

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

PHA Plans

Annual Plan for Fiscal Year 2002

HOUSING AUTHORITY OF THE CITY OF SANFORD, FLORIDA

FINAL

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

**PHA Plan
Agency Identification**

PHA Name: The Housing Authority of the City of Sanford, Florida

PHA Number: FL016

PHA Fiscal Year Beginning: (07/2001)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

“The mission of The Housing Authority of the City of Sanford, Florida is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.”

The 2002 Annual Plan presents a continuation of last year's conservative approach to addressing the housing and related needs of the lower income population of Seminole County. While the SHA has made significant progress toward resolution of its “Troubled” status, it must remain focused on the basics of housing service delivery. Resources required to support this delivery of services remain stretched, and as such, the SHA will continue to focus on the priorities of physical improvement, maintenance, responsive management, and staff capacity-building. There will be renewed focus this year on helping residents achieve economic self-sufficiency.

This Annual Plan does not contemplate any major policy shifts of the SHA. Instead, it focuses on the resources and actions the SHA plans to take in order to bring the housing up to acceptable standards and to continue the road to recovery. The operational focus of the SHA will be the full implementation of the policies, procedures, and systems developed over the last year that are aimed at improving the operations of the agency.

In summary, the 2002 Annual Plan sets forth the following as major objectives for the year:

- ③ Full utilization of available housing resources by returning vacant units to occupancy
- ③ Improved physical characteristics of the properties through execution of maintenance and major capital improvements

- ③ Improved delivery of vital housing services to residents and applicants through continued staff training and full implementation of established policies and procedures
- ③ Enhanced economic self-sufficiency of residents through the implementation of work incentives and programs designed to prepare residents for work
- ③ Substantial recovery from the status of a Troubled Housing Authority through timely implementation of the improvement plan
- ③ Achievement of a greater level of financial stability of the SHA

iii. Annual Plan Table of Contents

Table of Contents

Annual Plan	PAGE
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	24
5. Operations and Management Policies	29
6. Grievance Procedures	31
7. Capital Improvement Needs	32
8. Demolition and Disposition	34
9. Designation of Housing	35
10. Conversion of Public Housing	36
11. Homeownership	37
12. Community Service Programs	39
13. Crime and Safety	42
14. Pets	44
15. Civil Rights Certifications (incl w/ PHA Plan Certs.)	44
16. Audit	44
17. Asset Management	45
18. Other Information	45

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a

SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (*Attachment FL016a01*)
- FY 2002 Capital Fund Program Annual Statement (*Attachment FL016b02*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (*Attachment FL016d01*)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan (*Attachment FL016c02*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*Attachment FL016e01*)
- Other (List below, providing each attachment name)
Summary of Year One Progress (Attachment FL016f01)
Summary Description of the Pet Policy (Attachment FL016g01)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or	Annual Plan: Demolition

Table Library

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	disposition of public housing	and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction							
By Family Type							
Family Type	Overall	Afford-ability	Supp-ly	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,790	5	5	5	2	4	2
Income >30% but <=50% of AMI	4,400	4	3	4	2	4	2
Income >50% but <80% of AMI	7,253	2	2	2	2	2	1
Elderly	2,860	2	1	1	2	1	1
Families with Disabilities	15,025* County Total	4	5	3	3	2	4
Race/Ethnicity - White Non-Hisp	11,368	3	3	3	2	2	2
Race/Ethnicity – Black Non-Hisp	2,315	4	3	4	2	2	4
Race/Ethnicity	1,377	4	3	4	2	2	4
Race/Ethnicity							

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: **2000-2005 Seminole County Government**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (**Year 2000**)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
As of 2/20/02			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	381		91
Extremely low income <=30% AMI	331	87%	79
Very low income (>30% but <=50% AMI)	50	13%	12
Low income (>50% but <80% AMI)	0	0%	0
Families with children	221	58%	52
Elderly families	46	12%	11
Families with Disabilities	38	10%	9
Race/ethnicity-White non-hispanic	50	13%	11
Race/ethnicity-Black non-hispanic	316	83%	75
Race/ethnicity-White hispanic	15	4%	3
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
As of 2/20/02			
Only)			
1BR	175	46%	38
2 BR	183	48%	39
3 BR	19	5%	12
4 BR	4	1%	2
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Not Applicable			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Persons who require reasonable accommodation of a disability or handicap.			

Housing Needs of Families on the Waiting List			
As of 2/20/02			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	156		17
Extremely low income <=30% AMI	156	100%	17
Very low income (>30% but <=50% AMI)	0	0%	0
Low income (>50% but <80% AMI)	0	0%	0
Families with children	124	79%	13
Elderly families	15	9%	1
Families with Disabilities	17	11%	1
Race/ethnicity-White non-hispanic	16	10%	1

Table Library

Housing Needs of Families on the Waiting List			
As of 2/20/02			
Race/ethnicity-Black non-hispanic	118	76%	12
Race/ethnicity-White hispanic	22	14%	11
Race/ethnicity	0	0	0
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 40 Months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Persons who require reasonable accommodation of a disability or handicap.			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$785,119	
b) Public Housing Capital Fund	\$932,929	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$614,106	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2001 Comprehensive Grant	\$500,000	Physical Improvements
2001 PHDEP	\$100,000	PH Drug Elimination
3. Public Housing Dwelling Rental Income	\$527,000	Public Housing Operations
4. Other income (list below)		
Interest on General Fund Investments	\$5000	Public Housing Operations
Other Income	\$25,000	Public Housing Operations
4. Non-federal sources (list below)		
New Beginnings Child Care Center	\$96,000	Supportive Services (Child Care)
Total resources	\$3,585,154	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (within 60 days)
 - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office **94 Castle Brewer Court, Sanford, FL**
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? **None**

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused (**1 in 4 ratio of transfers to units readied for occupancy**)
 - Underhoused (**1 in 4 ratio of transfers to units readied for occupancy**)
 - Medical justification

- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below) Only permitted with documentation that the transfer will further promote employment (e.g., increase proximity to work or public transportation; child care provider, etc.) This is subject to the 1 in 4 ratio of transfers to units readied for occupancy)
- Other: (list below)-

To mitigate vacancies while promoting housing which meets the needs of tenants in possession the SHA will implement a transfer policy that establishes one (1) unit transfer for every four units readied for re-occupancy (1:4 ratio). Priorities for unit transfers will occur in the numbered order identified in this section (4)(b). Emergencies, inclusive of any required transfers to satisfy legal disputes, will supercede this transfer policy/priorities.

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.

2 Date and Time - All preferences will be weighted equally with date and time establishing the order in which those with a priority will be selected for the eligibility interview.

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)

- 1 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
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- 1 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)

Annually at lease renewal for both flat rent and income-based rent families.

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

The SHA has two general occupancy properties that have 100 or more unit, Lake Monroe Terrace (100) units and Castle Brewer Court (126 units). Lake Monroe is approximately 80% vacant at this time.

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Lake Monroe Terrace FL16-05	100	<p>Incomes of the remaining families is approximately 35% over the PHA average of the two covered developments.</p> <p>This property is only 20% occupied.</p>	<p>The SHA is not encouraging higher income families to move out. Instead, as units are brought back on line, admissions will be made from the waiting list which has a composition of 87% ELI families. This should even out the income distribution within this development.</p>
Castle Brewer Court FL16-01	126	<p>Average adjusted family income is approximately 94% of the PHA average of the two covered developments.</p> <p>This property is 93% occupied.</p>	<p>No special deconcentration actions are required. However, every effort will be made to engage existing families in economic self-sufficiency activities. We will also take steps to ensure that new admissions represent a broad range of incomes by employing broader outreach efforts.</p>

B. Section 8

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

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

(1) Eligibility

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

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

SHA will grant an extension of 30 days, with option of the SHA to extend for an additional 30 days, when family submits documentation of *extenuating circumstances* that seriously inhibited the family's ability to search for a unit. Such circumstances may include: *death of immediate/nuclear family member; military or jury duty; hospitalization; job assignment which required them to be away from area for an extended (10+ working days) period of time.*

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- 2 Date and Time **All preferences will be weighted equally with date and time establishing the order in which those with a priority will be selected for the eligibility interview.**

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)

- 1 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
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- 1 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) (NOT APPLICABLE)

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 (NOT APPLICABLE)

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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
(\$300 one time per family deduction for a working head or co-head)

- 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)N/A

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

③ When a family reports zero income at any time there is a regularly recurring increase in income, such as TANF or employment, they must report the increase within 10 calendar days of receipt.

③ When a family member was reported as unemployed on the most recent certification or recertification the family head must report the new form of employment for the affected family member.

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)
-HUD'S EGIS (electronic) Database

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) **NOT APPLICABLE**

- 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) **NOT APPLICABLE**

- 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) **N/A**

- 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)
- Success in finding suitable accessible units for families with disabilities.**

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

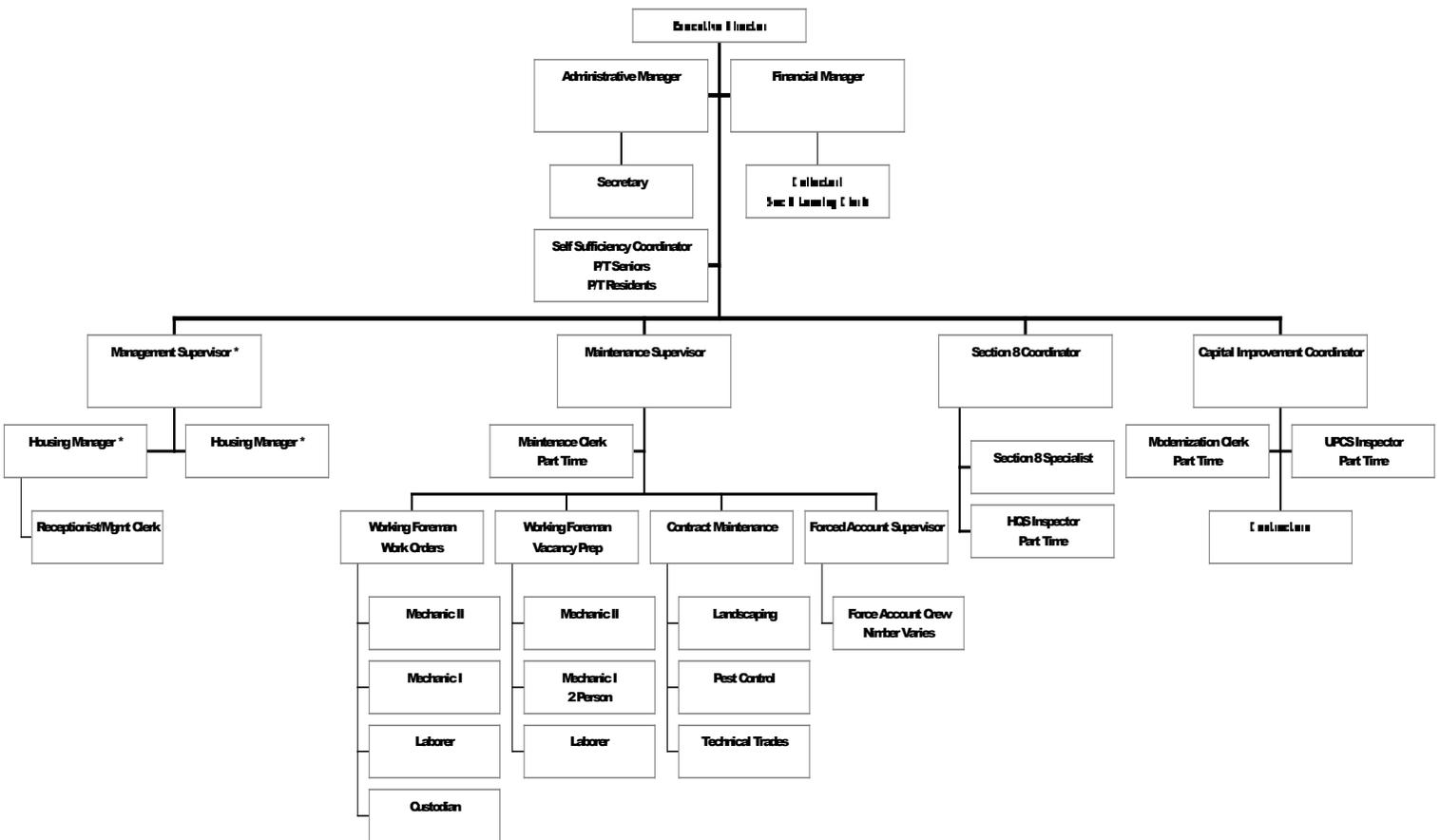
Describe the PHA's management structure and organization.

(select one)

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

A brief description of the management structure and organization of the PHA follows:

SHA Organizational Chart



* Denotes Title Change

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	383	91
Section 8 Vouchers	89	10
Public Housing Drug Elimination Program (PHDEP)	383 families	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

- Admissions and Continued Occupancy Policy
- Maintenance Policies and Procedures
- Administrative Policies
- Financial Management Policies

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

- Section 8 Administrative Plan
- Section 8 briefing materials

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office (**For residents of all developments**)
 - PHA development management offices (**At the Redding Gardens Office only for residents of Redding Gardens**)
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment: **FL016b02**

-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 **FL016c02**

-or-

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

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Lake Monroe Terrace 1b. Development (project) number: FL 16-05
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 7/31/02
5. Number of units affected: ONE (1) UNITS (Building 6, UNIT 19)
6. Coverage of action (select one) <input checked="" 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: December, 2002

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Castle Brewer Court units 100-125 & Redding Gardens unit 1-100
1b. Development (project) number: FL016-1 & FL016-6
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (07/31/2002)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 125
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development for (Castle Brewer Court Units 100-125) <input checked="" type="checkbox"/> Total development for (Redding Gardens Units 1-100)

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.) **All properties have less than 250 units.**

2. Activity Description **Not Applicable**

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

Conversion of Public Housing Activity Description <u>NOT APPLICABLE</u>
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

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

The SHA has assessed all of its properties. None of the properties require conversion. They are all viable and can be economically operated as public housing.

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

The SHA has assessed all of its properties. None of the properties require conversion. They are all viable and can be economically operated as public housing.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description NOT APPLICABLE
(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

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

B. Section 8 Tenant Based Assistance

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

2. Program Description: **Not Applicable**

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 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>THE HARBOR</i> <i>Literacy and Youth Alternatives</i>	<i>120</i>	<i>Open</i>	<i>Castle Brewer Court and Edward Higgins Ter.</i>	<i>Public Housing Youth</i>
<i>NEW BEGINNINGS DAY CARE</i> <i>Affordable Child Care</i>	<i>24</i>	<i>Open</i>	<i>1221 W. 7th St., Sanford</i>	<i>Public Housing and Citizens at Large</i>

(2) Family Self Sufficiency program/s NOT APPLICABLE

a. Participation Description

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

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents

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

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

Edward Higgins Terrace (16-3)
Cowan Moughton Terrace (16-4)
Lake Monroe Terrace (16-5)

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)

Operation of a Police Substation and Tutoring Center at #16 Cowan Moughton Terrace.

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

Edward Higgins Terrace (16-3)
Cowan Moughton Terrace (16-4)
Lake Monroe Terrace (16-5)

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 Substation**
- 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 (**MOU with Police Department**)
- Other activities (list below)

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

Edward Higgins Terrace (16-3)
Cowan Moughton Terrace (16-4)
Lake Monroe Terrace (16-5)

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.

NOT APPLICABLE. There is no separate PHDEP allocation for Plan Year 2002

- 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 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment G - (Filename FL016g01)

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? **FYE 6/30/00**
3. Yes No: Were there any findings as the result of that audit?
The audit contained a disclaimer of opinion. A subsequent confirmatory review by HUD revealed numerous inconsistencies in accounting practices of the SHA and a determination of serious non-compliance with established requirements. This determination and itemization of issues was contained in a HUD Management Review.
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_
Some of the findings crossed departmental and functional boundaries. However, the MOA contained 57 corrective actions required for financial management. At least 50 of these have been addressed or completed by staff and closed out through MOA Reporting.
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
The responses to the audit and management review findings are incorporated into the Memorandum of Agreement and Recovery Plan of the SHA.

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

Major capital improvements to enhance marketability and long term viability

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? Certification Letter from RAB included

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

- Comments provided as an attachment (**Attachment E: Filename: fl016e01**)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process **NOT APPLICABLE**

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: (Seminole County Government)

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)

The SHA facilitates and participates in welfare-to-work programs aimed at increasing the economic self-sufficiency of Public Housing residents. This is consistent with Consolidated Plan Strategy 3.4.5 on page 38 of volume #3.

The SHA will preserve and improve the affordable housing it owns, operates, or assists. This is consistent with the overall priority of the Consolidated Plan as

indicated on page 27: “Services to provide urgent/emergency health and shelter needs to poverty level residents”.

The SHA will continue to operate and build capacity to expand the Section 8 program. This is consistent with the Consolidated Plan objective addressing underserved needs by “expanding the supply of affordable rental units”. (Page 50)

Other: (list below)

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

There are no specific commitments to the SHA for the 2002 Plan Year.

A Consistency Certification Attached

D. Other Information Required by HUD

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

E. Other Information Required by HUD

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

1. Resident Advisory Board Members

Membership on the Resident Advisory Board is open to any Public Housing Resident or Section 8 Participant who wants to participate in the planning and comment process. The following is a list of such persons that attended at least one of the three Annual Plan meetings of the Board, RAB and the Public.

SHA RESIDENT ADVISORY BOARD (2002 ANNUAL PLAN)

NAME	ADDRESS	PROGRAM
Dale Henderson	1600 Old England Loop # 1621 Sanford, FL 32771	Section 8
Lekeshia Hampton	245 Petunia Terrace # 305 Sanford, FL 32771	Section 8
Erma Coleman	2450 Granby Street Sanford, FL 32771	Section 8
Johnnie Payne	805 Cypress Avenue Sanford, FL 32771	Section 8
Diann Nelson	2420 Lake Avenue Sanford, FL 32771	Section 8
Estelle Peterson	29 Castle Brewer Court Sanford, FL 32771	Public Housing
Teresa Henderson	1 William Clark Court Sanford, FL 32771	Public Housing
Gloria Sermon	3 Cowan Moughton Terrace Sanford, FL 32771	Public Housing
Reita Jo Morris	2732 Ridgewood Avenue #33 Sanford, FL 32773	Section 8
Betty Fleming	2716 Ridgewood Avenue # 3 Sanford, FL 32773	Section 8
Hazel Foster	711 Windchase Blvd. Sanford, FL 32773	Section 8
Edna H Burden	1632 Windridge Circle Sanford, FL 32773	Section 8
Felicia Fayson	1110 East 10 th Street Sanford, FL 32771	Section 8
Jacqueline Simms	66 William Clark Court Sanford, FL 32771	Public Housing
Patricia Lawrence	1600 W 5 th Street Sanford, FL 32771	Section 8
Ethel Tomlin Resident Commissioner	#18 William Clark Court Sanford, FL 32771	Public Housing

2. PUBLIC COMMENTS

Marsha McBryde, 1209 W. 14th Street, Sanford, FL 32771

“I do not want to see The New Beginnings Day Care close, please refer to the packet given to the Board on this issue.”

Jannie Smith, 820 Delfine Place, Lake Mary, FL 32746

“New Beginning Child Care remain open, more communication to parents or students in the center and the progress of what’s going to happen to the center.”

3. Deviations From and Modifications To the Agency Plan

The Agency Plan is a living document, which shall serve to guide SHA operations and resource management. In the event that circumstances or priorities necessitate actions, which would represent a substantial departure from the goals, objectives, timetables or policies as set forth in the plan, the SHA will invite resident review and input prior to taking actions that would implement such substantial changes.

Development of subsequent Annual Plans shall be vehicle through which updates and minor or routine modifications to the Agency Plan are made. On an annual basis the SHA will review its progress toward the achievement of its goals and objectives as set forth in the Agency Plan. It will also evaluate whether the remaining goals and objectives, and the existing policies and procedures, adequately address the needs of its constituents, stakeholders and the agency. To the extent that those needs are not met by the elements of the existing Agency Plan, the subsequent Annual Plan shall be written to reflect changes to goals, objectives, policies and procedures to address those needs.

In the event that the elements of the subsequent annual plan represent a significant departure from those of the existing Agency Plan, a Significant Amendment or Modification to the Agency Plan will be undertaken. Under these circumstances, a full and participatory planning process will be used to obtain resident and stakeholder input. A draft of the substantially modified Agency Plan will be subject to the public review, comment, and hearing process.

The SHA will honor the current HUD definitions of Substantial Deviation and Significant Amendment.

☒ changes to rent or admissions policies or organization of the waiting list;

- ④ additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- ④ additions of new activities not included in the current PHDEP Plan;
- ④ and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the SHA.

Attachments

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

ATTACHMENT A: DE-CONCENTRATION POLICY

ATTACHMENT B: CAPITAL FUND ANNUAL STATEMENT

ATTACHMENT C: BOARD APPROVED OPERATING BUDGET

ATTACHMENT D: CAPITAL FUND 5-YEAR ACTION PLAN

ATTACHMENT E: RESIDENT ADVISORY BOARD COMMENTS

ATTACHMENT F: SUMMARY OF YEAR ONE PROGRESS

ATTACHMENT G: SUMMARY DESCRIPTION OF PET POLICY

SANFORD HOUSING AUTHORITY BOARD OF COMMISSIONERS

RESOLUTION 2001-07

AMENDMENT TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY

WHEREAS the Sanford Housing Authority is committed to providing housing to families with broad range of incomes, and

WHEREAS it is the desire of the SHA to achieve in each general occupancy housing development occupancy that reflects the income characteristics of the overall public housing population residing in general occupancy developments, and

WHEREAS Section 513 of the Quality Housing And Work Responsibility Act allows the SHA to establish and use criteria to achieve this income-mixing goal, and

WHEREAS and SHA policy regarding Deconcentration in Public Housing is a requirement of the Agency's Annual Plan.

BE IT THEREFORE RESOLVED that the Admissions and Continued Occupancy Policy (ACOP) is hereby amended to include the following statement of Policy:

ADMISSIONS POLICY FOR DECONCENTRATION

The SHA shall deconcentrate poverty and achieve income-mixing within its public housing developments by bring higher income tenants into lower projects and lower income tenants into higher income projects.

This policy is to be implemented by taking, on a periodic basis, but in no case not less bi-annually, the following actions:

- ③ Determine and compare the relative tenant incomes of each development with 100 or more general occupancy units to the average income of the public housing participants I all general occupancy developments with 100 or more units:
- ③ Designate the developments with average incomes of less than 85% or more than 115% of the PHA-wide average as subject to deconcentration actions and incentives:
- ③ Identify the admissions policy measures or incentives, of any, are needed to align the designated development income mix with the income mix of all public housing participants
- ③ Ensure that such measures and incentives affirmatively further fair housing;
- ③ Make any appropriate changes to the admissions policies;

SHA 2002 Annual PLAN-ATTACHMENT A

- ③ Implement measures and incentives to achieve stated deconcentration goals; and
- ③ Monitor results and suspend measures and incentives on a site-by-site basis when goals met.

This Deconcentration Policy is authorized under Section 513 of the Quality Housing and Work Responsibility Act of 1998, which amended Section 16 of the 1937 Housing Act to allow a public housing agency to establish and utilize income-mixing criteria for the selection of residents for dwelling units in public housing projects to meet Deconcentration objectives.

The deconcentration activities and related policies shall be established based on a deconcentration and income mixing analysis and shall be implemented in a manner that does not impose or require any specific income or racial quotas for any project or projects. Further, the deconcentration objectives shall be consistent with QHWRA targeting objectives such that the public housing units made available for occupancy in any fiscal year to eligible families, not less than 40% shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

This Admission Policy for Deconcentration and subsequent deconcentration activities shall achieves their objectives through incentives and provisions for family choice. The principle of family choice allows the family to have the sole discretion to determine whether to accept the incentive without adverse action on the part of the SHA. Notwithstanding, QHWRA permits the SHA to skip a family on the waiting list to reach another family to implement its Deconcentration policy without the act being considered an adverse action.

In attaining its Deconcentration objectives, SHA will give preference to the following measures and incentive:

1. Measures to increase employment and higher wages of families in lower income developments including Section 3 opportunities, apprentice and self-sufficiency enrollment.
2. Needs assessment, self-sufficiency and job counseling for new admissions;
3. Incentives for families that accept transfers that will further the goals of Deconcentration; and
4. Income-skipping on the waiting list only if the mandatory minimum income targeting goals can be met and income-skipping is essential to the attainment of Deconcentration goals.

Adopted July 31, 2001

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SANFORD HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P01650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2001 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds			0	0
2	1406 Operations	85,612	180,000	180,000	90,000
3	1408 Management Improvements	50,000	0	0	0
4	1410 Administration	50,000	5,000	5,000	2,400
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	150,000	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	35,000	24,245	24245
10	1460 Dwelling Structures	465,000	534,362	500,000	66,042
11	1465.1 Dwelling Equipment—Nonexpendable	0	100,000	6,037	6,037
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	60,000	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	113,750	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	914,362	914,362	715,282	188,724
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: SANFORD HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: FL29P01650100 Replacement Housing Factor No:			Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Maintenance Operations #1406	12/31/00	6/30/03	12/31/01	9/30/01	6/30/04	---	Increased amount of funds devoted to this purpose. The expenditure of these funds will be carried out over the course of the entire fiscal year.
PHA-Wide Administration Account #1410	12/31/00	6/30/03	12/31/01	N/A	6/30/04	---	This conforms the budget to the actual needs and spending plan for funds in this category.
PHA-Wide Emergency Repairs Account #1460	N/A	6/30/03	---	N/A	6/30/04	---	This is a new work item.
PHA-Wide Vacancy Reduction Account #1460	N/A	6/30/03	12/31/01	N/A	6/30/04	---	This is a new work item.
PHA-Wide Appliances for Apts. Account #1456.1	N/A	6/30/03	---	N/A	6/30/04	---	This is a new work item.
PHA-Wide Maintenance Vehicle Replacement Account #1475	N/A	6/30/02	---	N/A	6/30/04	---	This is a new work item.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SANFORD HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P01650101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2001 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds			0	0
2	1406 Operations	0	100,000	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	50,000	62,929	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	100,000	130,000	130,000	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	215,000	0	0
10	1460 Dwelling Structures	709,929	400,000	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	48,000	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	15,000	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	25,000	10,000	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	932,929	932,929	130,000	0
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

PHA Name: SANFORD HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P01650101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		0	100,000	0	0	Planning
PHA-Wide	Capital Improvement Coordinator	1410	100% FTE	50,000	50,000	0	0	Hiring
PHA-Wide	Capital Improvement Secretary	1410	60% FTE	0	\$12,929	0	0	Hiring
PHA-Wide	Architect/Engineer	1430		100,000	\$130,000	130,000	0	Ongoing
PHA-Wide	Sewer Line Replacement	1450	TBD	0	\$215,000	0	0	Investigation
PHA-Wide	Roof Replacement	1460	Six Properties	0	400,000	0	0	Planning
PHA-Wide	General Renovations	1460	Six Properties	709,929	0	0	0	---
PHA-Wide	Ranges and Refrigerators	1465.1	Six Properties	48,000	0	0	0	---
PHA-Wide	Relocation to permit unit upgrades	1495.1	Six Properties	25,000	10,000	0	0	Planning
FL 16-05 Lake Monroe Ter.	Demolition of fire-damaged dwelling units	1485	1 unit	0	15,000	0	0	Planning

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: SANFORD HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: FL29P01650101 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Operations	N/A	6/30/03	---	N/A	6/30/04	---	This is a new work item
PHA-Wide Capital Improvement Coordinator and Secretary Account #1410	12/31/02	6/30/03	---	6/30/03	6/30/04	---	Addition of a part time clerical position
PHA-Wide Architect/Engineer Account #1430	6/30/02	6/30/03	12/31/01	12/31/03	6/30/04	---	No Change
PHA-Wide Sewer Line Replacment Account #1450	N/A	6/30/03	---	N/A	6/30/04	---	This is a new work item.
PHA-Wide Roof Replacement Account #1465	N/A	6/30/03	---	N/A	6/30/04	---	This is a new work item.
PHA-Wide Relocation Account #1495.1	12/31/03	6/30/03	---	3/31/04	6/30/04	---	The number of families requiring relocation is lower than the initial estimate.
FL 16-01 Lake Monroe Terrace Demolition Acct. #1485	N/A	6/30/03	---	N/A	6/30/04	---	This is a new work item

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SANFORD HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P01650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	135,356			
3	1408 Management Improvements				
4	1410 Administration	62,723			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	60,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	97,380			
10	1460 Dwelling Structures	487,470			
11	1465.1 Dwelling Equipment—Nonexpendable	40,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SANFORD HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P01650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	932,929			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

**SANFORD HOUSING AUTHORITY 2002 ANNUAL PLAN
SUMMARY
COMMENTS OF THE RESIDENT ADVISORY BOARD MEMBERS**

DATE: 4-2-02

RECEIVED COMMENTS FROM 6 RESIDENT ADVISORY BOARD MEMBERS

1. What is your opinion of the SHA's Strategies to Serve the Housing Needs of lower income families?

- 5 I fully agree with what has been stated in the Annual Plan
1 I basically agree with what has been stated in the Annual Plan but I would like to see the following changes:
*More effort to put forth to generate interest of residents being that this plan will greatly impact them.

2. What is your opinion of the SHA's Statement of Sources and Uses of Financial Resources?

- 5 I fully agree with what has been stated in the Annual Plan
1 I basically agree with what has been stated in the Annual Plan but I would like to see the following changes:

3. What is your opinion of the SHA's statement of its Eligibility, Selection and Admissions Policies?

- 1 I fully agree with what has been stated in the annual plan

4. What is your opinion of the SHA's statement of its Rent Determination Policies?

- 5 I fully agree with what has been stated in the Annual Plan
1 I disagree with what has been stated in the Annual Plan for the following reasons:
*I felt this procedure for rent is biased.

5. What is your opinion regarding SHA's plans for the use of its Capital Fund for modernization and operations of existing public housing?

- 6 I fully agree with what has been stated in the Annual Plan

6. What is your opinion of the SHA's programs to meet the Community Service Requirement and Economic Self-Sufficiency needs of its residents?

- 4 I fully agree with what has been stated in the Annual Plan
2 I basically agree with what has been stated in the Annual Plan but I would like to see the following changes
*Residents should be hired to have a hand in assisting to run public housing providing training, work, rent, etc.

7. What is your opinion of the SHA's plans to submit an application to HUD requesting the designation of Redding Gardens and a portion of Castle Brewer Court as Housing for the Elderly?

- 5 I fully agree with what has been stated in the Annual Plan
1 I disagree with that has been stated in the Annual Plan for the following reasons:
*I strongly feel that the elderly disabled in William Clark Court should be allowed the choice to remain where they are or go into one of the other complexes.

8. What is your opinion of the SHA's plans to address the problems of drugs and criminal activity in and around the public housing developments?

- 5 I fully agree with what has been stated in the Annual Plan
1 I basically agree with what has been stated in the Annual Plan but I would like to see the following changes
*There should be a meeting with Sanford Police Dept. and the Resident Advisory Board to discuss how best to del with issues & conflicts in our community.

9. What is your overall opinion of the SHA's 2002 Annual Plan?

- 5 I fully agree with what has been stated in the Annual Plan
1 I basically agree with what has been stated in the Annual Plan but I would like to see the following changes
*More about how to generate the interest of the residents to come & assist in making decisions.

10. If you have any other comments, please write them in the space below:

- 1 This was an enjoyable meeting, very productive.

**SANFORD HOUSING AUTHORITY 2002 ANNUAL PLAN
SUMMARY
COMMENTS OF THE GENERAL PUBLIC**

RECEIVED 2 COMMENTS FROM GENERAL PUBLIC

1. What is your overall opinion of the SHA's 2002 Annual Plan?

- 1 I basically agree with what has been stated in the 2002 Annual Plan but I would like to see the following changes
*Want to see New Beginning Child Care Center remain open.
- 1 I disagree with what has been stated in the 2002 Annual Plan for the following reasons
*Want to see New Beginning Child Care Center remain open. More communication to parents of students in the center and the progress of what's going to happen to the center.

2. If you have any other comments, please write them in the space below

- 0 None

STATEMENT OF YEAR TWO PROGRESS

The SHA implemented many of its Year-Two Goals and Objectives. The Fiscal Year ending 6/30/02 continued to be one of significant change in the operational, financial, and management conditions of the agency. During the course of year two, a new Executive Director was hired and there was a 60% turnover on the Board of Commissioners. For 8 months of the year the agency was managed by an Acting Executive Director employed by a TARC Contractor. Also, because the SHA had been declared “Troubled” in the prior year, it operated under a Memorandum of Agreement with TARC.

Despite the turnover in administration and the changing fortunes of the SHA, significant progress was made with respect to the following Year Two objectives:

- ③ Public Housing Security – Cooperative efforts between the Sanford Police Department and the SHA continued during the year. These efforts led to the creation of a Police Substation in one of our housing developments. This substation serves the Edward Higgins, Cowan Moughton, and Lake Monroe Public Housing Communities. Programs geared toward providing healthy alternatives for youth were continued during the year.
- ③ Self-Sufficiency – The SHA New Beginnings Day Care Center continued its operations during the year. However, hopes for increased enrollment and financial self-sufficiency of the program were not realized. Plans are on the table for ending SHA operation of the Child Care Center.
- ③ Housing Utilization – The utilization of the Section 8 Voucher program resources continued to increase during Year Two. Voucher utilization grew from approximately 80% to over 94%. In addition, approximately 90 vacant public housing units were made ready for occupancy during the year.
- ③ Policy Development – The SHA produced and adopted a new policies covering Rent Collection, Financial Management, Admissions and Continued Occupancy, Dwelling Lease and other key operational areas.
- ③ MOA – The SHA successfully accomplished over 100 tasks required by the Memorandum of Agreement.
- ③ Capital Improvements – The SHA also made progress toward improving the physical conditions of its properties. Repair of sewer lines, investigation of hazardous materials, preparation of specifications for roof replacement, and initiation of major electrical upgrades to the dwelling units were undertaken.

SHA 2002 ANNUAL PLAN-ATTACHMENT G

Description of Pet Policy

The pet policy is in the process of revision, however it is anticipated that the following provisions will be included in the new policy:

The pet policy will authorize residents, regardless of housing developments, to keep pets. It will set forth rules and guidelines regarding the type of pets that may be kept, registration of pets, their care, their behavior and remedies for violation of the pet policy and its rules.

- ③ Except for birds, fish, hamsters and other miniature pets, only one pet may be kept in any one dwelling unit.
- ③ Pets shall be limited to companion animals which are defined as domestic household pets such as dogs, cats, small caged birds, gerbils, small turtles, hamsters, rabbits and fish. There are size limits on pets and rules for caging and/or physical restraints on pets, as well as birth control and vaccination.
- ③ Reptiles, exotic animals and birds of prey are not considered household pets and may not be kept as a pet at any time.
- ③ No aggressive or vicious animal may be kept as a pet at any time.
- ③ Mature cats may not exceed 18 pounds. Mature dogs may not exceed 40 pounds.
- ③ Residents must complete a pet application and registration prior to the initial possession of a pet. Annual registration of the pet is required.
- ③ The pet deposit is \$300 for a dog or cat.
- ③ Dogs and cats must be licensed by the municipality.
- ③ Dogs and cats over six months of age must be sprayed or neutered.
- ③ Pets must be confined or on a leash. Owners are responsible for immediately cleaning up pet waste.
- ③ All pet care and treatment must be in conformance with local ordinances.
- ③ Pets shall not interfere with other residents' quiet enjoyment of the premises. Pets are not allowed to become nuisances.
- ③ Certified guide, signal, or service dogs may be kept by persons with visual, hearing or physical disabilities. Owners and tenants are responsible for visiting pets.
- ③ Pet owners must indemnify the SHA and hold it harmless against loss or liability.
- ③ The pet policy is a provision of the dwelling lease. Violation of the pet policy is a violation of the lease.
- ③ Enforcement of the pet policy shall be carried out in the manner of enforcement of the lease.