

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

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# Texarkana Housing Authority

## Texarkana, Texas

### PHA Plans

5-Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

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

## PHA Plan Agency Identification

**PHA Name:** Texarkana Housing Authority

**PHA Number:** TX014

**PHA Fiscal Year Beginning:** 01/01/01

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:  
The Texarkana Housing Authority is dedicated to providing this community with quality, affordable housing that is decent, well maintained and free from drugs and violent crime. We endeavor to provide livable communities that are made up of a diverse range of economic incomes so that the children of these communities have role models that are visible, striving to make economic gains for their families. We are committed to providing our residents with as many opportunities as possible to become economically self-sufficient. We shall do all of these things while serving our residents and neighboring citizens with the highest degree of professional courtesy, empathy and respect.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:  
**Measure:** Reduce vacancies to 97% by December 31, 2002
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)  
**Measure:** Improve score to 60% by December 31, 2001
  - Improve voucher management: (SEMAP score)  
**Measure:** Implement quality control program by July 31, 2001
  - Increase customer satisfaction:  
**Measure:** Develop a process for effectively addressing and resolving correctable resident dissatisfaction items.
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)  
**Measure:** Continue to provide training to improve qualifications in the areas of finance, procurement, and capital funds, housing maintenance and inspection, resident programs, Section 8 Administration.
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
**Measure:** Marketing – The Housing Authority will conduct outreach in an effort to obtain and maintain a well-balanced application pool. Outreach effort will take into consideration the level of vacant units, income targeting requirements, unit availability through turnover, and waiting list characteristics. The Housing Authority will assess these

factors quarterly in order to determine the need and scope of the marketing effort.

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
**Measure:** Achieve an income mix by conducting an assessment of current occupancy relative to tenant incomes of each development and offering the opportunity for relocation based on the Authority's findings. In addition the HATT will offer incentives to eligible families that would help accomplish the deconcentration and income mix objectives.
- Implement public housing security improvements:  
**Measure:** Work with the Texarkana Police Department to implement a tracking system for crime/crime related problems by site.  
**Measure:** Implement a system for staff to report criminal activity to Texarkana Police Department.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:  
**Measure:** Implement Community Service Requirements in accordance with QHWRA
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

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

PHA Strategic Goal: Provision of Resident Services

- Increase the number of residents who are able to receive day care services when beginning employment.
- Increase the recreational services and programs available to children and teenagers who are residents in public housing apartments.

**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.

**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 .....	5
ii. Table of Contents .....	5
1. Housing Needs .....	8
2. Financial Resources.....	15
3. Policies on Eligibility, Selection and Admissions .....	17
4. Rent Determination Policies.....	25
5. Operations and Management Policies .....	30
6. Grievance Procedures.....	33
7. Capital Improvement Needs.....	34
8. Demolition and Disposition .....	43
9. Designation of Housing.....	43
10. Conversions of Public Housing.....	44
11. Homeownership .....	46
12. Community Service Programs.....	47
13. Crime and Safety .....	50
14. Pets (Inactive for January 1 PHAs) .....	52

15. Civil Rights Certifications (included with PHA Plan Certifications) .....	52
16. Audit.....	52
17. Asset Management.....	52
18. Other Information.....	53

**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:

- A. Admissions Policy for Deconcentration (tx014a06.doc)
- B. Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (tx014b.pdf)
- C. Pet Policy (tx014c06.doc)
- D. Community Service and Self-Sufficiency Statement (tx014d06.doc)
- E. Membership of Resident Advisory Board Members (tx014e06.doc)
- F. Resident Membership of Governing Board (tx014f06.doc)
- G. Public Housing Drug Elimination Program (PHDEP) Plan (tx014g06.doc)
- H. Progress in meeting 5-year plan Mission and Goals (tx014h06.doc)

Optional Attachments:

- I. PHA Management Organizational Chart (tx014i06.doc)
- J. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (tx014j06.doc)
- K. Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

### **G. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for

each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Locatio-n
Income <= 30% of AMI	1426	5	5	5	1	2	
Income >30% but <=50% of AMI	661	3	2	4	1	1	
Income >50% but <80% of AMI	1058	3	2	3	1	1	
Elderly	650	4	2	3	1	1	
Families with Disabilities	157	4	2	4	1	1	
White	2786	4	2	4	1	3	
African American	2600	5	4	5	1	4	
Hispanic	43	5	4	5	1	4	
Native American	10	5	4	5	1	4	
Asian/Pacific Islander	7	5	4	5	1	4	

Note: Information is not currently available for those items left blank

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- 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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	392		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Singles	48	12.2	
Families with children	367	93.6	
Elderly families	25	6.3	
Families with Disabilities	37	9.4	
White	41	10.2	
African American	346	88.2	
Hispanic	5	1.2	
Native American			
Asian/Pacific Islanders			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	194		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Single	47	24.2	
Families with children	97	5.0	
Elderly families	10	5.1	
Families with Disabilities	40	20.6	
White	55	28.3	
African American	138	71.1	
Hispanic	4	2.0	

<b>Housing Needs of Families on the Waiting List</b>			
Native Americans			
Asian/Pacific Islanders			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	98	50.5	
2 BR	59	30.4	
3 BR	31	15.9	
4 BR	6	3.0	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

The HATT will employ the following identified strategies in order to assist the City Of Texarkana with meeting its housing needs:

- G. Apply effective maintenance and management policies to minimize the number of vacant units off line.
- H. Reduce the turnover time for vacancies.
- I. Maintain and increase Section 8 lease-up rates.
- J. Undertake measures to ensure access to affordable housing among families assisted by the HATT.
- K. Apply for additional Section 8 units should they become available.
- L. Adopt rent policies to support and encourage work (flat rents).

**(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>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	1,124,658	
b) Public Housing Capital Fund	1,144,432	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,932,461	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	162,156	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	542,282	
<b>4. Other income (list below)</b>	82,618	
Investment Income	12,580	
Non-dwelling Rental Income	1,200	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>5,002,387</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:  
Once a unit of appropriate size is available and determination of deconcentration is applied, the family is selected for occupancy and items will be verified according to the HATT's verification procedures to determine eligibility and qualifications for admission.

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

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

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

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

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

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

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

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

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

- PHA main administrative office

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? none

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

According to the Young Litigation

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

According to the Young Litigation

## 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:  
All Developments

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

Other (list policies and developments targeted below)

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

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

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

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

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

List (any applicable) developments below:

All developments

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:

All developments.

## 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)

**(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:  
Extensions granted upon applicant request.

**(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)

According to the Young Litigation

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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)
- According to the Young Litigation

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**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?

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

**Admissions and Continued Occupancy Policy and Procedures:** The Housing Authority shall grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies.

**Financial hardship.** The financial hardships shall include the following: suspend the minimum rent required immediately, until the Housing Authority determines whether there is a qualifying financial hardship and whether the hardship is long term.

**Determination of Temporary Financial Hardship.** If the Housing Authority determines there is a qualifying hardship, but that it is temporary, the Housing Authority reinstates the minimum rent from the time of suspension. The Housing Authority will not evict the family for nonpayment of the amount of minimum rent in excess of the tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The Housing Authority will offer the family a reasonable repayment agreement for the amount of back rent owed.

If the Housing Authority determines there is no qualifying hardship exemption, the Housing Authority shall reinstate the minimum rent including the back payment for

minimum rent from the time of suspension on terms and conditions established by the Housing Authority.

The Housing Authority recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the "minimum rent" charged. These families may be unable to pay the "minimum rent," which in turn may expose them to eviction for nonpayment. Therefore, the Housing Authority shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the minimum rents.

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
  - Yes for all developments
  - Yes but only for some developments
  - No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.  
 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	512	150
Section 8 Vouchers	183	10
Section 8 Certificates	150	2
Section 8 Mod Rehab	N/A	

Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	512	
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.

G. Public Housing Maintenance and Management: (list below)

**General Administration**

- Travel
- Reasonable Accommodation
- Vehicle Policy

**Personnel**

- Personnel
- Employee Performance and Evaluation
- Annual Salary Schedule

**Procurement**

- Procurement
- Delegation of Procurement Authority

**Financial**

- Capitalization
- Investment and Cash Management
- Uncollectable Tenant Accounts Policy (Write-Off)
- Rent Collection
- Repayment Policy
- Insurance
- Petty Cash Fund

Accounts Payable  
Inventory  
Disposition of Property

**Social/Economic**

Minority Business Enterprises Participation  
Non-discrimination Handicap and Disabled  
Section 3  
Record Keeping

**Resident**

Resident Initiatives including PHAS requirements  
Resident Organization and Recognition  
Resident Participation in Management and Program

**Admissions and Occupancy**

Fair Housing  
Marketing  
Privacy Policy  
Restrictions on Assistance to Non-Citizen  
One Strike – You’re Out  
Eligibility for Admission  
Waiting List Management  
Opening and Closing Waiting Lists  
Determining if the waiting list may be closed  
Removal of applicants from the Waiting List  
Processing Applications for Admission  
Deconcentration of Poverty and Income-Mixing in Public Housing  
    Initial assessment and current occupancy  
    Maintaining deconcentration  
Interviews and Verification Process  
Screening and resident selection criteria  
Resident selection and assignment policies  
Eligibility for continued occupancy and annual recertification  
Previous earned income disregard  
Procedures to be used in determining Income/Rent and Rent Calculation  
    Income-Based Rents  
    Rent Decreases  
    Rent Increases  
    Minimum Rents  
Security Deposit  
Changes in Family Composition  
Effective Date of Adjustments  
Failure to report accurate information  
Procedure for establishing retroactive charge

Family Choice  
 Family Self-Sufficiency  
 Lease Termination/Eviction procedures  
     Record keeping requirements  
     Procedure for investigating drug-related and or criminal activity  
     Notice requirements  
 Grievance procedures  
 Resident paid utilities  
 Resident's maintenance and damages charges  
 Resident police officers  
 Residents employed by the Housing Authority  
 Resident's use of the unit for legal profit making activities  
 Pet Policy  
 Procedures for disposition of property due to death of resident  
 Dwelling Lease  
 Record keeping

**Maintenance**

Preventive maintenance  
 Work order procedures  
 Infestation eradication procedures  
 Unit turn around

- H. Section 8 Management: (list below)
- Administrative Plan
  - Family Self-Sufficiency Action Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

\_\_\_\_ Original Annual Statement

Line No	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	120,337
3	1408 Management Improvements	104,000
4	1410 Administration	50,000
5	1411 Audit	
6	1415 Liquidated Damages	2,500
7	1430 Fees and Costs	55,675
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	809,742
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	2,178
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>1,144,432</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
TX014-001	Renovate buildings No. 8,11&10; consisting of (10) 2 bd. Units; (12) 3 bd. Units and (8) 4 bd. Units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.	1460	330,426.00
TX014-002	Renovate building No. 9,10&11; consisting of (15) 2 bd. Units; and (9) 3 bd. Units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks; toilet holder and mirrors, with new; remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.	1460	266,615.00
TX104-003	Renovate buildings No. 5,6&9; consisting of (4) 1 bd. Units and (12) 2 bd. Units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors, with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace exterior metal doors and frames.	1460	212,701.00
HA WIDE	Operations	1406	120,337.00
	Security	1408	84,000.00
	Resident Initiative Program	1408	10,000.00
	Training	1408	5,000.00
	Computer Software	1408	5,000.00
	Modernization Coordinator	1410	50,000.00
	A&E Services	1430	55,675.00
	Sundry – Advertising	1430	2,500.00
	Relocation	1495	2,178.00
	<b>Grand Total</b>		<b>1,144,432</b>

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

**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)
TX104	12/31/03	12/31/04
HA WIDE	12/31/03	12/31/04

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
TX014-001	Covington			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovate 3 buildings at Covington (30) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$330,426.00	2002
Renovate 3 buildings at Covington (30) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$330,426.00	2003
Renovate 3 buildings at Covington (30) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$330,426.00	2004
Renovate 3 buildings at Covington (30) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$330,426.00	2005
Total estimated cost over next 5 years			\$1,321,704	

## 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	
TX104-002	Stevens Court			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovate 3 buildings at Steven Homes (24) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$266,615.00	2002
Renovate 3 buildings at Steven Homes (24) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$266,615.00	2003
Renovate 3 buildings at Steven Homes (24) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$266,615.00	2004
Renovate 3 buildings at Steven Homes (24) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$266,615.00	2005
Total estimated cost over next 5 years			\$1,066,460	

## 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	
TX014-003	Griff King			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovate 3 buildings at Griff King (20) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$212,701.00	2002
Renovate 3 buildings at Griff King (20) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$212,701.00	2003
Renovate 3 buildings at Griff King (20) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$212,701.00	2004
Renovate 3 buildings at Griff King (20) units; Replace existing kitchen cabinets; install new floor tile throughout; install new fluorescent lighting; replace existing water closets; replace bathroom tub surround with new fiberglass including fixtures; remove existing vanities including fixtures; replace towel racks, toilet holder and mirrors with new, remove existing gas hot water heaters and install electrical hot water heaters; upgrade electrical plugs to meet code; replace existing interior with new wood doors including all hardware; paint interior of all units; install new exterior locks; replace existing exterior metal doors and frames.			\$212,701.00	2005
Total estimated cost over next 5 years			\$850,804	

## 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	
	PHA WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			120,337.00	2002
Security			84,000.00	
Resident Initiative Program			10,000.00	
Training			5,000.00	
Computer Software			5,000.00	
Modernization Coordinator			50,000.00	
A&E Services			55,675.00	
Sundry – Advertising			2,500.00	
Relocation			2,178.00	
Operations			120,337.00	2003
Security			84,000.00	
Resident Initiative Program			10,000.00	
Training			5,000.00	
Computer Software			5,000.00	
Modernization Coordinator			50,000.00	
A&E Services			55,675.00	
Sundry – Advertising			2,500.00	
Relocation			2,178.00	
Operations			120,337.00	2004
Security			84,000.00	
Resident Initiative Program			10,000.00	
Training			5,000.00	
Computer Software			5,000.00	
Modernization Coordinator			50,000.00	
A&E Services			55,675.00	
Sundry – Advertising			2,500.00	
Relocation			2,178.00	
Operations			120,337.00	2005
Security			84,000.00	
Resident Initiative Program			10,000.00	
Training			5,000.00	
Computer Software			5,000.00	
Modernization Coordinator			50,000.00	
A&E Services			55,675.00	
Sundry – Advertising			2,500.00	
Relocation			2,178.00	
<b>Total estimated cost over next 5 years</b>			<b>1,338,760</b>	

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

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

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

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

## 12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip

to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Literacy Council				Both
Texarkana Learning Center				Both
Boys and Girls Club				Both
TISD School				Both
Resident Security Training				Both
JTPA Job Training				Both

a. **Family Self Sufficiency program/s**

b. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	27	12/01/00

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

TX014-1, TX014-2, TX014-3

**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)

TX014-1, TX014-2, TX014-3

**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: \_\_\_\_)

**14. Reserved For Pet Policy**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

Modernization as described in the Capital Fund Annual Statement and 5-Year Action Plan

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

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: Texarkana, Texas

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)

Other: (list below)

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

**D. Other Information Required by HUD**

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

## *Attachment A. Admissions Policy for Deconcentration*

### **Deconcentration of Poverty and Income-Mixing in Public Housing**

The HATT shall deconcentrate poverty in each of its housing developments by bringing higher income tenants into lower income public housing projects and bring lower income tenants into higher income public housing projects. The HATT shall make every effort to maintain the following income mix for each development:

- G. 40 percent of families below 30 percent of median (very poor families) in a fiscal year.
- H. 60 percent of other admissions shall comply with eligibility limits under the current regulations (24CFR 982.201) and law.

### **Initial assessment and current occupancy**

Before the start of each fiscal year, the HATT shall assess each development to determine the percentage of families whose income are at or below 30 percent of median (very poor families) of HUD's latest published limits. The HATT will determine and compare the relative tenant incomes of each development and the incomes of the census tract in which the development is located.

*Developments where the percentage of families whose income are at or below 30 percent of median (very poor families) of HUD's income limits exceeds 40%*

Should the HATT find that the percentage of families whose income are at or below 30% of median (very poor families) of HUD's income limits exceed 40% in any one development. The HATT shall offer the opportunity for relocation to a development where the percentage of families whose income is at or below 30% of median (very poor families) of HUD's income limits may be less than 40%. The offer of relocation will be based on the following:

- a. Availability of appropriate units in other developments where the percentage of units available for families whose income are below 30% of median (very poor families) of HUD's income limits; and
- b. Ability of the relocating family to meet all admission requirements.

The 1998 Act allows skipping of a family on a waiting list specifically to reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

Therefore, when a development's percentage of families meeting the 30 percent of median (very poor families) of HUD's current income limits falls below 40% of the total units, the HATT shall select the next eligible family from the wait list whose income is less than 30 percent of median (very poor families) of HUD's current income limits who meets all other admissions requirements. The HATT shall continue selecting families in this manner until the 40% target is met.

Likewise, should a development's percentage of families meeting the 30 percent of median (very poor families) of HUD's current income limits exceed 40% of the total units, the HATT shall select the next eligible family from the wait list whose income is more than 30 percent of median (very poor families) of HUD's current income limits. The HATT shall continue selecting families in this manner until the 60% target is met.

# Operating Budget

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

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for instructions and the public reporting burden statement

1. Type of Submission:  Original  Revision No. 12/31/01  12 mo.  Other (specify) \_\_\_\_\_  
 2. Name of Public Housing Agency/Indian Housing Authority (PH/IA): HOUSING AUTHORITY FOR THE CITY OF TEXARKANA, TEXAS  
 3. Address (city, state, zip code): 1411 N. ROBISON ROAD, TEXARKANA, TEXAS, 75501  
 4. HUD File Office: Memphis, TN, TARC  
 5. PH/IA LEASES Project No: TX01400201D  
 6. No. of Dwelling Units: 660  
 7. No. of Units Available: 7920  
 8. No. of Families: 9  
 9. Type of PH/IA (check one):  
 01  PH/IA Owned Rental Housing  
 02  PH/IA Owned Mutual Help Homeownership  
 03  PH/IA Leased Rental Housing  
 04  PH/IA Owned Turnkey III Homeownership  
 05  PH/IA Leased Homeownership

Line No.	Fund No.	Description	Actuals Last Fiscal Yr. PUM (1)	Estimate or Actual Current Budget Year 2001 PUM (2)	Requested Budget Estimate	
					PH/IA Estimate Amount PUM (4)	HUD Modification Amount (to remain) PUM (5)
<b>Homebuyers Monthly Payments for</b>						
<b>010 7710 Creating Expense</b>						
020	7710	Earned Home Payments				
030	7710	Nonrecourse Maintenance Reserve				
040		<b>Total Earned Home Payments (sum of lines 020, 030, and 030)</b>				
050	7710	Expenses (in deficit) in Earned Home Payments				
060	7730	Homebuyers Monthly Payments - Contra				
<b>Operating Receipts</b>						
070	9110	Dwelling Rental	52.89	64.95	88.47	542,282
080	4100	Access Utilities				
090	3180	Nonrecourse Rental	1.15	1.15	1.15	1,200
100		<b>Total Rental Income (sum of lines 070, 080, and 090)</b>	53.04	65.10	88.62	543,482
110	8810	Interest on General Fund Investments	1.68	1.51	1.50	12,580
120	3000	Other Income	9.04	9.36	10.44	82,618
130		<b>Total Operating Income (sum of lines 100, 110, and 120)</b>	63.76	75.96	100.56	638,680
<b>Operating Expenditures - Administration</b>						
140	4110	Administration Salaries	21.52	24.50	28.45	225,098
150	4120	Legal Expenses	2.33	3.46	1.12	8,890
160	4140	Staff Training	1.20	1.95	1.38	12,523
170	4150	Travel	.84	1.43	2.21	17,475
180	4170	Accounting Fees	.61	.78	.96	7,595
190	4171	Auditing Fees	11.71	13.36	12.81	101,341
200	4190	Other Administrative Expenses				
210		<b>Total Administration Expenses (sum of lines 140 thru line 200)</b>	37.74	45.26	47.40	325,423
<b>Tenant Services</b>						
220	4210	Salaries	1.27	1.26	1.35	9,900
230	4220	Recreation, Publications, and Other Services	0	.63	1.14	9,000
240	4230	Contact Costs, Training, and Other	1.27	1.87	2.39	18,900
250		<b>Total Tenant Services Expenses (sum of lines 220, 230, and 240)</b>	2.54	3.76	4.88	37,800
<b>Utilities</b>						
260	4310	Water	11.83	14.13	15.45	122,366
270	4320	Electricity	14.50	15.86	13.35	107,319
280	4330	Gas	2.92	4.33	3.57	29,056
290	4340	Fuel				
300	4350	Labor				
310	4360	Other utilities expense	12.95	12.20	14.81	117,267
320		<b>Total Utilities Expenses (sum of lines 260 thru line 310)</b>	42.20	46.52	47.18	376,008

Previous editions are obsolete

form HUD-52584 (3/85)  
rel. Handbook 7476.1

Name of PHA: IHA

Fiscal Year Ending

HOUSING AUTHORITY OF THE CITY OF TEXARKANA, TEXAS

12/31/2001

Line No.	Code No.	Description (1)	Actual	X Estimate	Reconciled Budget/Estimates			
			Last Fiscal Yr. 19 99 PUM (2)	or Actual Current Budget Yr. 2000 PUM (3)	PH/VIHA Examples PUM (4)	Amount (to nearest \$10) (5)	HUD Modification PUM (6)	Amount (to nearest \$10) (7)
<b>Ordinary Maintenance and Operation</b>								
330	4410	Labor	22.03	26.57	36.23	286,873		
340	4420	Vacancies						
350	4430	Contract Costs	13.42	14.85	16.53	130,742		
360	Total Ordinary Maintenance & Operation Expense (sum of lines 330 to 350)		43.13	41.12	63.70	520,240		
<b>Protective Services</b>								
370	4480	Labor						
380	4490	Materials						
390		Contract costs						
400	Total Protective Services Expense (sum of lines 370 to 390)		.35	.39	.40	3,100		
<b>General Expense</b>								
410	4510	Insurance	10.73	9.88	12.23	97,252		
420	4520	Payments in Lieu of Taxes						
430	4530	Terminal Leave Payments	1.37	2.01	3.31	26,211		
440	4540	Employee Benefit Contributions			2.73	19,982		
450	4570	Collection Losses	16.07	23.65	25.64	213,373		
460	4590	Other General Expense	3.96	6.50	6.33	50,385		
470	Total General Expense (sum of lines 410 to 460)		34.56	37.63	44	367,243		
480	Total Operating Expense (sum of lines 210, 250, 330, 380, 400, and 470)		197.01	221.85	267.65	1,197,728		
<b>Rent for Leased Dwellings</b>								
490	4710	Rents to Owners of Leased Dwellings						
500	Total Operating Expense (sum of lines 480 and 490)		197.01	221.85	267.65	1,197,728		
<b>Nonroutine Expenditures</b>								
510	4610	Extraordinary Maintenance						
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Repairs and Adjustments	.26	1.33	.14	1,031		
540	Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		.26	1.33	.14	1,031		
550	Total Operating Expenditures (sum of lines 480 and 540)		198.71	224.24	267.79	1,200,759		
<b>Prior Year Adjustments</b>								
560	8310	Prior Year Adjustments Affected by Residual Receipts						
<b>Other Expenditures:</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580	Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 570 plus line 570)		198.71	224.24	267.79	1,200,759		
590	Residual Receipts (or Deficit before HUD Contributions and provision for operating reserves) (line 580 minus line 580)		(170.34)	.02	(187.14)	(1,462,098)		
<b>HUD Contributions</b>								
600	8310	Basic Annual Contribution for Leased Projects - Current Year	133.66	148.27	151.24	1,197,766		
610	8311	Prior Year Adjustments - (Debit) Credit						
620	Total Basic Annual Contribution (line 600 plus or minus line 610)		133.66	148.27	151.24	1,197,766		
630	8020	Contributions Limited Operation - Current Year (before year-end ad)						
640		Mandatory PFR Adjustments (a)						
650		Other (specify) \$25.00 per occupied unit			1.75	13,475		
660		Other (specify) 539 x 625.00						
670	Total Year-end Adjustments (Debit or minus lines 630 thru 660)							
680	8020	Total Operating Reserves (line 630 plus or minus line 670)			152.99	1,211,245		
690	Total HUD Contributions (sum of lines 620 and 680)				152.99	1,211,245		
700	Residual Receipts (or Deficit) (sum of line 590 plus line 690)				(34.20)	(270,857)		

Name of PHA/IHA		Fiscal Year Ending	
HOUSING AUTHORITY OF THE CITY OF TEXARKANA, TEXAS		32/31/2001	
Operating Reserve		PHA/IHA Estimated	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year			
740	PHA/IHA-Leased Housing Section 28 or 10(c) 50% of Line 490, column 5, from HUD-52554	1,059,864	

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End			
780	Operating Reserve at End of Previous Fiscal Year Actual for FYE (ukbc) 1999	(65,904)	
790	Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE	80,925	
800	Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE	15,021	
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE (Enter amount from line 70)	(220,837)	
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	(205,816)	
830	Cash Reserve Requirements - % of the 490		

Comments

PHA/IHA Approval Name: Willard Franklin  
 Title: Executive Director  
 Signature: Willard Franklin Date: 04/16/2001

Field Office Approval Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Operating Budget**  
**Schedule of Administration**  
**Expense Other Than Salary**

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

OMB Approval No. 2577-0028 (Exp. 6-30-2001)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 110(c)(4) of the U.S. Housing Act of 1987. The information is the operating budget for the low-income housing program and provides a summary of approved budget, receipts and expenditures, approval of budget, receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan submitted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority	Locality	Fiscal Year End				U/B
		(8) Total	(6) Management	(4) Development	(5) Section 8	
Housing Authority of Texarkana Texas	Texarkana, TX			12/31/2001		
		(8) Total	(6) Management	(4) Development	(5) Section 8	(9) Other
1	Legal Expense (see Special Note in Instructions)	44,190	8,890	35,000	300	
2	Training (list and provide justification)	15,125	12,575	1,000	1,600	
3	Travel					
	Trips to Conventions and Meetings (list and provide justification)	14,925	12,825	500	1,600	
4	Other Travel					
	Outside Area of Jurisdiction	2,750	2,250		500	
5	Within Area of Jurisdiction	2,900	2,400		500	
6	Total Travel	20,575	17,475	500	4,700	
7	Accounting					
8	Auditing	15,000	7,596	1,905	4,452	1,047
9	Sundry					
	Rental of Office Space					
10	Publications	1,169	810		359	
11	Membership Dues and Fees (list organization and amount)	7,289	890		399	
12	Telephone, Fax, Electronic Communications	19,821	15,316		4,505	
13	Collection Agent Fees and Court Costs	15,850	15,850		-0-	
14	Administrative Services Contracts (provide justification)	34,655	34,655		-0-	
15	Forms, Stationary and Office Supplies	23,272	13,730		9,542	
16	Other Sundry Expense (provide breakdown)	28,994	20,140		8,854	
17	Total Sundry	125,050	101,391		23,659	
18	Total Administration Expenses Other Than Salaries	219,990	147,927	38,405	32,611	1,047

Cobra Technologies legal fees are being charged to Comp. Grant

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying narrative, is true and accurate.  
 Warning: HUD will prosecute false claims and statements. Conditions may result in civil and/or criminal penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3902)

Signature of authorized representative: \_\_\_\_\_

X

*William J. ...*

04/16/2001

Other Administration Expenses

Physical Agent	771
Advertising	3,332
Copy Machine	5,452
Postage	8,328
Other Sundry Exp	2,257
	<u>20,140</u>

Administrative Contracts

Cable One	7,176
Computer H/W	3,600
Computer S/W	4,743
Enviro Air	308
Answering Service	1,750
Postage Meter	3,163
Copier Lease	2,388
Payroll Service	1,600
Temporary Agencies	9,927

Travel & Training

4- Mgr's	6,400
5- Commissioners	8,500
5- Computer Train	1,500
3- Texas NAHRO	3,000
3- NAHRO	3,000
3- THA	3,000
NETHA/HUD	1,800
ETHA	600
9- Maint Staff	2,250
	<u>30,050</u>

Total Adm. Con. \$34,655

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. **Legal Expense:** Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

**Special Note:** The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Chief" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. **Training:** List and provide justification for all training.

**Travel Expense:** Justification must be provided for travel.

3. **Trips to Conventions and Meetings:** Under Justification/Breakdown, list each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. **Other Travel: Outside Area of Jurisdiction:** Enter in Column (2), Line 4 the estimated cost of travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. **Other Travel: Within Area of Jurisdiction:** Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles, and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. **Total Travel:** Sum Lines 3, 4, and 5 for Columns (2) through (7) and enter total for each on Line 8 "Total Travel."

7. thru 16. **Accounting, Auditing and Sundry:** Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts shown in Column (2) chargeable to all programs administered by the Housing Authority.

14. **Administrative Services Contracts:** List and provide justification for all contracts (excluding accounting contracts).

16. **All Other Sundry Expense:** List all items identified under the expense.

18. **Total Administration Expense Other Than Salaries:**

Add the amounts on the following Lines:

Line 1	Legal Expense
Line 2	Training
Line 6	Total Travel
Line 7	Accounting
Line 8	Auditing
Line 17	Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8, and 17, should be carried forward to Lines 150 through 220 of Form HUD-52564, Operating Budget.

# Operating Budget

## Summary of Budget Data and Justifications

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

OMB Approval No. 2577-0026 (Exp. 6/30/2001)

Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

This information is required by Section 6411 of the U.S. Housing Act of 1987. The information is the operating budget for the low-income housing program and provides a summary of projected receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain applied amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. PHAs are required to obtain benefits. This information does not tend to be used for other purposes.

Name of Local Housing Authority: Housing Authority for the City of Texarkana Texas | Locality: Texarkana, TX | Fiscal Year Ending: 12/31/2001

### Operating Receipts

**Dwelling Rental.** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of total available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Check HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rental roll during the Required Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment of utility costs by HA and/or tenant.

Based on 10/30/2001 Rent Roll of 43,178  
539 Units Occupied PUM 80.11 + Change Factor  
.03 - PUM of 82.50. 83% Projected Occupancy. Adjusted PUM 68.47 for a  
Total Projected Rental Income of \$542,282.

**Excess Utilities.** (Not for Section 23 leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, gas, individual check meters at OH-100-1, provision of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Required Budget Year.

1. Utility Services Surcharged: Gas  Electric  Other  (Specify) \_\_\_\_\_

### 2. Comments

Tenants pay their electric & gas. HATT provides water & sewer for all sites and electric and gas for vacant units during make ready, Administration Buildings, Maintenance Buildings and Outside Lighting.

**Non-dwelling Rent.** (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite charges anticipated during the Required Budget Year affecting estimated non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	Office/Utilities	Section 8	100.00 Per Month

### 2. Comments

**Interest on General Fund Investments.** State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increase or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Please see estimated interest income calculation form

**Other Comments On Estimates of Operating Receipts.** Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Average YTD September 2000 X 12 Months plus known increases

**Operating Expenditures**

**Summary of Staffing and Salary Data**

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:  
 Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.  
 Column (2) Enter the amount of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-N-T" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions are: (3\*10 = 30) + (3\*7) + (3\*5) = 57.  
 Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased Housing.  
 Column (4) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to Section 23 Leased housing in management.  
 Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7) form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).  
 Column (6) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "NT" on form HUD-52566 must be equitably distributed in account lines Ordinary Maintenance and Operation—Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD Aided Management Program Salary Expense			
			Management (3)	Woodbridge Daycare (4)	Modernization Programs (5)	Section 8 Program (6)
Administration—Professional Salaries <sup>1</sup>	5	5	82,533	11,384	27,321	49,381
Administration—Technician Salaries <sup>1</sup>	11	11	142,565	7,795	4,857	75,039
Ordinary Maintenance and Operation—Labor <sup>2</sup>	14	14	286,873			
Utilities—Labor <sup>2</sup>						
Other (Spotty; Legal, etc.) <sup>2</sup>						
Extraordinary Maintenance Work Projects <sup>2</sup>						
Betterments and Additions Work Projects <sup>2</sup>						

1 Carry forward to the appropriate line on HUD-52566, the amount of salary expense shown in Column (2) on the corresponding line above. Carry forward to the appropriate line on HUD-52566 (if Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.  
 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52587.

Specify all proposed new positions and changes of present justification for such permanent comparability information. Cite present positions to be abolished in the Requested Budget Year. Give prior HUD concurrence in proposed staffing changes. Give prior HUD concurrence in proposed salary increases for Administration Staff or give justification and effective date for current approved wage rates (form HUD-5215B) and justify all deviations from these rates.

All staff employed as of 12/31/2000 received a 3.5% cost of living increase. New employees will receive a .02% increase at the end of their probation period (90 days) if they receive a competent Performance Evaluation. Other employees will receive a .02% increase on the anniversary of their hire date.

The longevity pay is \$4.00 per month after 2 years employment as of end of fiscal year (11/31/200). This was approved by the Board of Commissioners.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry. In addition to justification for Travel to Conventions and Meetings shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

SEE FORM 52571

Utilities. Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

SEE FORM 5272: A

Ordinary Maintenance & Operation—Materials. Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Based on YTD September 30, 2000, plus any known changes in expenses

Ordinary Maintenance & Operation—Contract Costs. List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Give and justify the contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditures for Contract Services in the Current Budget Year. If an AEC contract for a maintenance of elevator cable, give contract cost per cab.

Garbage	85,477.00	
Resident Org	141,620.00	
Uniforms	6,000.00	
Auto & Eqpt	11,138.00	
Temp Labor	92,224.80	
Other Contracts	146,871.36	
Legacy	23,760.00	Rest Control Contract
<b>TOTAL CONTRACT</b>	<b>520,290.96</b>	

**Insurance.** Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

Liability & Property	\$76,822.52
Workers Comp	<u>20,200.96</u>
Actual Billings from TML October 1, 2010	\$97,023.48

**Employee Benefit Contributions.** List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

Health Insurance	\$178,798.32
FICA 6.20% of payroll	
Medicare 1.45% of payroll	
State Unemployment 1.30% of payroll	
A Total Projected	\$213,373.00

**Collection Losses.** State the number of tenants accounts receivable to be written off and the number and total amount of all amounts receivable for both present and vacated tenancies as of the month in which the estimate was compiled.

Projected loss of \$50,365.00  
Based upon prior history of write-offs % of rents charged

**Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions.** Cite prior HUD approval or give justification for each contract or work project included in the Requested Budget and for those for future years which make up the amounts on form HUD-52573. Justifying information incorporated in or attached to form HUD-52577 need not be repeated here.

7 Typewriters \$150.00 each	\$1,050.00
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**Contracts.** List all contracts, other than those listed on page 8 of this form under Ordinary Maintenance & Operation (OMO). Give the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditures for these contracts in the Current Budget Year.

See page 3 for Maintenance Contracts  
See Form HUD 52571 for Administration Contracts

All employees received a 3.5% cost of living increase/ other increases -- 1.02% at end of probation period and anniversary hire date. Longevity pay at rate of \$1.00 per month after 2 years of service as of end of prior fiscal year (12/31/2000). All increases and longevity included in column 5.

**Operating Budget  
Schedule of All Positions and Salaries**

See back page for abbreviations and details regarding Bureaual positions  
name of the employee

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

OMB Approval No. 2517-0028 (Rev. 08/2001)

Position Title	Pay Grade	Taxable Salary				Total Salary	% of units managed
		Base	Step	Allowance	Other		
Executive Director, Willard Franklin	AMT 50,752	53,360	12	53,360	9,949	18,142	504
Director of Housing, Earl Wilson	AMT 41,600	43,247	2	43,247	8,083	14,704	0
Director of Finance, Jonnie Treawsey	AMT 43,680	45,691	2	45,691	8,604	15,535	392
Comp Grant Coordinator, Will Edwards	AMT 0	27,321	2	27,321	27,321	12,048	
Housing Coordinator, Melba Fields	AMT 16,909	17,562	12	17,562	3,514	6,130	1,442
Executive Secretary, Linda Mark	N-T 8,100	18,028	12	18,028	4,56	5,603	
Receptionist/Rent Collector, I. Prince	N-T 7,400	15,142	12	15,142	9,539	5,603	
Receptionist/Rent Collector, P. Hill	N-T 7,600	15,142	12	15,142	9,539	8,014	1,943
Chief Accounting Clerk, Debra Griffin	N-T 11,000	24,286	12	24,286	9,472	2,940	8,820
Accounting Clerk, Kathy Cobb	N-T 7,000	14,700	12	14,700	2,940	19,535	306
Intake Clerk, Beverly Washington	N-T 9,400	19,490	12	19,490	19,490	15,149	
Mgr. 14/1 & 14/5	N-T 7,000	15,149	17	15,149	15,149	123,473	1,679
Mgr. 14/2 & 14/12, Janice Robinson	N-T 7,000	15,129	12	15,129	15,129	21,589	
Mgr. 14/3 & 14/7, Charles McChes	N-T 7,000	15,129	12	15,129	15,129		
Mgr. 14/8, 14/9 Tomoka Holmes	N-T 7,000	15,212	12	15,212	15,212		
Section 8 Housing Specialist L. Hunt	N-T 8,75	13,555	12	13,555	19,555		
Section 8 Housing Specialist, E. Brown	N-T 7,000	15,149	12	15,149			
<b>Total:</b>				204,285	225,1156	123,473	1,679

Page 1 of 2

In accordance with 41 CFR 101-11.6, the following information is provided for the purpose of transparency and accountability. This information is provided for informational purposes only and does not constitute an offer of any financial product or service. For more information, please contact the Office of Public and Indian Housing at (202) 401-9000.

*William J. ...*

03/16/2001

OMB Approval No. 2517-0028 (Rev. 08/2001)

All employees received a 3.5 % cost of living increase/ other increases--- 1.02 at end of probation period and anniversary hire date. Longevity pay at rate of \$4.00 per month after 2 years of service as of end of prior fiscal year (12/31/2000)  
 Operating Budget year (12/31/2000)  
 Schedule of All Positions and Salaries  
 U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing

Position Title/Grade	Pay Grade	Rate	Pay Period		Days	Hours	Rate	Total	Agency	Fiscal Year	Comments
			Start	End							
Maintenance Coordinator, J. Kinder	M	14.81	12	31,502				880		12/31/2000	
Maint Clerk, Kathy Crocker	M	7.33	12	15,246							
Maint Clerk, Amy Upchurch	M	7.00	12	15,246							
Mechanic "A", Gelyvia Johnson	M	17.61	12	28,659				1,740			
Mechanic "A" Vacant	M	9.13	12	19,084							
Mechanic "B", Bobby Jones	M	8.52	12	17,589							
Mechanic "B", Michael Williams	M	8.52	12	17,589							
Mechanic "B", Joe Rightmire	M	9.14	12	19,867							
Mechanic "A" Willie Williams	M	9.13	12	20,059				204			
Maintenance Aid "B" Rosa Brown	M	7.65	12	16,738				276			
Maintenance Aid "B" James Houff	M	8.27	12	18,325				244			
Maintenance Aid "B" Leroy Dodd	M	7.00	12	15,191				372			
Maintenance Aid "B" James Crowder	M	7.00	12	15,160							
Maintenance Aid "A", Jerry McMurphy	M	7.77	12	15,787							
Maintenance Aid "A", Pete Rush	M	7.27	12	15,787							
<b>Totals</b>								281,866			
<b>Over time 2% of wages (less Coordinator's salary)</b>								5,007			
<b>Total</b>								286,873			

Housing Authority of the City of Texas, TX  
 Texas, Texas  
 12/31/2000  
 Prepared by: William Banker  
 Date: 04/16/2001  
 Telephone: 713-251-3778



INTEREST ON GENERAL FUND INVESTMENTS

ESTIMATED X TARGET

FY: \_\_\_\_\_

Schedule of Cash Balance for FYE 2001 Computation of Estimated Investment Income Funds Available

Contract # FW 1176 Accounting Authority of the City of Texarkana, Texas Projects # TX01400201D

Line No.	Account Number	Account Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	1111.13	Gen Fund	19000	19000	19000	19000	19000	19000	19000	19000	19000	19000	19000	19000	228000
2	1117	Petty Cash	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
3	1118	Change -un	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
4	1162	Investments	237677	237677	237677	237677	237677	237677	237677	237677	237677	237677	237677	237677	2852124
5	Sum of Lines 1,2,3,4 End of Month Cash Bal														

6 Sum of the end of the month balances \$ 3,080,124

7 Average end of the month cash balance (Line 6 ÷ 12) \$ 256,677

8 Less \$10,000 or 810 times total Number of units  
Whichever is greater (not exceed \$250,000) \$ 10,000

9 Estimated cash available for investment (Line 7 Minus Line 8) \$ 246,677

10 FYE Estimated Average 91 day Treasury Bill Rate 5.1 %

11 Estimated Investment Income (Line 9 times Line 10) \$ 12,580.53

12 FOM, Interest on General Fund Investments (Line 11 Divided by GM 1.59) \$ 1.59

**Calculation of Performance  
Funding System Operating Subsidy**

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

OMB Approval No. 2577-0029 (exp. 5/30/2001)

PHAI/HA-Owned Rental Housing

Name and Address of Public Housing Agency or Indian Housing Authority (PHAI/HA)

Housing Authority of the City of Texarkana Texas  
1611 N. Robison Rd  
Texarkana, TX 75501

Budget submission to HUD required

Type of Submission:

Original

Review of No.

Submission Date

No. of the Unit	Unit Number and Block Number	Submitted Fiscal Year	ACC Number	PHAI/HA Project No.	Submission Date
660	7668	12/31/2001	FW 1176	PHAI 011400 21010	01/01/2001
Line No.	Description	Requested by PHAI/HA (PUM)	HUD Modifications (PUM)		
<b>Part A. Allowable Expenses and Additions</b>					
01	Provide allowable expense level (line 07 of form HUD-52723 for previous fiscal year)				
02a	Line 01 multiplied by .005	167.76			
02b	Data from form HUD-52720-R, applicable (see instructions)	.84			
03	*Requested year units multiplied by form HUD-52720-A (see instructions)				
04	Add-on to allowable expense level from previous fiscal year (see instructions)	539			
05	Total of lines 01, 02a, 02b, and 04				
06	Inflation factor				
07	Revised allowable expense level (ALL) (line 05 times line 06)	168.60			
07a	Transition Funding	1,021			
07b	Increase to AEL	172.14			
08	Allowable utility expense level from form HUD-52722-A				
09	Actual or Estimate PUM cost of independent A/E/U (IA) during subject fiscal year	47.48			
10	Costs on formula independent program units	2.09			
11	Total Allowable Expenses and Additions (sum of lines 07 through 10)	221.71			
<b>Part B. Dwelling Rental Income</b>					
12	Total rent roll (as of 10/31/00)				
13	Number of occupied units as of fiscal year end date	843,278			
14	Average monthly dwelling rental charge per unit (line 12 divided by line 13)				
15	Change factor	80.11			
16	Projected average monthly dwelling rental charge per unit (line 14 times line 15)	.03			
17	Projected occupancy percentage (see instructions)	82.50			
18	Projected average monthly dwelling rental income per unit (line 16 times line 17)	83			
<b>Part C. Non-dwelling Income</b>					
19	Estimated investment income (EI)				
20	Other income				
21	Total non-dwelling income (line 19 plus line 20)				
22	Total operating receipts (line 18 plus line 21)				
23	PUM deficit or (income) (line 11 plus line 22)	68.47			
24	Deficit or (income) before add-ons (line 23) (use JMAS shown in heading)	153.24			
<b>Part D. Add-ons for changes in Federal law or regulation and other eligibility</b>					
25	FICA contributions				
26	Job payment compensation				
27	Fire insurance premiums				
28	Total Other (specify in Remarks section)				
28a	Add-on for Family Self-Sufficiency Program				
28b	Other Add-ons for Federal law or regulations				
28c	Unallocated 504/1/12 x 172.14	22,722.00			
28d	Non-dwelling units				
28e	Long-term vacant units				
29	Total add-ons (sum of lines 25 through 28)	22,722.00			

Line No.	Description	Requested by PHA/IHA (PLMA)	HUD Mod/Food/Fair (PUM)
<b>Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments</b>			
30	Deficit or (income) before year-end adjustments (total of lines 24 and 29)		
31	Actual or <input checked="" type="checkbox"/> Estimated cost of independent Audit (IA) during subject fiscal year	1,197,756	
32	PFS operating subsidy eligibility before year-end adjustments (greater of line 30 or line 31) (if less than zero, enter zero (0))	7,596	
		1,197,766	
<b>Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)</b>			
33	Prior years' net year-end adjustments (Identify individual FY's and amounts under "Remarks")		
34	Additional subject fiscal year operating subsidy eligibility (specify)		
35	Overobligations from prior fiscal years to be recovered in subject fiscal year		
36	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
37	Incentive Adjustment		
38	Other (specify)		
39	Other (specify)		
40	Unfunded portion due to prior year		
41	Operating subsidy approvable for subject fiscal year (total of lines 32 thru 40)		
<b>HUD Use Only (Note: Do not revise after the end of the subject FY)</b>			
42	Amount of operating subsidy approvable for subject fiscal year not funded		
43	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
44	Funds obligated in subject fiscal year (total of lines 41 thru 43) (Must be the same as line 600 of the Operating Budget, Form HUD-52064, for the subject fiscal year)		
<b>Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules</b>			
45	Total amount due in previous fiscal year (line 48 of form HUD-52723 for previous fiscal year)		
46	Total amount to be collected in subject fiscal year (Identify individual amounts under "Remarks")		
47	Total cash on hand due HUD (Indicate any amount entered on line 44) (Identify individual amounts under "Remarks")		
48	Total amount due HUD to be collected in future fiscal year(s) (Total of lines 46 thru 47) (Identify individual amounts under "Remarks")		
<b>Part H. Calculation of Year-end Adjustment for Subject Fiscal Year</b> This part is to be completed only after the subject fiscal year has ended			
50	Indicate the types of adjustments that have been reflected on this form:		
	<input type="checkbox"/> Utility Adjustment	<input type="checkbox"/> Unit Months Available (UMAs)	
	<input type="checkbox"/> Target Investment Income (TII) Adjustment	<input type="checkbox"/> Dwelling Rental Income	
	<input type="checkbox"/> Adjustment of Independent Audit (IA) Cost	<input type="checkbox"/> Accruals	
		<input type="checkbox"/> Other (specify under "Remarks")	
51	Estimated investment income (III)		
52	Target investment income (TII)		
53	TII adjustment (line 51 minus line 52)		
54	Utility adjustment (line 22, form HUD-52722-0)		
55	Combined utility and TII adjustment (total of lines 53 and 54)		
56	Deficit or (income) after year-end adjustments (total of lines 30 and 55)		
57	PFS operating subsidy eligibility after year-end adjustments (greater of line 32 or line 56)		
58	Line 57 of (form HUD-62472 approved during subject FY) (Do not use line 52 of this revision)		
59	Net year-end adjustment for subject fiscal year (line 57 minus line 58)		
60	Unfunded port or due to prior year		
61	Propose not year-end adjustment for subject fiscal year		

I hereby certify that all the information stated herein, as well as any information provided in the accomplishment herewith, is true and accurate.  
 Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. § 801, 1020, 1022; 31 U.S.C. § 728, 802)

Signature of Authorized PHA Representative: *William Franklin* 04/21/2001  
 Signature of Authorized PHA Representative & Date: \_\_\_\_\_

# HA Calculation of Occupancy Percentage for a Requested Budget Year (RBY)

PHA/HA-Owned Rental Housing Performance  
Funding System (PFS)

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

OMB Approval No. 2577-0066  
(Exp. 9/30/2002)

1. Name and Address of PHA/HA (incl. full Street Address, City, State, Zip Code) <b>HOUSING AUTHORITY OF THE CITY OF TEXARKANA, TEXAS 1811 N. ROBISON ROAD TEXARKANA, TEXAS 75501</b>	2a. Contact Person who can best answer questions about the activities of <b>JOHNNIE TREADWAY</b>
	2b. Contact's Phone Number (include area code) <b>903-838-6548- EXT 103</b>

3. RBY Beginning Date (mm/dd/yyyy) <b>12/31/01</b>	4. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. ( )	5. PHS/DCCS Project Number <b>TXD1400201D</b>	6. Report Date (mm/dd/yyyy) <b>08/20/02</b>	7. Check one box: <input checked="" type="checkbox"/> Actual Day <input type="checkbox"/> Average for Actual Month	8. Data Source <input type="checkbox"/> Form HUD-51284 <input checked="" type="checkbox"/> Rent Roll Records
---	--	--	--	--	--

### Part A. Actual Occupancy Data as of Report Date

8. Units Occupied	<b>538</b>
9. Units Available	<b>660</b>
10. Actual Occupancy Percentage (Divide line 8 by line 9; multiply by 100 and round to nearest whole)	<b>82 %</b>

**Stop & Note** 11. If the HA-wide occupancy percentage shown on line 10 is 87% or greater and the HA believes that an average occupancy rate of at least 87% is sustainable for the RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA: Occupancy Percentage is 87% or higher and is sustainable for the RBY → Use 87% as the Projected Occupancy Percentage on line 17 of form HUD-52723

12. Units vacant as of Report Date (subtract line 8 from line 9 and enter result)	<b>121</b>
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**Stop & Note** 13. If the result on line 12 is five or fewer vacant units and the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on line 12 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA with five or fewer vacant units → Use line 10 for the Projected Occupancy Percentage on line 17 of form HUD-52723

**Part B. Distribution of Actual Vacancies By Major Cause** Given below are circumstances and actions recognized by HUD as possible causes of vacancies that are beyond the control of the HA to correct. If appropriate, please distribute the number of vacant units reported on line 12 among these causes. For each sheet identified with HA name and address, the RBY beginning date, and ACC number. Use the sheet to describe, for each circumstance: when the circumstance occurred; the location of the units involved; why the circumstance is preventing the HA from occupying, selling, demolishing, rehabilitating, reconstructing, consolidating or modernizing the vacant units; and the likelihood that these circumstances will be mitigated or eliminated in the RBY.

14. Units vacant because of litigation (e.g., units that are being held vacant as part of court-ordered or HUD-approved demolition plan);	
15. Units vacant because of Federal, Tribal, or State laws of general applicability. (Note: do not include units vacant only because they do not meet minimum construction or habitability standards.)	
16. Units vacant due to changing market conditions	
17. Units vacant because of natural disaster	
18. Units vacant because of insufficient funding for otherwise approvable CIAP application	
19. FMO-managed units vacant because of failure of HA to fund approvable request for Federal modernization funding (This line for use only by RMs)	
20. Units vacant because of casualty loss and need to settle insurance claims	
21. Total Units Vacant Due To Circumstances Beyond The HA's Control (Enter sum of lines 14 - 20)	
22. Units vacant after adjusting for circumstances beyond the HA's control (Subtract line 21 from line 12)	<b>121</b>

**Stop & Note** 23. If the result on line 22 is five or fewer vacant units and the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on both lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA with five or fewer vacant units after adjustment for vacancies beyond its control → Use line 10 for the Projected Occupancy Percentage on line 17 of form HUD-52723

24. Vacancy Percentage after adjusting for beyond control circumstances (Divide line 22 by line 9; multiply by 100 and round to nearest whole)	<b>19 %</b>
--	-------------

**Stop & Note** 25. If the result on line 24 is 3% or less and the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA: 3% or less vacancy rate after adjustment for vacancies beyond control → Use line 10 for the Projected Occupancy Percentage on line 17 of form HUD-52723

This form replaces forms HUD-52723 (1 thru 3) which have been canceled. Previous edition obsolete.

**Part C. Status of Units Undergoing Modernization as of Report Date.** If changes occur after the Report Date but prior to submission of this form, the most current status will be shown.

26. Protected Units			
a. Number of units that are under modernization construction (contract awarded or force account work started)	Occupied Units	Vacant Units	
b. Number of units not under construction contract but included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFYs after FFY of approval) has not yet expired.	272	94	
27. Unprotected Units: Number of units included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFYs after FFY of approval) has expired.			

**Part D. Units Estimated to be Available for Occupancy During RBY**

28. Units Available as of Report Date (Enter line 2)	(a) No. of Units	(b) Avg. No. of Mos. in RBY	(c) Total Unit Months (a x b)
29. Additional Units Available During RBY because of Development/Acquisition of PFS-Eligible projects	660	12	7920
30. Units Unavailable During RBY because of Demolition/Disposition/Conversion Actions Approved By HUD			
31. Total (Add lines 28 and 29; subtract line 30)	660	12	7920

**Part E. Units Estimated to be Occupied During RBY**

32. Units Occupied as of Report Date (Enter line 4)	(a) No. of Units	(b) Avg. No. of Mos. in RBY	(c) Total Unit Months (a x b)
33. Additional Units Occupied during RBY because of Development/Acquisition of PFS-Eligible Projects	538	12	6468
34. Reoccupancy during RBY of Units Vacated for Circumstances Beyond the HA's Control			
35. Reoccupancy during RBY of Vacant Units in a Funded Modernization Program			
36. Occupied Units in Funded Modernization Program Being Vacated during RBY	14	6	84
37. Occupied Units Being Vacated During RBY because of Demolition/Disposition/Conversion Actions Approved by HUD. If units are occupied units that become vacant after the Report Date but before the start of the RBY because of circumstances and actions beyond the HA's control, place that number here ( ) and include in total shown on 37. Attach separate sheet with same information requested in Part C.			
38. Total (Add lines 32-36; subtract line 37 and 38)	552		6552

**Part F. Occupancy Percentage During RBY**

39. Total Unit Months of Occupancy (Enter line 38c)	6552
40. Total Unit Months Available for Occupancy (Enter line 31c)	7920
41. Occupancy Percentage for RBY (Divide line 39 by line 40; multiply by 100 and round to nearest whole)	83 %
42. Average Number of Vacant Units During RBY (Subtract line 38 from line 40; divide result by 12 and round to nearest whole)	113

43. If the result on line 41 is 97% or higher or if the result on line 42 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

Stop & Note

- a. High Occupancy: HA Occupancy Percentage is 97% or higher for the RBY
- b. High Occupancy HA with five or fewer vacant units

→ Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52725  
 → Use line 41 for the Projected Occupancy Percentage on line 17 of form HUD-52725

**Part G. Vacancy Percentage for RBY Adjusted for Modernization**

44. Total Unit Months of Vacancy in RBY (Enter line 40 less line 39)	
45. Total Unit Months for Vacant Units in Funded Mod. and Under Construction or Funded for Construction (Sum the vacant units of lines 26a and b; multiply by 12)	1356
46. If any of the vacant units on lines 26a or b will be reoccupied during the RBY, enter that number (lines the average number of months during the RBY these units will be reoccupied)	1128
47. If any of the occupied units on lines 26a or b will be vacated during the RBY for mod. construction, enter that number (lines the average number of months during the RBY these units will be vacated)	84
48. Total Unit Months for Vacant Units in Funded Mod. And Under Construction or Funded For Construction in RBY (Add line 45; less line 46; plus line 47)	1044
49. Total Unit Months of Vacancy in RBY Adjusted for Modernization (Enter line 44 less line 48)	512
50. Vacancy Percentage for RBY Adjusted for Modernization (Divide line 49 by line 40; multiply by 100, and round to nearest whole.)	6 %
51. Average Number of Vacant Units in RBY Adjusted for Modernization (Divide line 49 by 12; round to nearest whole)	26

52. If the result on line 50 is 3% or lower or if the result on line 51 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

Stop & Note

- a. High Occupancy: HA Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment
- b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment

→ Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52725  
 → Use line 41 for the Projected Occupancy Percentage on line 17 of form HUD-52725

**Part H. Vacancy Percentage for RBY Adjusted for Both Modernization and Beyond Control Circumstances**

53. Total Unit Months of Vacancy in RBY (Enter line 44)			
54. Total Unit Months of Vacancy in RBY Due to Modernization (Enter line 48)			1356
55. Total Unit Months of Vacancy in RBY Due to Beyond Control Vacancies (Enter line 21 times 12. See any entry made on line 24a)			1044
56. Total Unit Months of Vacancy After Above Adjustments (Enter line 53 less lines 54 and 55)			0
57. Vacancy Percentage for RBY After Above Adjustments (Divide line 56 by line 40; multiply by 100; and round to nearest whole.)			31%
58. Average Number of Vacant Units in RBY After Above Adjustments (Divide line 56 by 12; round to nearest whole)			28
59. If the result on line 57 is 3% or lower or if the result on line 58 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.			
Stop & Note	<input type="checkbox"/>	a. High Occupancy HA: Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment	→ Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723
	<input type="checkbox"/>	b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment	→ Use line 41 for the Projected Occupancy Percentage on line 17 of form HUD-52723

**Part I. Adjustment for Long-Term Vacancies** If the HA estimates that it will have a vacancy percentage of more than 3% for its RBY and more than five vacant units after adjusting for vacant units undergoing modernization and vacancies beyond its control, the HA will exclude all of its long-term vacancies (if any) from its count of units available for occupancy and use this section to determine its projected occupancy percentage.

60. Total Long-Term Vacancies (Separate vacant units shown on lines 21, 26a, and b from line 12. Analyze remaining vacancies and identify those units that have been vacant for more than 12 months as of the Report Date.)			20
61. Unit Months of Vacancy Associated With Long-Term Vacancies (Multiply line 60 by 12)			240
62. Total Unit Months Available for Occupancy in RBY Adjusted for Long-Term Vacancies (Subtract line 61 from line 51(a))			786a
63. Occupancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 58(a) by line 62; multiply by 100 and round to nearest whole)			86%
64. Average Number of Vacant Units in RBY after All Adjustments (Subtract line 60 from line 58)			6
65. Total Unit Months of Vacancy in RBY after All Adjustments (Subtract line 61 from line 56)			72
66. Vacancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 65 by line 62; multiply by 100 and round to nearest whole)			94%
67. If the result on line 63 is 97% or higher or if the result on line 64 is five or less or if the result on line 66 is 3% or less, then check the appropriate box below. You have completed the form and do not need to proceed further.			
Stop & Note	<input type="checkbox"/>	a. High Occupancy HA: Occupancy Percentage is 97% or higher for the RBY after Long-Term Vacancies Adjustment	→ Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52723. Use the UMA result on line 62 in calculating PFS eligibility.
	<input type="checkbox"/>	b. High Occupancy HA: Five or fewer vacant units after Adjustment for Long-Term Vacancies	→ Use line 63 as the Projected Occupancy Percentage on line 17 of form HUD-52723. Use the UMA result on line 62 in calculating PFS eligibility.
	<input type="checkbox"/>	c. High Occupancy HA: Vacancy Percentage is 3% or lower for the RBY after Long-Term Vacancies Adjustment	→ Use line 62 as the Projected Occupancy Percentage on line 17 of form HUD-52723. Use the UMA result on line 62 in calculating PFS eligibility.

**Part J. Projected Occupancy Percentages for Low Occupancy HAs** If the HA cannot determine an acceptable Projected Occupancy Percentage for the RBY using the above approach, it will use this section. The HA will use the lower of either 97% or that percentage based on having five units vacant for the RBY. Either percentage can be adjusted for vacant units undergoing modernization construction and vacancies beyond its control. Small HAs of 140 units or less will generally want to use a percentage based on five vacant units.

68. Enter 97% if HA has more than 140 units. If 140 or fewer units, determine occupancy percentage based on 5 vacant units for RBY. (Take 60 unit months and divide by line 62; multiply by 100 and round to nearest whole. Subtract result from 100%)			97%
69. Percentage Adjustment for Modernization and Beyond Control Vacancies (Add lines 48 plus 55; divide that sum by line 40; multiply by 100 and round to nearest whole)			14%
70. Projected Occupancy Percentage for Low Occupancy HA (Take the percentage on line 68 and subtract the percentage shown on line 69. Use the result as the Projected Occupancy Percentage on line 17 of form HUD-52723. Use the UMA result on line 62 in calculating PFS eligibility)			83%

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

Calculation of Allowable Utilities Expense Level

PHAIHA-Owned Rental Housing Performance Funding System

Line No.	Description	Unit/Service Available	Fee/Schedule and Unit/Service	Capacity (sq. ft.)	Gas Consumption	Water (gallons)	Electricity (kWh)	Other (Specify type and quantity, e.g., wood)	Year 100	Year 100	Original/Revision No. 1
01	Utility and other consumption to 100 percent for 12 months period which would be equal to the Requested Budget Year 09	7,920	49,679	1,038,821	397,660	49,679	49,679		12/31/2000	Original	
02	Utility and other consumption for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	7,920	55,534	1,806,447	574,430	55,534	55,534		1/1/06	Revision	
03	Utility and other consumption for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	7,920	47,745	1,589,819	533,430	47,745	47,745				
04	Accumulated utility and actual consumption of all projects part of project 02, 03	25,760	152,958	5,235,067	1,505,520	152,958	152,958				
05	Remaining Utility Available for other projects	7,920									
06	Payment of utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	7,920	50,986	1,745,029	501,840	50,986	50,986				
07	Estimated utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	7,920	50,986	1,745,029	501,840	50,986	50,986				
08	Estimated utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	7,920	122,366	1,072,319	29,056	117,267	117,267				
09	Total utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	376,008									
10	Estimated utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09	47,48									
11	Estimated utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09		2,400	.0615	5,790	2,300	2,300				
12	Estimated utility charges for 12 months period for 12 months period which would be equal to the Requested Budget Year 09		100 gal	KWh	100 cu ft	100 gal	100 gal				

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LOW-RENT HOUSING PROGRAM  <b>COMPUTATION OF PAYMENTS IN LIEU OF TAXES</b>	TYPE OF PROJECT IS: <input type="checkbox"/> LHA Owned Rental Housing <input type="checkbox"/> LHA Owned Homeownership FOR FISCAL YEAR ENDED:
NAME OF LOCAL HOUSING AUTHORITY: Housing Authority of the City of Texarkana, Texas	CONTACT NUMBER: PW 1176
ADDRESS: 1611 N. Robinson Road, Texarkana, Tx 75501	PROJECT NUMBER: TX014/01-12

**COMPUTATION OF SHELTER RENT CHARGED**

1. Dwelling Rental (Account 3110) .....	542,280
2. Excess Utilities (Account 3120) .....	_____
3. Non Dwelling Rental (Account 3190) .....	_____
Homebuyers Monthly Payments for	
4. Earned Home Payments (Account 7712) .....	_____
5. Nonroutine Maintenance Reserve (Account 7714) .....	_____
6. Total Rental or Homebuyers Payments Charged (Lines 1 to 5) .....	542,280
7. Total Utilities Expense (Accounts in 4300 group) .....	376,008
8. SHELTER RENT CHARGED (Line 6 minus Line 7) .....	166,272

**COMPUTATION OF SHELTER RENT COLLECTED** (To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected)

9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year .....	_____
10. Total of Lines 8 and 9 .....	_____
Deductions:	
11. Collection Losses (Account 4570) during current fiscal year .....	_____
12. Accounts Receivable (Account 1122 or 1124) at end of fiscal year .....	_____
13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 & 12) .....	_____

**COMPUTATION OF APPROXIMATE FULL REAL PROPERTY TAXES**

TAXING DISTRICTS (1)	ASSESSABLE VALUE (2)	TAX RATE (3)	AMOUNT (4)

14. Approximate Full Real Property Taxes (Total of amounts in Col. (4)) .....

**PAYMENTS IN LIEU OF TAXES**

15. 10% of Line 8 or Line 13, whichever is applicable <sup>1</sup> (see instructions on reverse side) .....	16,627
16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is lesser) .....	_____

Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? YES NO. If the answer is "yes," will such expenses be deducted from PILOT or otherwise collected from the applicable taxing body? YES NO. If the answer is "no," attach a statement showing the amount of such expenses incurred and the reason for not collecting.

<sup>1</sup> If the percentage used in the Contract or Agreement or the Contract with HUD is lower, such lower percentage shall be used.

PREPARED BY: Name <u>Jennie Treadway</u> Title <u>Director of Finance</u> Date <u>04/16/01</u>	APPROVED BY: Name <u>Willard Franklin</u> Title <u>Executive Director</u> Date <u>04/16/01</u>
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### *Attachment C. Pet Policy*

Written permission for owning pets will be granted only to residents of Public Housing, particularly elderly and disabled tenants living in elderly communities or designated elderly areas. Tenants requiring the services or benefit of a seeing eye or hearing pet or other animal that is considered as auxiliary aid are exempted from paying the required \$25.00 pet deposit.

Resident is permitted to own one common household Pet in accordance with the following rules:

The regulations governing common household pets for the purposes of Housing Programs defines a pet as a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles).

If this definition conflicts with any applicable local law or regulation defining the pets that may be owned or kept in dwelling accommodations, local law or regulation shall apply. This definition shall not include animals that are used to assist persons with disabilities.

The Texarkana Housing Authority will not restrict or discriminate against any person in connection with admission to or continued occupancy by reason of pet ownership or presence of such pets in the dwelling unit and will exclude rules and policies of pet ownership for animals used to assist persons with a disability and elderly persons.

Pet rules and policy are amended to address and incorporate the following mandatory and discretionary pet rules as follows:

1. If a warm-blooded animal, pet will not exceed 25 pounds in weight or 12 inches shoulder height at mature growth.
2. Addendum to Lease shall be executed and applicable pet deposits paid prior to the allowance of a pet on premises. A security deposit of Twenty-five dollars (\$25.00) shall be required of all residents wishing to have a pet residing on the premises. The security deposit is to cover potential damage by the Pet and will be returned in part or in full depending on the cost of damages incurred as a direct result of Pet, as assessed by Management at time residents vacates the premises.
3. Residents will be required to show proof that his/her Pet has been properly vaccinated for rabies, and that all local licensing requirements have been met. No Pet shall be allowed on premises if it has not been properly

vaccinated. Residents must have his/her Pet checked by a recognized veterinarian at least once a year to ensure proper vaccination. Residents must bring license and proof of vaccination to the Management Office to be duly filed.

4. Residents will be sole responsible for maintenance of Pet in a healthy environment and shall insure that Pet receives proper standard care and human treatment. Since Pet is a warm-blooded animal, Pet shall be licensed and wear a collar which displays an identification tag. Pets shall be neutered or spayed prior to being allowed on the premises. Residents are responsible for controlling odors caused by presence of Pet in and around unit.
5. All Pets must be boarded in the dwelling unit and will not be allowed outdoors unless it is accompanied by resident or adult member of Resident's household. If Pet is a warm-blooded animal, when outdoors shall be on a leash, no longer than five (5) feet long, or carried in a closed ventilated contained. If Pet is a bird, it must be caged at all times both in the dwelling unit and outside. At no time will pets be allowed in common areas
6. Pets will only be walked in designated pet areas of community property. Residents shall insure that the pet does not wander into neighboring yards or common areas. Resident shall be solely responsible for insuring that any debris or damage caused by Pet is properly disposed of in areas designated by Management for disposing of pet waste. If, at any time, Pet is found outside the designated pet area, the Resident shall be fined.
7. No Pet shall be left unattended in the dwelling unit for period of time in excess of twelve (12) hours.
8. Pet owners are responsible for any disturbance on a consistent basis as a result of constant barking, whining, and scratching on the part of the Pet.
9. Any pet caused infestation or damage to the building, grounds, flooring, finish tiles, carpeting, walls, etc., will not be considered normal wear and tear and will be considered the complete responsibility of the resident pursuant to the terms and conditions of the Lease Agreement to which this Addendum is affixed. All expenses and costs involved in the repair of damages caused by resident's Pet shall be deducted from current balance of luxury charges. If damages are greater than the existing balance, Resident shall be responsible for the additional costs.
10. Pets of family members and guests will not be allowed on the premises without the prior written approval of Management.
11. Resident indemnifies Management for all claims regarding any loss or personal injury caused by the resident's pet to any other resident, guest or employee in the building(s) or on the premises.
12. A violation of the provisions contained herein will be construed as a health and safety violation and therefore be considered a breach of the Lease Agreement and subject to eviction procedures contained herein.

13. If the subject Resident becomes incapable of caring for the Pet as outlined above, because of illness, incapacitation or death, Management retains the right to remove said Pet from the premises and to deliver to the Agency or individual stated below.

### ***Attachment D. Community Service and Self Sufficiency Statement***

The Housing Authority of Texarkana, Texas will implement Community Services and Self-Sufficiency Program requirements consistent with Quality Work and Housing Responsibility (QWHRA) Act of 1998.

The Community Services/Self-Sufficiency Program will be implemented as follows: The Lease is being modified from a month-to-month contract to a twelve (12) months contract and will be renewed or terminated at annual recertification depending on compliance of the leaseholder. Notices advising the tenants of the effective date of the Community Services and Self-Sufficiency Program requirement will be mailed. At the Monthly Tenants meetings conducted by the Housing Managers, information will be discussed and disseminated regarding tenants compliance of and their participation in this Program.

The Department of Resident Initiatives will be responsible for the overall administration of the Program. It is expected that the Department may solicit contract administrative assistance for the community service portion of the Program based on the availability of funding. A comprehensive listing of preliminary non-exempt adults and tenants engaged in approved training programs or welfare to work programs will be developed. The Authority may also enter into a Cooperative Agreements with TANF (Welfare) Agencies to assist in the verification of tenant status within these programs.

The Authority will cross-reference all pertinent information to determine adult members eligible for non-work status that are required to participate in the Program and will compile a listing of eligible Community Service and Economic Self-Sufficiency programs.

Orientation workshops will be held for non-exempt residents. Participants may receive training in improving their technical skills, job conduct, appropriate dress codes, work ethics, conflict resolution, basic writing skills and customer services.

A change in status may occur at any time due to the participant becoming employed or involved in training or becomes disabled. Tenant must furnish documented proof of his status change or disability. Tenant must also inform the Authority when the disability, training or employment ends or is completed. Once the Authority determines that a non-exempt tenant is in non-compliance with the Program's requirements, the Authority shall perform the following:

- Notify the non-exempt tenant of a non-compliant determination.
- Advise the tenant of the right to grieve the determination consistent with the grievance procedures.
- Allow the tenant to enter into a signed agreement before the expiration of the lease term to make up the missing hours needed to cure non-compliance. If this is not done, the lease will not be renewed.
- The non-exempt tenant shall fulfill the Community Service/Self-Sufficiency Program requirements for the coming year in addition to the hours of non-compliance.

The Authority is restricting participation in the Program by not substituting community service for work ordinarily performed by its employees, or by replacing a job at any location where community work requirements are performed, as well as the engagement in political activities.

*Attachment E. Membership of Resident Advisory Board Members*

Mr. Berley L. Allgor  
Akin Rd. #7  
Texarkana, TX 75501

Mr. Eugene Grant  
1011 Robison Terrace  
Texarkana, TX 75501

Ms. Jacqueline Turner  
708 Robison Terrace  
Texarkana, TX 75501

Ms. Pearl Williams  
3301 W. 15<sup>th</sup> St. #43  
Texarkana, TX 75501

*Attachment F. Resident Membership of Governing Board*

**Board of Commissioners  
For the Housing Authority of the City of Texarkana, TX**

Ms. Barbara A. Pitts  
Chairman  
1910 Olive Street  
Texarkana, TX 75501

Mr. Dan Haskins  
#6 North Pinewood Drive  
Texarkana, TX 75501

Ms. Pearl Williams (public housing resident)  
3301 W. 15<sup>th</sup> St. Apt. 43  
Texarkana, TX 75501

Mr. Sean Rommel  
3323 Pine St.  
Texarkana, TX 75503

Rev. Reginald Reid  
106 Melrose Drive  
Texarkana, TX 75501

*Attachment G. PHDEP Plan*

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$ 162,156**

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

**C. FFY in which funding is requested 2001**

**D. Executive Summary of Annual PHDEP Plan**

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

The Texarkana, Texas Housing Authority will address drug-related crime problems in the Housing Authority’s apartment complexes utilizing in-house security personnel in partnership with existing community resources. Approaches to address problems of drugs and crime will incorporate methods proven effective in the past including prevention life skills activities that will promote family self-sufficiency and intervention activities for youth including baseball, football, soccer, running relays, basketball, swimming and other competitive sports to replace criminal behavior. In addition, HATT will provide physical improvements that will enhance the safety of residents.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>
Covington Homes	119	263
Steven’s Courts	124	158
Griff King Homes	121	241
West 15 <sup>th</sup> Street	50	130
Bright Street	20	68

Robison Terrace	128	125
Robison Courts II	30	29
Robison Courts III	22	21
Akin Street	22	20
Allen Street	8	8
Wood Street	8	10
Pine Street	4	4

**G. Duration of Program**

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

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

**H. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Anticipated Completion Date</b>
FY 1995	-0-	N/A	N/A	N/A	N/A
FY 1996	\$198,474	TX21PDEP0140196	-0-	N/A	N/A
FY 1997	-0-	N/A	N/A	N/A	N/A
FY1998	\$196,200	TX21PDEP0140198	-0-	N/A	N/A
FY 1999	\$145,161	TX21PDEP0140199	\$62,716.12	0	10/31/01
FY 2000	\$151,287	TX21PDEP0140100	\$151,287.00	0	12/31/02

**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 HATT goals and objectives are to provide on-site security personnel that will coordinate with the Texarkana, Texas Police Department to provide a drug and crime free environment. Six security officers are budgeted in this grant.

Intervention and prevention programs will be funded to provide youth activities and life skills training that will eliminate drug trafficking and drug-related criminal activities and violent crimes. Intervention activities will include Resident Security Training and after school tutoring for youth. Prevention activities will include Youth Sports: baseball, football, and soccer, running relays, basketball and swimming.

HATT will continue to work with those partners that were developed under prior grants including U.S. Justice Department's Weed and Seed Program, Texarkana Police Department, Texarkana Chamber of Commerce, Texarkana Independent School District, State Department of Mental Health and Retardation, Child Protective Services, Red Cross, Sam's Shelter and Goodwill Industries.

The Resident Initiatives Coordinator will be responsible for the day-to-day operations of the Intervention and Prevention programs. Responsibility for evaluating the effectiveness of Security Personnel will be assigned to the Chief of HATT Security Department. On a monthly basis, the Resident Initiative Coordinator and Chief of Security will prepare and present a reports to the HATT Executive Director detailing PHDEP activities during the previous and current month. The report will be reviewed monthly by the Executive Director and Director of Housing and on an as needed basis recommendations regarding attainment of goals and objectives will be submitted to the Resident Initiative Coordinator and Chief of Security for implementation.

**B. PHDEP Budget Summary**

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

<b>FY 2001 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	-0-
9120 – Security Personnel	\$103,698.00
9130 – Employment of Investigators	-0-
9140 - Voluntary Tenant Patrol	-0-
9150 - Physical Improvements	\$6,626.00
9160 - Drug Prevention	\$44,932.00
9170 - Drug Intervention	\$6,900.00
9180 - Drug Treatment	-0-
9190 - Other Program Costs	-0-
<b>TOTAL PHDEP FUNDING</b>	<b>\$162,156.00</b>

**C. PHDEP Plan Goals and Activities**

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

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$-0-</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: \$ 103,698</b>		
Goal(s)							
Eliminate drug and criminal activity throughout all HATT public housing developments.							
Objectives							
Provide on-site security personnel that will coordinate with the Texarkana, Texas Police Department and other partners to provide a drug and crime free environment.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Salary for in-house security personnel.					\$103,698	-0-	1. Resident satisfaction. 2. Reporting and tracking crime. 3. Coordination with law enforcement.
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$-0-</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>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$-0-</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>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$ 6,626.00</b>		
Goal(s)							
Eliminate drug and criminal activity throughout all HATT public housing developments.							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Fencing					\$6,626	-0-	1. Resident satisfaction. 2. Reporting and tracking crime. 3. Coordination with law enforcement.
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$44,932.00</b>		
Goal(s)	Eliminate drug and criminal activity throughout all HATT public housing developments.						
Objectives	Fund life skills activities: Resident Security Training and after school tutoring.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Salary for Resident Services Manager	1				\$25,000	-0-	1. Grant management. 2. Economic uplift & self-sufficiency.
2. Resident Security Training					\$3,063	-0-	1. Resident satisfaction. 2. Reporting and tracking crime. 3. Coordination with law enforcement.
3. After school tutoring					\$6,000	-0-	1. Economic uplift & self-sufficiency.
4. Youth Cultural Programs					\$10,869	-0-	1. Economic uplift & self sufficiency

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$6,900.00</b>		
Goal(s)	Eliminate drug and criminal activity throughout all HATT public housing developments.						
Objectives	Fund Youth Sports activities such as baseball, football, and soccer, running relays, basketball, swimming and other competitive sports to replace criminal behavior.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Youth sports activities					\$6,900	-0-	1. Resident satisfaction. 1. Economic uplift & self-sufficiency.

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$-0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons	Target Population	Start Date	Expected Complete	PHDEP Funding	Other Funding	Performance Indicators

	Served			Date		(Amount /Source)	
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$-0-</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.							

**Section 3: Expenditure/Obligation Milestones**

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g. Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				-0-
9120	Activity 1	\$51,849.00	Activity 1	\$103,698.00
9130				-0-
9140				-0-
9150	Activity 1	\$3,313.00	Activity 1	\$6,626.00
9160	Activities 1,2 & 3	\$17,031.50	Activities 1,2, &3	\$44,932.00
9170	Activity 1	\$3,450.00	Activity 1	\$6,900.00

9180				-0-
9190				
<b>TOTAL</b>		\$75,643.50		\$162,1560

**Section 4: Certifications**

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

## ***Attachment H. Progress in Meeting 5-year plan submission and Goals***

The Housing Authority of Texarkana, Texas revised its 5-year Plan Mission and Goals for fiscal year beginning 2001. As a result of the Authority's recently revised Memorandum of Understanding/Recovery Plan with HUD, the following revised mission and goals better reflect the current needs of the Authority.

The Authority's revised its mission statement:

The Texarkana Housing Authority is dedicated to providing this community with quality, affordable housing that is decent, well maintained and free from drugs and violent crime. We endeavor to provide livable communities that are made up of a diverse range of economic incomes so that the children of these communities have role models that are visible, striving to make economic gains for their families. We are committed to providing our residents with as many opportunities as possible to become economically self-sufficient. We shall do all of these things while serving our residents and neighboring citizens with the highest degree of professional courtesy, empathy and respect.

The Authority's measured goals are revised to include the following:

Continue to provide training to improve qualifications in the areas of finance, procurement, capital funds administration, housing maintenance and inspection, resident programs and Section 8 Administration.

Reduce vacancies to 97% by December 31, 2002

Improve PHAS score to 60% by December 31, 2001

Improve Section 8 Voucher Program by implementing a quality control program.

Develop a process for effectively addressing and resolving correctable resident dissatisfaction items.

Achieve an income mix by conducting an assessment of current occupancy relative to tenant incomes of each development and offering the opportunity for relocation based on the Authority's findings. In addition the HATT will offer incentives to eligible families that would help accomplish the deconcentration and income mix objectives.

Work with the Texarkana Police Department to implement a tracking system for crime/crime related problems by site and implement a system for staff to report criminal activity to Texarkana Police Department.

Implement Community Service Requirements in accordance with QHWRA.

The Housing Authority will continue to conduct outreach in an effort to obtain and maintain a well-balanced application pool. Outreach effort will take into consideration the level of vacant units, income targeting requirements, unit availability through turnover, and waiting list characteristics. The Housing Authority will assess these factors quarterly in order to determine the need and scope of the marketing effort.

The Authority remains committed to beginning renovation of selected public housing communities.

We have begun to decrease our vacancies and reduce our tenants' accounts receivables.

All newly required policies have or are being implemented in compliance with our Agency Plan and the Housing Quality and Responsibility Act of 1998.

Resident involvement and feedback from our Resident Advisory Board continues to play a vital role to ensure their participation.

*Attachment J. Comments of Resident Advisory Board*

**March 9, 2001 Meeting**

1. HATT should pursue Federal Emergency Management funding for clean up at the developments as a result of damage caused by the recent ice storm.
2. The balconies at the high-rise are crumbling and require renovation.
3. Railings at the high-rise are not secure. This is a safety hazard
4. The elevator at the high-rise needs reconditioning.
5. The sewer system servicing the high-rise needs repair/replacement.
6. The entire high-rise needs to be renovated.
7. Provide engineer study to determine the problems with sewer and plumbing at the high-rise site.
8. Quality leadership issues need to be addressed for management of the Authority.
9. Need to hire qualified staff.
10. Manager at the high-rise does not respond to problems appropriately.
11. Residents are upset about responding to emergencies at the high-rise site when the manager is responsible for doing so.
12. Managers need to enforce policy and procedures (i.e. pet policy).
13. Management of the Housing Authority needs to improve communication with residents.
14. Housing Authority should implement flat rents.
15. The drug problems at the high-rise have improved significantly over the past several months.
16. Residents at the high-rise would like to have a swimming pool.
17. Need new radios at the high-rise for tenant patrols.

