

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

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Small PHA Plan Update for the  
Housing Authority of the City of Dayton, Texas  
Annual Plan for Fiscal Year: ***04/2001***

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

## PHA Plan Agency Identification

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

**PHA Number:** *TX168*

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

### PHA Plan Contact Information:

Name: *Donna Guillory, Executive Director & Sabrina Rogers-Consultant, The Nelrod Company*

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### 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

### 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
- Main administrative office of the local, county or 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)

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

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

**i. Table of Contents**

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

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**Attachments**

- Attachment A : Supporting Documents Available for Review
- Attachment B : Capital Fund Program Annual Statement
- Attachment C : Capital Fund Program 5 Year Action Plan
- Attachment B\_ : Capital Fund Program Replacement Housing Factor Annual Statement
- Attachment \_\_ : Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment D : Resident Membership on PHA Board or Governing Body
- Attachment E : Membership of Resident Advisory Board or Boards
- Attachment \_\_ : Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
 Resident Service and Satisfaction Follow-up Plan Guidelines (**TX168f01**)  
 Progress Statement (**TX168g01**)  
 Community Service Policy (**TX168h01**)  
 Pet Policy (elderly/disabled) (**TX168i01**)  
 Pet Policy (families) (**TX168j01**)  
 Response to REAC Customer Service Satisfaction Survey (**TX065k01**)

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

*This is the Five-Year and Annual Plan for the Housing Authority of the City of Dayton. The Housing Authority's fiscal year begins April 1, 2000. The Five-Year Plan is for fiscal years 2000 through 2004 and the Annual Plan is for fiscal year 2000.*

*Dayton Housing Authority administers 100 Public Housing units. The chart gives the number of units by household type and bedroom size.*

<i>Elderly/Disabled</i>			<i>Family</i>			
<i>1-BR</i>	<i>3-BR</i>	<i>4-BR</i>	<i>1-BR</i>	<i>2-BR</i>	<i>3-BR</i>	<i>4-BR</i>
<i>20</i>	<i>5</i>	<i>3</i>	<i>0</i>	<i>8</i>	<i>52</i>	<i>12</i>

*A Board of Commissioners, consisting of five members appointed by the Mayor, oversees the agency. The Agency was established in 1958.*

*The mission as previously stated has been our continuing endeavor since the Housing Authority was created. When the Board adopted this statement, it was apparent that there were many ways that the Authority could provide adequate and affordable housing. At present our program assists clients entirely through providing low rent housing. The Mission also requires the Housing Authority to extend its role beyond housing assistance and develop programs which provide economic self-sufficiency to the families it serves. Finally, the mission statement charges the Authority with the responsibility to affirmatively further fair housing and deliver the programs in a way that all those served are treated equally with dignity and respect.*

*The Housing Authority plans to retain the supply of assisted housing by maintaining its current vacancy level of two percent or better; thus providing housing assistance to a greater number of low income families.*

*The Housing Authority intends to further increase the number of working families that reside in Public Housing. Currently 41 percent of the family's work and 29 percent have income derived from Federal Sources, i.e. Social Security and Supplemental income. The Authority plans to increase the number of working families to 70% over the next five years. We will accomplish this through a combination of ceiling rents, working family preferences, and working closely with social service agencies to provide job training and employment opportunities.*

*The Agency has three primary sources of funding, operating, capital, and Comprehensive Improvement Assistance Program funding. With public housing funding being revised, the Agency's future funding amounts could be substantially altered. The figures in the plan do not reflect any impact from the upcoming changes in funding formulas, since the impact is unknown at this time. At the end of fiscal year 1999, operating reserves for the public housing program are estimated to be \$123,315.00. The Agency expects to maintain and increase these reserve levels throughout this five year planning period.*

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

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

### **5 Year Plan**

#### ***Goals:***

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

*(Additions):*

*Other: Provide additional two bedroom unit by converting four of our three bedroom units.*

*Have a feasibility study done to access if the community could benefit from the acquisition of 10 additional 2-bedroom units.*

*(Changes):*

*The two-bedroom wait list is at least one year long, this is due to their being only eight two bedroom units in one hundred.*

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

*(Changes):*

*Eliminated objective designation of developments for particular resident group (i.e. elderly, persons with disabilities).*

### **Annual Plan**

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

- *Public Housing – Admissions Preference*

*(Omissions):*

*Former Federal Preferences (inadvertly included in last year's Annual Plan):*

- *Victims of domestic violence*
- *Substandard housing*
- *Homeless*
- *High rent burden (rent is > 50 percent of income)*

*(Changes)*

*Priority of Admission Preferences:*

*3 – Date and Time*

*2 – Working families and those unable to work because of age or disability*

#### ***4-PHA Rent Determination Policies –***

- *Public Housing –Income Based Rent Policies*

*(Additions):*

*Discretionary deductions and/or exclusions policy (Addition):*

- *Income exclusion will be given to previously unemployed clients*

*(Omission)*

*Flat Rents:*

*The checked response, "Survey of similar unassisted units in the neighborhood".*

### **6-PHA Grievance Procedures –**

- *Public Housing – Grievance Procedures*

*(Omission response to question):*

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

- *PHA development management offices*

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

- *PHA Coordination with the Welfare (TANF) Agency*

*(Changes):*

*We have not cooperative agreement in the office of our local TANF Administrator and expect a signed agreement by the end of December 2000.*

### **18-Other information**

- *Statement of Consistency with the Consolidated Plan*

*(Additions):*

- *Reduce vacancies in public housing.*
- *Modernize units*
- *Commitments for social services*
- *Assistance with development.*

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ **210,489.00**

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment ***TX168c01***

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

The Capital Fund Program Annual Statement is provided as Attachment ***TX168b01***

### 3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if “yes”, complete one activity description for each development.)

#### 2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</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. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for     units <input type="checkbox"/> Public housing for     units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for     units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

#### **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A.  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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

#### **B. Capacity of the PHA to Administer a Section 8 Homeownership Program– n/a**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below)

## **5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ 0.00

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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 Attached at Attachment (File name)
  - ***Residents recommended that units that have been occupied for a long time get a fresh coat of paint.***
  
3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
 A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_.
  - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the at the end of the RAB Comments in Attachment \_\_\_\_.
  - Other: (list below)
    - ***Executive Director agreed to compile a list of units that have been occupied for three or more years, and set up a schedule for one per month to be painted. However, it was explained that this would be done s routine work in ouroperating maintenance budget.***

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

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

1. Consolidated Plan jurisdiction: (provide name here) ***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 specific initiatives contained in the Consolidated Plan. (list such initiaives below)
  - Other: (list below)
  
3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- *It increases and preserves the availability of safe, decent and affordable housing for very low, low and moderate-income persons.*

### C. Criteria for Substantial Deviation and Significant Amendments

#### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

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

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

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

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

## Attachment A Supporting Documents Available for Review

PHAs are to 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>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	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
N/A	Section 8 informal review and hearing procedures <input 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 any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP)**

PHA Name:  <b>TX168b01</b>	<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:
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<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised A <input type="checkbox"/> Final Performance and Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost		
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 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	Amount of Annual Grant: (sum of lines 2-19)			
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			







# PHA Public Housing Drug Elimination Program Plan

Not applicable

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

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ \_\_\_\_\_**
- B. Eligibility type (Indicate with an “x”)            N1 \_\_\_\_\_ N2 \_\_\_\_\_**  
**R \_\_\_\_\_**
- C. FFY in which funding is requested \_\_\_\_\_**
- 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

**E. Target Areas**

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

**F. Duration of Program**

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

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

**G. PHDEP Program History**

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						

FY 1996					
FY 1997					
FY1998					
FY 1999					

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

**A. PHDEP Plan Summary**

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

**B. PHDEP Budget Summary**

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

<b>FFY _____ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

**C. PHDEP Plan Goals and Activities**

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

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

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

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

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

2.					
3.					

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

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

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

<b>9160 - Drug Prevention</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	

1.						
2.						
3.						

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

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b>  HOUSING AUTHORITY OF THE CITY OF DAYTON	<b>Grant Type and Number</b> Capital Fund Program: TX24P16850101 Capital Fund Program: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2001
---	--	---

<input checked="" type="checkbox"/> <b>Original Annual Statement</b>	<input type="checkbox"/> <b>Reserved for Disasters/Emergencies</b>	<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>	<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00			
2	1406 Operations	42,489.00			
3	1408 Management Improvements	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	10,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	128,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable	30,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1498 Mod Used for Development	0.00			
19	1502 Contingency	0.00			
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>210,489.00</b>			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 Related to Security	23,000.00			
24	Amount of line 20 Related to Energy Conservation Measures	60,000.00			





# Capital Fund Program 5-Year Action Plan

Housing Authority of the City of Dayton

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 years. 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.

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original Statement</b> <input type="checkbox"/> <b>Revised Statement</b>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
TX24P16850101	PHA Wide	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Operations Replace Maintenance Trucks	60,489.00 30,000.00	2002 2002
Replacement of Stoves and Refrigerators	10,000.00	2002
Operations Replace 4 computers/upgrade software	45,489.00 30,000.00	2003 2003
Replacement of Stoves and Refrigerators	10,000.00	2003
Operations Recarpet/refurbish office	40,489.00 20,000.00	2004 2004
Replacement of Stoves and Refrigerators	10,000.00	2004
Operations Replacement of Stoves and Refrigerators	45,489.00 10,000.00	2005 2005
<b>Total estimated cost over next 5 years</b>	<b>311,956.00</b>	

# Capital Fund Program 5-Year Action Plan

Housing Authority of the City of Dayton

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 years. 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.

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original Statement</b> <input type="checkbox"/> <b>Revised Statement</b>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
TX24P168-001	E. Houston, Beauty-Kerr-Edgar, Little GlendaleAdd	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Add two Security Lights	5,000.00	2002
Convert 2 - 2BR units	80,000.00	2004
Convert 2 - 2BR units (one Handicapped Accessible)	80,000.00	2005
<b>Total estimated cost over next 5 years</b>	165,000.00	

# Capital Fund Program 5-Year Action Plan

Housing Authority of the City of Dayton

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<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original Statement</b> <input type="checkbox"/> <b>Revised Statement</b>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
TX24P168-002	W. Clayton	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace window A/C units	10,000.00	2002
Replace perimeter fence	15,000.00	2002
<b>Total estimated cost over next 5 years</b>		25,000.00

# Capital Fund Program 5-Year Action Plan

Housing Authority of the City of Dayton

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 years. 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.

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original Statement</b> <input type="checkbox"/> <b>Revised Statement</b>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
TX24P168-003	Glendale	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace HVAC's	7,500.00	2002
Add Security Lights (two)	5,000.00	2002
Replace 10 roofs with metal roofs	60,000.00	2002
Replace 10 roofs with metal roofs	60,000.00	2003
<b>Total estimated cost over next 5 years</b>	132,500.00	

# Capital Fund Program 5-Year Action Plan

Housing Authority of the City of Dayton

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 years. 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.

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original Statement</b> <input type="checkbox"/> <b>Revised Statement</b>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
TX24P168-005	N. Winfree	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace HVAC	7,500.00	2002
Add two Security Lights	5,000.00	2003
Replace 10 roofs with metal	60,000.00	2004
Replace 10 roofs with metal	60,000.00	2005
Purchase property for construction of ten (2BR) units	75,000.00	2005
<b>Total estimated cost over next 5 years</b>	<b>207,500.00</b>	

# Housing Authority of the City of Dayton

## Attachment TX168d01: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board:  
***Geneva Briggs (replacement to serve unexpired term)***

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): ***12/2000 - 2003***

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: ***05/2001***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): ***Larry Harris - Mayor***

## **Attachment TX168e01: Membership of the Resident Advisory Board or Boards**

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

*Samuel Edwards*

*Gloria Hubert*

*Sheila Johnson*

*Faye Whiddon*

*Geneva Briggs*

*Sterling Richardson*

# **Housing Authority for the City of Dayton**

## **Resident Service and Satisfaction Survey** **Follow-up Plan Guidelines**

### **Attachment: TX168f01**

The following sections detail suggestions for the PHA management in developing a Followup Plan (to be submitted as part of the Annual Plan) based on their results from the Resident Service and Satisfaction Survey. Each PHA should tailor their Follow-up Plan to address their own results from the survey and it is important to remember that the guidelines below are recommendations only. If there are other methods that are not listed which you feel would better address the issues for your specific housing agency, REAC encourages you to utilize them in the development of your Follow-up Plan.

### **Maintenance and Repair**

The score for this section measures how adequately and quickly PHAs respond to maintenance requests from residents and how satisfied residents are with repairs. The following are suggestions for making improvements in this area:

- It is important that you arrange to communicate with residents (hold a residents meeting, meet with the Resident Advisory Board (RAB) or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved, then satisfaction with this service area should improve.
- If you have already received a score for your Physical Assessment, it would be logical to assume that deficiencies identified in this area may correlate to resident dissatisfaction with Maintenance & Repair. Addressing these deficiencies should also correspond to a rise in resident satisfaction for this service area.
- Ensure that you are identifying major recurring problems and trends. Identify immediate and long-term solutions to maintenance problems, including funding sources, i.e., operating budget, reserves, city, CIAP, etc.
- Ensure that you have a system that accounts for and manages *work orders*. It should document the timeliness involved with the preparation and issuance of work orders
- Provide feedback to maintenance staff on the efficiency and quality of work order preparation and repairs. Reward those staffs who excel with bonuses and recognition.

- Ensure that all PHA staff are clear on what constitutes an Emergency Work Order and what constitutes a Non-Emergency Work Order:

Emergency Work Order – issued to correct a condition that poses an immediate threat to life, health, safety or property, or related to fire safety (PHMAP Handbook, page 626). Examples include, but are not limited to, an unhealthy or undrinkable water supply, gas leak, broken/blocked sanitary sewer line, failed hearing system, hazardous electrical system, uninhabitable unit as a result of a fire, and situations causing an exposure to asbestos, lead based paint, or other toxic materials.

Non-Emergency Work Order - issued to correct conditions that do not pose an immediate threat of life, health, safety or property, or are not related to fire safety.

- Ensure that maintenance staff is adequately trained. Offer training opportunities (i.e. classes at the PHA or opportunity to attend outside courses) and hire qualified experienced staff. Training should include professional conduct standards for communication with residents, resident notification requirements regarding maintenance entry and manner in which conditions should be left once work is completed.
- Do not place a quick fix on a repair problem. Resolve the problem so it does not continue to occur in the future. If a repair is requested, ensure that the problem is thoroughly investigated and fixed correctly the first time. It may be more expensive initially, but it will save you money in the future.
- Partner with a housing agency that scores high on the PHAs to benchmark their success, and adopt Best Practices. Contact HUD headquarters or our local field office to obtain copies of other PHA's Maintenance Plans, etc.
- Visit your local HUD office to talk to them about potential methods for improvement.

### **Communication**

Clear communication of services, procedures, other neighborhood-related issues and activities is a critical component in the success of a development. This section measures the level of that communication in the area of events, activities, and programs available to residents, and the ability of residents to communicate with management regarding problems and issues. The following are suggestions for making improvements in this area:

- It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved, then satisfaction with this service area should improve.
- Train PHA staff to effectively and politely communicate with residents. Conduct role-playing exercises and demonstrates the appropriate manner to interact with residents.

- Ensure there are adequate internal PHA communications.
- Make sure there are written policies and procedures that residents have copies of them and that they have input and are in agreement with them. Avoid dictating policy and encourage residents to participate in policy development.
- Have frequent resident meetings, inviting the residents to help set your agenda.
- Try to communicate with residents in their spoken language, if they do not understand English.
- Identify an effective method of communicating with residents, such as flyers/letters set with rent bill, flyers/letters placed in all mailboxes or a community bulletin board.
- Assist and encourage residents to be part of the solution, to join or develop committees/organizations that can help improve the community.
- Notify residents of improvements being made to the development. The possibility of positive change can be an incentive for residents to be involved in their development and maintain their own unit better.

### **Safety**

The goal of this section is to capture how safe the residents feel and to assess if the housing agency is making efforts to provide safe living conditions. The following are suggestions for making improvements in this area:

- It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which, they identify as problems are improved, then satisfaction with this service area should improve.
- Partner with police. Cooperation with police can include, but is not limited to:
  1. Units deprogrammed for use as police substations;
  2. Periodic and regular meetings between the local police agency and PHA management;
  3. Provision of access by the local police agency to vacant units in order to facilitate surveillance and pursuit;
  4. Provision of community space for police/community meetings;
  5. Police input into the development and implementation of drug elimination grants;
  6. Police input into modernization planning;
  7. Operation Safe Home, and other Federal/local law enforcement efforts;
  8. Gun and drug sweeps;
  9. Youth counseling;
  10. Youth recreational activities;
  11. Tenant security training;

12. Communication policing;
13. Security surveys.

- Report all criminal activity to local police authorities.
- Policies and procedures in place for tracking crime and crime related activities, should be able to demonstrate that crime and crime-related problems are being tracked by development.
- Institute a resident screening process which denies housing admission to those individuals who do not meet the legal criteria established by HUD or PHA board resolution.
- Establish policies that define safe behavior for residents with the correct level of repercussions for violating policy.
- Add additional lighting in common areas, and periodically check all lights to make sure they are working.
- Check all locks and outside doors to assure they are not in disrepair, and repair all locals that are damaged.
- Provide children and teenagers a place to play. Build and/or maintain neighborhood playgrounds, and basketball courts. Create youth programs to discourage crime amount that age group.
- Offer a course on basic home safety to residents.
- Provide preventative drug related services to residents such as:
  - preventative drug education
  - referral sources for drug treatment programs
- Work with resident councils or other formal resident groups in the implementation of drug elimination grants. (24 CFR 961.3)

### **Services**

Development services include both basic housing services such as electricity and water, and those services PHAs should make an effort to make available to residents, including education, job and child care. The following are suggestions for improvements in this area:

- It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or met with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved, then satisfaction with this service area should improve.

- Partner with your Local City or HUD to bring needed services to your residents such as job training and placement. Ensure that job-training programs emphasize job acquisition and retention skills.
- Provide child care information to residents – either formally, informally or both. For example: provide a list of child care providers in your area with phone numbers.
- Work with local schools to start adult education agency to provide tutoring services for the academic or linguistic needs of residents.
- Partner with a local college or education agency to provide tutoring services for the academic or linguistic needs of residents.
- Provide program that enhance and encourage school attendance and reward academic excellence, such as good report cards
- Provide intergenerational programs. For example, organize a group of older residents who advise the younger residents on child rearing.
- Provide self-improvement or self-sufficiency programs or residents, such as:
  1. Financial counseling
  2. Nutritional and personal development classes.
- Provide homeownership opportunities to residents. Set up an on-going system to answer questions and inform residents about homeownership options.  
For examples:
  1. Write newsletter article explaining the intricacies of HOPE VI and/or other homeownership programs, along with phone numbers for obtaining more information.
  2. Hand posters and bulletin board presentations promoting homeownership
  3. Provide counseling seminars for interests residents– housing counseling referrals are provided by HUD via a toll free number, 1-800-569-4287
  4. Develop financing arrangements with state and Local housing finance agencies, private entities, etc.

### **Neighborhood Appearance**

A poorly maintained development can lead to a number of problems. The appearance of the housing development should be neat and orderly. Ideally, the development should compliment the community and there should not be a clear line that defines the borders of the development due to perpetual problems such as litter, broken glass and vandalism. Residents are encouraged to be part of the solution. There is an established process in place for residents to report problems. Management responds in a timely and professional manner to appearance problems in the community. The following are suggestions for improvements in this area:

- It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or met with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved, then satisfaction with this service area should improve.
- Have a system for dealing with abandoned buildings and vacancy.
- Exterminate pests regularly and on an as needed basis.
- Implement quarterly trash days on which large items can be picked up.
- Be proactive about improving the appearance of the neighborhood. Do an assessment (at least visual) of your community on a regular basis. Don't just depend on staff to inform you of problems.
- Start a neighborhood appearance council made up of residents. Award a prize or recognize the resident with the best-kept yard and recognize that individual in a newsletter.
- Eliminate graffiti within 24 hours of report.

## **Housing Authority of the City of Dayton Progress Statement**

### **Attachment: TX168g01**

The Housing Authority of the City of Dayton has been successful in achieving its mission and goals in the year 2000. Goals are either completed or on target for completion by the end of the year.

Concerning the PHA's mission, we will continue to promote adequate and affordable housing through outreach efforts, are implementing plans to increase economic opportunities and through the DETAP grant employed the expertise of "Drug Prevention Resources, Inc." for technical assistance in improving quality of life and on our property.

Concerning modernization, the PHA will begin to repair sidewalks, foundation and cabinet replacement at site 001. Repair sewer line at sites 001 and 005 with the release of 2000 Capital Funds.

Concerning increase the availability of decent, safe and affordable housing, the PHA plans to have a feasibility study done to access if the community should benefit from the acquisition of 10 additional 2-bedroom units.

To ensure compliance with the Public Housing Reform act of 1998, every policy was reviewed and updated as needed. Most significant are the update to the Admissions and Occupancy Policy.

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

## COMMUNITY SERVICE POLICY

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

In order to effectively implement this new requirement, the Housing Authority of the City of Dayton establishes the following Policy.

### A. Community Service

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

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

Voluntary political activities are prohibited.

### B. Program Administration

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

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

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

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month. Such activities can include, but are not limited to:

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

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

D. Geographic Location

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

E. Exemptions

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

- C adults who are 62 years of age or older;
- C persons engaged in work activities as defined under Social Security (full-time or part-time

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

The PHA will determine, at the next regularly scheduled reexamination, on or after the Fiscal Year beginning April 1, 2001, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time-Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

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

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

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

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

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

#### F. Cooperative Relationships with Welfare Agencies

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

G. Lease Requirements and Documentation

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

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

H. Non-compliance

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

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

## **NOTICE**

**Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.**

**The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.**

**PET OWNERSHIP  
(ELDERLY/DISABLED RESIDENTS)  
FOR  
THE HOUSING AUTHORITY OF THE  
CITY OF DAYTON, TEXAS**

## **PET OWNERSHIP POLICY**

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of Dayton (herein referred to as PHA) will notify eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- D. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

## HOUSING AUTHORITY OF THE CITY OF DAYTON

### Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a *service animal* used to assist a disabled resident.
4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Dayton or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The PHA may require the pet owner carry renter's liability or other form of liability insurance which covers household pets. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. All cats shall be declawed. Proof of compliance shall be furnished to management.
8. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.

9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.
10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA a color photograph of the pet(s).
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea power. The resident is responsible for the cost of flea/tick extermination.
16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the

building where the pet owner lives.

20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owner shall pay a refundable pet deposit of \$100.00. The PHA may wave the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
31. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
32. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.
33. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
34. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
35. Pet Violation Procedures: Resident agrees to comply with the following:
  - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective

facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

- (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
- (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
- (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
- (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.

b. **Pet Rule Violation Meeting:** If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. **Notice for Pet Removal:** If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

- (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
- (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
- (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.

- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

**AGREEMENT FOR CARE OF PET**

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Dayton and the Addendum to the Residential Dwelling Lease Agreement dated \_\_\_\_\_ between:

THE HOUSING AUTHORITY OF THE CITY OF DAYTON  
2502 N. Winfree  
Dayton, Texas 77535

AND,

\_\_\_\_\_ (Resident's Name)

\_\_\_\_\_ (Resident's Address)

I hereby agree that should \_\_\_\_\_ become incapable of caring for \_\_\_\_\_ a \_\_\_\_\_  
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Dayton .

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

\_\_\_\_\_  
Signature

Sworn and subscribed before  
me this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary of Public

My Commission Expires:

\_\_\_\_\_



## **NOTICE**

**Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.**

**The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.**

**PET OWNERSHIP POLICY  
(FAMILY)  
FOR  
THE HOUSING AUTHORITY OF THE  
CITY OF DAYTON, TEXAS**

## PET OWNERSHIP POLICY

### OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the City of Dayton (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA’s rules and will provide them copies of the PHA’s Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA’s developments, the PHA will develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a non-refundable nominal pet fee of **\$25.00** will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of **\$100.00** will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet’s presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);
- C. animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;

- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

## HOUSING AUTHORITY OF THE CITY OF DAYTON

### Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a ***service animal*** used to assist a disabled resident.
4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Dayton or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The PHA may require the pet owner carry renter's liability or other form of liability insurance which covers household pets. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. All cats shall be declawed. Proof of compliance shall be furnished to management.
8. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.
10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight

while the resident is away.

11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA a color photograph of the pet(s).
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea power. The resident is responsible for the cost of flea/tick extermination.
16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog

droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owner shall pay a non-refundable pet fee of \$25.00 and a refundable pet deposit of \$100.00. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. Pet Violation Procedures: Resident agrees to comply with the following:
  - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
    - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
    - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
    - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
    - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
  - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

- c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
    - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
    - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
    - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
  - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.
31. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
32. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

**AGREEMENT FOR CARE OF PET**

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Dayton and the Addendum to the Residential Dwelling Lease Agreement dated \_\_\_\_\_ between:

THE HOUSING AUTHORITY OF THE CITY OF DAYTON  
2505 N. Winfree  
Dayton, Texas 77535

AND,

\_\_\_\_\_ (Resident's Name)

\_\_\_\_\_ (Resident's Address)

I hereby agree that should \_\_\_\_\_ become  
incapable of caring for \_\_\_\_\_ a \_\_\_\_\_  
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Dayton.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

\_\_\_\_\_  
Signature

Sworn and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary of Public

My Commission Expires:  
\_\_\_\_\_



## **NOTICE**

**Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.**

**The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.**

**PET OWNERSHIP POLICY  
(FAMILY)  
FOR  
THE HOUSING AUTHORITY OF THE  
CITY OF DAYTON, TEXAS**

## PET OWNERSHIP POLICY

### OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the City of Dayton (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA’s rules and will provide them copies of the PHA’s Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA’s developments, the PHA will develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a non-refundable nominal pet fee of **\$25.00** will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of **\$100.00** will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet’s presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);
- C. animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;

- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

## HOUSING AUTHORITY OF THE CITY OF DAYTON

### Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a ***service animal*** used to assist a disabled resident.
4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Dayton or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The PHA may require the pet owner carry renter's liability or other form of liability insurance which covers household pets. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. All cats shall be declawed. Proof of compliance shall be furnished to management.
8. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.
10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight

while the resident is away.

11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA a color photograph of the pet(s).
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea power. The resident is responsible for the cost of flea/tick extermination.
16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog

droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owner shall pay a non-refundable pet fee of \$25.00 and a refundable pet deposit of \$100.00. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. Pet Violation Procedures: Resident agrees to comply with the following:
  - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
    - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
    - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
    - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
    - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
  - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

- c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
    - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
    - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
    - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
  - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.
31. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
32. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

**AGREEMENT FOR CARE OF PET**

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Dayton and the Addendum to the Residential Dwelling Lease Agreement dated \_\_\_\_\_ between:

THE HOUSING AUTHORITY OF THE CITY OF DAYTON  
2505 N. Winfree  
Dayton, Texas 77535

AND,

\_\_\_\_\_ (Resident's Name)

\_\_\_\_\_ (Resident's Address)

I hereby agree that should \_\_\_\_\_ become incapable of caring for \_\_\_\_\_ a \_\_\_\_\_  
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Dayton.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

\_\_\_\_\_  
Signature

Sworn and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary of Public

My Commission Expires:  
\_\_\_\_\_



## **NOTICE**

**Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.**

**The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.**

# Housing Authority of the City of Dayton

## Response to REAC Customer Service and Satisfaction Survey

Attachment: TX168k01

Recognizing that there is a direct correlation between resident satisfaction and factors affecting drug elimination and prevention, technical assistance developed a follow-up plan in conjunction with housing authority staff. The plan focuses on three areas in which Dayton Housing Authority received less than satisfactory composite scores (70%): (1) Communication; (2) Safety; and (3) Neighborhood Appearance as well as two areas in which scores were satisfactory: (1) Maintenance and Repair and (2) Services. Recommendations for improvement are provided as follows. These suggestions were discussed in Technical Assistance with DHA staff.

### Maintenance and Repair

The score for this section (77.7%) indicated that Dayton Housing Authority exceeds minimum expectations regarding maintenance requests and repairs. The following are suggestions for making improvements in this area:

Hold a focus group meeting with residents to discuss (1) How easy it is to request repairs; (2) How well the repairs are done; and (3) How well residents are treated by the person doing the repairs. (This could be done in the context of a Resident Council meeting.)

Refine the PHA system for work orders. It should document the timeliness involved with the preparation and issuance of work orders. You may also want to include items suggested in the meeting with residents.

Provide feedback to maintenance staff on the efficiency and quality of work order preparation and repairs. Reward those staff who excel with bonuses and recognition. Additionally, recognize that the maintenance staff has a very important "front lines" vantage point in the struggle against drug use and drug-related criminal activity.

Ensure that all PHA staff are clear on what constitutes an Emergency Work Order and what constitutes a Non-Emergency Work Order. Further, encourage secretarial staff as well as maintenance staff to adopt a "customer-friendly" attitude.

Ensure that maintenance staff are adequately trained. Offer training opportunities (i.e. classes at the PHA or opportunity to attend outside courses) and hire qualified, experienced staff. Training should include professional conduct standards for communication with residents, resident notification requirements regarding maintenance entry and manner in which conditions should be left once work is completed.

Do not place a quick fix on a repair problem. Resolve the problem so it does not continue in the future, if a repair is requested, ensure that the problem is thoroughly investigated and fixed correctly the firsttime. It may be more expensive initially, but it will save you money in the future.

Partner with a housing agency that scores' high on the PHAS to benchmark their success, and adopt Best Practices. Contact HUD headquarters or you local field office to obtain copies of other PHA's Maintenance Plans, etc. Consider linkages in the context of existing networking relationships with other PHAS.

Visit your local HUD office to talk to them about potential methods for improvement.

## **Communication**

The score for Dayton Housing Authority in the category of communication was 58.2%. This score obviously leaves room for improvement. This, was one of the three categories marked for needed improvement. Clear communication of service, procedures, other neighborhood-related issues and activities is a critical component in the success of a development. Furthermore, communication is a key component related to implementing drug prevention strategies.

This section of the REAC Survey measures the level of that communication in the area of events, activities, and programs available to residents and the ability of residents to communicate with management regarding problems and issues. The following are suggestions for making improvements in this area:

It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved the satisfaction with this service area should improve.

Train PHA staff to effectively and politely communicate with residents. Invite their suggestions as to how to make improvements in customer service.

Ensure there are adequate internal PHA communications. Document complaints and suggestions from residents.

Institute the Resident Council process as quickly as possible (See Appendix for guidelines for Dayton Housing Authority).

Make sure there are written policies and procedures, that residents have copies of them and that they have input and are in agreement with them. Avoid dictating policy and encourage residents to participate in policy development. (This is an area in which the Resident Council can be most effective.)

Identify an effective method of communicating with residents, such as flyers/letters sent with rent bill, flyers/letters placed in all mailboxes or a community bulletin board.

Notify residents of improvements being made to the development. The possibility of positive change can be an incentive for residents to be involved in their development and maintain their own unit better.

## **Safety**

The goal of the section on Safety is to capture how safe the residents feel and to assess if the Housing Authority is making appropriate efforts to provide safe living conditions. The Dayton Housing Authority score for this section was 65.6 %. The following are suggestions for making improvements in this area:

It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved the satisfaction with this service area should improve. The data from questions pertaining to security from the DETAP may be used as an update on security matters:

Enhance partnership with police. Cooperation with police can include, but is not limited to:

- Periodic and regular meetings between the local police agency and PHA management;
- Provision of access by the local police agency to vacant units in order to facilitate surveillance and pursuit;

- Provision of community space for police/community meetings;
- Police input into the development and implementation of drug elimination grants applications;
- Police input into modernization planning;
- Operation Safe Home and other Federal/local law enforcement efforts;
- Gun and drug sweeps;
- Youth counseling;
- Youth recreational activities;
- Tenant security training;
- Community policing;
- Security surveys;

Report all criminal activity to local police authorities. Use the Resident Council structure to develop a Neighborhood Watch program. Make sure residents and police have a clear understanding about procedures for checking with residents who report suspected criminal activity.

Policies and procedures in place for tracking crime and crime related activities should be able to demonstrate that crime and crime -related problems are being tracked by development.

Institute a resident screening process which denies housing admission to those individuals who do not meet the legal criteria established by HUD or PHA board resolution (Use DPS or other appropriate means for instituting criminal background checks.)

Establish policies that define safe behavior for residents with the correct level of repercussions for violating policy.

Add additional lighting in common areas, and periodically check all lights to make sure they are working.

Check all locks and outside doors to assure they are not in disrepair, and repair all locks that are damaged.

Provide children and teenagers to place to play. Build and/or maintain neighborhood playgrounds, and basketball courts. Work with community agencies to create and sustain youth programs to discourage crime among that age group.

Offer a course on basic home safety to residents.

Provide preventative drug related services to residents, such as:

- Preventative drug education;
- Referral sources for drug treatment programs.

## **Services**

Development services include both basic housing services such as electricity and water and those services PHAs should make an effort to make available to residents, including education, job and childcare. Dayton Housing Authority scored very well in this category (81.8 %). The following are suggestions for improvements in this area:

It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved the satisfaction with this service area should improve.

Partner with your local city or HUD to bring needed services to your residents such as job training and placement. Ensure that job-training programs emphasize job acquisition and retention skills. (Use the materials provided in the Appendix for this purpose.)

Provide childcare information to residents - either formally, informally or both. For example: provide a list of child care providers in your area with phone numbers.

Work with local schools to start adult education programs, such as GED training and computer classes.

Partner with a local college or education agency to provide tutoring services for the academic or linguistic needs of residents.

Provide programs that enhance and encourage school attendance and reward academic excellence, such as good report cards.

Provide self-improvement of self-sufficiency programs for resident, such as:

- Financial counseling
- Nutrition and personal development classes

Provide home ownership opportunities to residents. Set up an on-going system to answer question and inform residents about home ownership options. For example:

- Hang posters and bulletin board presentation promoting homeownership.
- Provide counseling seminars for interested residents- housing counseling referral are provided by HUD via a toll free number, 1-800-569-4287.
- Develop financing arrangements with state and local housing finance agencies, private entities, etc.

### **Neighborhood Appearance**

A poorly maintained development can lead to a number of problems. The appearance of the housing development should be neat and orderly. Ideally, the development should compliment the community and there should not be a clear line that defines the borders of the development due to perpetual problems such as litter, broken glass, and vandalism. Residents are encouraged to be part of the solution. There is an established process in place for the resident to report problems. Management responds in a timely and professional manner to appearance problems in the community. Dayton Housing Authority received a score of 58.2 % in this area. The following are suggestions for improvements:

It is important that you arrange to communicate with residents (hold a resident meeting, meet with the RAB or meet with residents on an individual basis) regarding their concerns and perceptions on this issue. If situations which they identify as problems are improved the satisfaction with this service area should improve.

Implement quarterly trash days on which large items can be picked up.

Be proactive about improving the appearance of the neighborhood. Do an assessment (at least visual) of your community on a regular basis. Don't just depend on staff to inform you of problems.

Start a neighborhood appearance council made up of residents or make this a function of the Resident Council. Award a prize to recognize the resident with the best-kept yard, and recognize that individual in a newsletter.