a monthly basis.**

**Progress Statement:** *The Laredo Housing Authority, through the Drug Elimination Program, sponsors many activities for youths and residents. These programs include positive reinforcement and enrichment programs such as the Mentor Program, and others. Intervention programs in conjunction with school affiliated organizations (i.e. Communities In Schools) are also being implemented.*

## PHA Strategic Goal: Funding for Overall Operations

- PHA Goals: To utilize Operating and Capital Funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing, and to properly maintain PHA property, equipment and all other assets in order to provide decent, safe and sanitary housing.

Objective:

- The PHA will utilize funding under operating and capital funding in compliance with regulatory requirements and will provide for administrative, management, maintenance and modernization repairs and replacements and other approved programs as needed in future.

**Work will be performed on 962 units by 2003.**

***Progress Statement:*** *We feel strongly that the utilization of funds under both the Operating and Capital funds are being expended in the most cost effective manner possible. We get a lot of mileage from the funds expended in the Capital Fund Program because, primarily ours' is an in-house Force Account crew. Since we hire primarily the residents, the economic ripple extends back to our own rent rolls, as well as more long term, to job enhancement and training. For future use of funds, the Capital Fund Program will be looking to Development as an avenue of growth. Coupled with other funding programs such as the Section 8 Homeownership, and other mixed finance schemes, the Capital Fund Program will be a leader in the effort to provide decent, safe and sanitary housing.*

## PHA Strategic Goals: Provision for Maintenance

- PHA Goals: To maintain the housing stock of the PHA in a safe, sanitary and decent condition and as required by law.

Objective:

- The annual housing plan will include provisions for the inspection, insurance and maintenance of the existing housing stock. Maintenance repairs will be made by utilizing the Operating and/or Capital funds and/or by ensuring compliance by residents with the requirements to maintain their homes and property. **This is an on-going activity at the PHA.**

***Progress Statement:*** *The Laredo Housing Authority is committed to maintaining the housing stock in a decent, safe and sanitary condition. We have had the Maintenance Supervisor as well as the Director of the Capital Fund Program both take the training course of the PHAS Inspections. This training is being imparted to all maintenance personnel in how to prepare and respond to a PHAS Inspection.*

**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.

The Housing Authority of the City of Laredo, Texas has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the City of Laredo during FY 2001 include:

- Reduce drug and alcohol abuse through the Public Housing Drug Elimination Program;
- Preserve and improve the public housing stock through the Capital Funds activities.
- Continue to assist families and individuals who are of very low-income to secure safe, decent, and affordable housing.
- Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and
- Identify, develop and leverage services to enable low-income families to become self-sufficient.

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Laredo to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Laredo, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Laredo and Webb County.

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	7
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	24
5. Operations and Management Policies	28
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	37
11. Homeownership	39
12. Community Service Programs	41

13. Crime and Safety	44
14. Pets (Inactive for January 1 PHAs)	45
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	46
17. Asset Management	46
18. Other Information	47

**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 – (TX011a04)
- FY 2001 Capital Fund Program Annual Statement – (TX011b04)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan (TX011c04)
- Public Housing Drug Elimination Program (PHDEP) Plan (TX011d04)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (TX011k04)
- Other (List below, providing each attachment name)
- Substantial Deviation and Significant Amendment or Modification (TX011e04)
- Summary of Policy or Program Changes for the Upcoming Year (TX011f04)
- Community Service Policy (TX011g04)
- Resident Member on the PHA Governing Board (TX011h04)
- Membership of Resident Advisory Board (TX011i04)
- Follow-up Plan (TX011j04)
- S8 Homeownership Capacity Statement (TX011l04)
- Board member letter (TX011m04)

**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

<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	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

<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	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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	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
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	<b>4023</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
Income >30% but <=50% of AMI	<b>2431</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
Income >50% but <80% of AMI	<b>2275</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
Elderly	<b>1496</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
Families with Disabilities *	<b>N/A</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
African/American	<b>14</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
Hispanic	<b>7,139</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>
Other	<b>N/A</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>

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

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

**\* The PHA was unable to locate any valid information from the City of Laredo regarding families with disabilities..**

## 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>572</b>		<b>164</b>
Extremely low income <=30% AMI	<b>367</b>	<b>64%</b>	
Very low income (>30% but <=50% AMI)	<b>147</b>	<b>26%</b>	
Low income (>50% but <80% AMI)	<b>58</b>	<b>10%</b>	
Families with children	<b>458</b>	<b>80%</b>	
Elderly families	<b>5</b>	<b>.0087%</b>	
Families with Disabilities	<b>20</b>	<b>4%</b>	
Caucasian	<b>3</b>	<b>.0052%</b>	
African/American	<b>0</b>	<b>0</b>	
Race/ethnicity	<b>0</b>	<b>0</b>	
Hispanic	<b>569</b>	<b>99%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>143</b>	<b>25%</b>	<b>38</b>
2 BR	<b>243</b>	<b>42%</b>	<b>51</b>
3 BR	<b>175</b>	<b>31%</b>	<b>71</b>
4 BR	<b>10</b>	<b>2%</b>	<b>4</b>
5 BR	<b>0</b>	<b>0</b>	<b>0</b>

<b>Housing Needs of Families on the Waiting List</b>			
5+ BR	<b>0</b>	<b>0</b>	<b>0</b>
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>1 1/2 months</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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>364</b>		<b>123</b>
Extremely low income <=30% AMI	<b>212</b>	<b>58%</b>	
Very low income (>30% but <=50% AMI)	<b>97</b>	<b>27%</b>	
Low income (>50% but <80% AMI)	<b>55</b>	<b>15%</b>	
Families with children	<b>257</b>	<b>71%</b>	
Elderly families	<b>7</b>	<b>2%</b>	
Families with Disabilities	<b>37</b>	<b>10%</b>	
Caucasian	<b>1</b>	<b>1%</b>	
African/American	<b>0</b>	<b>0</b>	
Other	<b>0</b>	<b>0</b>	
Hispanic	<b>363</b>	<b>99%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>112</b>	<b>31%</b>	<b>19</b>

<b>Housing Needs of Families on the Waiting List</b>			
2 BR	<b>217</b>	<b>60%</b>	<b>50</b>
3 BR	<b>35</b>	<b>10%</b>	<b>40</b>
4 BR	<b>29</b>	<b>8%</b>	<b>14</b>
5 BR	<b>0</b>	<b>0</b>	<b>0</b>
5+ BR	<b>0</b>	<b>0</b>	<b>0</b>
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>1month</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 type="checkbox"/> No <input checked="" 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)

**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)

**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)

**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	780,630.00	
b) Public Housing Capital Fund	1,733,805.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,751,572.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	211,000.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Farmers Home-Farm Labor Program	121,000.00	Other
Section 8 MOD Rehabilitation	547,000.00	Other
Section 8 New Construction	302,000.00	Other
SCPH (Ross)	32,000.00	Other
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 CIAP	115,000.00	PH Capital Improvements
2000 CFP	615,000.00	PH Capital Improvements
1999 PHDEP	211,583.00	PH safety & security
2000 PHDEP	220,513.00	PH safety & security
<b>Sub-total</b>	<b>9,641,103.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>		
	1,506,660.00	Public housing operations
<b>4. Other income (list below)</b>		
	120,000.00	Public housing operations
Interest income	95,000.00	
Miscellaneous	<u>20,000.00</u>	
<b>5. Non-federal sources (list below)</b>		
City of Laredo (Inter-local agreement)	23,000.00	Public housing operations
<b>Sub-total</b>	<b>1,649,604.00</b>	
<b>Total resources</b>	<b>11,290,707.00</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **When name is reached on waiting list**

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)

**Social Security Number**

**Citizenship/legal Status check**

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

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

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

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

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists (*omitted*)
- 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?**0**

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) (**addition**)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

**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)
- 1 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 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) (list below)  
**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)

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

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

Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)  
*Working families preference*

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) *N/A*

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity  
 Other (describe below)  
**Tenant mailing address (last known on file)**  
**Current previous landlord name and address**

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**If due to illness, participant is unable to look for housing.  
Inclement weather conditions**

**(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)

**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)
- 1 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 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
- 1 Other preference(s) (list below)

**Disabled**

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) **n/a**
- 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)

## **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: **n/a**

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

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

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

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**

e. Ceiling rents

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

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

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

- 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) **n/a**

- 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)

**Changes must be reported within 30 days of occurrence. After verification, the PHA will determine if there will be any adjustment to the rent.**

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) **n/a**

- 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) **n/a**

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management - Not Required**

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

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

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

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

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures – Not required**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **TX011b04**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **TX011c04**

-or-

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

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

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

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

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

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description n/a

- 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: (DD/MM/YY)	
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: <b>Senior Citizens Homes</b>
1b. Development (project) number: <b>TX11-4</b>
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b><u>(31/03/03)</u></b>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>100</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development

<input checked="" type="checkbox"/> Total development
<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Meadow Elderly</b>
1b. Development (project) number: <b>TX11-9</b>
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b><u>(31/03/03)</u></b>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: <b>30</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Carlos Richter - Elderly</b>
1b. Development (project) number: <b>TX11-3</b>
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b><u>(31/03/03)</u></b>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: <b>16</b>
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <b>Springfield Acres</b>	
1b. Development (project) number: <b>TX11-5</b>	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <b>(31/03/03)</b>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
7. Number of units affected: <b>12</b>	
7. Coverage of action (select one)	
<input checked="" 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 **n/a**

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:

- Units addressed in a pending or approved HOPE VI demolition application  
(date submitted or approved:            )
- Units addressed in a pending or approved HOPE VI Revitalization Plan  
(date submitted or approved:            )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

## **A. Public Housing**

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

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

2. Activity Description **n/a**

- 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: ( <u>DD/MM/YYYY</u> )
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs – Not required**

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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



**C. Welfare Benefit Reductions – n/a**

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**

*See attachment TX011g04*

### **13. PHA Safety and Crime Prevention Measures – Not required**

[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 use 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 2001 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: TX011d04)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]  
*Adopted Pet Policy*

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management – Not required**

[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) ***TX011k04***
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below) ***Included in attachment TX011k04***

### **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 n/a**

##### **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) **City of Laredo**
  
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)
    - Reduce vacancies in public housing
    - Expand Voucher Program
    - Modernize units
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - The preservation and rehabilitate the City's existing housing stock primarily for extremely low, very low and low-income families (0-80 percent of median income);
  - The expansion of economic opportunities in the community particularly for lower income residents.
  - To continue to encourage and support non-profit organizations in seeking additional funding sources and assist them in obtaining such funding whenever possible.

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

*FY 2001 Annual Plan for the Laredo Housing Authority (version 04), Page 48*

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

## **Attachments**

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

# PHA Plan Table Library

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

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

Capital Fund Grant Number                      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**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)

## 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



## Housing Authority of the City of Laredo

### A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

### B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30-day posting;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

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

U.S. Department of Housing and Urban Development **exp. 2577-0157**  
**3/31/2002**  
 Office of Public and Indian Housing

HA Name <b>Laredo Housing Authority</b>	Capital Fund Program Number <b>TX59-PO11-50201</b>	FFY of Grant Approval <b>2001</b>
--	---	--------------------------------------

attachment: TX011b03

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements	\$233,276.00			
4	1410 Administration	\$356,809.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$4,000.00			
8	1440 Site Acquisition				
9	1450 Site Development	\$341,860.00			
10	1460 Dwelling Structures	\$386,615.00			
11	1465.1 Dwelling Equipment				
12	1470 Non-dwelling Structures	\$200,000.00			
13	1475 Non-dwelling Equipment	\$72,541.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)	\$138,704.00			
20	<b>Amount of Annual Grant (Sum of Lines 2-19)</b>	<b>\$1,733,805.00</b>			
21	Amount of line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Compliance				
23	Amount of Line 20 Related to Security	\$347,360.00			
24	Amount of Line 20 Related to Energy Conservation Measures	\$95,000.00			

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual

form HUD-52837 (9/98)

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
1. TX 11-1 Colonia Guadalupe	<b>Site Improvements</b>							
	Replace sewer line	1450	750 l.f.	\$25,000.00				
	Replace water line - loop ex	1450	2500 l.f.	\$50,000.00				
	Topsoil & finish grade	1450	500 c.y.	\$20,000.00				
	<b>Total 1450</b>			<b>\$95,000.00</b>				
	<b>Dwelling Structures</b>							
	Paint Interiors	1460	100 units	\$50,000.00				
	<b>Total 1460</b>			<b>\$50,000.00</b>				
	<b>Subtotal</b>			<b>\$145,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Signature of Executive Director			Date	Signature of Public Housing Director			Date

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
2. TX 11-2 Russell Terrace	<b>Dwelling Equipment</b> Security Screen Doors <b>Total 1460</b>	1460	200	\$110,000.00				
				<b>\$110,000.00</b>				
	<b>Non-Dwelling Equipment</b> Replenish/Replace Sho <b>Total 1475</b>	1475	L.S.	\$25,000.00				
				<b>\$25,000.00</b>				
	<b>Subtotal</b>			<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
3. TX 11-3 Carlos Richter Court	<b>Site Improvements</b> <b>Provide Chain Link Fence</b>	1450	100 units	\$200,000.00				
	<b>Total 1450</b>			\$200,000.00				
	<b>Subtotal</b>			\$200,000.00	\$0.00	\$0.00	\$0.00	
Signature of Executive Director			Date	Signature of Public Housing Director			Date	

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
4. TX 11-4 Senior Citizens' Home	<b>Upgrade mechanical/e Replace vinyl tile floorin</b>	1460 1460	100 units 10600 s.f.	\$20,000.00				
				\$31,844.00				
				<b>\$51,844.00</b>				
	<b>Total 1460</b>							
	<b>Subtotal</b>			<b>\$51,844.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
5. TX 11-5 Springfield Acres	<b>Site Development</b>	1450	500 l.f.	\$37,360.00					
	<b>Masonry/ W.I. Fence enhan</b> <b>Total 1460</b>			\$37,360.00					
	<b>Dwelling Structures</b>	1460	126 ea.	\$53,700.00					
	<b>Bathroom lavatory w/ v</b> <b>Total 1460</b>			\$53,700.00					
	<b>Subtotal</b>			<b>\$91,060.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
Signature of Executive Director			Date		Signature of Public Housing Director			Date	

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
6. TX 11-8/9/10 Meadow Acres & Meadow Elderly	<b>Dwelling Structures Bathroom lavatory w/ v Total 1460</b>	1460	108 ea	\$50,000.00				
\$50,000.00								
	<b>Subtotal</b>			<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
7. TX 11-11/15 South Laredo	<b>Site Improvements</b>							
	Provide topsoil	1450	261 c.y.	\$5,500.00				
	Reseed barren areas	1450	2372 s.y.	\$4,000.00				
	<b>Total 1450</b>			<b>\$9,500.00</b>				
	<b>Dwelling Structures</b>							
	Repair fascias - Paint exterior at TX 11-11	1460	36 units	\$71,071.00				
<b>Total 1460</b>			<b>\$71,071.00</b>					
<b>Subtotal</b>				<b>\$80,571.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Signature of Executive Director			Date	Signature of Public Housing Director			Date	

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>Management Improvements</b>	<b>General Technical Assistance</b>							
	1. PHAS / QHWRA Improvement	1408		\$25,000.00				
	<b>Resident Training &amp; Activities</b>							
	2. Homeownership Activities	1408		\$2,000.00				
	3. Computer Labs / Activities	1408		\$52,500.00				
	4. Homeownership Counseling	1408		\$25,200.00				
	5. Personnel Clerk	1408		\$21,000.00				
	6. Management Information Systems	1408		\$39,126.00				
	7. Pro-Rated Salaries	1408		\$14,700.00				
	8. Benefits	1408		\$47,250.00				
9. Force Account uniforms, equipment	1408		\$6,500.00					
	<b>Total 1408</b>			<b>\$233,276.00</b>			<b>\$0.00</b>	
<b>Administration</b>	11. In-House Architect / CGP Coordinator	1410		\$71,215.00				
	12. Field Superintendent*	1410		\$28,765.00				
	13. Project Manager*	1410		\$29,750.00				
	14. Project Manager*	1410		\$33,347.00				
	15. Wood Shop Foreman*	1410		\$28,000.00				
	16. Welding Shop Foreman*	1410		\$25,000.00				
	17. Benefits*	1410		\$65,780.00				
	18. Finance Clerk**	1410		\$30,618.00				
	19. Purchasing Clerk**	1410		\$27,324.00				
	20. Benefits**	1410		\$17,010.00				
		<b>Subtotal, Technical Salaries</b>			<b>\$281,857.00</b>			
	<b>Subtotal, Non-Technical Salaries (&lt;10% of Total)</b>			<b>\$74,952.00</b>				
	<b>Total 1410</b>			<b>\$356,809.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Agency-Wide Fees and Costs	22. Printing Costs	1430		\$2,000.00				
	23. Miscellaneous A/E Costs	1430		\$2,000.00				
	<b>Total 1430</b>			<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Non-dwelling Structures	24. Phase 2 of office reconstruction Construction of multi-unit office space at Tx 11-3	1470		\$200,000.00				
	<b>Total 1470</b>			<b>\$200,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	26. Provide misc. tools & equipment for Force Account staff			\$27,541.00				
Non-dwelling Equipment	27. Pick up			\$20,000.00				
	<b>Total 1475</b>			<b>\$47,541.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Contingency	28. May not	1502		\$138,704.00				
	<b>Total 1502</b>			<b>\$138,704.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Grand Total</b>				<b>\$1,733,805.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
1. Tx 11-1 Colonia Guadalupe	09/30/2002			03/31/2004			
2. Tx 11-2 Russell Terrace	09/30/2002			03/31/2004			
3. Tx 11-3 Carlos Richter Courts	09/30/2002			03/31/2004			
4. Tx 11-4 Senior Citizen Home	09/30/2002			03/31/2004			
5. Tx 11-5 Springfield Acres	09/30/2002			03/31/2004			
6. Tx 11-8/9/10 Meadow Acres & Meadow Elderly	09/30/2002			03/31/2004 03/31/2004			
7. Tx 11-11/15 South Laredo	09/30/2002			03/31/2004			
Management Improvements							
1.	09/30/2002			03/31/2004			
2.	09/30/2002			03/31/2004			
3.	09/30/2002			03/31/2004			
4.	09/30/2002			03/31/2004			
5.	09/30/2002			03/31/2004			
6.	09/30/2002			03/31/2004			
7.	09/30/2002			03/31/2004			
8.	09/30/2002			03/31/2004			
9.	09/30/2002			03/31/2004			
10.	09/30/2002			03/31/2004			
11.	09/30/2002			03/31/2004			
12.	09/30/2002			03/31/2004			
13.	09/30/2002			03/31/2004			
14.	09/30/2002			03/31/2004			
15.	09/30/2002			03/31/2004			
16.	09/30/2002			03/31/2004			
17.	09/30/2002			03/31/2004			
Signature of Executive Director			Date	Signature of Public		Date	

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>	
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>		
Management Improvements (cont'd)								
18.	09/30/2002			03/31/2004				
19.	09/30/2002			03/31/2004				
20.	09/30/2002			03/31/2004				
21.	09/30/2002			03/31/2004				
22.	09/30/2002			03/31/2004				
23.	09/30/2002			03/31/2004				
24.	09/30/2002			03/31/2004				
25.	09/30/2002			03/31/2004				
26.	09/30/2002			03/31/2004				
27.	09/30/2002			03/31/2004				
28.	09/30/2002			03/31/2004				
Signature of Executive Director				Signature of Public				Date

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Five Year Action Plan  
 Part I: Summary  
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA NAME: **Laredo Housing Authority**      Locality: (City/County/State) **Laredo, Webb Co., Texas**      Original      Revisi

attachment: TXO 11CO3

A. Development Number/Name	Work Statement for Year FFY 01	Work Statement for Year 2 FFY 02	Work Statement for Year 3 FFY 03	Work Statement for Year 4 FFY 04	Work Statement for Year 5 FFY 05
TX 11-1 Colonia Guadalupe	See	\$110,000	\$125,000	\$326,400	\$110,000
TX 11-2 Russell Terrace		\$115,000	\$210,000	\$75,000	\$65,000
TX 11-3 Carlos Richter Cts.	Annual	\$20,000	\$12,178	\$64,279	\$15,000
TX 11-4 Senior Citizens'		\$26,629	\$12,500	\$80,000	\$20,000
TX 11-5 Springfield Acres	Statement	\$225,000	\$75,000	\$16,000	\$163,179
TX 11-8/10 Meadow Acres		\$20,000	\$150,000	\$15,000	\$117,000
TX 11-9 Meadow Elderly		\$9,800	\$56,000	\$6,000	\$40,000
TX 11-11/15 South Laredo		\$12,725	\$25,000	\$10,000	\$96,500
<b>B. Physical Improv</b>		\$539,154	\$665,678	\$592,679	\$626,679
<b>C. Management Improv</b>		\$275,900	\$275,900	\$275,900	\$275,900
<b>D. HA- Wide Nondwell and Equipment</b>		\$292,525	\$296,001	\$420,000	\$415,000
<b>E. Administration</b>		\$356,801	\$356,801	\$356,801	\$356,801
<b>F. Other</b>		\$269,425	\$139,425	\$88,425	\$59,425
<b>G. Operations</b>					
<b>H. Demolition</b>					
<b>I. Replacement Reserve</b>					
<b>J. Mbd Used for Dev</b>					
<b>K. Total CGP Funds</b>		\$1,733,805	\$1,733,805	\$1,733,805	\$1,733,805
<b>L. Total Non- CGP F</b>		\$0	\$0	\$0	\$0
<b>M Grand Total</b>		\$1,733,805	\$1,733,805	\$1,733,805	\$1,733,805

Signature of Execu      Signature of Public Housing Director/ Offi

Part II: Supporting Pages

Physical Needs Work Statement(s)

Capital Fund Program (CFP)

and Urban Development

Office of Public and Indian Housing

Work Statement Fiscal Year Y: 20	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003		
	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost
See Annual Statement	<b>Tx 11-1 Colonia Guadalupe</b>			<b>Tx 11-1 Colonia Guadalupe</b>		
	Replace Sewer Lines	750 l.f.	\$25,000	Preplace Sewer Lines	750 l.f.	\$25,000
	Replace Water Lines	2500 l.f.	\$50,000	Replace Water Lines	2000 l.f.	\$50,000
	Sidewalk Repair	350 cu.yd.	\$35,000	Sidewalk Repair	500 Cu. Yd.	\$50,000
	Subtotal		\$110,000	Subtotal		\$125,000
	<b>Tx 11-2 Russell Terrace</b>			<b>Tx 11-2 Russell Terrace</b>		
	Replenish Shop Tools	L.S.	\$15,000	Kitchen Cabinets & Countertops	200 units	\$200,000
	Security Screen Doors	200 ea.	\$100,000	Kitchen Sinks	200 units	\$10,000
	Subtotal		\$115,000	Subtotal		\$210,000
	<b>Tx 11-3 Richter Courts</b>			<b>Tx 11-3 Richter Courts</b>		
	Window shades / blinds	7776 s.f.	\$20,000	Gas Stoves	20 units	\$7,857
				Refrigerators	10 units	\$4,321
	Subtotal		\$20,000	Subtotal		\$12,178
	<b>Tx 11-4 Senior Citizens' Home</b>			<b>Tx 11-4 Senior Citizens' Home</b>		
	Replace blinds/shades	100 units	\$26,629	Replace Fire Fighting Equipment	L.S.	\$12,500
Subtotal		\$26,629	Subtotal		\$12,500	
<b>Tx 11-5 Springfield Acres</b>			<b>Tx 11-5 Springfield Acres</b>			
Chain Link Fence	126 units	\$225,000	Replace Sewer Lines	250 l.f.	\$25,000	
			Replace Water Lines	500 l.f.	\$50,000	
Subtotal		\$225,000	Subtotal		\$75,000	
	Subtotal of Estimated Cost		\$496,629	Subtotal of Estimated Cost		\$434,678

Part II: Supporting Pages

and Urban Development

Physical Needs Work Statement(s)

Office of Public and Indian Housing

Capital Fund Program (CFP)

Work Statement Fiscal Year	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003		
	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost
See Annual Statement				Tx 11-8/10 Meadow Acres Chain Link Fence	78 Units	\$150,000
				Subtotal		\$150,000
	Tx 11-8/10 Meadow Acres Development Sign, Accent	L.S.	\$20,000	Tx 11-9 Meadow Elderly Chain Link Fence	30 Units	\$56,000
				Subtotal		\$56,000
	Subtotal		\$20,000			
	Tx 11-9 Meadow Elderly Bathroom lavatory w/ vanity	30 units	\$9,800	Tx 11-11/15 South Laredo Paint Interiors	35000 S.F.	\$25,000
				Subtotal		\$25,000
	Subtotal		\$9,800			
	Tx 11-11/15 South Laredo Provide sodium security lights Replace outlets at kitchens	4 ea. 72 ea.	\$9,526 \$3,199			
	Subtotal		\$12,725			
	Subtotal of Estimated Cost		\$42,525	Subtotal of Estimated Cost		\$231,000

Part II: Supporting Pages

and Urban Development

Physical Needs Work Statement(s)

Office of Public and Indian Housing

Capital Fund Program (CFP)

Work Statement Fiscal Year	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003		
	Number/ Name/ General De Major Work Category	Quantity	Estimated Cost	Number/ Name/ General De Major Work Category	Quantity	Estimated Cost
See Annual Statement	<b>Management Improvements</b> Account 1408			<b>Management Improvements</b> Account 1408		
	Staffing & Benefits		\$200,000	Staffing & Benefits		\$200,000
	Training & Development		\$75,900	Training & Development		\$75,900
	Subtotal		\$275,900	Subtotal		\$275,900
	<b>PHA-Non-Dwelling Structures &amp; Equipment</b> Misc. Equipment and vehicles		\$17,525	<b>PHA-Non-Dwelling Structures &amp; Equipment</b> Misc. Equipment and vehicles		\$21,001
	<b>Phase 3 of New Office</b>		\$275,000	<b>Phase 4 of New Office</b>		\$275,000
	Subtotal		\$292,525	Subtotal		\$296,001
	<b>Administration</b> Account 1410			<b>Administration</b> Account 1410		
	Staffing & Benefits		\$356,801	Staffing & Benefits		\$356,801
	Subtotal		\$356,801	Subtotal		\$356,801
	<b>Contingency Account</b> Account 1502		\$34,425	<b>Contingency Account</b> Account 1502		\$34,425
	Subtotal		\$34,425	Subtotal		\$34,425
	<b>Other</b> Other A/E Account 1430		\$110,000	<b>Other</b> Other A/E Account 1430		\$105,000
Demolition of existing offices		\$125,000				
Subtotal		\$235,000	Subtotal		\$105,000	
	Subtotal of Estimated Cost		\$1,194,651	Subtotal of Estimated Cost		\$1,068,127

Part II: Supporting Pages

Physical Needs Work Statement(s)

Office of Public and Indian Housing

Capital Fund Program (CFP)

Work Statement Fiscal Year: 2004	Work Statement for Year 4 FFY: 2004			Work Statement for Year 5 FFY: 2005		
	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost
See Annual Statement	<b>Tx 11-1</b> <b>Colonia Guadalupe</b> Chain Link Fence	272 Units	\$326,400	<b>Tx 11-1</b> <b>Colonia Guadalupe</b> Patch, reseal & restrip parking lots	18000 s.y.	\$110,000
	Subtotal		\$326,400	Subtotal		\$110,000
	<b>Tx 11-2</b> <b>Russell Terrace</b> Replenish Shop Tools Window Shades / Blinds	L.S. L.S.	\$25,000 \$50,000	<b>Tx 11-2</b> <b>Russell Terrace</b> Replace Window Hardware	L.S.	\$65,000
	Subtotal		\$75,000	Subtotal		\$65,000
	<b>Tx 11-3</b> <b>Carlos Richter Courts</b> Block Fence Noise Abatement	1000 l.f.	\$64,279	<b>Tx 11-3</b> <b>Carlos Richter Courts</b> Sidewalk Repair	150 cu. Yd.	\$15,000
	Subtotal		\$64,279	Subtotal		\$15,000
	<b>Tx 11-4</b> <b>Senior Citizens' Home</b> Paint Interior Landscape Gardens / Upgrade	82,000 s.f. L.S.	\$60,000 \$20,000	<b>Tx 11-4</b> <b>Senior Citizens' Home</b> Replace lavatory vanities	100 units	\$20,000
	Subtotal		\$80,000	Subtotal		\$20,000
				<b>Tx 11-5</b> <b>Springfield Acres</b> Repair/replace electrical panels Patch, reseal & restrip parking lot	127 12,500 s.y.	\$92,108 \$71,071
				Subtotal		\$163,179
	Subtotal of Estimated Cost		<b>\$545,679</b>	Subtotal of Estimated Cost		<b>\$373,179</b>

Part II: Supporting Pages

and Urban Development

Physical Needs Work Statement(s)

Office of Public and Indian Housing

Capital Fund Program (CFP)

Work Statement Fiscal Year FY: 20	Work Statement for Year 4 FFY: 2004			Work Statement for Year 5 FFY: 2005		
	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost	Number/ Name/ General Description Major Work Category	Quantity	Estimated Cost
See Annual Statement	<b>Tx 11-5 Springfield Acres</b>			<b>Tx 11-8/10 Meadow Acres</b>		
	Gas Stoves	20 units	\$8,000	Replace Roofing Shingles	78 Units	\$117,000
	Refrigerators	20 units	\$8,000			
	Subtotal		\$16,000	Subtotal		\$117,000
	<b>Tx 11-8/10 Meadow Acres</b>			<b>Tx 11-9 Meadow Elderly</b>		
	Replace Range Hoods	78 units	\$15,000	Replace Roofing Shingles	30 Units	\$40,000
	Subtotal		\$15,000	Subtotal		\$40,000
	<b>Tx 11-9 Meadow Elderly</b>			<b>Tx 11-11 South Laredo</b>		
	Replace Range Hoods	30 Units	\$6,000	Chain Link Fence	36 units	\$54,000
	Subtotal		\$6,000	Subtotal		\$54,000
<b>Tx 11-11 South Laredo</b>			<b>Tx 11-15 South Laredo</b>			
Sidewalk repair	50 cu. yds.	\$5,000	Chain Link Fence	20 units	\$42,500	
Subtotal		\$5,000	Subtotal		\$42,500	
<b>Tx 11-15 South Laredo</b>						
Sidewalk repair	50 cu. yds.	\$5,000				
Subtotal		\$5,000				
	Subtotal of Estimated Cost		<b>\$47,000</b>	Subtotal of Estimated Cost		<b>\$253,500</b>

Part II: Supporting Pages

and Urban Development

Physical Needs Work Statement(s)

Office of Public and Indian Housing

Capital Fund Program (CFP)

Work Statement Fiscal Year: 2004	Work Statement for Year FFY: 2004			Work Statement for Year FFY: 2005	Work Statement for Year FFY: 2005		
	Number/ Name/ General De Major Work Category	Quantity	Estimated Cost		Number/ Name/ General De Major Work Category	Quantity	Estimated Cost
See Annual Statement	<b>Management Improvements</b> Account 1408			<b>Management Improvements</b> Account 1408			
	Staffing & Benefits		\$200,000	Staffing & Benefits		\$200,000	
	Training & Development		\$75,900	Training & Development		\$75,900	
	Subtotal		\$275,900	Subtotal		\$275,900	
	<b>PHA-Non-Dwelling Structures &amp; Equipment</b> Misc. Equipment and vehicles		\$20,000	<b>PHA-Non-Dwelling Structures &amp; Equipment</b> Misc. Equipment and vehicles		\$15,000	
	<b>Phase 5 of new of</b>		\$400,000	<b>Phase 6 of new of</b>		\$400,000	
	Subtotal		\$420,000	Subtotal		\$415,000	
	<b>Administration</b> Account 1410			<b>Administration</b> Account 1410			
	Staffing & Benefits		\$356,801	Staffing & Benefits		\$356,801	
	Subtotal		\$356,801	Subtotal		\$356,801	
	<b>Contingency Account</b> Account 1502		\$34,425	<b>Contingency Account</b> Account 1502		\$34,425	
	Subtotal		\$34,425	Subtotal		\$34,425	
<b>Other</b> Other A/E Account 1430		\$54,000	<b>Other</b> Other A/E Account 1430		\$25,000		
Subtotal		\$54,000	Subtotal		\$25,000		
	Subtotal of Estimated Cost		\$1,141,126	Subtotal of Estimated Cost		\$1,107,126	

# Public Housing Drug Elimination Program Plan

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

## Section 1: General Information/History

**A. Amount of PHDEP Grant** \$ 211,583.00

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_      R x \_\_\_\_\_

**C. FFY in which funding is requested** FY99

### **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 PHDEP Plan is a comprehensive drug prevention and intervention program that will build awareness of the effects of drugs, and one that will facilitate education components and assistance to its residents. DEP has established a mentoring program and provides community service with the help of local judges through their deferred adjudication program. DEP has hired coaches/tutors at our community centers to assist our youth and adults in educational and recreational activities to improve the resiliency factor and the problem solving skills. DEP expects to continue its intervention and collaboration with families by providing parenting classes, leadership training, GED courses, job placement, mentorship, and sponsoring events at our community centers. DEP programs now will include security personnel.*

### **E. Target Areas**

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Colonia Guadalupe</i>	<i>272</i>	<i>670</i>
<i>Carlos Richter Courts</i>	<i>100</i>	<i>328</i>
<i>Russell Terrace</i>	<i>200</i>	<i>732</i>
<i>Senior Citizens Homes</i>	<i>100</i>	<i>114</i>
<i>Springfield Acres</i>	<i>126</i>	<i>431</i>
<i>Meadow Acres/Meadow Elderly</i>	<i>106</i>	<i>320</i>
<i>South Laredo</i>	<i>56</i>	<i>286</i>

### **F. Duration of Program**

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

**12 Months** \_\_\_\_\_      **18 Months** \_\_\_\_\_      **24Months** X \_\_\_\_\_

## G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY 1998	288,300.00	TX59DEP0110198	88,000.00			4/1/01
FY 1999	211,583.00	TX59DEP0110199	211,583.00			3/31/02

## 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.

*The Drug Elimination Program (DEP) is a comprehensive drug prevention and intervention initiative. DEP is targeting the youth and adult residents of the Laredo Housing Authority. Yet, DEP will foster community based cooperation with local, county, and state law enforcement, judicial, and social agencies to help in establishing prevention and intervention strategies. The partnerships built by DEP shall be firm in the commitment of providing the safety and security of the Laredo Housing Authority and the community of Laredo by attempting to curtail the availability of drugs and activities associated to drug use. DEP furthermore will provide alternatives such as motivational, recreational, and educational activities. DEP, will implement curriculum base educational support groups to create an environment that builds positive growth, self esteem, and instills a philosophy where all residents have a stake in the place they call home. As part of the early intervention side of the program, we will conduct a need assessment to determine the number of persons to be served under this section.*

## B. PHDEP Budget Summary

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

<b>FY __99__ PHDEP Budget Summary</b>	
<b>Original Statement</b>	
<b>Revised Statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	0.00
9115 - Special Initiative	0.00
9116 - Gun Buyback TA Match	0.00
9120 - Security Personnel	24,960.00
9130 - Employment of Investigators	0.00
9140 - Voluntary Tenant Patrol	0.00
9150 - Physical Improvements	4,000.00
9160 - Drug Prevention	164,870.00
9170 - Drug Intervention	3,000.00
9180 - Drug Treatment	0.00
9190 - Other Program Costs	14,753.00
<b>TOTAL PHDEP FUNDING</b>	<b>\$211,583.00</b>

- *Please note that the amount is different from the one stated in the Award Agreement (\$211,583.00) given the calculation of eligible units. The number of eligible units for funding is 958.*

## 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: \$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>9115 – Special Initiative</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>9116 – Gun Buyback TA Match</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>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$ 24,960.00</b>		
Goal(s)							
<i>Improve quality of life.</i>							
Objectives							
<i>Prevent and eliminate drug abuse and related crimes in the housing developments</i>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. <i>Provide security guards patrols.</i>			4/1/00	3/31/02	24,960		<i>Conduct surveillance of all possible criminal activities. Decrease the drug trafficking, gang crimes vandalism and violence in our community as a whole.</i>
2. <i>Establish a liaison with authorities and LHA.</i>							<i>Prepared detailed written security reports to authorities</i>
3.							

<b>9130 - Employment of Investigators</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>9140 - Voluntary Tenant Patrol</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>9150 - Physical Improvements –</b>					<b>Total PHDEP Funding: \$ 4000.00</b>		
Goal(s)							
<i>Improve the condition of the concession stand/kitchen at the Sdinas Little League Field (TX 11-1)- utilized by resident council members for prevention and selfsufficient activities.</i>							
Objectives							
<i>Modernize the physical condition of the interior kitchen and immediate area</i>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Physical Improvements to concession stand/kitchen</i>			12/01/00	6/01/01	\$4,000.00		<i>Completion of work items to modernize concession stand</i>
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 164,047.00</b>		
Goal(s)	<p>DEP's goal is to provide the residents of our developments a safer and drug free environment. DEP will also provide motivational, recreational and educational activities at the community centers and give the residents an opportunity to succeed.</p> <p>Involves residents of our developments on recreational and educational activities on our community centers</p> <p>Persuade participation on DEP activities.</p> <p>Provide community awareness programs and services to improve themselves through our educational programs</p>						
Objectives	<p>Our objective is to provide the residents of our developments an alternative.</p> <p>DEP will provide education about the use of drugs and its adverse effect. Also early intervention services will provide curriculum base education on resiliency,</p> <p>DEP will continue work with MOU's involving law enforcement and social services providers</p>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. The continuation of on-going youth and family related activities. These will include summer camps, after school programs, computer lab classes for adult and the youth, field trips, youth and adult life-skills workshops. Services will through both in-house personnel and community services partners,	1500	All Developments	4/1/00	3/31/02	164,870.00		Information, dissemination on our developments of different activities done. To improve the youth participation in DEP activities. Provide a safe and drug free environment
2. Presentations of prevention of drug and alcohol use, abuse and addiction, domestic violence, awareness on gang related activities	Same	Same	Same	Same			Keep record of attendance sheet
3. Education and job training	Same	Same	Same	Same			Documentation of participation
4. Develop a educational support group base on resiliency to improve self	Same	Same	Same	Same			Record of number signed participants
5. Seeking new partners that will enhance the prevention side of our program, for possible referral of services or treatment.	Same	Same	Same	Same			Record new partners via signed MOU's and activities reports. Develop a networking relationship for possible referrals track system.

<b>9170 – Drug Intervention –</b>	<b>Total PHDEP Funding: \$ 3,000.00</b>
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Goal(s)	<i>Provide Early intervention for Adults and youth</i>						
Objectives	<i>the creation of links with Substance Abuse Treatment to provide intervention services on crisis or treatment of substance abusers</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Development of none financial agreements</i>		<i>All Developments</i>	<i>4/1/00</i>	<i>3/31/02</i>	<i>3,000.00</i>		<i>Established link through MOU's with service providers</i>
2. <i>Conduct a need assessment to determine the needs</i>		<i>Same</i>	<i>Same</i>	<i>Same</i>			<i>Assessment tool develop by evaluator</i>
3. <i>Referral services</i>							<i>Provide residents with referral for possible drug related problems</i>

<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	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 – Other Program Costs</b>					<b>Total PHDEP Funds: \$ 14,753.00</b>		
Goal(s)	<i>Program evaluation</i>						
Objectives	<i>The technical assistance and evaluation provided by the third party will allow DEP program to make any needed modification to maximize the usage of funds. Assure grant compliance measure program implementation</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Develop of appropriate measurement tool</i>			<i>4/1/00</i>	<i>3/31/02</i>	<i>14,753.00</i>		<i>Technical assistance to evaluate DEP program Provide feedback of program modification</i>
2. <i>Need assessment</i>			<i>Same</i>	<i>Same</i>			<i>Schedule need-based on-site consultation</i>
3. <i>Report and evaluation of the program</i>			<i>Same</i>	<i>Same</i>			<i>Provide assistance in the preparation of semi-annual report to HUD Provide assistance in the preparation of a final report and evaluation</i>

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR THE  
HOUSING AUTHORITY OF THE  
CITY OF LAREDO, TEXAS**

**DECONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the de-concentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Laredo Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

Implementation may include the following efforts:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Establish preferences for families in job training programs;
- S Establish preferences for families in education or training programs;
- S Marketing campaign geared towards targeting income groups for specific developments;
- S Additional supportive services;
- S Additional amenities for all units;
- S Ceiling rents; (mandatory)
- S Flat rents for selected developments;
- S Different tenant rent percentages per development;
- S Different tenant rent percentages per bedroom size;
- S Saturday and evening office hours;
- S Security Deposit waivers;
- S Revised transfer policies;
- S Site-based waiting lists;
- S Mass Media; and
- S Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- < The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- < After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- < To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- < For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- < The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs.)

## **Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

### **Annual Plan**

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

- *Public Housing*

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

***(Omit)***

##### ***Question (a)***

- ***Site-based waiting lists***

***(Change)***

##### ***Question (c)***

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

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

***(Addition)***

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

##### **(6) Deconcentration and Income Mixing**

***(Addition of this entire section)***

#### ***12-Community Service and Self-Sufficiency Programs ñ***

- ***The PHA has adopted, has informed residents and is implementing the Community Service Policy***

#### ***13-Pet Policy***

- ***The PHA has adopted, has informed residents and is implementing the Pet Policy.***

**COMMUNITY SERVICE POLICY  
FOR THE  
HOUSING AUTHORITY OF THE  
CITY OF LAREDO, TEXAS**

## COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Housing Authority fo the City of Laredo (PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Housing Authority of the City of Laredo establishes the following Policy, effective October 1, 1999.

### A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- C improving the physical environment of the resident's developments;
- C selected office related services in the development or Administrative Office;
- C volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- C neighborhood group special projects;
- C self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- C tutoring elementary or high school age residents; and
- C serving in on-site computer training centers.

Voluntary political activities are prohibited.

### B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

C. Self Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. Such activities can include, but are not limited to:

- C apprenticeships and job readiness training;
- C substance abuse and mental health counseling and treatment;
- C English proficiency, GED, adult education, junior college or other formal education;
- C household budgeting and credit counseling;
- C small business training.

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- C adults who are 62 years of age or older;
- C persons engaged in work activities as defined under Social Security (full time or part time employment);
- C participants in a welfare to work program;

- C persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- C the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

The PHA will determine, at the next regularly scheduled reexamination, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time-Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- C going from unemployment to employment;
- C entering a job training program;
- C entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- C third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- C birth certificates to verify age 62 or older; or
- C if appropriate, verification of disability limitations.

Families who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

#### F. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

G. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination on or after October 1, 1999, and for all new residents effective October 1, 1999. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

H. Noncompliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

# Housing Authority of the City of Laredo

## Required Attachment TX011h02: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: *Ms. Delia Vasquez (deceased on October 11, 1999). Given the vacancy created by the deceased, a new appointment of a resident to the governing board is expected this year.*

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

Elected

Appointed

C. The term of appointment is (include the date term expires): *10/25/99*

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

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

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

Other (explain):

B. Date of next term expiration of a governing board member: *10/25/2001*

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

*Elizabeth Flores ñ Mayor of the City of Laredo*

## **Required Attachment TX011i02: Membership of the Resident Advisory Board or Boards**

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

*The Central Resident Council acts as the Resident Advisory Board. It consists of the represented membership of the (7) seven separate public housing developments resident councils and (3) Section 8 Housing participants. The Central Resident Council consists of a general membership, has its own elected officers and meets monthly.*

*President: Martha Castro  
Development TX 11-1  
303 Gonzalez Ct.  
Laredo, TX 78040*

*Vice-President: San Juanita Villareal  
Development TX 11-3  
1810 Circle Drive  
Laredo, TX 78040*

*Treasurer: Patricia Morales  
Development TX 11-2  
3312 Logan  
Laredo, TX 78040*

*Secretary: San Juana De La Cruz  
Farm Labor Dev.  
2213 S. Martin  
Laredo, TX 78046*

# **Housing Authority of the City of Laredo**

## **FOLLOW-UP PLAN**

Attachment: TX011j02

Pursuant to the result of the 2000 Resident Service and Satisfaction Survey, where the Safety and Physical Appearance sections scored below the 75%, the Housing Authority of the City of Laredo will implement the following additional measures:

### **Safety:**

In response to questions 9, 10, 11, and 12:

1. On November 1999 , the LHA converted from a private security force to an inhouse security force. The change and its effect has been instrumental in the agencies responsiveness to the issues of safety. Since that time, the following is has been implemented by the agency:
  - Already in place and following that change, a reporting system where the security personnel notifies the maintenance supervisor of problems with lighting.
2. Develop and make available, at move-in and in waiting rooms in public housing development offices, a Resident Information Brochure to educate residents as to the safety services, and community service programs, and emergency numbers:
  - The implementation of this task took place in the month of July 2000.
3. Offer home safety course:
  - This is to be done once annually—in October-- in coordination with the Laredo Police Dept.
4. Consult at least once annually with the Laredo Police Dept. regarding the Community Policing Program in the housing developments to further outreach to the residents.
5. Provide sensitivity training to managers regarding confidentiality as it applies to administrative matters. This is to be done in January 2001.

### **Housing Development Appearance**

In response to questions 17 and 18:

1. Implement, beginning February 2001, a monthly reporting system where the development manager and maintenance foreman meet once a month to discuss and develop a monthly

upkeep report that is submitted to the public housing manager supervisor and the maintenance department supervisor. This will allow the agency keep a close watch on possible problems and set prerogatives to address them.

2. Designate March as the Beautification month, where the Central (Citywide) Resident Council offers formal comments to the agency regarding beautification and housing development appearance. The agency will then document and take appropriate measures to resolve concerns.

## **Resident Advisory Board Recommendations / Comments on the PHA Agency Plan**

The following are comments made at the PHA Agency Plan Public Hearing, held on December 5, 2000:

**Comment:** 99.9% of the residents speak in Spanish, therefore can meeting be held in Spanish?

**LHA Response:** The meeting was conducted in Spanish, with translation to English as required.

**Comment:** The blinds at the units to TX 11-4 need to be fixed.

**LHA Response:** The item will need to be addressed in the Physical Needs Assessment and then in the 5 Year Action Plan.

**Comment:** Space Heaters at TX 11-4 are bulky and inconvenient.

**LHA Response:** There is a work item under current funding cycle (CFP501) to convert air handler in question from heat only to air conditioning. This will be accomplished by adding a chiller and reverse the 2-pipe system from hot water to chilled water, passing through the air handler fans in the units, thereby affording the units with air conditioning.

**Comment:** Fix living room flooring at TX 11-4.

**LHA Response:** This is also a work item already in the works for the upcoming cycle.

**Comment:** Back doors are too heavy on the second floor (TX 11-4).

**LHA Response:** Work items under "mechanical - electrical upgrades" will be utilized to repair the door hardware at TX 11-4.

**Comment:** Vandalism occurs on cars, after closing security gates;  
Review hours of security guard operations;  
Dark areas outside the building causing drug abuse;  
Extend the laundry room to avoid this situation.

LHA Response: Security will be coordinated to provide better service, and to allow for better vigilance of building, parking lots, and grounds.

An inspection of the rear corner was done, found to be adequately lit.

Comment: Positive comments made about the presence of securities. They are on the phone sometimes to attend to security issues and situations.

LHA Response: Since the security force was transferred from a contract service to in-house, we feel that we have more and better control. We will strive to provide better security services.

Comment: What would happen if Bush is elected?

LHA Response: Who knows???...

Comment: Lighting at Carlos Richter is bad around the perimeter, especially around railroad tracks.

LHA Response: This area receives area lighting from the City of Laredo, with a contract from Central Power and Light. We will call a report to them.

Comment: South Laredo lighting is okay.

LHA Response: Good.

Comment: P/A system was discontinued at TX 11-4. Residents need to keep notified of activities, and want it re-implemented.

LHA Response: A more fair and equitable system of deciding issues like this needs to be instituted. The P/A was discontinued because some people objected to it, but apparently, more people would rather have it. Perhaps a vote is in order...

Comment: The problem with the system is that the speakers are bad; they sound bad, and we need new speakers.

LHA Response: We can study that and take appropriate action if necessary.

## **Housing Authority of the City of Laredo**

### **Section 8 Homeownership Program Capacity Statement Attachment TX011102**

The Housing Authority of the City of Laredo demonstrates its capacity to administer the Section 8 Homeownership program has the following policies are adopted:

1. A minimum down payment of 3% is required. At least 1% must come for the family's resources.
2. Financing for purchase of a home will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

April 20, 2001

Ms. Diana Armstrong  
Director, Office of Public Housing  
U.S. Department of Housing & Urban Development  
Washington Square  
800 Dolorosa  
San Antonio, Texas 78507-4563

ATTN: Mr.. Nathan Ratner  
RE: Agency Plan Revisions/Resident Board Member

Dear Mr. Ratner:

This is in response to your e-mail dated April 17, 2001, specifically in response to the matter of the resident Board member. Please be advised that in accordance with the City of Laredo Protocol Handbook and the Priority Procedures for the Mayor and City Council, the matter of the need to re-appoint the resident Board member has been taken up with the Mayor of the City of Laredo. The Honorable Elisabeth "Betty" Flores has yet to name the next resident Board member. We anticipate that this will occur shortly, and as soon as it does, we will submit the name of the individual thus appointed.

Please do not hesitate to call me at (956) 722-4587 if I can be of further service to you in this matter.

Sincerely,

Abraham Rodriguez, Jr.  
Executive Director