

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

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# City of Brenham

## PHA Plan

5-Year Plan for Fiscal Years 2000-2004

Annual Plan for Fiscal Year 2001

Development Services

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JC Housing and Urban



# 5-YEAR PLAN

## CITY OF BRENHAM 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: (state mission here)**

**The City of Brenham Section 8 Housing Mission Statement is: "To assist families in attaining self-sufficiency through the provision of decent, safe, and affordable housing and improved accessibility to other supportive services, with an emphasis on providing assistance with respect, consistency, public trust, and quality customer service".**

### **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 1: Increase the availability of decent, safe, and affordable housing.**

- City of Brenham Goal 1: Expand the supply of assisted housing.**

#### **Objectives:**

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:**
- Acquire or build units or developments

- Other (list below)**
  1. Apply for additional rental vouchers as necessary to meet the identified need.
  2. Support the efforts of other entities to acquire, develop, or redevelop affordable housing units.
  3. Reduce assisted housing vacancies.

**City of Brenham Goal 2: Improve the quality of assisted housing.**

**Objectives:**

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)**
- Increase customer satisfaction:**
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)**
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)**
  1. Provide replacement vouchers when necessary to meet identified need.

**City of Brenham Goal 3: Increase assisted housing choices.**

**Objectives:**

- Provide voucher mobility counseling:**
- Conduct outreach efforts to potential voucher landlords**
- Increase voucher payment standards**
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)**
  1. Research the feasibility of implementing a Voucher Homeownership Program.
  2. Create positive public awareness through the expansion of family, owner, and community support of City of Brenham's mission.
  3. Increase customer satisfaction.

**HUD Strategic Goal 2: Improve community quality of life and economic vitality.**

**☒ City of Brenham Goal 4: 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)**
  - 1. Implement measures to deconcentrate poverty by bringing higher income assisted housing households into lower income developments.**
  - 2. Establish and utilize an Advisory Committee.**
  - 3. Support the development of units or buildings for special need resident groups.**

**HUD Strategic Goal 3: Promote self-sufficiency and asset development of families and individuals.**

**☒ City of Brenham Goal 5: 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 assisted recipients' employability:**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)**
  - 1. Provide or attract supportive services to increase independence for the elderly or families with disabilities, and other special need households.**

**HUD Strategic Goal 4: Ensure Equal Opportunity in Housing for all Americans.**

**☒ City of Brenham Goal 6: Ensure equal opportunity and affirmatively further fair housing.**

**Objectives:**

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)**
  - 1. Commit to and implement affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.**
  - 2. Commit to and implement 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.**
  - 3. Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.**
  - 4. Create positive public awareness though the expansion of family, owner, and community support of City of Brenham’s mission.**

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

**Strategic Goal 5 and City of Brenham Strategic Goal 7: To attain and maintain a high level of standards and professionalism in the day-to-day management of all program components.**

**Objectives:**

- a. Commit and adhere to a policy of excellent and quality customer service, consistency, and the recognition of diversity in the provision of assistance.**

- b. Identify and recognize customers to include tenants, landlords, staff/co-workers, HUD, the community, neighborhoods, and external colleagues.
- c. Provide adequate and effective on-going staff training and education.
- d. Commit and adhere to a policy of family confidentiality and family respect.

**See Attachment B for further details regarding City of Brenham's 1-year and 5-year goals, including a description of the Strategy, Investment Plan, Potential Resources, Agency/Partner Involvement, Target Population, Projected 1-Year Outcomes, and Projected 5-Year Outcomes.**

# Annual PHA Plan

## PHA Fiscal Year 2001

[24 CFR Part 903.7]

### **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

Standard Plan

#### **Streamlined Plan:**

- High Performing PHA  
 Small Agency (<250 Public Housing Units)  
 Administering Section 8 Only

Troubled Agency Plan

### **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**The City of Brenham 2001 Annual Plan is the one-year action plan that describes how the rental needs of very-low income households will be identified and met. The plan was developed in consideration of the U. S. Department of Housing and Urban Development's regulations regarding Section 8 Housing Choice Voucher Program, and the Consolidated Plans of the State of Texas. The City of Brenham has elected to utilize the HUD-supplied template Form 50075. Parts of the template that do not apply to the programs have been indicated in red as N/A.**

**The development process for the plans consisted of a citizen and consultant review of current administrative policies; gathering of information regarding affordable housing needs of low-income households; and review of housing market data and statistics. This was followed by a series of public hearings held on June 13, 2001, and July 17, 2001, with a public hearing and review of the proposed plan by the Board on July 11, 2001. Public comments on the plan were accepted until July 17, 2001. The reviews consisted of receiving comment on the proposed goals and objectives for the Section 8 Program, in addition to a review of the current administrative operating policies. As a result of the comments received during the plan development process, the existing Housing Mission Statement was approved, and local goals and objectives were developed, with an emphasis being given to 1) the attainment of self-sufficiency; 2) the provision of decent, safe, and affordable housing; and 3) an emphasis on quality customer service.**

### iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

#### Table of Contents

	<u>Page #</u>
<b>Annual Plan</b>	
<b>i. Executive Summary</b>	<b>1</b>
<b>ii. Table of Contents</b>	
<b>1. Housing Needs</b>	<b>5-13</b>
<b>2. Financial Resources</b>	<b>13-14</b>
<b>3. Policies on Eligibility, Selection and Admissions</b>	<b>20-24</b>
<b>4. Rent Determination Policies</b>	<b>24-27</b>
<b>5. Operations and Management Policies</b>	<b>28-29</b>
<b>6. Grievance Procedures</b>	<b>29-30</b>
7. Capital Improvement Needs	N/A
8. Demolition and Disposition	N/A
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
<b>11. Homeownership</b>	<b>36</b>
<b>12. Community Service Programs</b>	<b>37-40</b>
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
<b>15. Civil Rights Certifications (included with PHA Plan Certifications)</b>	<b>43</b>
<b>16. Audit</b>	<b>43</b>
17. Asset Management	N/A
<b>18. Other Information</b>	<b>43-45</b>

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

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

**Other (List below, providing each attachment name)**

**Attachment A: Citizen Comments**

**Attachment B: Housing Mission Statement and City of Brenham Goals and Objectives**

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes – in Section 8 Administrative Plan	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
Yes	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
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes-in Section 8 Administrative Plan	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>Yes</b>	<b>Section 8 rent determination (payment standard) policies</b> <input checked="" type="checkbox"/> <b>check here if included in Section 8 Administrative Plan</b>	<b>Annual Plan: Rent Determination</b>
N/A	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
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>Yes</b>	<b>Section 8 informal review and hearing procedures</b> <input checked="" type="checkbox"/> <b>check here if included in Section 8 Administrative Plan</b>	<b>Annual Plan: Grievance Procedures</b>
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>N/A (need for program is</b>	<b>Policies governing any Section 8 Homeownership program</b>	<b>Annual Plan: Homeownership</b>

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>being reviewed)</b>	<input type="checkbox"/> <b>check here if included in the Section 8 Administrative Plan</b>	
<b>Yes</b>	<b>Any cooperative agreement between the PHA and the TANF agency</b>	<b>Annual Plan: Community Service &amp; Self-Sufficiency</b>
<b>Yes</b>	<b>FSS Action Plan/s for public housing and/or Section 8</b>	<b>Annual Plan: Community Service &amp; Self-Sufficiency</b>
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>Yes</b>	<b>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</b>	<b>Annual Plan: Annual Audit</b>
N/A	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**

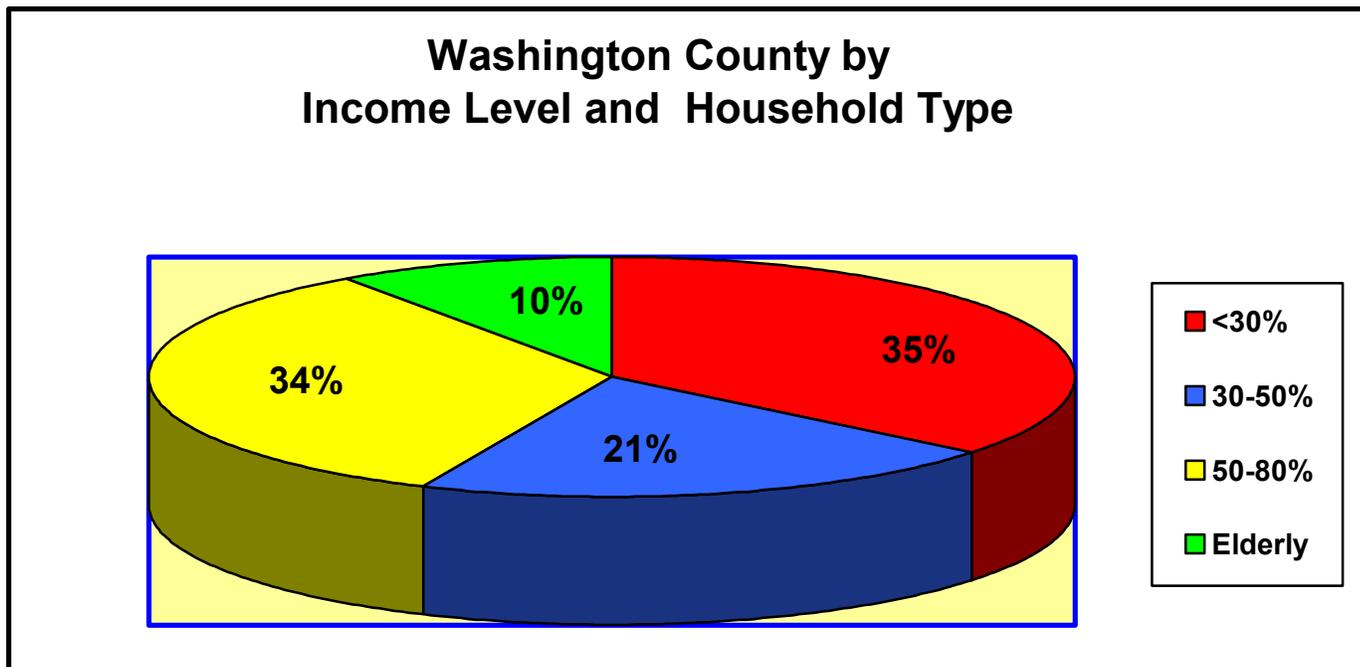
Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter 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.

**Washington County is a rural county located in southeastern Texas with a 2000 population of 30,373 and a population density of 49.9 persons per square mile (compared to the state and national rate of 79.6). More than 15.5% of the population have incomes below poverty, compared to the national poverty rate of 13.3%. In 2000, there were an estimated 13,241 housing units, with a homeownership rate of 73.5%. This high rate of homeownership indicates that there are limited numbers of rental units available. With the presence of Blinn College, these rental units are often made leased to students at inflated rental rates. In 1999, only 61 housing units were permitted for new construction, with the majority of these units being owner-occupied. Data from the 1990 Census indicated more than 2,000 vacant housing units. A significant number of these units could be expected to be dilapidated and abandoned housing units.**

DATA	WASHINGTON COUNTY	STATE OF TEXAS	UNITED STATES
Population change 1990-2000	16.1%	22.8%	13.1%
Persons over age 65	16.9%	9.9%	12.4%
White	74.7%	71%	75.1%
Black	18.7%	11.5%	12.3%
Hispanic origin	8.7%	32%	12.5%
Homeownership rate	73.5%	63.8%	66.2%
Children below poverty	21.7%	23.6%	19.9%
Median Household income – 1997	\$32,973	\$34,478	\$38,411

Source: FedStats 2000 Census data, unless indicated otherwise

The source of information contained in the following tables is the 1995 CHAS Databook for Washington County. Separate information for the City of Brenham is not available.



### Housing Needs of Families in the Jurisdiction by Family Type Washington County

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location

**Housing Needs of Families in the Jurisdiction  
by Family Type  
Washington County**

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1,728	5	5	5	5	2	3
Income >30% but <=50% of AMI	1,008	5	5	5	5	2	3
Income >50% but <80% of AMI	1,627	5	4	4	4	2	2
Elderly	466	5	5	5	5	2	5
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

- Consolidated Plan of the Jurisdiction/s**  
Indicate year: **2000-2004**  
State of Texas
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset**
- American Housing Survey data**  
Indicate year: **1999**
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)**
  - 1. U.S. Census data: 1990, 1995, 1997, 2000**
  - 2. FedStats, MapStats**
  - 3. Brazos Valley Needs Assessment – Spring, 2000 – Public Management Associates;**
  - 4. Brazos Valley Council of Governments 1990 Census Demographic Data**

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

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

**Housing Needs of Families on the Waiting List**  
**(waiting list includes applicants for Washington County only)**  
**As of July 16, 2001**

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
<b>Waiting list total</b>	<b>102</b>		<b>12</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>87</b>	<b>85%</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>15</b>	<b>15%</b>	
<b>Low income (&gt;50% but &lt;80% AMI)</b>	<b>0</b>	<b>0</b>	
<b>Families with children</b>	<b>90</b>	<b>88%</b>	
<b>Elderly families</b>	<b>6</b>	<b>6%</b>	
<b>Families with Disabilities</b>	<b>6</b>	<b>6%</b>	
<b>Race/ethnicity – White</b>	<b>40</b>	<b>39%</b>	
<b>Race/ethnicity – Black</b>	<b>62</b>	<b>61%</b>	
<b>Race/ethnicity – Hispanic</b>	<b>17</b>	<b>17%</b>	
<b>Race/ethnicity – Non- Hispanic</b>	<b>85</b>	<b>83%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

**Housing Needs of Families on the Waiting List**  
**(waiting list includes applicants for Washington County only)**  
**As of July 16, 2001**

**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

**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)**
  - a. Identify affordable housing needs.**

- b. Leverage private or other public funds to create additional affordable housing opportunities.
- c. Mitigate health and safety issues by providing referrals of substandard units needing renovation to appropriate agencies and education regarding lead paint hazards.
- d. Actively participate in Project Unity and Community Partnership Board activities and projects.
- e. Complete marketing events to create positive public awareness.
- f. Establish Advisory Committee consisting of tenants, landlords, and other professionals to increase customer satisfaction.
- g. Conduct two information meetings with participating and prospective landlords.
- h. Increase customer satisfaction.
- i. Improve Voucher Management (SEMAP Score)
- j. Concentrate on efforts to improve specific management functions.
- k. Improve community quality of life and economic vitality.
- l. Attain and maintain a high level of standards and professionalism in the day-to-day management of all program components.

**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)**
  - a. Leverage private or other public funds to create additional affordable housing opportunities.
  - b. Support the efforts of other entities to acquire, develop, or re-develop affordable housing units.
  - c. Reduce assisted housing voucher vacancies.
  - d. Increase customer satisfaction.
  - e. Improve Voucher Management (SEMAP Score).
  - f. Provide Replacement Vouchers when necessary to meet identified need.
  - g. Provide Voucher mobility counseling.
  - h. Conduct outreach efforts to potential voucher landlords.
  - i. Increase Voucher Payment Standards.
  - j. Research the feasibility of implementing a Voucher Homeownership Program.
  - k. Creative positive awareness through the expansion of family, owner, and community support of City of Brenham's mission.
  - l. Attain and maintain a high level of standards and professionalism in the day-to-day management of all program components.

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

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

Select all that apply

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

**Other: (list below)**

- 1. Review and revise as needed the policies and procedures in the Administrative Plan to encourage families to attain self-sufficiency and self-improvement.**
- 2. Partner with local non-profit organizations providing workforce services.**
- 3. Support the development of units or buildings for special need resident groups.**
- 4. Promote self-sufficiency and asset development of families.**

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

**Other: (list below)**

- 1. Review and revise as needed the policies and procedures in the Administrative Plan to encourage families to attain self-sufficiency and self-improvement.**
- 2. Partner with local non-profit organizations providing workforce services.**
- 3. Support the development of units or buildings for special need resident groups.**
- 4. Promote self-sufficiency and asset development of families.**

**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)**

- 1. Provide or attract supportive services to increase independence for the elderly or families with disabilities, and other special needs populations.**

2. **Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.**
3. **Support the development of units or buildings for special need resident groups.**

**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)**
  1. **Provide or attract supportive services to increase independence for the elderly or families with disabilities, and other special needs populations.**
  2. **Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.**
  3. **Support the development of units or buildings for special need resident groups.**

**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)**
  1. **Revise Administrative Plan to include definition of disproportionate needs to be “a disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole”.**

**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)**
  - a. **Commit to and implement affirmative measures to ensure access to assisted housing, and provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.**
  - b. **Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities and regardless of unit size.**
  - c. **Creative positive awareness through the expansion of family, owner, and community support of City of Brenham’s mission.**

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

**See Attachment B for complete details regarding 5-year and 1-year goals, objectives, and strategic action plans.**

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>	<b>\$328,099</b>	
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
<b>e) Annual Contributions for Section 8 Tenant-Based Assistance</b>	<b>\$328,099</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self- Sufficiency Grants	N/A	
h) Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$0	
3. Public Housing Dwelling Rental Income	N/A	
4. Other income (list below)		
4. Non-federal sources (list below)		
<b>Total resources</b>	<b>\$328,099</b>	

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

[24 CFR Part 903.79(c)]

**The next section does not apply to the City of Brenham. Please go to Section 3(B) on Page 19.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If yes, how many lists?

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

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

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

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

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

- a. Income targeting:

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

- b. Transfer policies:

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

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

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

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

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists  
If selected, list targeted developments below:
  - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
  - Actions to improve the marketability of certain developments
  - Adoption or adjustment of ceiling rents for certain developments
  - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
  - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
  - List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
  - List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation**
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)**
  1. **Review and screening of previous Section 8 assistance history to determine previous violations of Family Obligations.**
  2. **Review and determination of unpaid debts owed to this and any other PHA.**
- Other (list below)**
  1. **City of Brenham will utilize a private consultant firm to do a criminal background check of applicants and participating families.**

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)**
  1. **Upon request, City of Brenham will provide landlords with a list of previous Section 8 landlords.**

### (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)

1. Applications will be mailed to applicants upon request. Applications may be returned by mail.

**(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:

The Administration Plan, Chapter 8, contains the details regarding extensions.

Generally, requests for extensions will be granted as follows:

1. City of Brenham will extend the term up to 120 days for families with disabled members.
2. A 60-day extension is permissible in extenuating emergency-type circumstances, if the family has made a reasonable effort to locate a unit, or if the vacancy rate for rental housing in the jurisdiction is less than 25%.

**(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)

**The next section does not apply to the City of Brenham. Please go to Section 3(B)(4)b(5) on Page 23.**

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

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

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

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

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

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

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

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

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)  
1. Family Unification Program  
2. Section 8 Administrative Plan

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

- Through published notices  
 Other (list below)  
1. City of Brenham will utilize Public Service Announcements offered by radio and television stations, news articles in local newspapers, and announcements/presentation

made to non-profit agencies participating in Project Unity's Community Partnership Board.

#### 4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

**The next section does not apply to the City of Brenham. Please go to Section 4(B) on Page 26.**

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

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

**(2) Flat Rents**

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)**
- At or above 90% but below 100% of FMR
  - 100% of FMR**

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

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

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

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

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

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

- Annually**
- Other (list below)

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

- Success rates of assisted families**
- Rent burdens of assisted families**
- Other (list below)**
  1. **Availability of standard affordable housing as determined by Housing market surveys and data in local Consolidated Plans;**
  2. **Number/percentage of Housing Voucher vacancies;**

## (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)

- Organization charts showing the PHA's management structure and organization are attached.
- A brief description of the management structure and organization of the PHA follows: Management for the program is provided by an Executive Director/Manager, Case Manager, and Inspector.**

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning October 1, 2000</b>	<b>Expected Turnover</b>
Public Housing	NA	NA
<b>Section 8 Vouchers</b>	<b>44 (82 allocated)</b>	<b>12</b>
<b>Section 8 Certificates</b>	<b>2</b>	<b>0</b>
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)		

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

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description

of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

**The next section does not apply to the City of Brenham. Please go to C(2) below on Page 28.**

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

**(2) Section 8 Management: (list below)**

**a. Section 8 Administrative Plan.**

**b. City of Brenham fiscal policies as described in the BVCOG Administrative Fiscal and Operating Policies and Procedures.**

**c. City of Brenham policies as described in the BVCOG Personnel Policies.**

**d. HUD's Housing Quality Standards Manual**

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**The next section does not apply to the City of Brenham. Please go to Section 6(B) below on Page 29.**

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

**PHA main administrative office**

Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 35.**

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

## **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.

**The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 35.**

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

**The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 35.**

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

**The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 35.**

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

**The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 35.**

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

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

**2. Activity Description**

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

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

(date submitted or approved: \_\_\_\_\_ )

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)]

**The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 35.**

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:

2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

**During this year, the City of Brenham will continue the review for the need for this program and will make appropriate adjustments to the Administrative Plan as necessary.**

**The next section does not apply to the City of Brenham. Please go below to Section 12 on Page 36.**

### 2. Program Description:

#### a. Size of Program

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

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

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

more than 100 participants

b. PHA established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### **1. Cooperative agreements:**

Yes  No: Has the PHA 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?

**A Cooperative Agreement with the local Texas Department of Human Resources for BVCOG's Family Unification Program was signed on June 28, 1996. This agreement, while it does not specifically include the City of Brenham as a separate entity, was and is intended to be utilized and available for all participants in BVCOG's programs, including participants in the City of Brenham program, which the BVCOG administers. The local TANF agency also serves the Washington County (including the City of Brenham) region. All services described in this agreement are made available to all City of Brenham applicants and participants.**

#### **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)

- 1. Promote self-sufficiency of mutual clients through the integration of training and work development programs and joint planning at the local level.**
- 2. Coordinate resources and programs for a more streamlined and efficient delivery of services.**
- 3. Identify and resolve barriers to coordination.**
- 4. Promote the development of common data systems to track progress.**
- 5. Engage in joint case management for mutual clients as appropriate.**

6. Participate actively in workgroups, advisory, and/or planning activities.

**Other Efforts for Self-Sufficiency:**

- 1. Active participant in Project Unity and the Community Partnership Board, a collaborative group of 80+ social service providers, that focus on a continuum of care approach to helping families attain self-sufficiency;
- 2. City of Brenham, through BVCOG, is an active participant and member of the Brazos Valley Workforce Development Board.

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

**(1) General**

**a. Self-Sufficiency Policies**

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies**
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)
  - a. BVCOG’s 2000 Annual Plan contains plans to conduct and complete a review of the Section 8 Administrative Plan with an emphasis given to policies encouraging self-sufficiency.

**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 followig table; if “no” skip to sub -component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )**

The following programs are promoted, provided, or supported by BVCOG and are available via contract to participants of the City of Brenham's Section 8 Housing Program.

<b>Services and Programs</b>				
<i>Program Name &amp; Description</i> (including location, if appropriate)	<i>Estimated Size</i>	<i>Allocation Method</i> (waiting list/random selection/specific criteria/other)	<i>Access</i> (development office / PHA main office / other provider name)	<i>Eligibility</i> (public housing or section 8 participants or both)
<b>Brazos Valley Workforce Development Board</b>	<b>7 I&amp;R Workforce Center Offices providing comprehensive core services to under/unemployed persons</b>	<b>Specific Criteria</b>	<b>Brazos Valley Workforce Center sites</b>	<b>Both, not limited to housing recipients</b>
<b>Brazos Valley Affordable Housing Corporation</b>	<b>27 low-income homebuyers</b>	<b>Specific Criteria: Low-income homebuyers</b>	<b>BVCOG Main Office, mail</b>	<b>Both, not limited to housing recipients</b>
<b>Project Unity</b>	<b>1,746 unduplicated families; 34,604 duplicated family contacts</b>	<b>Low income and special need individuals and families</b>	<b>Project Unity offices</b>	<b>Both, not limited to housing recipients</b>
<b>Texas One</b>	<b>Not operational yet</b>	<b>Other: I&amp;R services available to public; client tracking/referral to member agencies</b>	<b>Internet access through a member agency</b>	<b>Families and individuals seeking public services</b>

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

**a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: 9-1-2000)</b>
Public Housing	N/A	N/A
Section 8	0	0

**The City of Brenham does not administer a FSS program. Applicants and participants from the City of Brenham are eligible to apply and participate in the FSS program provided through BVCOG.**

- 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

**The next section does not apply to the City of Brenham. Please go to Section 15 on Page 42.**

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.

**The next section does not apply to the City of Brenham. Please go to Section 15 on Page 42.**

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

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

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

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

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

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

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

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**The next section does not apply to the City of Brenham. Please go below to Section 15 on Page 42.**

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

**The next section does not apply to the City of Brenham. Please go to Section 18 below on Page 43.**

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

As a part of the development process of these plans, the City of Brenham proceeded with the formation of a Resident Advisory Board. Additionally, input from residents were solicited and received in September, 2000, January, 2001, June 13, 2001, and July 11 and 17, 2001. Residents were also provided with an opportunity to review and provide comments regarding the goals and objectives contained in these plans. The City of Brenham will continue in efforts to create and maintain an effective and active Resident Advisory Board.

**2. If yes, the comments are: (if comments were received, the PHA MUST select one)**

Attached at Attachment A (File name)

Provided below:

**3. In what manner did the PHA address those comments? (select all that apply)**

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

**Other: (list below)**

**1. The 2000 Annual Plan includes a review and possible revisions of the existing Administrative Plan and existing policies to determine consistency with stated goals and objectives. The 2001 Advisory Committee expressed agreement with the need to have on-going reviews of the PHA's policies.**

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

**The next section does not apply to the City of Brenham. Please go to Section 18(c) on Page 46.**

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

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

**3. Description of Resident Election Process**

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

**b. Eligible candidates: (select one)**

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

c. Eligible voters: (select all that apply)

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

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

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

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

**State of Texas**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.**
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.**
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.**
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)**
  - a. All activities to be undertaken by the City of Brenham in the coming year are consistent with and complimentary to the initiatives contained in the Consolidated Plan of the State of Texas.**
- Other: (list below)

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

- a. The State of Texas Consolidated Plan includes the following goals and objectives that supports the City of Brenham’s plans:**
  - 1. Goal 1: To increase and preserve the availability of safe, decent, and affordable housing for very low, low and moderate income persons and families.**
  - 2. Goal 2: To better Texas communities by supporting community and economic development and by helping local governments to become more effective.**

3. **Goal 3: To improve living conditions for the poor and homeless and reduce the cost of home energy for very low income Texans.**

**D. Other Information Required by HUD**

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

## Attachments

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

Attachment A: Public Comments

Attachment B: Housing Mission Statement and City of Brenham Goals and Objectives

## Attachment A

### Citizen Comments Resident Advisory Board Participants January 18, 2001

A group of 21 Section 8 residents were invited to participate in the formation of a Resident Advisory Board. This group consisted of 5 Caucasian, 8 African American, and 8 Hispanic families. Comments and input were received from 12 families (2 Caucasian, 6 African American, and 4 Hispanic). The focus was to provide information regarding the development process of the PHA plans, and to receive comments regarding the goals and objectives to be accomplished. Additionally, commitments were sought from participants regarding their continued participation in a Resident Advisory Board.

Comments received were consistent with prior input from the Focus Group Meeting held in September, 2000, and included:

- BVCOG Program has saved their lives and been a tremendous help to their family.
- It is hard for disabled and elderly families to make all of the meetings. Can you do more by mail?
- It would be helpful to have a bulletin board at the office to post information about education, job opportunities, and child care.
- It is hard to find places to lease to Section 8, probably because other Section 8 tenants have abused and damaged their properties.
- There are an awful lot of meetings.
- My unit passed inspection, but things were broken. I had rats, the kitchen sink leaked, and the shower was broken.
- I called my landlord about the repairs, but it's been 2 weeks, and they haven't done anything. It would help for BVCOG to talk about how to get things in your unit fixed.
- BVCOG should try to handle more things by telephone or mail. Don't always require us to go to the office for one little thing.
- When we go to the office, they point to a little phone and tell us the caseworker's extension number, and then all you get is their voice mail. Why do I have to drive to their office and then use their telephone. I could have done that at my house. You wasted my time and my gas.
- It would be good to provide more information about other programs in the housing meetings.
- Why don't all of the social service programs locate in one building.
- Transportation and child-care are major problems.
- Can you extend your hours past 5:00 or on Saturdays for those who work. I can't keep taking off my job. I'm going to get fired.

**City of Brenham  
Tenant Advisory Committee  
June 13, 2001**

**9:00 a.m.**

**AGENDA**

- I. Introductions
- II. Overview of Purpose of Tenant Advisory Committee
- III. Discussion of Housing Mission Statement
- IV. Discussion of Tenant Advisory Committee's Role
- V. Review of PHA Plans
- VI. Conduct Public Hearing
- VII. Comments
- VIII. Adjourn

Staff Present: Gloria McGowen, Housing Director, Julie Gee, Housing Management Specialist  
Others: Jo Carroll, Consultant, LaNae Garrett, Tonya Taylor, Gloria Marburger (Brenham)

Gloria McGowen opened the meeting with a brief review of HUD's initiative to increase the involvement of tenants and citizens in the management of Section 8 Housing Programs through the formation of tenant advisory committees. Ms. McGowen described the efforts that had been initiated and developed over the past year to encourage participation and comments from tenants, landlords, and the public. She also described the efforts that were being made to provide more information about the housing services through various public events, including the quarterly distribution of a Newsletter and news articles.

Ms. McGowen provided information regarding HUD's requirement that all PHAs formulate five-year and annual plans to describe the program's goals and objectives. Ms. McGowen provided additional information regarding recent changes in the programs based on the development of the 2000 PHA Plan. With the use of a flip chart, Ms. McGowen then reviewed the Housing Mission Statement that had been revised and approved in the 2000 Plan:

**Housing Mission Statement:**

“To assist families in attaining self-sufficiency through the provision of decent, safe, and affordable housing and improved accessibility to other supportive services, with an emphasis on providing assistance with respect, consistency, public trust, and quality customer service.”

Ms. McGowen noted that the underlined statements were the areas that were to be emphasized in the day-to-day operations of the program during the next 5 years.

Ms. McGowen then opened the meeting to a general and open discussion as to what the role of the Tenant Advisory Committee should consist of. She explained that it was important for all members to know what the PHA would expect from them.

**Tenant Advisory Committee's Role is to...**

- Have an Open-minded Attitude – to be a Sounding Board.
- Change Outlook of Tenants and the Public in General toward the Section 8 Program.
- To Encourage Peer Tenant Participation.
- To facilitate Communication between PHA staff, landlords, and tenants.
- To facilitate PHA staff in meeting PHA goals.
- To be a Positive Voice in the Community.
- Be an Advocate for Fair Housing.
- Educate Others about the Section 8 Program.
- Model Positiveness (yard upkeep, cleanliness) to improve Public Opinion of Section 8 Tenants.
- Advocate Training/Education on issues other than housing.
- Review PHA Policies/Plan.
- Share Discussions and Comments in a Confidential Environment.

Ms. McGowen noted that it is just as important for the Tenant Advisory Committee to know what is not expected of them.

**Tenant Advisory Committee's Role is NOT to...**

- Is Not a Governing body for the PHA, but is an advisory group.
- Their role is NOT to set policy or dictate the day-to-day operations of the program.
- Each committee member is NOT a Personal Collector of Complaints or trash.
- Committee Members are NOT expected to be All Knowing about the problems of low-income families or families on Section 8.
- Crucial for Committee Members to NOT Breach Confidentiality.

The Public Hearing was opened. Ms. Carroll, with the use of flip charts, then reviewed the proposed goals and objectives that were included in the PHA's 2001 Annual Plan.

**Strategic Goals:**

*1. Increase the availability of decent, safe and affordable housing.*

Expand the supply  
Improve the quality  
Increase assisted housing choices

*2. Improve community quality of life and economic vitality.*

Provide an improved living environment  
Advisory committee  
Mixed incomes areas

*3. Promote self-sufficiency and asset development of families and individuals.*

Increase employment  
Supportive services for special-need pops.

*4. Ensure Equal Opportunity in Housing*

Affirmative fair housing  
Positive public awareness

*5. To Attain and Maintain a high level of standards of professionalism in the day-to-day management of all program components.*

Excellent and quality customer service  
Identify customers  
On-going staff training  
Policy of family confidentiality and family respect

The meeting was then open to receive comments and input regarding the proposed goals and objectives:

**Comments:**

- Some people and staff have closed minds about families who receive Section 8.
- Great Need for Community Education.
- There is a large amount of fear of program.
- -By landlords – who are afraid of the federal rules.
- -Cost of repairs – there is a perception that Section 8 families destroy properties.
- -By Tenants: Fear of retaliation.
- -From staff – if the staff doesn't like them for some reason, or has an attitude.
- -From landlords – tenants are afraid if they report repairs they will be evicted.
- Need to have on-going surveys-tenants, staff, management to assist with identifying problem areas and developing solutions.
- PHA should Encourage Education.
- Families settle for less than they should (afraid to report need for ordinary repairs because afraid of eviction).
- Help families become more organized – provide HUD folder for papers.
- Need to make sure that everyone knows about the Process for Complaint Resolution.
- Inspections- need to have at least a 3 day notice.
- -Hard for employed tenants to take off work.
- -A 3-day notice is not enough, Need 7-10 day notice.
- -Lack of flexibility in scheduling appointments (especially in rural counties) – staff need to be more considerate of families.
- Need to encourage housing with Special and reasonable accommodations for disabled.
- Fraud – some felt that fraud should be handled on a case-by-case basis. Some said to be stern about it because the families that fraud are breaking the law.
- PHA needs to do random record checks on tenants.
- PHA needs to check criminal record on applicants (drug/sex of offenders).
- Require landlords to report fraud, check condition of units, and who is living there.
- PHA staff need to be more consistent.
- If a Family owes dollars to PHA, they should not be allowed to move, and should be reported to the government or IRS.
- PHA should do more education about paying “fair share of rent”.

The public hearing was closed after all comments were received.

The Committee discussed the frequency of the meeting schedule and decided to meet quarterly. The Committee also approved Ms. McGowen's suggestion that the PHA should pay for mileage and transportation costs for committee members that live in the rural counties.

The meeting adjourned.

**City of Brenham PHA  
Public Hearing  
July 17, 2001  
1:30 p.m.**

**AGENDA**

- IX. Introductions
- X. Conduct Public Hearing
- XI. Discussion of Housing Mission Statement
- XII. Review of PHA Plans
- XIII. Comments
- XIV. Close Public Hearing
- XV. Adjourn

Jo Carroll opened the public hearing by explaining the need and purpose of the public hearing and the PHA 5-year and 1-year Annual Plans. She briefly reviewed the goals and objectives included in the 5-year and plan and reviewed the proposed goals and objectives that were included in the PHA's 2001 Annual Plan. Ms. Carroll provided information regarding HUD's requirement that all PHAs formulate five-year and annual plans to describe the program's goals and objectives. She provided additional information regarding recent changes in the programs based on the development of the 2000 PHA Plan. Ms. Carroll restated the Housing Mission Statement that had been revised and approved in the 2000 Plan:

Ms. Carroll then gave a brief review of HUD's initiative to increase the involvement of tenants and citizens in the management of Section 8 Housing Programs through the formation of tenant advisory committees. Ms. Carroll described the efforts that had been initiated and developed over the past year to encourage participation and comments from tenants, landlords, and the public. She also described the efforts that were being made to provide more information about the housing services through various public events, including the quarterly distribution of a Newsletter and news articles.

**Housing Mission Statement:**

“To assist families in attaining self-sufficiency through the provision of decent, safe, and affordable housing and improved accessibility to other supportive services, with an emphasis on providing assistance with respect, consistency, public trust, and quality customer service.”

*1. Increase the availability of decent, safe and affordable housing.*

Expand the supply and Improve the quality of the housing  
Increase assisted housing choices

*2. Improve community quality of life and economic vitality.*

Provide an improved living environment  
Advisory committee  
Mixed incomes areas

*3. Promote self-sufficiency and asset development of families and individuals.*

Increase employment  
Supportive services for special-need pops.

*4. Ensure Equal Opportunity in Housing*

Affirmative fair housing  
Positive public awareness

*5. To Attain and Maintain a high level of standards of professionalism in the day-to-day management of all program components.*

Excellent and quality customer service  
Identify customers  
On-going staff training  
Policy of family confidentiality and family respect

Ms. Carroll then opened the meeting to a general and open discussion to receive comments about the proposed goals and objectives of the program.

**Comments:**

- Information was requested regarding the PHA's progress towards meeting the goals and objectives included in last year's (2000) plan. It was noted that the 2000 Action Plan contained good proposed activities and was interested in hearing how things had worked out.
- Information was requested regarding the formation and development of the Tenant/Landlord Advisory Committee and the Resident Advisory Committee. It was noted that these were two very important groups that needed to have a consistent method of communicating with the PHA and staff.
- It was stated that the quarterly newsletter was an excellent forum and had been utilized very well to communicate and share information with the public, tenant, and landlords.
- The PHA still needed to do additional work to change outlook of public and tenants toward the Section 8 Program.
- The PHA needed to continue efforts to facilitate Communication between PHA staff, landlords, and tenants.
- The PHA was doing a very good job about sharing information about Fair Housing and should continue to do that regularly.
- The PHA needs to continue to educate others about the Section 8 Program.
- It was noted that the Tenant Advisory Committee could be used as a form to model positiveness (yard upkeep, cleanliness) to improve public opinion of Section 8 tenants.
- It was noted that the Tenant Advisory Committee could also act as mentors to others seeking rental assistance.
- It was noted that an on-going review of the PHA policies would be beneficial.
- It was noted that tenants still complain to other agencies about the need for extended hours of operation (before 8:00 a.m., after 5:00 p.m. and on Saturdays) to facilitate those tenants that work to participate in meetings or bring by information without requiring them to take off time from their jobs.
- It was noted that some tenants and landlords still talk about having a large amount of fear of program.
  - -By landlords – who are afraid of the federal rules.
  - -Cost of repairs – there is a perception that Section 8 families destroy properties.
  - -By Tenants: Fear of retaliation.
  - -From staff – if the staff doesn't like them for some reason, or has an attitude.
  - -From landlords – tenants are afraid if they report repairs they will be evicted.
- PHA should encourage education about the program and other educational and training opportunities for tenants.
- It was noted that some tenants still have trouble keeping inspection appointments. It was also noted that it is expensive for the PHA when tenants do not keep their inspection appointment without canceling it first.

The public hearing was closed after all comments were received and the meeting adjourned.

## Attachment B

### HUD AND CITY OF BRENHAM HOUSING GOALS AND OBJECTIVES

**Note:** All services and programs will generally be available to all seven counties within the Brazos Valley COG region (Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties) unless otherwise noted.

- BVAHC = Brazos Valley Affordable Housing Corporation (non-profit)
- BVCAA = Brazos Valley Community Action Agency (non-profit)
- THDCA = Texas Department of Housing and Community Affairs
- LIHTC = Low Income Housing Tax Credit Program funds
- CDBG = Community Development Block Grant, federal HUD funds directly available to Bryan and College Station and indirectly to counties through BVCOG
- HOME = HUD Program providing funds for various affordable housing activities
- CHDOs = Community Housing Development Organizations funded through the HOME Program
- Project Unity = Local collaborative organization of non-profit service providers, with 80+ member organizations
- CPB = Community Partnership Board = collaborative partnership of Project Unity member organizations
- I&R = Comprehensive internet-access Information and Referral services offered by United Way of the Brazos Valley
- Texas One = On-line client referral and tracking system of member non-profit organizations formed by BVCOG
- LI = Low Income
- FMR = Fair Market Rents (determined by HUD)

*HUD Strategic Goal 1: Increase the availability of decent, safe, and affordable housing.*

*City of Brenham Goal 1: Expand the supply of assisted housing.*

Strategy	Investment Plan	Potential Resources	Potential Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Apply for additional rental vouchers as necessary to meet the identified need	1) Continued and improved administration of Section 8 Rental Programs; 2) Identify affordable housing needs	HUD Section 8 Housing Choice Voucher Program	BVCOG Brazos Valley Region county governments; Cities of Bryan, College Station, Brenham, TDHCA	Eligible households earning less than 50% of median income	Research and identify affordable housing needs	Annual reevaluation of affordable housing needs
Leverage private or other public funds to	Partner with or provide support to	HUD Section 8 Housing Choice	BVCOG, BVAHC, MH-MR, Twin City	Eligible households	1) Research and identify affordable	1) 5 affordable housing units developed or

create additional affordable housing opportunities	other entities providing affordable housing services	Voucher Program, other state/federal and private funds, HOME, LIHTC, CDBG	Mission, Junction 505, LIHTC properties, Cities of Bryan and College Station, TDHCA, landlords, Habitat, developers, Elder-Aid, other non-profit organizations	earning less than 80% of median income	housing needs; 2) Identify potential resources and partners; 3) Provide or support other entities to provide housing counseling to 100 LI households; 4) Partner with other housing providers to coordinate services and management issues	redeveloped; 2) Counseling provided to 500 LI households
Support the efforts of other entities to acquire, develop, or redevelop affordable housing units	Partner with or provide support to other entities providing affordable housing activities	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, HOME, LIHTC, CDBG, private funds	Non-profit organizations, MH-MR, Twin City Mission, Junction 505, ElderAid, CHDOs; BVAHC, BVCAA, Habitat, Cities of Bryan and College Station, TDHCA, developers, landlords	Eligible households earning less than 80% of median income	1) Provide referrals of substandard units needing renovation; 2) Provide referrals of potential tenants; 3) Distribute information to 100 LI households; 4) Provide data and letters of support as appropriate for developers of LI housing; 5) Actively participate in Project Unity and Community Partnership Board activities to ensure coordination and avoid duplication; 6) Actively participate in Consolidated Plan process to ensure coordination; 7) Partner with other housing providers to coordinate services and management issues	1) 5 affordable housing units developed or redeveloped; 2) Counseling provided to 500 LI households; Participate in 15 CPB meetings
Reduce assisted housing voucher vacancies	1) Continued and improved	HUD Section 8 Housing Choice	Non-profit organizations,	Eligible households	1) Complete 2 media marketing events; 2)	1) Conduct 15 media marketing events; 2)

	administration of Section 8 Rental Programs; 2) Increase accessibility to housing programs and housing units; 3) Increase emphasis on fulfilling Family Obligations	Voucher Program, other state/federal funds, HOME, LIHTC, CDBG, private funds	landlords, media, tenants, Cities of Bryan and College Station, Project Unity, Community Partnership Board, United Way Information and Referral Services, Texas One	earning less than 50% of median income	Conduct 2 landlord meetings; 3) Participate in 3 CPB meetings; 4) Complete review of policies to encourage stabilization; 5) Seek funds for utility and security deposits; 6) Initiate efforts to increase accessibility to services; 7) Initiate efforts to raise FMRs; 8) Initiate measures to effectively screen applicants to increase landlord acceptance of program; 9) Continue quarterly newsletter "Connections"; 10) Implement effective computer data entry and client tracking software	Conduct 20 landlord meetings; 3) Participate in 15 CPB meetings; 4) Distribute quarterly newsletter "Connections"; 5) Maintain effective computer data entry and client tracking software
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*City of Brenham Goal 2: Improve the quality of assisted housing.*

Strategy	Investment Plan	Potential Resources	Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Improve Voucher Management (SEMAP Score)	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, landlords	Eligible households earning less than 50% of median income	1) Achieve and maintain "Standard" score on SEMAP; 2) Conduct annual internal program audits; 3) Partner with other housing providers to coordinate services and management issues; 4) Implement effective computer data entry and client tracking software;	1) Implement policies and procedures to improve administrative performance; 2) Achieve and Maintain "High Performing" score on SEMAP; 3) Conduct 5 annual internal program audits

					5) Implement corrective procedures for Form 50058	
Increase Customer Satisfaction	Continued and improved administration of Section 8 Rental Programs; review policies to increase emphasis on customer service	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	BVCOG Staff, HUD, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, Texas One, United Way I&R, Project Unity; consultants, landlords, tenants, media	Tenants, landlords, HUD, staff, community, neighbor-hoods, colleagues	1) Complete review of administrative policies; 2) Identify and revise policies that create barriers; 3) Complete quarterly staff education/training; 4) Continue Advisory Committee; 5) Conduct public meeting; 6) Design Tenant and Landlord Education programs; 7) Initiate efforts to increase FMRs; 8) Assist families in locating units outside of LI areas; 9) Actively market program to landlords with units outside of LI areas; 10) Research feasibility of increasing accessibility to services by extending hours/day of operation; 11) Review minimum qualifications for BVCOG staff positions; 12) Continue quarterly newsletter "Connections"; 13) Continue as active Texas One partner; 14) Actively participate in Project Unity and CPB activities; 15) Develop	1) Complete annual reviews of policies; 2) Complete 20 staff trainings; 3) Complete 20 Advisory Committee meetings; 4) Conduct 5 annual public meetings; 5) Distribute quarterly newsletter "Connections"; 6) Maintain effective computer data entry and client tracking software

					reference library for tenants and landlords; 16) Partner with other housing providers to coordinate services and management issues; 17) Implement effective computer data entry and client tracking software	
Concentrate on efforts to improve specific management functions	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, Cities of Bryan and College Station, consultants, tenants, landlords	Tenants, landlords, HUD, staff, community, neighbor-hoods, colleagues	1) Implement revised administrative policies; 2) Initiate and maintain policies to improve consistency in unit inspections; 3) Initiate and maintain process to ensure appropriate administrative expenditure ratios; 4) Conduct annual internal program audits; 5) Partner with other housing providers to coordinate services and management issues; 6) Implement effective computer data entry and client tracking software; 7) Implement corrective procedures for Form 50058	1) Exceed minimum HUD-required administrative standards and achieve “High Performing PHA” ranking; 2) Maintain effective computer data entry and client tracking software
Provide Replacement Vouchers when necessary to meet identified need	Apply to HUD for additional replacement vouchers as needed	Section 8 Housing Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG county governments; Cities of Bryan, Brenham, College Station, TDHCA	Eligible households earning less than 50% of median income	Identify need for replacement vouchers and seek vouchers if necessary	Seek replacement vouchers as needed and when available

*City of Brenham Goal 3: Increase assisted housing choices.*

Strategy	Investment Plan	Potential Resources	Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Provide Voucher Mobility Counseling	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Programs	BVCOG staff, HUD, landlords, tenants	Eligible households earning less than 50% of median income	1) Conduct 25 applicant briefings; 2) Conduct 50 tenant briefings	1) Conduct 125 applicant briefings; 2) Conduct 250 tenant briefings
Conduct Outreach Efforts to Potential Voucher Landlords	Conduct Outreach Efforts to Potential Voucher Landlords	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG staff, current landlords, media, non-profit organizations, tenants	Single-family and multi-family property owners and managers	1) Complete 2 marketing events; 2) Conduct 2 landlord meetings; 3) Participate in 2 CPB meetings; 4) Continue quarterly newsletter "Connections; 5) Complete review of policies to encourage stabilization; 6) Seek funds for utility & security deposits; 7) Develop reference library for tenants and landlords	1) Complete 15 media marketing events; 2) Conduct 10 landlord meetings; 3) Participate in 15 CPB meetings; 4) Continue quarterly newsletter "Connections; 5) Complete review of policies to encourage stabilization; 6) Seek funds for utility & security deposits
Increase Voucher Payment Standards	1) Continued and improved administration of Section 8 Programs; 2) Gather housing market data to submit to HUD	HUD Section 8 Housing Choice Voucher Programs	HUD, landlords, needs assessments, surveys, housing market statistics, tenants	Eligible households earning less than 50% of median income	1) Gather data regarding the rental housing market and utility costs; 2) Submit data to HUD and request increase in FMRs; 3) Partner with other housing providers to coordinate services and management issues	Annual assessments completed regarding rental housing market and utility costs
Research the feasibility of implementing a Voucher Homeownership Program	Continued and improved administration of Section 8 Rental Programs; Research need and	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station,	Eligible households earning less than 50% of median income	1) Determine need and feasibility of voucher homeowner-ship program; 2) Identify resources for Downpayment	Develop and implement Housing Voucher Homeownership Program if need is identified and resources are available

	feasibility of program	funds	consultants, landlords, Habitat, developers		Assistance	
Create Positive Public Awareness through the expansion of family, owner, and community support of BVCOG's mission and Section 8 Housing Mission	1) Continued and improved administration of Section 8 Rental Programs leading to increased customer satisfaction; 2) Increase Marketing efforts	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private funds	HUD, BVCOG, non-profit organizations, cities, media, landlords, tenants, Habitat	The Public; Eligible households earning less than 80% of median income	1) Complete 2 media marketing events; 2) Review and revise policies to emphasize quality customer service	Complete 15 media marketing events; 2) Complete annual review of policies to emphasize quality customer service
Increase Customer Satisfaction	SEE ABOVE BVCOG GOAL #2, STRATEGY #2 FOR DETAILS					

*HUD Strategic Goal 2: Improve community quality of life and economic vitality.*

*City of Brenham Goal 4: Provide an improved living environment.*

Strategy	Investment Plan	Potential Resources	Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Implement measures to deconcentrate poverty by bringing higher income assisted housing households into lower income developments	Continued and improved administration of Section 8 Rental Programs; Make alternative areas more attractive	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, Habitat, developers, LIHTC	Eligible households earning less than 80% of median income	Identify targeted areas	1) Conduct annual review of targeted areas; 2) Support the development or redevelopment of 5 affordable units in targeted areas
Implement measures to promote income mixing in assisted housing by assuring access for lower income families into higher income developments	Continued and improved administration of Section 8 Rental Programs; Make alternative areas more attractive	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 80% of median income	1) Identify targeted areas; 2) Seek funds for utility and security deposits; 2) Support low-income homebuyer programs	1) Conduct annual review of targeted areas; 2) Seek funds for utility and security deposits; 2) Support low-income homebuyer programs

Implement assisted housing security improvements	Continue unit inspections procedures that emphasize safety and security	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Annual supervisory inspections of 5% of units; 2) Provide information regarding health and safety issues to 100 LI households	1) Annual supervisory inspections of 10% of units; 2) Review and revise lead paint hazard abatement procedures
Establish and utilize an Advisory Committee	Identify potential participants and designate duties for Advisory Committee	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG staff, tenants, past tenants, landlords, public service professionals, consultant/ facilitator	Eligible households earning less than 80% of median income	1) Continue Advisory Committee and identify and define duties; 2) Continue quarterly meetings	Continuation of Advisory Committee that meets monthly or quarterly as needed
Support the development of units or buildings for special need resident groups	Identify special need populations and related housing needs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, tenants, developers	Eligible households earning less than 80% of median income	1) Identify special need populations and related housing needs; 2) Initiate revisions of policies as needed; 3) Initiate special marketing aimed at special-need populations	1) Conduct annual reassessment of special need populations; 2) Revise policies as needed

### HUD Strategic Goal 3: Promote self-sufficiency and asset development of families and individuals.

*City of Brenham Goal 5: Promote self-sufficiency and asset development of assisted households.*

Strategy	Investment Plan	Potential Resources	Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Increase the number and percentage of employed persons in assisted families.	Continued and improved administration of Section 8 Rental Programs, with an emphasis on self-sufficiency	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers, Texas	Eligible households earning less than 50% of median income	1) Identify number and percentage of employed persons in current assisted households; 2) Implement policies to encourage self-improvement with minimal negative	1) Conduct annual assessments to review effect of policies on employment and to ensure positive measurable results

			Workforce Commission, Dept. of Human Services; Blinn College; Brazos Valley Workforce Commission; other employment related services		financial impact; 3) Partner with local non-profits providing workforce and life-skill services; 4) Review and revise policies to encourage employment; 5) Develop measurable results regarding incidence/increase of employment; 6) Increase accessibility to services by extending hours/day of operation	
Provide or attract supportive services to improve assisted recipients' employability.	Continued and improved administration of Section 8 Rental Programs, with an emphasis on self-sufficiency	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers, Texas Workforce Commission, Dept. of Human Services; Blinn College; Brazos Valley Workforce Development Board; other employment related services and programs	Eligible households earning less than 50% of median income	1) Become an active participant in Project Unity; 2) Provide 100 LI families with information regarding supportive services; 3) Continue quarterly newsletter "Connections"	1) Participate in 15 CPB meetings; 2) Provide 500 LI families with information regarding supportive services; 3) Continue quarterly newsletter "Connections"
Provide or attract supportive services to increase independence for the elderly or families with disabilities, and other special need households.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, Elder-Aid, Twin City	Eligible households earning less than 80% of median income	1) Identify special need populations; 2) Become an active participant in Project Unity; 3) Provide information regarding supportive services; 4) Initiate special marketing	1) Participate in 15 CPB meetings; 2) Provide 500 LI families with information regarding supportive services; 3) Continue quarterly newsletter "Connections"

			Mission, MH-MR, BV Rehab Center, Texas Rehabilitation Commission, developers, Texas Workforce Commission, Dept. of Human Services; Blinn College; Brazos Valley Workforce Commission; other employment related services		efforts aimed at special need populations; 5) Continue quarterly newsletter "Connections"; 6) Initiate special presentations to residents of local homeless shelters and mental health facilities	
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**HUD Strategic Goal 4: Ensure equal opportunity in housing for all Americans.**

*City of Brenham Goal 6: Ensure equal opportunity and affirmatively further fair housing.*

Strategy	Investment Plan	Potential Resources	Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Commit to and implement affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 80% of median income	1) Distribute FHEO information to 100 LI households; 2) Add FHEO contact information to letterhead, application, and "Connections"; 3) Review Analysis of Impediments and barriers that affect housing choice; 4) Include FHEO article in "Connections"; 5) . Revise Administrative Plan to include definition of disproportionate need; 6) Identify any	1) Distribute FHEO information to 500 LI households; 2) Complete annual FHEO article in "Connections"; 3) Conduct annual Analysis of Impediments to housing choice; 4) Continue special marketing efforts to appropriate populations as needed

					populations found to have disproportionate needs and develop marketing strategies; 7) Develop reference library for tenants and landlords; 8) Partner with other housing providers to coordinate services and management issues	
Commit to and implement 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.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 80% of median income	1) Distribute FHEO information to 100 LI households; 2) Add FHEO contact information to letterhead, application, and "Connections"; 3) Identify suitable living environments in initial and annual unit inspections; 4) Include FHEO article in "Connections"	1) Distribute FHEO information to 500 LI households; 2) Add FHEO contact information to letterhead, application, and "Connections"; 3) Identify suitable living environments in initial and annual unit inspections; 4) Include annual FHEO article in "Connections"
Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Distribute FHEO information to 100 LI households; 2) Initiate special marketing efforts aimed at special need populations (i.e. MH-MR, elderly, HIV victims, frail elderly)	1) Distribute FHEO information to 500 LI households; 2) Continue special marketing efforts aimed at special need populations (i.e. MH-MR, elderly, HIV victims, frail elderly)
Create Positive Public Awareness through the expansion of family, owner, and community support of BVCOG's mission (Also See	1) Continued and improved administration of Section 8 Rental Programs leading to increased	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private	HUD, BVCOG, non-profit organizations, cities, media, landlords, tenants, Habitat	The Public; Eligible households earning less than 80% of median income	1) Complete 2 media events; 2) Review and revise policies to emphasize quality customer service	1) Complete 15 media events; 2) Continue Advisory Committee; 3) Conduct 10 Landlord meetings; 4) Participate in 15 CPB meetings

“Increase Customer Satisfaction” above	customer satisfaction; 2) Increase Marketing efforts	funds				
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**Local Strategic Goal 5 and City of Brenham Goal 7: To attain and maintain a high level of standards and professionalism in the day-to-day management of all program components.**

Strategy	Investment Plan	Potential Resources	Agency/ Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Commit and adhere to a policy of excellent and quality customer service, consistency, and the recognition of diversity in the provision of assistance.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Complete 2 staff diversity trainings; 2) Develop and implement policies with emphasis on customer service; 3) Complete 2 staff trainings on customer service; 3) Complete 2 staff trainings on client sensitivity; 4) Partner with other agencies to cross-train staff; 5) Attend Project Unity Food Day	1) Complete 5 staff diversity trainings; 2) Complete 5 staff trainings on customer service; 3) Complete 5 staff trainings on client sensitivity
Identify and recognize customers to include tenants, landlords, staff/co-workers, HUD, the community, neighborhoods, and external colleagues.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Complete 2 staff diversity trainings; 2) Partner with other agencies to cross-train staff; 3) Actively participate in Project Unity and CPB activities; 4) Develop reference library for tenants and landlords	1) Complete 5 staff diversity trainings; 2) Partner with other agencies to cross-train staff; 3) Actively participate in Project Unity and CPB activities

Provide adequate and effective on-going staff training and education.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Complete 2 staff diversity trainings; 2) Partner with other agencies to cross-train staff; 3) Ensure that all staff complete HUD trainings; 4) Conduct monthly in-house training on federal regulations and local administrative processes; 5) Ensure that appropriate staff seek HUD certifications; 6) Partner with other housing providers to coordinate services and management issues; 7) Implement effective computer data entry and client tracking software	1) Complete 5 staff diversity trainings; 2) Partner with other agencies to cross-train staff; 3) Ensure that all staff attend annual HUD trainings; Ensure that all appropriate staff attain and maintain HUD certifications; 4) Maintain effective computer data entry and client tracking software
Commit and adhere to a policy of family confidentiality and family respect.	Continued and improved administration of Section 8 Rental Programs	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources	HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Complete 2 staff diversity trainings; 2) Partner with other agencies to cross-train staff; 3) Attend Project Unity Food Day; 4) Adopt and emphasize a "Family Code of Ethics"	1) Complete 5 staff diversity trainings; 2) Partner with other agencies to cross-train staff

## PHA Plan Table Library

**The remaining sections do not apply to the City of Brenham.**

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

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

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

Original Annual Statement

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

24	Amount of line 20 Related to Energy Conservation Measures	
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**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

