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

City of La Joya Housing Authority PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

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

PHA Plan
PHA FISCAL YEAR 2001

PHA Name: LA JOYA HOUSING AUTHORITY

PHA Number: TX 448

PHA Fiscal Year Beginning: 01/2001

Public Access to Information

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

■ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

■ The PHA's mission is: The Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in te PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability; and to enable improvement of the physical conditions of housing developments; to continually upgrade the management and operations of the public housing agency, while developing and enhancing a stronger, healthier and viable economic initiative-related to low –income housing assistance: and to include any other housing opportunities available to public housing or assisted residents.

B. Goals

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

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

■ PHA Goal: Expand the supply of assisted housing Objectives:
- ■ Apply for additional rental vouchers**: Respond to all appropriate NOFA's**.
- ■ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ■ Acquire or build units or developments: **Add 2 units by 12/31/04**
- ☐ Other (list below)

■ PHA Goal: Improve the quality of assisted housing Objectives:
- ■ Improve public housing management: (PHAS score) **La Joya Housing Authority implement all documentation systems by 12/31/01**.
- ■ Improve voucher management: (SEMAP score) **La Joya Housing Authority received a passing score for 12/31/00 and will improve its passing score by 12/31/01.**
- ☐ Increase customer satisfaction:
- ■ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections). **We will bring our reserves to 100% and update inspections by 12/31/01.**
- ■ Renovate or modernize public housing units: **Renovate 20 units by 12/31/01 by replacing roofing and painting interior and exterior units.**
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ■ Other:

  PHA Goal: Improvement of PHAS Status will continue. **La Joya Housing Authority achieved a "High Performer" Status under the PHAS system.**

* Provide more PHAS/QWHRA Training for new Staff by 12/31/01.

Improve Cash Management by 12/31/01.

Ensure Compliance with Audit Requirements to include Timeliness and Accuracy by 12/31/01.

- Aggressively pursue and enforce collection procedures to achieve a continued reduction in Tenant Account Receivable for all programs by 12/31/01.

Improve Cash Reserve Position by 12/31/01.

- Provide training to Commissioners and Staff on updated Polices by 12/31/01**.**

■ PHA Goal: Increase assisted housing choices
Objectives:
- ■ Provide voucher mobility counseling**: Ongoing**
- ■ Conduct outreach efforts to potential voucher landlords. **Recruit 5 new landlords by 12/31/01.**
- ■ Increase voucher payment standards: **If needed by 12/31/01**
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ■ Other: **Study Feasibility of Section 8 homeownership program by 12/31/02.**

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

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

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

■ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
- ■ Provide or attract supportive services to improve assistance recipients' employability: **Implement comprehensive referral system by 12/31/02.**
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

■ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

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

Other PHA Goals and Objectives: (list below)

PHA GOAL: To effectively administer public housing occupancy functions, improve performance and strengthen essential operational procedures.

- Establish efficient applicant certification and tenant selection and assignment system. **Ongoing**
- Set up schedule to complete reexamination of income, assets and deduction(s) for all residents. **Ongoing**
- Conduct reexamination interviews of all residents by development 90 days prior to effective date; **Ongoing**
- Provide new staff training in each area of operation by 12/31/01.

PHA GOAL: To continue to Improve Financial Management of Resources to ensure that financial resources are managed in a manner which generates a positive cash flow, provides for an accumulation of income over expenses, and provides an adequate reserve.

Utilize all program funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing and Section 8 participants.

- ■ Provide commissioners, executive director and designated staff with financial, accounting and budget training. **Ongoing**
- ■ Provide a current financial report on a monthly basis to the board and discuss agency financial status. **Ongoing**
- ■ Executive Director to monitor all budgets according to income and expenses regularly, comparing actual to budgeted amounts. **Ongoing**
- ■ Improve method of administrative and internal record file maintenance by 12/31/01.

PHA GOAL: Establish method of asset/inventory control.

- ■ Conduct annual inventory. **Ongoing**
- ■ Establish Inventory/Asset Control System to control all Housing Authority property, equipment and assets. **Ongoing**
- ■ Balance Accounting Property Records with Actual Inventory. **Ongoing**
- ■ Strict Supervision and Compliance with internal Controls Policy. **Ongoing**

PHA Goal: Improve computer processing/reporting.

- ■ Upgrade and/or repair computer software to include controlled access and backup of data. **By 12/31/01**
- ■ Provide computer training to staff on all components. **By 12/31/01.**
- ■ Utilize all PHA program components. **Ongoing**
- ■ Provide strict supervision and compliance with internal controls policy. **Ongoing**
- ■ Generate up-to-date reports. **Ongoing**
- ■ Maintain adequate file data. **Ongoing**

PHA GOAL: Improve procurement/contract management.

- Provide procurement training to new staff by 12/31/02.
- Provide contract Management Training by 12/31/02.

HUD 50075
OMB Approval No: 2577-0226
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Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

• Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

■ **Standard Plan**

Streamlined Plan:
☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

■ **Troubled Agency Plan**

• Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

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

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

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

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

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

| Reduce drug and alcohol abuse through the Public Housing Drug Elimination Program;

| Preserve and improve the public housing stock through the Capital Funds activities, including modernization of several units;

| Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.

HUD 50075
OMB Approval No: 2577-0226
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| Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community;

| Identify, develop and leverage services to enable low_income families to become self_sufficient; and

| Obtain passing PHAS score.

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of La Jaya, TX to meet the housing needs of the full range of low_income residents. The Housing Authority, in partnership with agencies from all levels of government, the business community, non_profit community groups, and residents will use this plan as a road map to reach the "higher quality of life" destination.

• Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

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

Required Attachments:
- ■ Admissions Policy for Deconcentration **(TX448a02)**
- ■ FY 2001 Capital Fund Program Annual Statement **(TX 448b02)**
  - ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Note: Due to factors note being released to PHA.

Optional Attachments:
- ☐ PHA Management Organizational Chart
- ■ FY 2001 Capital Fund Program 5 Year Action Plan **(TX 448c02)**
- ■ Public Housing Drug Elimination Program (PHDEP) Plan **(TX 448d02)**
  - ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ■ Other (List below, providing each attachment name)
  Substantial Deviation and Significant Amendment or Modification **(TX 448e02).**

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ■ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ■ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ■ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ■ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ■ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant	Annual Plan: Capital Needs

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

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	267	4	4	3	5	3	4
Income >30% but <=50% of AMI	142	4	3	4	5	3	4
Income >50% but <80% of AMI	175	3	3	3	5	3	4
Elderly	281	3	2	2	4	3	4
Families with Disabilities	83	3	5	4	5	3	4
Caucasian	9	3	3	4	3	3	4
African American	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Native American	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	457	4	4	4	3	3	4

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

■ Consolidated Plan of the Jurisdiction/s
  Indicate year: 2000
  ■ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") data set

☐ American Housing Survey data
  Indicate year:

☐ Other housing market study
  Indicate year:

■ Other sources: (list and indicate year of information)
HUD 2020 SYSTEM

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ■ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	88		15
Extremely low income <=30% AMI	80	91%	
Very low income (>30% but <=50% AMI)	8	9%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	79	90%	
Elderly families	5	6%	
Families with Disabilities	10	12%	
Hispanic	88	100%	
Caucasian	0	0%	
African American	0	0%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2	3%	0
2 BR	50	57%	0
3 BR	30	34%	11
4 BR	6	7%	4
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? ■ No ☐ Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ■ No ☐ Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ■ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	92		40
Extremely low income <=30% AMI	85	92%	
Very low income (>30% but <=50% AMI)	7	8%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	88	96%	
Elderly families	7	8%	
Families with Disabilities	5	6%	
Race/ethnicity	92	100%	
Race/ethnicity	92	100%	
Race/ethnicity	N/A	N/A	
Race/ethnicity	N/A	N/A	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	5%	0
2 BR	30	33%	10
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? ■ No ☐ Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ■ No ☐ Yes			

HUD 50075
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C. Strategy for Addressing Needs
Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies
Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:
Select all that apply

■ Employ effective maintenance and management policies to minimize the number of public housing units off-line
■ Reduce turnover time for vacated public housing units
☐ Reduce time to renovate public housing units
☐ Seek replacement of public housing units lost to the inventory through mixed finance development
☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
■ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
■ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
■ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
■ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

☐ Employ admissions preferences aimed at families with economic hardships
☐ Adopt rent policies to support and encourage work
■ Other: **Flat Rent**

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

■ Employ admissions preferences aimed at families who are working
☐ Adopt rent policies to support and encourage work
■ Other: **Flat Rent**

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations

☐ Other: (list below)

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

(2) Reasons for Selecting Strategies

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

■ Funding constraints

■ Staffing constraints

■ Limited availability of sites for assisted housing

■ Extent to which particular housing needs are met by other organizations in the community

■ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

■ Influence of the housing market on PHA programs

☐ Community priorities regarding housing assistance

☐ Results of consultation with local or state government

☐ Results of consultation with residents and the Resident Advisory Board

☐ Results of consultation with advocacy groups

☐ Oher: (list below)

- ## Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2001 grants)**		
a) Public Housing Operating Fund	38,833.00	
b) Public Housing Capital Fund	113,833.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	483,284.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	25,000.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	25,00.00	
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	231,560.42	
1998 CIAP 13,919.59		
1999 CIAP 105,630.83		
2000 CIAP 112,010.00		

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

Sub-Total	917,510.42	
3. Public Housing Dwelling Rental Income	68,394.00	
4. Other income (list below)		
Interest on General Funds Investments:	546.00	Public Housing Operations
Other Income: Legal Fees, Maintenance	1,002.00	Public Housing Operations
Charges to tenants, late fee, NSF check		
Charges, community room rental, inc.		
4. Non-federal sources (list below)		
Sub-total	69,942.00	
Total resources	987,452.42	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- ☐ When families are within a certain number of being offered a unit: (state number)
- ■ When families are within a certain time of being offered a unit: **90 Days**
- ☐ Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

■ One
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

- Preferences

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

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

Former Federal preferences: **N/A**

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

Other preferences: (select below)

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

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

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

2 Date and Time

Former Federal preferences: **N/A**

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

Victims of domestic violence
Substandard housing
Homelessness
High rent burden

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

4. Relationship of preferences to income targeting requirements:

☐ The PHA applies preferences within income tiers

■ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

■ The PHA-resident lease
■ The PHA's Admissions and (Continued) Occupancy policy

■ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
■ At an annual reexamination and lease renewal
■ Any time family composition changes
■ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing *Per PIH Notice 99j-51 -- N/A at this time.*

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

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

c. If the answer to b was yes, what changes were adopted? (select all that apply)
☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

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

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

☐ Other (list policies and developments targeted below)

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

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

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

■ Other (list below)
Preference for working families

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
■ List (any applicable) developments below:
Villa De Tabasco Apartments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
■ List (any applicable) developments below:
Tabasco II

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
■ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☐ Criminal or drug-related activity
■ Other (describe below)
Current and former landlord name and address

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

(2) Waiting List Organization

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

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

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

■ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below: **Inability to find large units or handicapped accessible units.**

(4) Admissions Preferences

a. Income targeting

☐ Yes ■ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ■ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

■ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families

■ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

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

2 Date and Time

Former Federal preferences **N/A**

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

Other preferences (select all that apply)

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

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

■ 1 Date and time of application
☐ Drawing (lottery) or other random choice technique

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

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

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

☐ The PHA applies preferences within income tiers

■ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

■ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
■ $26-$50

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

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

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

- Rents set at less than 30% than adjusted income

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

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

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

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
■ Other (describe below) **None**

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
■ No

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

☐ For all developments

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
■ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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

(2) Flat Rents

• In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
■ The section 8 rent reasonableness study of comparable housing
■ Survey of rents listed in local newspaper
■ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

■ At or above 90% but below100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

■ Annually
☐ Other (list below)

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

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

(2) Minimum Rent

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

☐ $0
☐ $1-$25
■ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)

☐ An organization chart showing the PHA's management structure and organization is attached.

■ A brief description of the management structure and organization of the PHA follows: **This five member staff is basically a line structure with everyone reporting to te Executive Director. The same staff people perform many functions. One person handles receptionist and public housing occupancy. Another person handles Section 8 and modernization.**

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	50	8
Section 8 Vouchers	128	23
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	50	N/A
Other Federal Programs(list individually)	N/A	N/A

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

☐ Public Housing Maintenance and Management: (list below)

■ Work Order System
■ Pest Eradication Policy
■ Maintenance Plan
■ Uniform Inspection System
■ Admissions and Occupancy Policy
■ Fair Housing Policy
■ Grievance Procedures
■ Tenant Selection and Assignment Plan
■ Community Service Plan
■ Handicapped Policy
■ Termination and Eviction
■ Transfer and Transfer Waiting List
■ Resident Initiative
■ Section 3 Plan
■ Pet Policy for Families
■ Pet Policy for Elderly

(2) Section 8 Management: (list below)

■ Section 8 Administrative Plan
■ Section 8 and SEMAP Procedures

• PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

• **Public Housing**

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

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

If yes, list additions to federal requirements below: **N/A**

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below: **N/A**

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

■ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]
Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

■ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **TX 448b02**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

■ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **TX448c02**

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

☐ Yes ■ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ■ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ■ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

• Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

• Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]
Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?

☐ Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ Total development

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

• Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]
Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

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

2. Activity Description **N/A**

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description **N/A**

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)

_ Number of units affected:
6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: **N/A**

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

• PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]
Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **4/21/01**

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

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

B. Services and programs offered to residents and participants

(1) General

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

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

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

a. Participation Description

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

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

■ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

■ Informing residents of new policy on admission and reexamination

■ Actively notifying residents of new policy at times in addition to admission and reexamination.

■ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

■ Establishing a protocol for exchange of information with all appropriate TANF agencies

☐ Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

☐ Residents fearful for their safety and/or the safety of their children

☐ Observed lower-level crime, vandalism and/or graffiti

☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

■ Other (describe below) **NONE APPLY**

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

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

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

Villa de Tabasco

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

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

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

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

Villa De Tabasco

C. Coordination between PHA and the police

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

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

☐ Other activities (list below)

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

Villa De Tabasco

D. Additional information as required by PHDEP/PHDEP Plan
PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

■ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
■ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)
The PHDEP Plan template, HUD 50075-PHADEP Plan, was submitted on February 28, 2001.

14. RESERVED FOR PET POLICY
[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications
[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit
[24 CFR Part 903.7 9 (p)]

1. ■ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. ☐ Yes ■ No: Was the most recent fiscal audit submitted to HUD?
3. ■ Yes ☐ No: Were there any findings as the result of that audit?
4. ■ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 4
5. ☐ Yes ■ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)? **John A. Blakeway is our Auditor for 1998, 1999 and 2000 annual audits that need to be audited. For 1998 and 1999 the FBI & OIG at San Antonio have all these files and Mr. Blakeway is having a problem to do them.**

17. PHA Asset Management
[24 CFR Part 903.7 9 (q)]

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

1. ■ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

- What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
■ Other: (list below)
Utilize investment and contract registers

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

18. Other Information
[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one) **N/A**
☐ Attached at Attachment (File name)
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply) **N/A**
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

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

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

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

3. Description of Resident Election Process **N/A**

a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) **County of Hidalgo.**

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

■ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
■ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
■ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

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

- The Consolidated Plan supports extremely low-income residents as a high priority,
- Rehabilitation of rental units is a higher priority,
- The Consolidated Plan supports the PHDEP Activities.

D. Other Information Required by HUD

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

Attachments

Deconcentration and Income Targeting Policy
Attachment: TX448a01

FY2001 Capital Fund Program Annual Statement
Attachment: TX448b01

FY2001 Capital Fund Program 5 Year Acton Plan
Attachment: TX448c01

Public Housing Drug Elimination Program (PHDEP) Plan
Attachment: TX448d01

Substantial Deviation – Significant Amendment or Modification
Attachment: TX448e01

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

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

La Joya Housing Authority
Table Library

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

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

Capital Fund Grant Number TX59-P44850101 FFY of Grant Approval:(01/2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	3833.00
4	1410 Administration	18000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	500.00
10	1460 Dwelling Structures	80000.00
11	1465.1 Dwelling Equipment-Nonexpendable	7500.00
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)**	113833.00
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	11383.00

Annual Statement

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

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Update Policies and Procedures	1408	633.00
	Board of Commissioners Training	1408	600.00
	HUD Accounting Requirements	1408	600.00
	Admissions and Occupancy Training	1408	600.00
	Maintenance Technical Training	*1408*	800.00
	Procurement Training	1408	600.00
	Full-Time Coordinator	1410	18000.00
	Architect and Engineering Fees	1430	8000.00
	Inspection Fee	1430	2000.00
	TOTAL		31833.00

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX-59-448-004	Side Walk Repairs	1450	500.00
Villa De Tabasco	Exterior Paining	1460	21,420.00
	Roach and Vermin Treatment	1460	5990.00
	Caulking and Sealant	1460	7170.00
	Roof Repairs	*1460*	36816.00
	TOTAL		$ 71896.00

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX-59-448-005	Insulation (28 Units)	1460	8604.00
Tabasco II	(3) Refrigerators	1465.1	1500.00
	TOTAL		10104.00

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA Wide		
TX-59-448-004	12/31/03	12/31/04
Villa DeTabasco	12/31/03	12/31/04
TX-59-448-005	12/31/03	12/31/04

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Pla[nned Start] Date Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

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

Public Housing Asset Management						
elopment ntification	Activity Description					
Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*

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

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

Annual PHDEP Plan Table of Contents:

Section 1: General Information/History

A. Amount of PHDEP Grant $_25, 000.00

B. Eligibility type (Indicate with an "x") Ni_______ N2______ R_X_____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHIDEP 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 summaiy must not be more than five *(5)* sentences long.

The LJHA has strived in Youth Development in recent months, approximately 210 in population. LJHA future plans are to continue Youth Programs along with Adult Programs. Youth participation has initiated in following coordinated program: CO-ED softball, basketball boy/girls, football (flag) in which games have been scheduled against other HA. Current activities are baseball, cheerleading-tumbling, dance/jazz, and a computer lab, to assist youth with homework assignments. Adult programs are computer literacy, drug awareness and parenting guidance.

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 PlC.

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 PIIDEP Target Area(s)**
Villa de Tabasco Apts. (LJHA)	*50*	*210*

F. Duration of Program

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

6 Months _____ 12 Months____ 18 Months __X_ 24 Months ____ Other

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the futid balance and anticipated completion thte. The Fund Balances should reflect the balance as of Date of Submission of the PFIDEP 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**	**Anticipated Completion Date**
FY 1995	*X*	TX59DEP4480195	*0.00*		
FY 1996	*X*	TX59DEP4480196	*0.00*		
FY 1997	X	TX59DEP4480197	*0.00*		
FY1998	X	TX59DEP4480198	*425.00*		4-30-01
FY 1999	X	TX59DEP4480199	*22,500.00*		11-30-02.
FY 2000	X	TX59DEP4480100	*25,000.00*		1-5-03
FY 2001	X	TX59DEP4480101	25,000.00		4-10 03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PFIDEP 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.

Youth development is the primary strategy and objective. Goals are to increase youth participation with parent involvement in youth programs and adult programs by 10%. Providing more social services and health services. Other goals educate adults in computer literacy and safely (first aid). *Budgeting income services.*

B. PHDEP Budget Summary

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

FY 2001 **PHDEP Budget Summary** Revised Statement dated:	
Budget Line Item	**Total Funding**
9110 - Reimbursement of Law Enforcement	*0.00*
9120 - Security Personnel	*0.00*
9130 - Employment of Investigators	*0.00*
9140 - Voluntary Tenant Patrol	0.00
9150 - Physical Improvements	6,112.00
9160 - Drug Prevention	18,888.00
9170 - Drug Intervention	0.00
9180- Drug Treatment	0.00
9190 - Other Program Costs	1,000.00
TOTAL **PHDEP** FUNDING	25,000.00

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.

9110 - Reimbursement of Law Enforcement					**Total PHDEP Funding: $ *0.00***		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					**Total PHDEP Funding: $ *0.00***		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					**Total PHDEP Funding: $ *0.00***		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
e.g Budget Line Item # 9120	*Activities 1, 3*		*Activity 2*	
9110				
9115				
9116				
9120				
9130				
9140				
9150	3,000.00	9,000.00		12,000.00
9160	3,000.00	9,000.00		12,000.00
9170				
9180				
9190	250.00	750.00		1,000.00
TOTAL	6,250.00	18,750.00		25,000.00

Section 4: Certifications

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

La Joya Housing Authority

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX59-P448	HA Wide		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
General Technical Assistance (1408)	300.00	2002	
Computer software updates (1408)	700.00		
Update Policies and Procedures (1408)	500.00		
Board of Commissioners Training (1408)	400.00		
HUD Accounting Requirements (1408)	300.00		
Admissions and Occupancy Training (1408)	633.00		
Maintenance Technical Training (1408)	500.00		
Procurement Training (1408)	500.00		
Part-time Coordinator (1410)	18,000.00		
Architect and Engineering Fees & Inspection Fees (1430)	10,000.00		
Sideway Repair (1450)	500.00		
Bathroom, Electrical & Kitchen Remodeling for Handicapped			
for Handicapped Units (1460)	80,000.00		
Dwelling Equipment – Non Expendable (1465.1)	1,500.00		
TOTAL	$113,833.00		

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

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

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Optional 5-Year Action Plan Tables			
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TX59-P448	HA Wide		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
General Technical Assistance (1408)	300.00	2003	
Computer software updates (1408)	700.00		
Update Policies and Procedures (1408)	500.00		
Board of Commissioners Training (1408)	400.00		
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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX59-P448	HA Wide		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
General Technical Assistance (1408)	300.00	2004	
Computer software updates (1408)	700.00		
Update Policies and Procedures (1408)	500.00		
Board of Commissioners Training (1408)	400.00		
HUD Accounting Requirements (1408)	300.00		
Admissions and Occupancy Training (1408)	633.00		
Maintenance Technical Training (1408)	500.00		
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TOTAL	$113,833.00		

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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX59-P448	HA Wide		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
General Technical Assistance (1408)	300.00	2005	
Computer software updates (1408)	700.00		
Update Policies and Procedures (1408)	500.00		
Board of Commissioners Training (1408)	400.00		
HUD Accounting Requirements (1408)	300.00		
Admissions and Occupancy Training (1408)	633.00		
Maintenance Technical Training (1408)	500.00		
Procurement Training (1408)	500.00		
Part-time Coordinator (1410)	18,000.00		
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TOTAL	$113,833.00		

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

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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX-59-448	Agency Wide		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Pickup truck	19,950.00	2002
Executive chair and desk	570.00	2002
Office equipment (general)	1760.00	2002
Drain cleaning machine	1,710.00	2003
Computer equipment	7.790.00	2003
Fax Machine	807.50	2003
Copier	8,541.00	2003
Tommy lift for maintenance truck	608.00	2004
Riding lawn mower	6,840.00	2004
Community chairs and tables	1,336.65	2005
Administrative/maintenance/community building	16,000.00	2005
Total estimated cost over next 5 years	$65,913.15	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX-59-448-004	Villa DeTabasco		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Roofing work	50,000.00	2002
Entry Door w/Hardware	558.60	2002
Water Heater	3,000.00	2002
Bedroom Door- w/Lever	1,292.00	2002
Bedroom Door – closet	912.00	2003
Bedroom – bathtub-shower stall	2,292.00	2003
Floor structural	5,000.00	2003
Drywall/Gyp board/plaster	11,956.00	2003
Vinyl flooring	3,444.00	2004
Baseboard	3,200.00	2004
Kitchen wall cabinet	7,296.00	2004
Kitchen base cabinet	3,686.00	2004
Kitchen counter top	1,393.00	2005
Top soil	10,000.00	2005
Fertilize, re-seed & fine grade	5,000.00	2005
Landscaping (plants, shrubs, etc.)	6,000.00	2005
Paint Interior	20,000.00	2002
Paint Exterior	15,000.00	2002
Pest Control	6,000.00	2005
Insulation	6,000.00	2005
Total estimated cost over next 5 years	$162,029.60	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX-59-448-005	Tabasco II		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Roofing Work	16,000.00	2002
Weather Stripping	8,863.00	2002
Trim Existing Trees	1,187.50	2002
Exterior Storage Doors	3,157.80	2002
Screened Security Door	3,456.48	2003
Bedroom: Lavatory	990.93	2003
Exterior Painting	17,000.00	2004
Painting Soffit/Fascia Board	6,513.60	2004
Landscaping (Plants, Shrubs, etc.)	10,000.00	2004
Top Soil	16,000.00	2004
Fertilize, Re-Seed & Fine Grade	12,000.00	2004
Pest Control	6,000.00	2005
Insulation	6,000.00	2005
Interior Painting	22,500.00	2005
Exterior Painting	15,000.00	2005
Total estimated cost over next 5 years	$138,669.31	

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

ATTACHEMTENTS

PHA CERTIFICATE OF COMPLIANCE
Attachment: tx448a01

STATEMENT OF MISSION GOALS
Attachment: tx448b01

ADMISSION POLICY
Attachment: tx448c01

COMMUNITY SERVICE/SELF SUFFICIENCY
Attachment: tx448d01

DECONCENTRATION AND INCOME TARGETING POLICY
Attachment: tx448e01

ELIGIBILITY AND SELECTION POLICIES
Attachment: tx448f01

RENT DETERMINATION POLICIES
Attachment: tx448g01

PET POLICY
Attachment: tx448h01

RESIDENT ADVISORY BOARD RESOLUTION
Attachment: tx448i01

CDB GRANT
Attachment: tx448j01

PHA Certifications of Compliance with the PHA Plans and Related Regulations
Board Resolution to Accompany the PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning ________, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
    - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
    - 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);
    - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
    - Coordination with other law enforcement efforts;
    - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
    - 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.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

La Joya

PHA Name

TX59P448

PHA Number

Signed/Dated by PHA Board Chair or other authorized PHA official

HOUSING AUTHORITY OF THE CITY OF LA JOYA
P. O. BOX 1409
LA JOYA, TEXAS 78560
(956) 581-7069 (956) 581-7099

11/27/01

Catherine Lamberg
Troubled Agency Recovery Center
One Memphis Place
200 Jefferson Ave. Suite 300
Memphis, TN 38103-2335

Subject: Progress in Meeting 5-Year Plan Mission and Goals.

The Housing Authority's mission is to serve the needs of low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability; and to enable improvement of the physical conditions of housing developments; to continually upgrade the management and operations if the public housing agency, while developing and enhancing a stronger, healthier and viable economic initiative-related to low-income housing assistance; and to include any other housing opportunities available to public housing or assisted resident.

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

PHA Goal: Expand the supply of assisted Housing:
(1) Apply for additional rental vouchers: The La Joya Housing Authority has increase from 112 Vouchers to 132 in our Section 8 Voucher Program.
(2) Acquire or build units or developments: Our Goal is to add 2 units by 12/31/04 through our Capital Fund Program.

PHA Goal: Improve the Quality of assisted Housing:
(1) Improve Public Housing Management: (PHAS Scores) In the past, the PHA was Troubled and for the year 2000 we received a 27.10 Score and we have increase our Scores to a 27.70.
(2) Improve Voucher Management: (SEMAP Score) On Sept. 30, 2001 we received a letter with our SEMAP Scores of 64 (Standard). The SEMAP Score of 64 is for the year ending 12/31/00. Our Goal is to Score from a 64% to a 95% for 12/31/01.

(3) Concentrate on efforts to improve specific Management functions: (list; e.g., Public Housing finance; Voucher unit Inspections) We have move our reserves from a -33% to a 96% just on this 3rd Quarter 2001 and by the end of 12/31/01 we should increase to a 123% for Public Housing Reserves. Voucher Unit Inspections are being done up-to-date schedule.

(4) Renovate or Modernize Public Housing Units: Our Goal was to Renovate 10 Units by 12/31/00, but we have done more than just 10 units. We have paint all 20 units Interior, Exterior, and did Roofing Replacements.

(5) Other: (list below) PHA Goal: Improvement of PHAS Status to achieve a " Standard Performer" status (at minimum) under the PHAS system and Improve Scores on Financial Indicators.

(a) La Joya Housing Authority has provided PHAS & QWHRA Training to staff.
(b) LJHA has improve on cash Management by reducing expenses and saving for reserves.
(c) Audits for 1998 ,1999, and 2000 are pending, but we are ready to assist all the requirements that are needed for a timeliness and accuracy.
(d) LJHA has enforce on collections and evictions those who fail to follow Rent Collection Policy.
(e) LJHA has improve on Cash Reserves to a 96% by 09/30/01 and a possible 123% by 12/31/01.
(f) LJHA has provided Commissioners and Staff Training on Updated Policies.

PHA Goal: Increase assisted Housing choices:

(a) LJHA provides voucher mobility counseling to all new tenants.
(b) LJHA has conducted outreach efforts for more Landlords.
(c) There is no need to increase Voucher Payment Standard at this time, but if needed on 12/31/02.

Other: To continue to study feasibility of Section 8 Home Ownership Program.

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

PHA Goal: Provide an improved living environment.

(1) Implement Public Housing security improvements:

(a) More Lighting was added and fence repairs were made for more security.

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

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

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

(a) La Joya Housing Authority has attract services from Texas Work Force Commission, AARP, and VOTEC that provide job training. For example, we have AARP a Senior Citizen program that allows our Senior Citizen tenants to work. Also, we have received Services from VOTEC a community college that helps there students to find jobs. Texas Work Force provides job training to our Section 8 Program tenants.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair Housing .

(1) Undertake affirmative measures to ensure access to assisted Housing regardless of race, color, religion national origin, sex, familial status, and disability: La Joya Housing Authority does Ensure equal opportunity and affirmatively further fair housing.
(2) LJHA provides a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.

Other PHA Goals and Objectives:

PHA GOAL: To effectively administer Public Housing Occupancy Functions, improve performance and strengthen essential operational procedures.

(1) LJHA has establish efficient applicant certification and tenant selection system. LJHA has set up schedules to complete reexamination of income, assets and deductions for all residents and have conducted reexamination interviews of all residents by development of 90 days prior to effective date of certification. LJHA staff has received training on the areas of Operations.

PHA GOAL: Improve Financial Management of Resources to ensure that financial resources are managed in a manner which generates a positive cash flow, provides for an accumulation of income over expenses, and provides an adequate reserve.

(1) At this point the Executive Director has received Financial, accounting and Budget Training. The Executive Director provides a report to the Board to discuss the agency Financial status and also monitors all budgets according to income expenses. LJHA made improvements to control LOCCS process, administer internal record file maintenance, and monitor Section 8 Financial process.

PHA GOAL: Establish method of asset/inventory control.

(1) LJHA conducts a annual inventory to control property records, equipment, and assets.

PHA GOAL: Improve computer processing/reporting.

(1) LJHA has repair, upgraded computer software, training, and to maintain adequate file data.

PHA GOAL: Update job descriptions and organizational structure.

(1) LJHA has develop job description to all employee's and organized the organizational chart.

PHA GOAL: Improve procurement/contract management.

(1) LJHA has adopted a procurement policy and the E.D. received procurement training. Plan to provide Contract Management training for staff by 12/31/02.

If you should have any questions, please call me at (956) 581-7069.

Sincerely,

Juan J. Garza, Executive Director

SECTION 3. APPLICATION FOR ADMISSION

The LJHA has one location for submission of applications for dwelling units, the Administrative Office, located at 945 South Leo Ave, La Joya, Texas 78560. Each person or family seeking admission to a unit must submit a written application. When applications are being accepted, the LJHA accepts them between the hours of 9:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m. on Wednesdays each week. Applicants wishing to check their status on the waiting list may do so between the hours of 9:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m. on the second Tuesday of each month. Steps for processing applications are outlined below. Applications will be made available in an accessible format upon request from a person with disabilities. The La Joya Housing Authority office is handicapped accessible.

A. HOW TO APPLY

1. Unless the LJHA's waiting list is closed, it will accept an application from any person or family who wants to apply, even if an informal discussion indicates that the applicant may not be eligible. The LJHA does not maintain a list of individuals who are interested in assistance. It only accepts applications when the waiting list is open.

2. The application must be signed by the applicant and the LJHA will date- stamped, time-stamped, and referred to the Housing Management office for processing.

3. The application process will involve two phases:

   a. The first is the "initial" application for assistance, or "pre- application". Information from this application is used to determine the family's placement on the waiting list.

   b. The second phase is the "final" determination of eligibility for admission, or full application, which takes place when the family reaches the top of the waiting list. At this time the LJHA ensures that verification of all HUD and LJHA eligibility factors are current in order to determine the family's eligibility for an offer of a unit.

4. Applications will not be processed to determine applicant eligibility until their name comes to the top of the list. Families will be notified in writing, however, whether they appear to be eligible and their approximate status on the waiting list. The LJHA will notify all applicants, especially those with children who are under seven (7) years of age, of the dangers of lead-based paint poisoning, and where blood lead level screening is available for those children living in general occupancy developments. If blood level screening is available, the applicant will be advised to notify the LJHA if any of the applicants children under seven (7) years of age who are tested have an elevated blood lead level.

5. In addition to obtaining information from the applicant, the LJHA will respond to

questions from the applicant, and will provide whatever LJHA- related information the applicant may desire, including information about the public housing program, the dwelling lease, and the number of bedrooms in units at various developments or sites.

6. The LJHA will also inform applicants of any other housing assistance programs the LJHA administers. If the applicant is interested, the LJHA will advise the applicant how to apply for those programs.

At the time of application, the LJHA will provide an oral explanation of the differences between the Certificate and Low-Rent Housing programs and the applicant will be asked to specify which type of assistance he/she prefers, and to ask if he/she will accept the other form of assistance. The family must be given the opportunity to apply for both types of assistance if both waiting lists are open.

If the applicant chooses to apply for both programs he/she may refuse the first form of assistance offered and be dropped from that waiting list but retain his/her place on the waiting list for the other program. If the applicant then refuses the second form of assistance he/she will be removed from that waiting list and would be required to reapply for one or both programs.

The LJHA will make special arrangements to take the applications of persons who are unable to come to the office, such as elderly, handicapped, or disabled persons. The staff will make reasonable accommodations for disabled and/or elderly applicants including, but not limited to, making a home visit, mailing the application to the family, taking an application by telephone, etc.

7. The LJHA will inform all applicants that applications are placed on the waiting list based. on date and time of application, and local preferences.

B. "INITIAL" APPLICATION PROCEDURES

1. The LJHA utilizes a preliminary application form (pre-application) when the wait for a unit opening appears to be at least six months. If the wait is anticipated to be less, the LJHA will complete a full application. The information is to be filled out by the applicant whenever possible. To provide reasonable accommodation to a person with disabilities, the application may be completed by a staff person over the phone. It may also be mailed to the applicant and, if requested, will be provided in an accessible format .Translations may be provided, as necessary, by staff or other resources.

2. The pre-application allows the LJHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. The pre-application contains questions designed to obtain the following information:

a. Names and ages of all family members;
b. Sex and relationship of all family members;
c. Street address and phone number (if any);
d. Mailing address (if P.O. Box or other permanent address) A Post Office Box mailing address may be used but the family must also provide their street address;
e. Amounts and sources of income received by all household members over the age of 18;
f. Information regarding disabilities relating to program requirements (i.e., handicapped expenses or medical deductions);
g. Social Security numbers;
h. Race/ethnicity (for statistical purposes only);
1. Citizenship/eligible immigration status;
j. Assets;
k. Information regarding arrest/conviction for drug related or violent criminal activity;
l. Description of reasonable accommodations needed to fully utilize the program and/or services.

3. Duplicate pre-applications, including pre-applications from a segment of an applicant household, will not be accepted except that a household segment may make a separate application if its family members are not included in any other application.

4. Pre-applications will not require an interview and the information on the pre- application form will not be verified until the applicant has been selected for final eligibility determination.

5. Applicants must inform the LJHA, in writing, within 30 calendar days, of changes in family composition, income and/or address. They must also respond to LJHA requests to up-date application information or determine their continued interest in housing.

6. Failure to provide requested information or to respond to mailings will result in the applicant being removed from the waiting list.

C. NOTIFICATION OF APPLICANT STATUS

1. The LJHA will review the preliminary application to make a determination as to the tentative eligibility of the family and provide that determination in writing. If the family appears to be ineligible, they will be advised that they may still be placed on the waiting list until their name comes to the top and a final eligibility determination is made. The notice will state the reason for the apparent ineligibility determination and advise them of their right to request an informal hearing.

2. The notice will contain the approximate date that the family's name will be reached for an offer of a unit and will explain that the estimated date is subject to change based on factors, such as unit turnover, which are beyond the agency's control.

3. The written determination notice will be sent to the applicant within five (5) working days of pre-application submission and will be provided in an accessible format if requested by an applicant with a disability as a reasonable accommodation.

4. If a person with a disability requests an informal review, they may request the presence of an advocate to attend the meeting as a reasonable accommodation.

D. COMPLETION OF THE FULL APPLICATION

1. After the family is selected from the waiting list, and prior to completing the full application, applicants will be required to:

    a. Complete a Personal Declaration Form regarding citizenship or eligible immigration status.

    b. Participate in a fill application interview with a LJHA representative at which the applicant will be required to furnish complete and accurate information verbally, as requested by the interviewer. The interviewer completes the full application form based on the information provided by the applicant. The applicant will sign and certify that all information is complete and accurate.

2. The full application will be completed when the applicant attends the interview.

E. REQUIREMENT TO ATTEND THE APPLICATION INTERVIEW

1. The LJHA utilizes the full application interview to discuss the family's circumstances in depth, to clarify information which has been provided by the family, and to ensure that the information is complete.

    a.. All adult family members, including the head and spouse, are required to attend the interview and sign the housing application.

    b. If the head of household cannot attend the interview, the spouse may attend to complete the application and certify the family. The head of household, however, will be required to attend an interview within three business days to review the information and to certify, by signature, that all of the information is complete and accurate.

2. It is the applicant's responsibility to reschedule the interview if he/she misses the appointment. If the applicant misses one scheduled meeting and does not reschedule, the

LJHA will reject the application.

Applicants who fail to appear and want to reschedule a missed appointment, must make the request to reschedule no later than three business days from the original appointment date. The request must be made to the staff person who scheduled the original appointment.

If an applicant fails to appear for the rescheduled appointment without prior approval of the LJHA, the applicant will be denied unless he/she can provide the LJHA acceptable documentation that an emergency prevented him/her from calling.

3. Reasonable accommodation will be made for persons with disabilities to complete the interview process in the LJHA office or in their home if they cannot come to the office. A designee will be allowed to provide information, but only with permission of the disabled person. The LJHA will determine the acceptable method of authorization (written or verbal) based on the nature of the disability.

4. If an application is denied due to failure to attend the fill application interview, the applicant will be given written notification and offered an opportunity to request an informal hearing.

5. All adult family members must sign the HUD-9886, "Release of Information", the application form and all supplemental forms required by the LJHA, the declarations and consents related to citizenship/immigration status and any other documents required by the LJHA. Applicants will be required to sign specific verification forms for information not covered by HUD-9886. Failure to do so will be cause for denial of the application for failure to provide the necessary certifications and releases as required by the LJHA.

   All information provided by the applicant will be verified, using third party verification methods, including information related to family composition, income, allowances and deductions, assets, eligible immigration status, full-time student status, and other factors related to eligibility and rent calculations.

6. If the LJHA determines at or after the interview that additional information or document(s) are needed, the LJHA will request the document(s) or information in writing. The family will be given seven business days from the date of mailing to supply the information.

   If the information is not supplied within this time period, the LJHA will provide the family a written notification of denial of assistance and offer the family an opportunity to request an informal hearing.

F. APPLICATION PROCESSING

As families approach the top of the waiting list, the following items will be verified to determine qualification for admission to the LJHA's housing program:

* Family composition and type (elderly/non-elderly);
* Annual income;
* Assets and asset income;
* Allowance information;
* Social Security numbers of all family members over the age of six;
* Citizenship or eligible immigration status;
* Criminal background checks for all family members 18 years of age and older.

G. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

1. Because HUD can make changes in rules and regulations and family circumstances may have changed during the time a person is on the waiting list or during the review process that affect an applicant's eligibility, it is necessary for the LJHA to make a final determination of eligibility before making a unit offer.

Changes in family circumstances during the period between placement on the waiting list and offer of a unit may affect family eligibility or calculation of Total Tenant Payment (TTP). The family will be notified in writing of changes in their eligibility or level of benefits and offered the right to an informal hearing.

Examples of changes in family circumstances:

a. Split Households

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and both new families claim the same placement on the list, if there is no court determination, the LJHA will make the decision by taking into consideration the following factors:

* Which family unit retains the children or any disabled or elderly members;
* The role, if any, of domestic violence in the split;
* Recommendations of social services agencies or qualified professionals, such as children's protective services.

Documentation of these factors is the responsibility of the applicant families. If either or both families do not provide appropriate documentation, they may be denied placement on the waiting list for failure to supply information requested by the LJHA. They would then be notified in writing of their right to request an informal hearing.

The family unit not allowed continued placement on the waiting list should be advised of their right to reapply when the waiting list is open.

b. Multiple Families in the Same Household

Families that consist of two family units living together (i.e., husband and wife, and a daughter with her own husband or children) may apply as a single family unit and will be treated as a single family unit by the LJHA. They may also apply as separate family units and will be treated as such. The two units may not change status solely to expedite their entrance into housing.

c. Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. Fifty-one percent of the time is defined as 183 days of the year which do not have to run consecutively.

2. The final determination is based on the information provided by the family, the verification completed by the LJHA, and the determination of over-all resident suitability.

3. The household is not actually eligible for a unit offer until this final determination has been made, even though they may have been preliminarily determined financially eligible and may have been placed on the waiting list based on that financial eligibility.

Community Service/Self Sufficiency Policy

COMMUNITY SERVICE/SELF SUFFICIENCY POLICY

A. Background

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

B. Definitions

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

1. Work at a local school, hospital, or child care center
2. Work with youth organizations
3. Work at the Authority to help improve physical conditions
4. Work at the Authority to help with children's programs
5. Helping neighborhood groups with special projects
6. Working through resident organization to help other residents with problems

NOTE: Political activity is excluded.

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

1. Job training programs
2. Substance abuse or mental health counseling
3. English proficiency or literacy (reading) classes
4. Budgeting and credit counseling
5. Any kind of class that helps a person toward economic independence

Exempt Adult - an adult member of the family who

1. Is 62 years of age or older
2. Has a disability that prevents him/her from being gainfully employed
3. Is the caretaker of a disabled person
4. Is working at least 20 hours per week
5. Is participating in a welfare to work program

6 Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program.

C. **Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self sufficiency program activity or a combination of the two.

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

3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.

4. Family obligations

   a. At lease execution or re-examination after October 1, 1999, all adult members (18 or older) of a public housing resident family must

      1) provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and

      2) sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in nonrenewal of their lease.

   b. At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.

   c. If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

d. Change in exempt status:

1) If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.

2) If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

5. Authority obligations

a. To the greatest extent possible and practicable, the Authority will

1) provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. *(According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement)*

2) provide in-house opportunities for volunteer work or self sufficiency programs.

b. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution

c. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.

d. Noncompliance of family member

1) At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.

2) If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.

3) If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.

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

DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE
CITY OF LA JOYA, TEXAS

DECONCENTRATION AND INCOME TARGETING POLICY

(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the "extremely low" income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

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

A. Economic Deconcentration:

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

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

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

Implementation may include one or more of the following options:

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

B. Income Targeting

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

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

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

- The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).

- After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.

- To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.

- For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.

- The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions.

SECTION 5. ELIGIBILITY REQUIREMENTS

To be eligible for Authority dwelling units, applicants must meet certain requirements concerning familial status and income. Those requirements are outlined below.

A. GENERAL ELIGIBILITY REQUIREMENTS

The LJHA will determine whether an applicant for participation in the low-rent housing program qualifies as a family; is income-eligible, and has disclosed and verified Social Security numbers and is a U.S. Citizen or national or meets eligible non-citizen immigration status.

1. **Family Composition**

   a. The applicant must qualify as a family. A family may be a group of persons. Discrimination on the basis of familial status is prohibited, and a group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law.

   b. Two or more persons who are related by blood, marriage, or operation of law.

   c. Two or more persons who are not related by blood, marriage, adoption, guardianship or operation of law, but are regularly living together, can verify shared income or resources over a period of at least one year, and who will continue living together in LJHA housing.

   d. The term family also includes, but is not limited to:

   * a family with or without children;
   * a single pregnant female;
   * an elderly family;
   * a disabled family (head or spouse);
   * a displaced family;
   * the remaining member of a resident family;
   * a single person who is not elderly, displaced or a person with disabilities, or the remaining member of a resident family;
   * two or more elderly or disabled persons living together;
   * one or more elderly or disabled persons living with one or more live-in aides;
   * two or more near elderly or disabled persons living together;
   * one or more near elderly or disabled persons living with one or more live-in aides.

e.. The temporary absence of a child from the home due to placement in foster care for a period anticipated to be less than twelve (12) months shall not be considered in determining the family composition and family size.

2. Income Eligibility

a. Overall Income Eligibility for Admission

No family other than a low-income family as defined in regulations is eligible for admission to Low-Rent Public Housing units.

LJHA shall comply with HUD prescribed reporting requirements so that HUD may maintain reasonably current data. Records of admissions of low income families must be maintained by the LJHA to ensure that admission requirements and targets are met.

b. Family income

A family's annual income at the time of admission may not exceed the income limits established by HUD and published in the Federal Register with respect to the McAllen, Edinburgh, Mission, Texas, Metropolitan Statistical Area, for the current year. (See Appendix F)

c. The LJHA will not commence eviction proceedings, or refuse to renew a lease, based on the income of the resident family unless:

* it has identified, for possible rental by the family, a unit of decent, safe, and sanitary housing, of suitable size, available at a rent not exceeding the Tenant Rent; or,

* it is permitted to do so by state or municipal law.

3. Social Security Numbers

Social Security verification requirements are outlined in 24 CFR Part 5.210- 5.238 -Disclosure of Social Security and Employer Identification Numbers (see Appendix F).

4. Authorization for the Release of Information Privacy Act Notice:

Each member of the applicant family who is 18 years of age or older, will sign an Authorization for the Release of Information privacy Act form (HUD-9886) authorizing HUD and the LJHA to request information from specified sources necessary to verify the household's income.

5. U.S. Citizen or Eligible Non-citizen Immigration Status:

All applicants for public housing who are admitted after June 19, 1995, must meet the following requirements:

a. For a U.S. Citizen: sign a declaration of U.S. Citizenship. Effective November 26, 1996 those declaring citizenship will be required to verify their status by presenting a birth certificate, United States passport, baptismal record, or other appropriate documentation;

b. For non-citizens who are 62 years of age or older or who will be 62 years of age or older and receiving assistance under a Section 214 covered program on September 30, 1996 or applying for assistance on or after that date, the evidence consists of:

* A signed declaration of eligible immigration status; and
* Proof of age document.

c. Effective November 26, 1996, verification of eligible immigration status will be required of all applicants regardless of age.

d. If a non-citizen:

* A signed declaration of eligible non-citizen immigration status,
* Provide original documents which verify status, and
* Sign a verification consent form

Declaration of U.S. Citizenship or eligible immigration status must be signed by every adult family member. For each child, the declaration must be signed by an adult residing in the assisted dwelling unit who is responsible for the child.

B. Housing assistance to an applicant family may not be delayed or denied based on delays by the Housing Authority, HUD, or INS, except that effective November26, 1996, the LJHA may delay or deny assistance until at least one family member has been determined to be eligible.

Delay to an applicant is permissible after the conclusion of the INS appeal process but assistance is not denied until the conclusion of the LJHA informal hearing process if the informal hearing is requested by the family.

2. Other events causing denial of assistance are:

a. Evidence of citizenship (i.e., the declaration) and eligibly immigration status is not submitted by the date specified in the written notice with the required date due or by the expiration of any extension granted in accordance with the written notice of an extension period; or

b. Evidence of citizenship and eligible immigration status is timely submitted, but INS primary and second verification does not verify eligible immigration status of a family member; and

* The family does not pursue INS appeal or LJHA informal hearing rights as provided in this section; or

* INS appeal and informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the family member.

3. A notice of denial or termination of assistance shall inform the family:

a. That financial assistance will be denied or terminated with the reasons for the denial or termination;

b. That they may be available for the proration of assistance; and

c. That they have the right to request an appeal to the INS of the results of the secondary verification of immigration status and to submit additional documentation or a written explanation in support of the appeal in accordance with INS appeal procedures to INS; and

d. That the family has the right to request an informal hearing with the LJHA within fourteen (14) days either upon completion of the INS appeal or in lieu of the INS appeal.

e. The notice will also inform the family that the LJHA cannot over rule the INS decision regarding eligible immigration status.

C. APPEAL TO INS

Submission of request for appeal. Upon receipt of notification by the responsible entity, that INS secondary verification failed to confirm eligible immigration status, the responsible entity shall notify the individual or family of results of the INS verification. After notification of the INS decision on appeal, or in lieu of request of appeal to the INS, the individual or family may request that the responsible entity provide a hearing. This request must be made either within thirty (30) days of receipt of the notice described in paragraph (d) of section 5.514, or within thirty (30) days of receipt of the INS appeal decision issued in accordance with section 5.514(e). The request for appeal shall be made by the family communicating that request in writing directly to the INS. The family must provide the responsible entity with a copy of the written request for appeal and proof of mailing. For good cause shown, the responsible entity shall grant the family an extension of the time within which to request an appeal.

2. Documentation to be submitted as part of the appeal to INS. The family shall forward to the designated INS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the INS document verification request form G-8455 (used to process the secondary verification request) or such other form specified by the INS immigration status verification results. The LJHA will provide the family a copy of the G-8455 which documents the ineligible status of a family member.

3. Decision by INS

   a. When decision will be issued. The INS will issue to the family, with a copy to the responsible entity, a decision within thirty (30) days of the receipt of documentation concerning the family's appeal of the verification of immigration status. If, for any reason, the INS is unable to issue a decision within the 30-day time period, the INS will inform the family and the responsible entity of the reasons for the delay.

   b. Notification of INS decision and of informal hearing procedures. When the LJHA receives a copy of the INS decision, the LJHA shall notify the family of its right to request an informal hearing on LJHA's ineligibility determination in accordance with the informal hearing procedures previously noted if the family has not been admitted. If the family has been admitted, pending all appeals, the grievance procedure will be used for the appeals process.

D. Individuals who contend not to have eligible immigration status must identify themselves to the Housing Authority that they elect not to provide documentation of eligible immigration status. The family, however, must identify in writing to the LJHA, the family member (or members) who will elect not to contend that he or she has eligible status. However, family members who elect not to provide documentation concerning eligible non-citizen immigration status shall be required to comply with other requirements or assistance may be denied to the entire applicant family.

If a family member has chosen not to contend to have eligible immigration status, the LJHA may admit the family under PRORATED ASSISTANCE.

SECTION 6. SELECTION POLICIES AND PREFERENCE SYSTEM

In selecting applicants for dwelling units, personnel will be guided by the following procedures and requirements. Those policies, procedures and requirements are presented below.

A. THESE SELECTION AND PREFERENCE POLICIES AND PROCEDURES ARE DESIGNED TO:

1. not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g., unwed mothers or families with children born out of wedlock);

2. assure that selection by the LJHA among otherwise eligible applicants is objective and reasonable;

3. provide that a family that is on the Section 8 waiting list will not lose its place on that waiting list by applying for admission to the public housing developments;

4. be consistent with LJHA's responsibilities as a public body; and,

5. be in compliance with state, local and Federal laws and regulations, including the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, the provisions of the Annual Contributions Contract between HUD and the LJHA, and 24 CFR Part 5.210-5.238, 'Disclosure and Verification of Social Security Numbers and Employer Identification Numbers by Applicants and Participants in Certain Housing Assistance Programs.

6. Such preference policies and procedures will:

   * be duly adopted;
   * be publicized by posting copies in the office where applications are received, and by furnishing copies to applicants or residents upon request;
   * be specific and describe in detail the criteria, standards and preferences to be applied; and,
   * provide for verification and documentation of information relevant to the acceptance or rejection of an applicant. 31

B. PREFERENCES

For the purpose of selecting LJHA residents, "preferences" have the meanings specified in the LJHA's Definitions section of these policies.

The LJHA will select and house residents in accordance with the following preferences and priorities, in the order listed:

1. Limitations on admission

   * Types of Developments and Units Available.
   * Occupancy Standards (limitation on the minimum and maximum number of household members permitted to live in dwelling units of specified sizes).

2. The LJHA has adopted the following local preferences which are all equally weighted:
   * Applicant families whose reside in the city limits of La Joya;

   * Applicant families whose head of household, or spouse is employed within the city of La Joya;

   * Families whose head of household or spouse is sixty-two (62) years of age or disabled automatically receive the local preference.

   * Not withstanding the above criteria, at least 40% of new admissions annually will have income at or below 30% of area median income.

4. Date and Time of Application.

Applicants who meet all the eligibility requirements will be assisted according to the date and time of application and the preferences listed above.

RENT DETERMINATION POLICIES

SECTION 13. CALCULATION OF TOTAL TENANT PAYMENT (TTP)

A. TOTAL TENANT PAYMENT DETERMINATION

The following outlines the policies and procedures for calculating rental fees and other charges to be paid by Authority residents.

B. MINIMUM RENT

1. The minimum monthly rent for the LJHA is fifty dollars ($50.00), which includes the utility allowance.

2. The Total Tenant Payment is the greater of:

   a. 30% of the adjusted monthly income;

   b. 10% of the monthly income;

   c. Welfare rent in as-paid states;

   d. The minimum rent as established by the LJHA.

3. The Total Tenant Payment does not include charges for excess utility consumption or other charges.

4. The Minimum Rent Requirement may be waived under certain circumstances.

   Financial hardship status is to be granted immediately for 90 days in the event of the following:

   a. The family is awaiting an eligibility determination to receive federal, state or local assistance, including legal aliens entitled to receive assistance under the Immigration and Nationality Act.

   b. Family income decreases due to changed circumstances such as separation, divorce, abandonment.

   c Loss of employment.

   d Eviction resulting from non-payment of rent.

   e. Other situations determined by the LJHA on a case by case basis, i.e. alimony, child support, etc.

5. If a family initiates a request for a hardship exemption that the LJHA determines is temporary in nature:

   a. The exemption for non-payment of minimum rent will not be granted during the 90 day period beginning on the day the request is made.

   b. The family may not be evicted for non-payment of rent during this 90 day period.

   c. If the hardship is subsequently determined to be long-term, the LJHA will retroactively exempt residents from the minimum rent requirement for the 90-day period.

   d. In the case of a temporary hardship, the LJHA will allow the family a maximum of 6 months to make payment of any delinquent minimum rent payments. However, the family must execute a repayment agreement.

C. TEMPORARY TOTAL TENANT PAYMENT

1. If the LJHA is unable to obtain all of the verification necessary to compute a resident's tenant rent on the date of admission, the LJHA will establish a temporary total tenant rent, based on information supplied by the family in its application for admission.

2. The resident will be notified, in writing, that Total Tenant Payments are to be made on a temporary basis, pending determination of the final total tenant rent.

3. The notice will make clear that the final Total Tenant Payment will be effective from the date of admission. Any overpayment will be credited to the resident's account and any underpayment will become due and payable.

4. The LJHA will make appropriate changes in the dwelling lease each time the total tenant rent is adjusted.

   The resident must report to the LJHA every thirty (30) days until the final total tenant rent has been established.

D. SPECIAL REEXAMINATION

If at time of admission a family's present conditions of employment are too unstable to calculate the adjusted income into the coming twelve-month period for the purpose of determining Total Tenant Payment, the Authority will schedule a special reexamination.

This special reexamination will take place within 30, 60, or 90 days of admission, or at a date by which the Authority estimates that the family's circumstances will be stable. If at the time of such special reexamination it is still not possible to make a reasonable estimate of adjusted income, special reexaminations will continue to be scheduled until a reasonable estimate of the adjusted income can be made. Rents determined at special reexaminations shall be made effective the first of the second month following the final rent determinations. Until the final rent determination can be made, the family will pay rent based upon the existing adjusted income.

E. INCOME AND ALLOWANCES

1. Income: The types of money which are to be used as income for purposes of calculating the TTP are determined by HUD in Federal regulations and are found in Appendix B of this policy. In accordance with this definition, income from all sources of each member of the household is counted.

2. Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or Recertification Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits.

3. Adjusted income is determined as the annual income minus any HUD allowable deductions.

4. HUD has five (5) allowable deductions from annual income:

   a. Dependent allowance: $480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.

   b. "Elderly" allowance: $400 per household for families whose head or spouse is 62 or over or disabled.

   c. Allowable medical expenses are deducted for "elderly" and disabled family members.

   d. Child care expenses for children under 13 are deducted when child care is necessary to allow an adult family member to work or attend school.

   e. Expense for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

F. DEFINITION OF TEMPORARILY /PERMANENTLY ABSENT

1. The LJHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, the LJHA must count the income of the spouse or the head of the household if that person is temporarily absent.

2. Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

3. It is the responsibility of the head of household to report changes in family composition. The LJHA will evaluate absences from the unit using this policy.

4. Absence of Entire Family

   a. These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the LJHA will terminate tenancy in accordance with appropriate lease termination procedures contained in this Policy.

   b. Families are required both to notify the LJHA before they save out of a unit in accordance with the lease and to give the LJHA information about any family absences from the unit. Families must notify the LJHA if they are to be absent from the unit for more than 15 consecutive days.

   c. If the entire family is absent from the unit for more than 90 consecutive days, the unit will be considered to be vacated and the lease will be terminated.

   d. "Absence" means that no family member is residing in the unit.

   e. In order to determine if the family is absent from the unit, the HA may:
      - Write letters to the family at the unit
      - Telephone the family at the unit
      - Interview neighbors
      - Verify if utilities are in service
      - Conduct home visit

   f. If the family is absent from the unit, the unit will be retained for them provided that:
      - The family notifies the LJHA in writing that they anticipate an extended absence and provide an address where they can be

contacted;
- The family provides the name, telephone number and address of an emergency contact;
- The family notifies the Post Office, arranges for temporary forwarding of mail, and provides verification from the Post Office that the forwarding is temporary;
- The family also arranges to stop newspaper delivery or any other type of regular delivery to the unit;
- The rent is paid in full and on time for the entire period the family is absent;
- All resident-paid utilities remain on or LJHA provided utilities are paid for in full;
- The resident family arranges to keep the yard maintained.

g. It is strongly recommended that the family advise local law enforcement that they will be away from the unit for an extended period and request that the police/sheriff department put surveillance of their unit on their drive-by list.

h. Absences in excess of 90 days may be considered on a case-by-case basis for family emergencies, employment opportunities, etc., providing the family makes the request in writing and is able to verify the situation which causes the extended absence.

I. A person with a disability may request an extension of time as an accommodation.

j. If a request is denied the family will be offered an opportunity for an informal hearing.

5. Absence of any Member

Any member of the household will be considered permanently absent if He/She she is away from the unit for three (3) consecutive months, except as otherwise provided in this Chapter.

6. Absence due to Medical Reasons

a. If any family member leaves the household to enter a facility such as a hospital, nursing home, or rehabilitation center, the LJHA will seek advice from a reliable qualified source as to the likelihood and timing of his/her return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 120 consecutive days, the family member will not be considered permanently absent.

b. If the family who is determined to be permanently absent , assistance will be terminated in accordance with the HA's `Absence of Entire Family" policy.

7. Absence due to Incarceration

If head or spouse is incarcerated for more than 60 consecutive days, he/she will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if he/she is incarcerated for six (6) consecutive months. The LJHA will determine if the reason for incarceration is for drug-related or violent criminal activity.

8. Foster Care and Absences of Children

a. If the family includes a child or children temporarily absent from the home due to placement in foster care, the LJHA will verify from the appropriate agency when the child/children will be returned to the home.

b. If the time period is to be greater than twelve (12) months from date of removal of the child/children, the unit size will be reduced. If all children are removed from the home, permanently, the unit size will be reduced in accordance with the LJHA'S occupancy guidelines.

9. Absence of Adult

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the LJHA will treat that adult as a visitor for the first 15 days.

a. If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, and the caretaker qualifies under Tenant Suitability criteria, the lease will be transferred to the caretaker.

b. If the appropriate agency cannot confirm the guardianship status of the caretaker, the LJHA will review the status at 15 day intervals.

c. If custody or legal guardianship has not been awarded by the court, but the action is in process, the LJHA will secure verification from social services staff or the attorney as to the status. The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made.

d. The LJHA will transfer the lease to the caretaker, in the absence of a court order, if the caretaker qualified under the Tenant Suitability criteria, and has been in the unit for more than 120 consecutive days, and it is reasonable to expect that custody will be granted.

f. When the LJHA approves a person to reside in the unit as caretaker for a child/children, the income should be counted, pending a final disposition. The LJHA will work with the appropriate service agencies to provide a smooth transition in these cases.

g. If a member of the household is subject to a court order that restricts him/her from the home for more than three (3) months, the person(s) will be considered permanently absent.

h. The family will be required to notify the LJHA, in writing, within five (5) calendar days when an adult family member moves out for any reason. The notice must contain a certification by the family as to whether the adult is temporarily or permanently absent.

The family member will be determined permanently absent if verification is provided. Time extension will be granted as an accommodation upon request by a person with a disability.

i. If an adult child goes into the military and leaves the household they will be considered permanently absent.

j. Full time students who attend school away from home will be treated in the following manner:

A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of unit size.

10. Visitor

a. Any adult not included an the HUD-50058 who has been in the unit more than 15 consecutive calendar days, or a total of 30 days in a 12- month period, will be considered to be living in the unit as an unauthorized household member.

* Absence of evidence of any other address will be considered verification that the visitor is a family member.
* Statements from neighbors and/or LJHA staff will be considered in making the determination.
* Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

b. The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and the LJHA will evict the family since prior approval was not requested for addition of family members.

c. Exceptions to the time limits set forth above may be considered on a case-by-case basis at the written request of the family.

d. Minors and college students who were part of the family but who now live away from home during the school year, and are not considered members of the household, may visit for up to 90 days per year without being considered a member of the household.

e. In a joint custody arrangement, if the minor is in the household less than 183 days per year, the minor will be considered to be an eligible visitor and not a family member.

11. Reporting Additions to LJHA

a. Reporting changes in household composition to the LJHA must be made in compliance with the lease provision requirements regarding adding household members.

b. The family must request LJHA written approval to add any other family member as an occupant of the unit and to inform the LJHA of the birth, adoption or court-awarded custody of a child.

* If the family does not obtain prior written approval from the LJHA, any person the family has permitted to live in will be considered an unauthorized household member.
* In the event that a visitor continues to reside in the unit after the maximum allowable time, the family must report it to the LJHA in writing within three (3) calendar days of the maximum allowable time.
* Families are required to report any additions to the household in writing to the HA within three (3) calendar days of the move-in date

c. An interim reexamination will be conducted for any additions to the household.

12. Reporting Absences to the LJHA

If a family member leaves the household, the family must report this change to the LJHA in writing, within five (5) calendar days of the change and certify as to whether the member is temporarily or permanently absent. -The LJHA will conduct an interim evaluation for changes which affect the TTP, in accordance with the interim policy.

G. AVERAGING INCOME

When annual income cannot be anticipated for a full twelve (12) months, the LJHA may:

1. Average known sources of income that vary to compute an annual income, or

2. Annualize current income and conduct an interim reexamination if income changes.

3 If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

4. Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

5. If by averaging, an estimate can be made for these families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

6. The method used depends on the regularity, source and type of income.

H. MINIMUM INCOME

There is no minimum income requirement. Families who report zero income are required to complete a written certification every 60 days.

I. INCOME OF PERSONS PERMANENTLY CONFINED TO NURSING HOME

If a family member is permanently confined to a hospital or nursing home, and there is a family member left in the household, the LJHA will calculate the Total Tenant Payment by using the following methodology and utilizing the income figure which would result in a lower payment by the family:

1. Exclude the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member; or

2. Include the income of the person permanently confined to the nursing home and give the family the medical deductions allowable on behalf of the person in the nursing home.

J. REGULAR CONTRIBUTIONS AND GIFTS

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

1. Any contribution or gift received every two (2) months or more frequently will be considered a "regular" contribution or gift, unless the total amount is less than $1,440 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

2. If the family's expenses exceed its known income, the LJHA will question the family about contributions, gifts or other unreported sources of income.

K. ALIMONY AND CHILD SUPPORT

1. Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

    a. If the amount of child support or alimony received is less than the amount awarded by the court, the LJHA must use the amount awarded by the court, unless the family can verify that they are not receiving the full amount.

    b. The LJHA will accept as verification that the family is receiving an amount less than the award if the LJHA receives verification from the agency responsible for enforcement or collection.

2. It is the families responsibility to supply a certified copy of the divorce decree.

L. LUMP-SUM RECEIPTS

1. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and Workers' Compensation), capital gains, and settlement for personal property losses, are not included in income but may be included in assets

2. Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump-sum payments from Social Security or SSI are excluded from income but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

3. In order to determine amount of retroactive tenant rent that the family owes as a result of the lump-sum receipt, the LJHA will calculate prospectively if the family reported the payment within ten (10) calendar days and retroactively to date of receipt if the payment was not reported within that time frame.

M. PROSPECTIVE CALCULATION

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income at the time of the interim.

2. The LJHA will determine the percent of the year remaining until the next annual Recertification as of the date of the interim (three months would be 25% of the year).

3. At the next annual Recertification, the LJHA will apply the percentage balance (75% in this example) to the lump-sum and add it to the rest of the annual income.

4. The lump-sum will be added in the same way for any interims which occur prior to the next annual Recertification.

N. RETROACTIVE CALCULATION

1. The LJHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer. The LJHA will determine the amount of income for each certification period, including the lump-sum, and recalculate the tenant rent for each certification period to determine the amount due the LJHA.

   a. The family must pay this "retroactive" amount to the LJHA in a lump-sum.

   b. At the LJHA's option, the LJHA may enter into a Repayment Agreement with the family.

2. The amount owed by the family is a collectable debt, even if the family becomes unassisted.

3. **Attorney Fees:**

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in lull satisfaction of the attorney fees.

0. CONTRIBUTIONS TO RETIREMENT FUNDS-ASSETS

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.

2. After retirement or termination of employment, count any amount the employee elects to receive as a lump-sum.

P. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

1. The LJHA must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The LJHA will count the difference between the market value and the actual payment received in calculating total assets.

2. Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of at less than fair market value.

3. The LJHA's minimum threshold for counting assets disposed of for less than Fair Market Value is $3,000. If the total value of assets disposed of within a one-year period is less than $5,000, they will not be considered an asset.

Q. CHILDCARE

1. Child care expenses for children under 13 may be deducted from annual income if they enable an adult to work or attend school full-time.

2. In the case of a child attending school, only after-hours care can be counted as child care expenses.

3. Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered unable to care for the

child include:

a. The abusers in a documented child abuse situation, or

b. A person with disabilities or older person unable to take care of a small child, as verified by a reliable, knowledgeable source.

4. Allow ability of deductions for child care expenses is based on the following guidelines:

a. Child Care to Work: The maximum child care expenses allowed must be equal to or less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

b. Child Care for School: The number of hours claimed for child care may not exceed the number of hours the family member is attending school (including one-hour travel time to and from school).

c. Amount of Expense: The LJHA will survey the local care providers in the Community and use the findings as a guideline. If the hourly rate materially exceeds the guidelines, the LJHA may calculate the allowance using the guidelines.

R. MEDICAL EXPENSES

1. When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

2. Non-prescription medicines must be doctor recommended in order to be considered a medical expense.

3. Non-prescription medicines will be counted toward medical expenses for families who qualify if the family furnishes legible receipts.

4. Acupressure, acupuncture and related herbal medicines, and chiropractic services will not be considered allowable medical expenses. Exceptions may be considered on a case-by-case basis.

S. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES

1. Applicability.

a. Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

b. "Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance, must be offered prorated assistance.

* Applicant mixed families are entitled to prorated assistance.
* Families that become mixed after June 19, 1995, by addition of an eligible member are entitled to prorated assistance.

2. Prorated Assistance Calculation:

a. Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy.

b. The family's TTP will be calculated by:

* Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.
* Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.
* Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

T. REDUCTION IN BENEFITS

1. If the family's benefits, such as Social Security, SSI, or AFDC, are reduced through no fault of the family, the LJHA will use the net amount of the benefit.

2. If the family's benefits were reduced due to family error, omission, or misrepresentations, the LJHA will use the gross amount of the benefit.

U. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS

1. If the cost of utilities (excluding telephone and cable) is not included in the tenant rent, a utility allowance will be deducted from the Total Tenant Payment. The utility allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption of utilities in an energy conservative household, not on a family's actual consumption.

2. When the utility allowance exceeds the family's Total Resident Payment, the

LJHA will provide a utility reimbursement payment for the family each month. The check will be made out directly to the resident, unless the resident has agreed, in writing, to a payment to the utility company.

3. Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments a. When the supplier of utilities offers a "budget" or level payment plan, it shall be suggested to the resident to pay his/her bills according to this plan. This protects the resident from large seasonal fluctuations in the cost of utilities and ensures adequate heat in the winter. If the family is receiving AFDC, the LJHA will encourage the family to consider a vendor payment plan for rent and utilities.

b. When a resident makes application for utility service in his/her own name, he/she must sign a third party notification agreement so that the LJHA will be notified if the resident fails to pay the utility bill.

c. If a resident or applicant is unable to get utilities connected because of a previous balance owed to the utility company, the resident applicant will not be permitted to move into a unit with resident paid utilities. This may mean that a current resident cannot transfer to a scattered site or that an applicant cannot be admitted to a unit with resident-paid utilities.

d. Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.

U. EXCESS UTILITY PAYMENTS

Residents in units where the LJHA pays the utilities may be charged for excess utilities if additional appliances and/or equipment are used in the unit. This charge shall be applied as specified in the lease.

V. CHARGES IN ADDITION TO RENT

1. The LJHA dwelling lease imposes charges for: (1) the late payment of rent; (2) a security deposit; (3) charges for maintenance and repair beyond normal wear and tear; (4) charges for the consumption of excess utilities; (5) a pet security deposit (elderly, handicapped or disabled residents only), and (6) the payment of all court costs, expenses and attorney fees incurred in enforcing the dwelling lease or in recovering possession of the premises, if ordered by the court, unless the resident prevails in such legal action.

2. The LJHA will provide basic pest control services without charges to its residents.

The services will be performed by LJHA employees, after obtaining any required permit or licenses, or via contract with an authorized, reliable pest control service. If a residents housekeeping habits are such that insects and/or vermin persist, even after treatment of the dwelling unit by the LJHA, then that particular resident may be charged the actual cost of the additional service(s).

3. The security deposit and the pet security deposit are each made upon occupancy.

4. The payment of court costs occurs only when the LJHA takes action against the resident.

5. The other charges listed above will not become due and payable before the first day of the second month following the month in which the charge or charges incur and two (2) weeks after notice is provided to the resident by the LJHA.

6. The Resident will be left a copy of the work order with charges or will be invoiced by the LJHA. Invoices and work orders will state that the resident has a right to grieve said charges according to the LJHA established grievance procedures.

7. Appendix E contains the LJHA' S list of Charges in Addition to Rent.

W. CEILING RENTS

The LJHA has adopted ceiling rents as an incentive for families to seek employment, training or education while continuing to benefit from residence in LJHA units. Once 30% of a family's income reaches or exceeds the ceiling rent established for the unit they occupy, their TTP will stabilize at that rate until that rate is adjusted. Adjustments will occur no more frequently than annually. The ceiling rents are calculated at the current FMR's in effect for the Section 8 program.

The ceiling rental rates are as follows:

Bedroom Size	Monthly Rent
3	$522.00
4	$586.00

NOTE: The FMR's for unit sizes larger than 4 bedrooms are calculated by adding 15% to the 4 bedroom FMR for each extra bedroom. For example, the FMR for 5 bedroom unit is 1.15 times the 4 bedroom FMR, and the FMR for a 6 bedroom unit is 1.30 times the 4 bedroom FMR

X. FLAT RENTS

The LJHA has adopted flat rents as required by the QHWRA regulations as an incentive for higher income families, to continuing to reside in LJHA units.

1. If a family's income reaches or exceeds the flat or ceiling rent established for the unit they occupy, they may choose a flat rent or income base rent for their TTP.
2. The Flat rent will stabilize at that rate until that rate is adjusted. Adjustments will occur no more frequently than annually.
3. The flat rents are calculated not to exceed the current FMR's in effect and utilize rent comparability for a comparable unit in the private market and for the Section 8 program.
4. a. TTP based on flat rent may not changed until annual examination.
5. TTP is calculated flat rental minus utility allowance
6. Flat rent are as follows

Bedroom Size	Flat Rent
3	$422.00
4	$494.00

Pet Policy

PET OWNERSHIP POLICY

A. Pet Rules

The following rules shall apply for the keeping of pets by Residents living in the units operated by the Housing Authority. These rules do not apply to animals used by persons with disabilities.

1. Common household pets as authorized by this policy means a domesticated animals, such as cats, dogs, fish, birds, rodents (including rabbits) and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes.

2. Residents will register their pets with the Authority **BEFORE** it is brought onto the Authority premises, and will update the registration annually. The registration will include: (*Appendix 1*)

   a. Information sufficient to identify the pet and to demonstrate that it is a common household pet and a picture;

   b. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;

   c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.

   d. The registration will be updated annually at the annual re-examination of Residents' income.

   e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them; (*Appendix 2*)

   f. The Authority may refuse to register a pet if:

      1) The pet is not a common household pet;

      2) The keeping of the pet would violate any applicable house pet rule;

3) The pet owner fails to provide complete pet registration information;

4) The pet owner fails annually to update the pet registration;

5) The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;

6) Financial ability to care for the pet will not be a reason for the Authority to refuse to register a pet.

g. The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:

1) State the reasons for refusing to register the pet;

2) Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and

3) Be combined with a notice of a pet rule violation if appropriate.

3. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches. Seeing-eye dogs are excluded to height and weight.

4. No chows, pit bulls, german police dogs, or any other known fighter breed will be allowed on the premises.

5. All cat and dog pets shall be neutered or spayed, and verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.

6. A _______pet fee shall be made to the Housing Authority. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of damages to the unit caused by the pet.

7. Pets shall be quartered in the Residents unit.

8. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.

9. No dog houses will be allowed on the premises.

10. Pets (dogs and cats), shall be allowed to run only on the owners lawn and owners shall clean up after pets EACH day.

11. The City Ordinance concerning pets will be complied with.

12. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph B3 below.

13. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.

14. Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed.

15. Dishes or containers for food and water will be located within the owners apartment. Food and/or table scraps, will not be deposited on the owners porches or yards.

16. Residents will not feed or water stray animals or wild animals.

17. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, etc.).

18. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

B. Pet Violation Procedure

1. **<u>NOTICE OF PET RULE VIOLATION (Appendix 3):</u>** When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:

   a. Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;

b. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;

c. The notice must state that the pet owner has ten (10) days from the effective date of service of 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, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);

d. The notice must state that the pet owner is entitled to be accompanied by another person on his or her choice at the meeting;

e. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' residency.

2. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).

a. The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.

b. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.

c. Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.

3. **NOTICE OF PET REMOVAL:** If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph B1 above (or at the meeting, if appropriate), requiring the pet

owner to remove the pet. This notice must:

a. Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;

b. State that the pet owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the meeting, if the notice is served at the meeting);

c. State the failure to remove the pet may result in initiation of procedures to terminate the pet owners' residency.

4. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS RESIDENCY:** The Authority will not initiate procedure to terminate a pet owners' residency based on a pet rule violation unless:

a. The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified in paragraph 3b above;

b. The pet rule violation is sufficient to begin procedures to terminate the pet owners' residency under the terms of the lease and application regulations;

c. Provisions of Resident's Lease, Section XV: "Termination of Lease" will apply in all cases.

C. Protection of the Pet

1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:

a. Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;

b. If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Authority (or designated agent of such Authority) and request the removal of the pet;

c. If the Authority is unable to contact the responsible parties despite reasonable efforts, action as outlined in 1b above will be followed;

and

d. If none of the above actions reap results, the Authority may enter the pet owners' unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner.

D. NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in this policy prohibits the Authority or the Appropriate City Authority from requiring the removal of any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety or other occupants of the Authority property or of other persons in the community where the project is located.

E. APPLICATION OF RULES

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals and destruction of personal property belonging to others caused by owner's pet will be the moral and financial obligation of the pet owner.

2. All pet rules apply to resident and/or resident's guests.

RECORDING OFFICER'S CERTIFICATION

I Juan J. Garza, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of La Joya, as evidenced by the General Certificate dated Nov. 26, 1975, do certify that as evidenced by the official minutes:

1. A Special meeting was held on Nov. 20, 2001 in accordance with Texas Law.
2. Of the full five Board Members, a quorum was present comprising of the following members:

   Roberto Jackson, Chairmen
   Tello Morales, Commissioner
   Consuelo Villarreal, Tenant Commissioner

The attached Resolution No. 2001-24, was read in full and considered and was duly adopted by the affirmative votes of the following members constituting a majority

Roberto Jackson, Chairmen
Tello Morales, Commissioner
Consuelo Villarreal, Tenant Commissioner

In Testimony Whereof, I have hereunto set my hand and seal of the Housing Authority of the City of La Joya, Texas this 20th day of November, 2001.

(SEAL)

Juan J. Garza, Executive Director

RESOLUTION NO. 2001-24
A RESOLUTION APPROVING THE PHA ADVISORY BOARD.

WHEREAS, In order to be in compliance with the requirements of the United States Housing Act and 24 CFR 903, Concerning the PHA Resident Advisory Board in the development of the PHA Plan.

WHEREAS, We certify that although the PHA did not formally appoint all of the residents to the Resident Advisory Board, the Authority did notify all residents of the posting of the draft of the PHA Plan and solicit their comments, in writing and in formal meeting format, on the contents solicited. The oversight of the formal appointment of the residents to the Resident Advisory Board is hereby being rectified and for purposes of submission of the Fiscal Year 2001 PHA Plan, is hereby enacted retroactively.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the City of La Joya, Texas that this Resolution be effective on November 20, 2001.

READ, CONSIDERED, PASSED AND APPROVED AT A SPECIAL MEETING AT WHICH A QUORUM WAS PRESENT ON THIS 20TH day of November, 2001.

APPROVED:

Juan J. Garza, Executive Director

Chairman, Roberto Jackson

CDB GRANT
ATTACHMENT

We the City of La Joya Housing Authority will follow the policies and procedures of the County of Hidalgo, or on a reimbursement basis according to policies and procedures of the organization. For the funds that will be used for salaries, we will provide the time sheets, cancelled checks, and schedule of staff hours. The funds will also be used for equipment, supplies, and activities. We will provide quotation sheets with the required information so as to follow policies and procedures of the County of Hidalgo. The actual payment and reimbursement of this agreement will be done on a monthly basis or will follow the policies and procedures or the County of Hidalgo outlined in Exhibit C (Records and Reports) of the agreement.

I. SALARIES

Tutor/Computer Lab Instructor
<u>$6.00@10</u> hrs. = $60.00x28wks....................$1,680.00

Arts & Crafts Instructor
<u>$6.00@4hrs</u>. = $24.00x24wks....................$ 576.00

Martial Arts Instructor
<u>6.00@4hrs</u>. = $90.00x16wks....................$1,440.00

Cheerleading Instructor
<u>$15.00@4hrs</u>. = $60.00x16wks....................$ 960.00

Sport Instructor(Football, Basketball, Baseball/Softball, etc.)
<u>$6.00@15hrs</u>. = $90.00x32wks....................$2,880.00

Total Salaries for Delivery Services............ $7,536.00

II. EQUIPMENT/SUPPLIES

Equipment Supplies (all sports)....................$16,600.00
Music Supply Electronics.................... $ 400.00
Arts & Crafts....................$ 264.00
Instructional Supplies....................$ 200.00

Total for Equipment and Supplies Services......$17,464.00

III. OVERALL TOTAL SERVICES

Total Salaries for Delivery Services....................$ 7,536.00
Total for Equipment and Supplies Services.................... $17,464.00

TOTAL $25,000.00

Attachment
Description of Expenditures for Youth Equipment/Supplies

Equipment/Supplies	Amount
Any equipment/supplies needed for youth program: (Balls, T-shirts, Uniforms, Fees, Back stops, Bases, etc..)	$16,600.00

Music Supply Electronics	Amount
Music needed for Cheerleading-Tumbling-Gymnastics, Dance And Ballet. Music to used for rehearsals and performances	$ 400.00

Arts & Crafts	Amount
Supplies/Materials needed for crafts program: Scissors, glue, construction paper, fabrics, etc....	$ 264.00

Instructional Supplies	Amount
Supplies pertaining Learning Materials/Teaching Materials	$ 200.00

TOTAL FOR YOUTH EQUUIPMENT/SUPPLIES **$17,464.00**

Grant Budget

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Baseball/Softball: Bats, Baseballs, Gloves, Bases, Benches, any other equipment need for Baseball program. Including: Fees for youth participation in Leagues.	$ 7,900.00
Basketball: Basketballs, Nets, Uniforms, Basketball Goals(rims), Tourney Fees, other equipment need to further inhance program. Basketball Racks Including: League Fees	$ 4,475.00
Soccer: soccerballs, youth soccer uniforms, chin guards, Soccergoals Including: Soccer League Fees for youth.	$ 1,400.00
Martial Arts: Self-Defense equipment need for program such as; Attire, belts, testing for belts, padding supplies, etc... Fees for competition	$ 800.00
	$
Badminton/Foosball/Table Tennis: Birdies, foosballs, Table tennis balls, and paddles.	$ 50.00
Field Trips: Restaurant, Skateland, Bowling for youth, after programs and Incentives	$ 1,175.00
Exercise Equipment: Stationary Bike, Steps for Aerobic,	$ 800.00
TOTAL GRANT BUDGET:	$ 16,600.00

Description of Expenditures for Sports Equipment/Supplies

Volleyball: (Balls, Nets)	$ 75.00
Badminton: (Birdies, Nets)	$ 75.00
Basketball: (Basketballs, Nets, Uniforms, Basketball goals, Tourney fees, including any other equipment needed for basketball program)	$ 3,250.00
Baseball/Softball (Bats, Baseballs, Uniforms, Gloves, Bases, Backstops, Benches, including other equipment needed for baseball program)	~~$10,000.00~~ ~~9,000.00~~ 7,900.00
Soccer: (Soccerballs, Uniforms, Chin guards, Fees, etc.)	~~$ 500.00~~ 1,400.00
Martial Arts: (Any equipment pertaining to self-defense)	$ 800.00
Cheerleading-Tumbling-Gymnastics: (Any equipment needed for program including fees)	$ 800.00
Exercise Equipment: (Stationary bike, Steps for Aerobic etc.)	$ 800.00

TOTAL FOR SPORT/SUPPLIES **$16,600.00**

Schedule of Activity

Subrecipient hereby agrees to perform services as outlined in Exhibit A.

A proposed monthly schedule of activity should be provided in this space. Schedule should not exceed Subrecipient contract time frame of twelve months from contract date.

2001- 2001 _ For the Months of...	Number of Beneficiaries	Services
Feb. 01 - Feb. 28	approx. 50-80	Comp.Lab, Tutorial, Youth Recreation, Dance/Ballet/Cheer
Mar. 01, - Mar.31	approx. 100-120	Cheerleading, Baseball, Basketball, Tutorial, Martial Arts, Dance/Jazz
Apr. 01 - Apr. 30	approx. 100-120	Cheerleading, Dance/Jazz, Baseball, Basketball, Tutorial, Martial Arts, Cake Decor 4 Kids
May 01 - May 31	approx. 100-130	Cheerleading, Dance/Jazz, Baseball, Basketball, Martial Arts, Cake Decor for Kids,
June 01 - June 30	approx. 100-130	Baseball, Softball, Computer Lab, Arts&Crafts, Basketball
July 01 - July 31	approx. 100-130	Baseball, Softball, Computer Lab, Arts & Crafts, Basketball
Aug. 01 - Aug. 31	approx. 50-80	Softball, Computer Lab, Youth Recreation, Basketball
Sept. 01 - Sept. 30	approx. 50-80	Football, Computer Lab, Cheerleading,
Oct. 01 - Oct. 31	approx. 50-80	Football, Cheerleading, Youth Recreation, Haunted House
Nov. 01 - Nov. 30	approx. 50-80	Football, Cheerleading, Youth Recreation, Tutorial
Dec. 01, - Dec. 31	approx. 50-80	Youth Recreation, Comp. Lab,

**** Youth Recreation consist of: Table Tennis, Badminton, Foosball, Video on TV, Air Hockey, board games during bad weather days indoor activities will initiate for that specific day..

Schedule of Activity

Subrecipient hereby agrees to perform services as outlined in Exhibit A. The following is the proposed calendar/schedule of activity for the 12 month program contract.

Month	# of Beneficiaries	Services
Feb. 01	50-80	computer lab, tutorial, Youth Recreation, Dance/Ballet
Mar. 01	100-120	Cheerleading, Baseball, Basketball, tutorial, Martial
Apr. 01	100-120	Cheerleading, Baseball, Basketball, tutorial, Martial Cake Decor for Kids,
May. 01	100-130	Cheerleading, Baseball, Softball, Basketball, Martial Arts & Crafts, Computers
June. 01	100-130	Baseball, Softball, Computer Lab, Arts & Crafts
July. 01	100-130	Baseball, Softball, Computer Lab, Arts & Crafts
Aug. 01	50-80	Softball, Computer Lab,
Sept. 01	50-80	Football, Computer Lab, Cheerleading
Oct. 01	50-80	Football, Cheerleading, Youth Recreation,
Nov. 01	50-80	Football, Cheerleading, Youth Recreation, tutorial
Dec. 01	50-80	Youth Recreation, Computer Lab,
Jan. 01	30-50	Youth Recreation, Computer Lab,

* Youth Recreation consist of: Ping-Pong, Table Tennis, Video TV, Badminton, Foosball and any indoor activity.