

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

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# PHA Plans

Annual Plan for Fiscal Year *2001*

*Housing Authority of the  
City of Crystal City  
Crystal City, Texas*

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

## PHA Plan Agency Identification

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

**PHA Number:** *TX105*

**PHA Fiscal Year Beginning: (mm/yyyy)** *01/2001*

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**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 *NOT REQUIRED***

[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.

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**Attachments**

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

**Required Attachments:**

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

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - Attachment B: Implementation of Public Housing Residnet Community Service Requirement*
  - Attachment C: Pet Policy*
  - Attachment D: Resident Membership of the PHA Governing Board*
  - Attachment E: Membership of Resident Advisory Board*
  - Attachment F: Progress Report*

**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>
<i>X</i>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<i>X</i>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<i>X</i>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

<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	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	116	3	3	3	1	2	2
Income >30% but <=50% of AMI	29	3	3	3	1	2	2
Income >50% but <80% of AMI	165	3	3	3	1	2	2
Elderly	179	3	3	3	1	2	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Black	88	3	3	3	1	2	2
American Indian	4	3	3	3	1	2	2
Hispanic	2292	3	3	3	1	2	2
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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

*1990 Census Data*

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	25		25
Extremely low income <=30% AMI	21	84%	
Very low income (>30% but <=50% AMI)	1	4%	
Low income (>50% but <80% AMI)	3	12%	
Families with children	11	44%	
Elderly families	2	8%	
Families with Disabilities	1	4%	
Hispanics	25	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	40%	
2 BR	7	28%	

Housing Needs of Families on the Waiting List			
3 BR	7	28%	
4 BR	1	4%	
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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	23		23
Extremely low income <=30% AMI	15	66%	
Very low income (>30% but <=50% AMI)	2	8%	
Low income (>50% but <80% AMI)	6	26%	
Families with children	16	70%	
Elderly families	0		
Families with Disabilities	0		
Race/ethnicity - <i>Hispanics</i>	23	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR			
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			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) *Modernize units to improve marketability and improve customer satisfaction.*

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	<i>\$471,370.00</i>	
b) Public Housing Capital Fund	<i>\$525,400.00</i>	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<i>\$444,666.00</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<i>Farm Home</i>	<i>\$59,760.00</i>	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<i>\$183,460.00</i>	<i>Operations/ Maintenance</i>
<b>4. Other income (list below)</b>		
<i>Reserves</i>	<i>\$80,877.28</i>	<i>Other: Reserves</i>
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<i>\$1,765,533.28</i>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) *At time of application.*

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) *Citizenship status, social security documentation, consent forms.*

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**  
*The PHA will not operate site-based waiting lists.*

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

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

If yes, how many lists?

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

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

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

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

### **(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)

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

Date and Time

Former Federal preferences:

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

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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: *TX105-1,2,3,4,5,6 & 7*

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

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

## B. Section 8

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

### (1) Eligibility

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

### (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:

**(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)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

*Loss of or waiting on Federal, State or Local assistance; if family would be evicted due to minimum rent requirement; reduction in family income, including loss of employment; increase in family expenses such as education, childcare, transportation, medical expenses, etc.; death in family.*

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)

*\$480 for each dependent, \$400 for any elderly family or disabled family, unreimbursed medical expenses and unreimbursed attendant care if exceeds 3% of annual income, child care expenses, earned income for any family member under eighteen.*

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) \$500.00
- 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)]

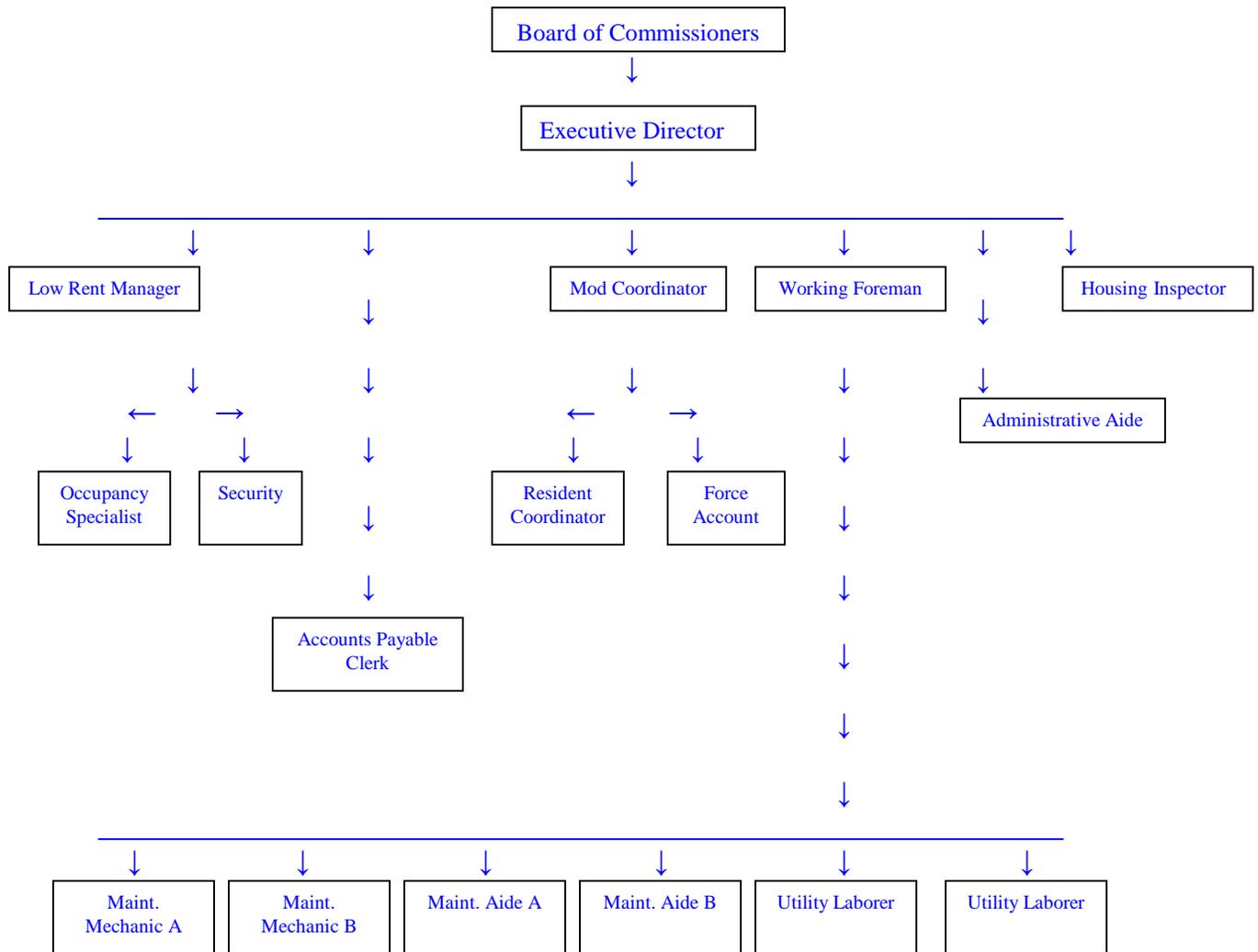
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**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	288	25
Section 8 Vouchers	186	23
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)  
*Maintenance Policy – Amended November 3, 1999*
- (2) Section 8 Management: (list below)  
*Administrative Plan Amended – November, 1999*

## **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)

# PHA Plan Table Library

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

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

Capital Fund Grant Number      FFY of Grant Approval: 01/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	<u>\$62,240.00</u>
4	1410 Administration	<u>\$39,409.00</u>
5	1411 Audit	<u>\$1,000.00</u>
6	1415 Liquidated Damages	
7	1430 Fees and Costs	<u>\$28,301.00</u>
8	1440 Site Acquisition	
9	1450 Site Improvement	<u>\$30,400.00</u>
10	1460 Dwelling Structures	<u>\$353,600.00</u>
11	1465.1 Dwelling Equipment-Nonexpendable	<u>\$10,450.00</u>
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<u><b>\$525,400.00</b></u>
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	<u>\$36,320.00</u>
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
<i>PHA Wide</i>	<b>Management Improvements</b> <i>Replace computer hardware and system software. Resident Initiatives Coordinator, Benefits &amp; Security.</i>	<i>1406</i>	<i>\$62,240.00</i>
	<b>Administration</b> <i>Modernization Coordinator, benefits, supplies, advertising, travel, training</i>	<i>1410</i>	<i>\$39,409.00</i>
	<b>Audit</b>	<i>1411</i>	<i>\$1,000.00</i>
	<b>Fees &amp; Services</b> <i>A&amp;E Fees</i>	<i>1430</i>	<i>\$28,301.00</i>
<i>TX105-1</i>	<b>Site Improvements</b> <i>Trim trees</i>	<i>1450</i>	<i>\$30,400.00</i>
<i>TX105-2</i>	<i>Replace clothes line polls and trim trees,</i>		
<i>TX105-5</i>	<i>Provide screened dumpster pads, truck pads,</i>		
<i>TX105-7</i>	<i>Provide screened dumpster pads, truck pads</i>		
<i>TX105-1</i>	<b>Dwelling Structures</b> <i>Upgrade kitchens Upgrade electrical</i>	<i>1460</i>	<i>\$353,600.00</i>
<i>TX105-2</i>	<i>Upgrade electrical Replace windows Redesign Utility area Replace front &amp; rear entry doors Replace interior doors Paint exterior and repairs</i>		
<i>PHA Wide</i>	<b>Dwelling Equipment – Nonexpendable</b> <i>Ranges (50), Refrigerators (50), and Water Heaters(50)</i>	<i>1465.1</i>	<i>\$10,450.00</i>

**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)
<i>PHA Wide</i>	<i>12/2001</i>	<i>12/2002</i>

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

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
<i>TX105</i>	<i>PHA Wide</i>			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>Upgrade computer software and hardware, Resident Initiatives Coordinator, Benefits and Security</i>			<i>\$58,790.00</i>	<i>2002</i>
<i>Modernization Coordinator, Benefits, supplies, advertising, travel &amp; training</i>			<i>\$37,514.00</i>	
<i>Audit costs</i>			<i>\$1,000.00</i>	
<i>A&amp;E Fees and Services</i>			<i>\$40,546.00</i>	
<i>Site Improvements – Top soil, seeding and trim trees at TX105-3; Stripe parking lot, trim trees and provide dumpster/truck pads at TX105-4; Trim trees and repair street and parking lot at TX105-5; Provide dumpster/truck pads and trim trees at TX105-6; Trim trees, repair street and parking lot and install parking lot equipment at TX105-7</i>			<i>\$83,500.00</i>	
<i>Dwelling Structures – Re-roof 13 buildings at TX105-1; Re-roof 9 buildings at TX105-2; Abate flooring, replace with Vinyl Tile, Renovate kitchen, install new appliances at TX105-3</i>			<i>\$274,800.00</i>	
<i>Dwelling Equipment – Nonexpendable – purchase 50 ranges, 50 refrigerators, and 50 water heaters.</i>			<i>\$10,450.00</i>	
<i>Relocation Costs – temporary relocation of residents during abatement at TX105-3</i>			<i><u>\$18,800.00</u></i>	
<i>TOTAL 2002</i>			<i>\$525,400.00</i>	
<b>Total estimated cost over next 5 years</b>			<b><i>\$2,627,000.</i></b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
<i>TX105</i>	<i>PHA Wide</i>			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	
			Planned Start Date (HA Fiscal Year)	
<i>Upgrade computer software and hardware, Resident Initiatives Coordinator, Benefits and Security</i>			<i>\$62,240.00</i>	<i>2003</i>
<i>Modernization Coordinator, Benefits, supplies, advertising, travel &amp; training</i>			<i>\$37,514.00</i>	
<i>Audit costs</i>			<i>\$1,000.00</i>	
<i>A&amp;E Fees and Services</i>			<i>\$50,146.00</i>	
<i>Dwelling Structures – Interior painting, patch and texture, Renovate kitchen space, Replace front and rear entry doors, replace interior doors, Re-roof 10 buildings, Exterior painting and siding replacement on 10 buildings at TX105-3;</i>			<i>\$340,650.00</i>	
<i>Abate flooring, replace tile, replace appliances, and replace windows at TX105-4</i>				
<i>Dwelling Equipment – Nonexpendable – purchase 50 ranges, 50 refrigerators, and 50 water heaters.</i>			<i>\$10,450.00</i>	
<i>Relocation Costs – temporary relocation of residents during abatement at TX105-4</i>			<i><u>\$23,400.00</u></i>	
<b><i>TOTAL 2003</i></b>			<b><i>\$525,400.00</i></b>	
<b>Total estimated cost over next 5 years</b>			<b><i>\$2,627,000.</i></b>	

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
<i>TX105</i>	<i>PHA Wide</i>				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
<i>Upgrade computer software and hardware, Resident Initiatives Coordinator, Benefits and Security</i>			<i>\$58,790.00</i>	<i>2004</i>	
<i>Modernization Coordinator, Benefits, supplies, advertising, travel &amp; training</i>			<i>\$37,514.00</i>		
<i>Audit costs</i>			<i>\$1,000.00</i>		
<i>A&amp;E Fees and Services</i>			<i>\$47,906.00</i>		
<i>Dwelling Structures – Replace windows, renovate kitchens and bathrooms, replace entry doors, re-roof 13 buildings, paint exterior and replace siding at TX105-4; abate flooring and install vinyl tile, abate ceiling spray, paint and texture, and renovate kitchens at TX105-5</i>			<i>\$351,740.00</i>		
<i>Dwelling Equipment – Nonexpendable – purchase 50 ranges, 50 refrigerators, and 50 water heaters.</i>			<i>\$10,450.00</i>		
<i>Relocation Costs – temporary relocation of residents during abatement at TX105-5</i>			<i><u>\$18,000.00</u></i>		
<i><b>TOTAL 2004</b></i>			<i><b>\$525,400.00</b></i>		
<b>Total estimated cost over next 5 years</b>			<b><i>\$2,627,000.</i></b>		

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
<i>TX105</i>	<i>PHA Wide</i>			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>Upgrade computer software and hardware, Resident Initiatives Coordinator, Benefits and Security</i> <i>Modernization Coordinator, Benefits, supplies, advertising, travel &amp; training</i> <i>Audit costs</i> <i>A&amp;E Fees and Services</i> <i>Dwelling Structures – complete kitchen upgrade at TX105-5, re-roof 10 buildings, replace siding and paint exterior on 10 buildings at TX105-5; Abate flooring, ceiling spray and repair termite damaged siding at TX105-6</i> <i>Dwelling Equipment – Nonexpendable – purchase 50 ranges, 50 refrigerators, and 50 water heaters.</i>			\$62,240.00	2005
			\$37,514.00	
			\$1,000.00	
			\$94,926.00	
			\$319,270.00	
			<u>\$10,450.00</u>	
			<b><i>TOTAL 2005</i></b>	
<b>Total estimated cost over next 5 years</b>			<b><i>\$2,627,000.</i></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: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly

families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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:

#### *First Time Homebuyers*

#### 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**

### ***Attachment B***

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 11/30/99

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

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

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

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

##### a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Southwest Texas Jr. College GED Program</i>	<i>28</i>	<i>All who want to participate</i>	<i>Southwest Texas Jr. College</i>	<i>Both</i>
<i>JTPA</i>	<i>59</i>	<i>Waiting List</i>	<i>JTPA</i>	<i>Both</i>
<i>MET</i>	<i>40</i>	<i>Waiting List</i>	<i>MET</i>	<i>Both</i>
<i>Mental Health and Mental Retardation</i>	<i>160</i>	<i>Waiting List</i>	<i>MHMR</i>	<i>Both</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: DD/MM/YY)
Public Housing	0 – N/A	0 – N/A
Section 8	0 – N/A	0 – N/A

- 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**

***ATTACHMENT B***

### **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)

*All*

**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)

*All*

### **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)]

*ATTACHMENT C*

## **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)
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: *State of 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)

*The PHA will continue to strive to meet the needs of the very low and low income families as determined by the Consolidated Plan, by adjusting policies to insure de-concentration and access to all eligible citizens.*

**D. Other Information Required by HUD**

**Criteria For Substantial Deviation And Significant Amendments**

- A. Substantial Deviation from the 5 – Year Plan:
  - Any change to Mission Statement such as:
    - 1.) 50% deletion from or addition to the goals and objectives as a whole
    - 2.) 50% or more decrease in the quantifiable measurement of any individual goal or objective
- B. Significant Deviation or Modification to the Annual Plan:
  - 50% variance in the funds projected in the Capital Fund Program Annual Statement

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

## Public Housing Drug Elimination Program Plan

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant** \$126,280.00

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

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

**B. 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

*Public Housing residents, City Police and Sheriff’s Department working together on a long term goal of making drug awareness and prevention a community team effort. Teaching all family members about the damage caused by drugs, alcohol and tobacco.*

**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.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Rodolfo Espiniza Courts</i>	<i>32</i>	<i>128</i>
<i>Albano Benavides Courts</i>	<i>18</i>	<i>56</i>
<i>Not Nemed</i>	<i>20</i>	<i>68</i>
<i>Guadalupe Cortinas Courts</i>	<i>26</i>	<i>66</i>
<i>Luz Gutierrez Couirts</i>	<i>19</i>	<i>59</i>
<i>Ninfa Moncada Courts</i>	<i>114</i>	<i>372</i>

**C. Duration of Program**

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

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

**G. PHDEP Program History** ***NOT APPLICABLE***

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.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998					
FY 1999					

**Section 2: PHDEP Plan Goals and Budget**

**D. 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.

*To take a holistic approach to this problem through resident meetings and meeting with our local law enforcement agencies. To educate our children on the dangers of drugs, alcohol and tobacco by diverse presentations by qualified entities and counselors. Indoor and outdoor activities to occupy our children, lessening time near pushers. To let drug pushers know they are not wanted in our neighborhoods. Adequate lighting throughout the developments and some landscaping (physical improvements), contracted security officers, signs installed, tenant patrol, educating our residents and job training. To monitor our program, we will be using and comparing incident reports from security patrol and our local law enforcement agency records. We will also compare activity in the Public Housing Low Rent Program with the Farm Labor Program.*

**E. 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	
9120 – Security Personnel	\$69,888.00
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	\$9,300.00
9150 – Physical Improvements	\$650.00
9160 – Drug Prevention	\$6,658.00
9170 – Drug Intervention	
9180 – Drug Treatment	
9190 – Other Program Costs	\$39,784.00
<b>TOTAL PHDEP FUNDING</b>	<b>\$126,280.00</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 <i>N/A</i></b>						<b>Total PHDEP Funding: \$</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>9120 – Security Personnel</b>						<b>Total PHDEP Funding: \$69,888.00</b>	
Goal(s)	<i>To keep all drug pushers out of the Public Housing Developments.</i>						
Objectives	<i>To interfere with any drug and/or criminal activity.</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. <i>Security Patrol</i>			<i>01/01</i>	<i>1/2</i>	<i>\$69,888.</i>		<i>Patrol residential and parking areas to decrease crime.</i>
2.							
3.							

<b>9130 - Employment of Investigators <i>N/A</i></b>						<b>Total PHDEP Funding: \$</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: \$9,300.00</b>		
Goal(s)	<i>To make it known that drug or criminal activity will not be tolerated.</i>						
Objectives	<i>For it to be recognized that we are actively concerned about our own needs.</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Volunteer Tenant Patrol</i>	<i>All tenants</i>	<i>All tenants</i>	<i>01/01</i>	<i>01/02</i>	<i>\$9,300.</i>		<i>Increased Resident involvement and added security will decrease crime.</i>
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$650.00</b>		
Goal(s)	<i>To eliminate secluded areas in the Public Housing Developments and eliminate dark areas.</i>						
Objectives	<i>To eliminate areas for drug dealing and usage.</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Install Lighting</i>			<i>01/01</i>	<i>01/04</i>	<i>\$650.</i>		<i>Well lit areas will discourage the congregation of drug users and dealers.</i>
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$6,658.00</b>		
Goal(s)	<i>To educate residents about the dangers of drugs, alcohol and tobacco.</i>						
Objectives	<i>Occupy the leisure time of residents and their children with indoor and outdoor activities.</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Educational seminars and activities</i>	<i>All tenants</i>	<i>All tenants</i>	<i>01/01</i>	<i>01/02</i>	<i>\$6,658.</i>		<i>Provide Educational programs and GED courses to assist families in obtaining goals and as a result minimize the number of residents involved in criminal or drug activity.</i>
2.							

3.						
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<b>9170 - Drug Intervention <i>N/A</i></b>						<b>Total PHDEP Funding: \$</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>9180 - Drug Treatment <i>N/A</i></b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: <i>\$39,784</i></b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<i>1. D.E.P. Yearly Salary</i>			<i>01/01</i>	<i>01/02</i>	<i>\$39,784</i>		<i>Professional, well trained employees.</i>
2.							
3.							

### **Section 3: Expenditure/Obligation Milestones**

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

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	50%	\$69,888.00	100%	\$69,888.00
9130				
9140	50%	\$9,300.00	100%	\$9,300.00
9150	50%	\$650.00	100%	\$650.00
9160	50%	\$6,658.00	100%	\$6,658.00
9170				
9180				
9190	50%	\$39,784.00	100%	\$39,784.00
<b>TOTAL</b>		<b>\$126,280.00</b>		<b>\$126,280.00</b>

*Note: This is in respect to a Two-Year Plan.*

### **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.”

## Attachments

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

### Attachment A: Deconcentration Policy

*Section 5613 of the Quality Housing and Work Responsibility Act of 1998 amends Section 16 of the USHA to establish Public Housing de-concentration requirements.*

*The QHWRA requires PHA's to submit with their annual Public Housing Agency Plan an admissions policy designed to provide for de-concentration of poverty and income mixing by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.*

*A PHA may offer incentives for eligible families having higher income to occupy dwelling units in projects predominately occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in projects predominately occupied by eligible families having higher incomes.*

*Incentives may be made in a manner that allows the eligible family to have the sole discretion in determining whether to accept the incentive and the PHA may not take any adverse action toward the family for not accepting the incentive and occupancy of a project having lower incomes, provided that skipping of a family to reach another family to implement this Admission Policy in a manner that does not interfere with the use of site based waiting list authorized under QHWRA.\**

*\*Though incentives are offered as part of QHWRA, the PHA does not intend to offer incentives until such time as HUD offers clear guidance on the provision of incentives by the PHA.*

*Through the February 18, 1999 initial guidance Notice, HUD is requiring PHA's to begin implementing this Public Housing De-Concentration Policy. Within 120 days of the Notice (June 18, 1999), the PHA Board of Commissioners must pass a resolution indicating that any necessary changes have been made in the PHA's admission policy. PHA's must keep this Board Resolution on file for possible HUD review. While PHA's must take any necessary actions now to have an appropriate policy in place, the admissions policy to promote, de-concentration of poverty also will be part of the PHA Plan process from its inception.*

#### *Site Based Waiting List:*

*PHA's must institute site-based waiting list. All civil rights and fair housing laws must be complied with.\**

*\*Though PHA's may institute site-based waiting list as part of QHWRA, the PHA does not intend to offer incentives until such time as HUD offers clear guidance on the implementation of site-based waiting lists by the PHA.*

*Income Targeting:*

*PHA's with public housing must reserve at least 40% of its Public Housing new admissions each fiscal year for families whose incomes do not exceed 30% of the area medium income.*

*PHA's with Section 8 must reserve at least 75% of its new Section 8 Admissions each fiscal year for families whose income does not exceed 30% of the area medium income. PHA's that exceed the Section 8 minimum rule of 75% may apply a portion of the excess to the public housing goal. (fungibility)*

*This provision is called fungibility because to a limited extent, it makes targeting requirements in public housing and tenant-based assistance interchangeable or fungible. There are three further limitations on a PHA's use of fungibility.*

*Fungibility credits only can be used to drop the annual requirement for housing very poor families below 40% of newly available units in public housing, by the lowest of the following amounts:*

- 1. The number of units equivalent to ten (10) percent of the number of newly available vouchers and certificates in that fiscal year.*
- 2. The number of units that (I) are in projects located in census tracts having a poverty rate of 30% or more, and (II) are made available for occupancy by and actually occupied in that year by families other than very poor families.*
- 3. The number of units that cause the PHA's overall requirement for housing very poor families to drop to 30% of its newly available units.*

*The income targeting requirements will be applied on a prorata basis to the remainder of the PHA's current fiscal year starting with April 1, 1999 to the end of the current fiscal year, and thereafter by applicable fiscal year.*

**Attachment B: Implementation of Public Housing Resident Community Service Requirement**

***Community Service and Sufficiency Policy***

***1. Background***

*The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self-sufficiency and economic independence. This is a requirement of the Public Housing Lease.*

## **2. Definitions**

**Community Service** - Volunteer work which includes, but is not limited to:

- a. Work at school, hospital, or child care center
- b. Work with youth organizations
- c. Work at the Authority to help improve physical conditions
- d. Work at the Authority to help with children's programs
- e. Helping neighborhood groups with special projects
- f. Working through resident organization to help other residents with problems

**NOTE: Political activity is excluded.**

**Self Sufficiency Activities** - Activities which include, but are not limited to:

- a. Job training programs
- b. Substance abuse or mental health counseling
- c. English proficiency or literacy (reading) classes
- d. Budgeting and credit counseling
- e. Any kind of class that helps a person toward economic independence

**Exempt Adult** – an adult member of the family who:

- a. Is 62 years of age or older
- b. Has a disability that prevents him/her from being gainfully employed
- c. Is the caretaker of a disabled person
- d. Is participating in a welfare to work program
- e. Is receiving assistance from TANF and is in compliance with job training and work activity requirements of the program.

## **3. Requirements of the Program**

1. The eight (8) hours per month may either be volunteer work or self sufficiency program activity or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.

3. *Activities must be performed within the community and not outside the jurisdictional area of the Authority.*
4. *Family Obligations:*
  1. *At lease execution or re-examination after October 1, 1999, all adult members (18 or older) of a public housing resident family must*
    - a.) *provide documentation that they are exempt from Community Service requirements if they qualify for an exemption, and*
    - b.) *sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.*
      1. *At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.*
      2. *If a family member is found to be noncompliant at re-examination, he/she and the head of household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.*
      3. *Change in exempt status:*
        - a.) *If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.*
        - b.) *If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and list of agencies in the community that provide volunteer and/or training opportunities.*

## *5. Authority obligations*

- 1. To the greatest extent possible and practicable, the Authority will
  - a.) provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement.)*
  - b.) provide in-house opportunities for volunteer work or self sufficiency programs.**
- 2. Authority will provide the family with exemption certification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.*
- 3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's grievance Procedure if they disagree with the Authority's determination.*
- 4. Noncompliance of family member
  - a.) At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or nonexempt status and compliance of family members.*
  - b.) If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.*
  - c.) If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.**

d.) *The family may use the Authority's Grievance Procedure to protest the lease termination.*

***Note: In addition to the above Policy on Community Service Requirements, The Housing Authority of the City of Crystal City has revised its Public Housing Lease to be in compliance with the community service requirement. All Public Housing Residents will be notified in writing in January 2001 of the strict implementation of this policy. The Housing Authority of the City of Crystal City has had a cooperative agreement with the local TANF agency for several years and continues to maintain a mutually rewarding relationship with this entity.***

### **Attachment C: Pet Policy**

*In Compliance with Section 227 of Title II of the Housing Urban Rural Recovery Act of 1983 and Section 31 of the U.S. Housing Act of 1937, the Housing Authority will permit residents of housing developments to own and keep common household pets in their apartments.*

*Type of pets allowed:*

*The Housing Authority reserves the right to approve all types of pets. Generally, common household pets are defined as follows:*

1. *Birds – includes canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.*
2. *Fish – In tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.*
3. *Dogs – Not to exceed 25 lbs. weight at full growth. Dogs must be spayed or neutered.*
4. *Cats – Cats must be spayed or neutered and be de-clawed or have a scratching post.*
5. *Hamster, Gerbils, etc. – Must be kept in appropriate cage.*

*At no time will the housing authority approve exotic pets, such as snakes, monkeys, game pets, etc.*

*Terms and Conditions:*

1. *Only one pet will be allowed per apartment.*
2. *No guest will be allowed to bring pets on the premises.*
3. *Residents will not be allowed to “pet sit” or “house” a pet without fully complying with this policy.*
4. *All pets are to be well mannered.*
5. *All pets must be kept on a leash when not in the owners' apartment. Leash must be no longer than six (6) feet.*

6. *All birds must be provided with, and in a cage when outside of resident's apartment.*
7. *Litter boxes must be provided for cats.*
8. *Dogs must be provided with a pet bed or box (to avoid wear and tear on carpet).*
9. *All fur bearing pets must be flea free at all times. This rule must be adhered to for the protection of non-pet residents.*
10. *Dogs and cats shall not be permitted to excrete anywhere in the buildings (other than cats using a litter box in resident's apartment). Pet owner shall be responsible for immediately removing feces dropped anywhere in the building or on the grounds, and similarly, pet owner shall be responsible for cleaning any area in the building where pet has urinated.*
11. *Waste must be placed in a plastic bag, tied securely and deposited in specially marked pet waste receptacle. Poorly disposed of waster will not be tolerated. At no time will pet waste be placed in trash rooms or in trash chutes.*
12. *Residents owning a cat must provide a litter box for their cat and it should, and must be cleaned on a daily basis, disposing of feces in the proper manner.*
13. *No pet shall be tied up or left unattended on the outside of building(s) at any time on Housing Authority property.*
14. *No doghouses will be allowed.*
15. *At no time will pets be allowed in lobbies or common areas except when leaving and entering the building.*
16. *All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Resident's apartment will be subject to inspection once per month.*
17. *If a pet poses a nuisance, such as excessive noise, barking or whining, which disrupts the peace of the complex; the owner shall remove the pet from the premises if management so requests within fourteen (14) days.*
18. *Resident agrees to exempt the Housing Authority from any and all responsibility for injury or illness caused by tenant-owned pet.*
19. *Pet rules will not be applied or enforced to animals that assist the disabled.*
20. *Before acquiring a pet, the resident must have on file with the Housing Authority a notarized statement with the office, naming the person(s) accepting responsibility for the care of their pet in case of absence of more than one day. In such instance, the pet is not to be left in the unit.*
21. *Pet owner agrees to immediately remove or allow the Housing Authority to remove any pet within the scope of this policy, for improper maintenance, at the resident's expense.*
22. *Violation of the Housing Authority Pet Policy will be grounds for termination of lease.*

23. *Pet owner agrees to pay \$300 “damage deposit” to the Housing Authority in advance over and above the security deposit, which is to be used for collateral in case of damage to the apartment or Authority property. This deposit is refundable if no damage occurs according to the Housing Authority move-out inspection.*

*Registration:*

*Every pet must be registered annually with the Housing Authority. Registration requires the following:*

1. *Proof of current license.*
2. *Proof of inoculations: rabies, distemper, DHL, heartworm, and parvovirus.*
3. *Identification tag.*
4. *Proof of spaying or neutering.*
5. *Photograph of pet (no smaller than 3x5).*
6. *A yearly Health Certificate will be required.*
7. *Every dog must wear a City Animal license, a valid rabies tag and a tag bearing the owner’s name, address and phone number.*

***Attachment D: Resident Membership of the PHA Governing Board***

*Name of Resident Board Member: Esmeralda Lampkin*

*Method of Selection: Appointed by Mayor of Crystal City*

*Term of Appointment: December 16, 1999 to December 16, 2001*

***Attachment E: Membership of Resident Advisory Board***

<i>Juanita Tavor</i>	<i>Mercedes Mallen</i>	<i>Gloria Barrios</i>
<i>Armando Perez</i>	<i>Maggie Melendrez</i>	<i>Lydia Banda</i>
<i>Christina Roura</i>	<i>Noe Rivera</i>	<i>Ana Puente</i>
<i>Maria Torres</i>	<i>Florentina Franco</i>	<i>Margarita Medrano</i>
<i>Francisca Santos</i>		

***Attachment F: Progress Report***

*Since the five-year and annual plan was approved last year much progress has been made and many of our goals have been realized. This report will address the progress made by the Crystal City Housing Authority in the past year.*

*The Crystal City Housing Authority has attempted to implement a holistic approach to providing services to our clients. By networking and collaborating with the social, civic, and government agencies in the community we work together to provide a vast array of services to our clients that they might not otherwise receive. For example, we have worked with the local American Red Cross chapter in helping some of our residents with emergencies, and relocated a family from the community into public housing when they lost their home to fire. We have worked with local agencies such as Teen Connections, who provide counseling for at risk youth, and have achieved very positive results. We have worked closely with the local school district and many of their programs such as Even Start Program and the local council of governments (Middle Rio Grande Development Council).*

*A Public Housing resident with five children, with the assistance of the Crystal City Housing Authority and other local providers a single mother of five children, recently obtained her G.E.D. and plans to continue her higher education. The Crystal City Housing Authority has also worked closely with a local non-profit group that assists first time home buyers. One of our residents qualified through the program and has signed a contract to purchase their first home. As with this client, self sufficiency is one of CCHA's top priorities. We also work very closely with our elderly clients and clients with disabilities so that they will have housing that meets their needs. Recently our staff worked with one of our families who had a minor with a disability that prevented the child from living at home without full time care. Through CCHA's collaboration with local medical and home health agencies, we were able to provide a home for them and a caregiver that would allow the child to return home to her family.*

*In other areas, we have worked with our Section 8 Landlords by providing landlord orientation sessions for them so that we can have a better working relationship with the landlords and help them understand their roles and responsibilities as Section 8 Landlords.*

*Many great things have been achieved over the past year and we expect many more exciting goals to be realized in the future. By working collaboratively with the community, CCHA staff and Board Members, we can provide the best possible services to our residents.*

**Table Library**