

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

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# PHA Plans

5-Year Plan for Fiscal Years 2002 - 2006  
Annual Plan for Fiscal Year 2002

**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:** Winter Haven Housing Authority

**PHA Number:** FL139

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2002

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2002 - 2006**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The Winter Haven Housing Authority is committed to achieving excellence in providing safe, clean and modern housing assistance while promoting self-sufficiency, upward mobility, and partnerships with our residents and others to enhance the quality of life in our communities.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords

- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

**Goal Number One**

**Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.

As an ongoing process, the Winter Haven Housing Authority will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduce duplicative costs.

**Goal Number Two**

**The Winter Haven Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

The Executive Director will provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the County.

**Goal Number Three**

**The Winter Haven Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

The Winter Haven Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes seasonal flower planting and creating attractive and consistent signage for the properties.

As an ongoing process, the Executive Director and the staff of Winter Haven Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.

**Goal Number Four**

**The Winter Haven Housing Authority shall strive to achieve its potential as an organization.**

The Winter Haven Housing Authority will develop a communication process that will improve timely sharing of information concerning any future programs, plans and budgets.

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The Agency Plan contains a FY-2002-FY-2006 Five-Year Plan that includes the Authority's mission and long-range goals and objectives.

The FY-2002 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very-low and extremely low-income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan.

***Status in Meeting Goals and Objectives***

Progress towards meeting goals and objectives continue to be monitored by the Executive Director and Board of Commissioners. The statement of progress is included in the Attachments Section of the PHA Plan Template.

***Deviation from Five Year Plan***

WHA did not experience any substantial deviation during this fiscal year. The definition of substantial deviation/significant modification is included in Section 18, Other HUD Required Information.

## Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement (**f1139a01**)
- FY 2000 and 2001 Capital Fund Program P&E Report (**f1139b01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**)
- Resident Advisory Board and Resident Commissioner
- Statement of Progress – Goals and Objectives
- Resident Customer Service and Satisfaction Survey – Follow Up Plan

#### Optional Attachments:

- PHA Management Organizational Chart
- Capital Fund Program 5-Year Action Plan (**f1139c01**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### **Supporting Documents Available for Review**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Section 8 rent determination (payment standard) policies <input 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
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

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

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% AMI	5,790	5	4	4	3	2	3
Income >30% but <=50%	5,462	4	3	3	3	2	2
Income >50% but <80%	4,786	3	2	2	2	2	2
Elderly	7,808	4	3	3	4	2	4
Families with Disabilities	NA	-	-	-	-	-	-
Black	870	4	3	3	3	3	3
White	12,125	4	3	3	3	3	3
Hispanic	999	4	3	3	3	3	3
Other	0	-	-	-	-	-	-

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

- Consolidated Plan of the Jurisdiction/s Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data Indicate year:
- Other housing market study Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	129		30
Extremely low income <=30% AMI	110	85%	
Very low income (>30% but <=50% AMI)	7	5%	
Low income (>50% but <80% AMI)	12	10%	
Families with children	95	74%	
Elderly families	7	5%	
Families with Disabilities	8	6%	
Race/ethnicity	NA	-	
Characteristics by Bedroom Size (PHA Only)			
1BR	44	34%	1%
2 BR	52	40%	1%
3 BR	26	20%	1%
4 BR	6	05%	2%
5 BR	1	<1%	1%
5+ BR	NA	-	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	45	20	20
Extremely low income <=30% AMI	18	40	
Very low income (>30% but <=50% AMI)	9	20	
Low income (>50% but <80% AMI)	18	40	
Families with children	40	89	
Elderly families	0	0	
Families with Disabilities	5	11	
Race/ethnicity	N/a		
<b>Characteristics by Bedroom Size (PHA Only)</b>			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### 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.

<b>Financial Resources: Planned Sources and Uses</b>		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	\$400,000*	
b) Public Housing Capital Fund	\$426,370	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$319,344*	
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FFY 2001 CFP	\$124,652	PH Capital Projects
<b>3. Public Housing Dwelling Rental Income</b>		
	\$178,330*	PH Operations
<b>4. Other income (list below)</b>		
	-	
<b>5. Non-federal sources (list below)</b>		
	-	
<b>Total resources</b>	<b>\$1,448,606*</b>	
<b>*Based on prior year budget estimates</b>		

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If yes, how many lists?

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

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

- a. Income targeting:

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

- b. Transfer policies:

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

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

- c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: 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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
NA			

## B. Section 8

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

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

### (1) Eligibility

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

### (2) Waiting List Organization

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

### (3) Search Time

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

If yes, state circumstances below: Extensions are granted upon request for reasonable accommodation for disabled persons/families and if there is documentation that the applicant has been searching for a unit but has not been able to locate a suitable affordable unit.

### (4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

If yes to question 2, list these policies below:

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

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

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

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

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

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

### **(2) Minimum Rent**

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

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

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

### **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

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

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

The housing authority has a board of seven commissioners including a resident commissioner. The Board is the policy making body. The Executive Director is hired by the board to oversee the day-to-day operations. Currently, in addition to the Executive Director, there is a public housing property manager, part-time section 8 coordinator, part-time FSS Coordinator, receptionist, and four maintenance staff. In addition, there is a property manager for the Palm Place Apartments, a Section 8 project-based development, and maintenance tasks are generally contracted for that facility.

**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	229	30
Section 8 Vouchers	88	20
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually) Palm Place, Section 8 Project Based	90	20

**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
- Procurement Policy
- Capitalization
- Maintenance Plan
- Personnel Policy
- Disposition

(2) Section 8 Management: (list below)

- Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

### **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) fl139a01

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name fl139c01

-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.)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

NA

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 42	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
--

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

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

**INITIAL VOLUNTARY CONVERSION ASSESSMENT**

- How many of the PHA’s developments are subject to the Required Initial Assessments?  
Two
- How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy developments)?  
None
- How many Assessments were conducted for the PHA’s covered developments?  
Two
- Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments.  
**None at this time, however, we do understand that this is a non-binding assessment and the Winter Haven HA is in the process of developing an asset management plan.**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> (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: <u>(DD/MM/YYYY)</u>	
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:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

**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)

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

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	0	0
Section 8	25	3

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 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**

**Community Service Policy submitted with the 2001 Agency Plan. Community Service requirements cannot be enforced with FFY 2002 funds.**

**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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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

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

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

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

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

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

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

**Orrin Circle**

**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.

**PHDEP FUNDS NOT AVAILABLE IN FFY 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**Pet Policy submitted with 2001 Agency Plan and is also included in the attachments section of this document.**

**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?

The most recent audit completed is for 09-30-2000. WHHA has not received the completed audit report for fiscal year ended 09-30-01.

- 3.  Yes  No: Were there any findings as the result of that audit? 4 current year and 1 prior year
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? 1
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

The auditor deemed the one unresolved prior year finding to be an “immaterial instance of noncompliance” and as a result the WHHA did not believe the finding merited a response to HUD. Although a response was not forwarded to HUD, the WHHA continues to address this finding and will forward a response to HUD by November 30, 2002.

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

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

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

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the RAB?

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

- Attached at Attachment (File name)  
 Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations

- Any adult recipient of PHA assistance could nominate candidates
- 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: (Winter Haven Florida, Polk County)

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

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

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The consolidated plan supports the addition of affordable housing units based on the demographics and needs established in the consolidated plan. The locality supports the addition of units as they are available from HUD and the extent to which the PHA is eligible to apply.

**D. Other Information Required by HUD**

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

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

The Winter Haven Housing Authority defines a substantial deviation from the Five-Year Plan as a change to the mission statement or the goals and objectives that would cause a change in the service provided to PH residents or to Section 8 Program participants including a significant change in the Authority's financial situation. These changes would be significant enough to require board action to implement a change in policy. We did not experience a substantial deviation from the 5-year plan nor do we anticipate a substantial deviation during this fiscal year.

**Significant Amendment or Modification to the Annual Plan:**

The following actions are considered to be Significant Amendments or Modifications:

- Changes to rent or admissions policies or organization of the waiting list including preferences; and
- Any change to the capital fund budget in excess of \$50,000.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Changes resulting from regulatory changes are considered to be beyond PHA control and as such will not be defined as significant amendments.

**Attachments**

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

- CORRECTIVE ACTION PLAN FOR PASS-FASS**
- STATEMENT OF PROGRESS – GOALS AND OBJECTIVES**
- DECONCENTRATION POLICY**
- RESIDENT ADVISORY BOARD MEMBERS**
- RESIDENT COMMISSIONER**
- PET POLICY**

### **CORRECTIVE ACTION PLAN FOR FASS:**

The WHHA FASS score was 21 of 30 points resulting from submission of unaudited statements for the fiscal year ended September 30, 2001. On August 27, 2002, the HUD field office notified the WHHA that the score had been changed from 21 to 0 points (stating that an email had been forwarded to the WHHA on July 25, 2002) because the audited financial statements were not submitted timely. On September 19, 2002, a WHHA submitted a request to Assistant Secretary Liu stating the reasons the audited financial statements were not submitted timely.

These reasons included: Conversion to privatization of operations, lack of staff to facilitate the auditors, auditors did not schedule on site visit until June 2002 with the submission due on June 30, 2002. The former ED contacted the auditing firm and requested they begin the site visit earlier and the initial visit did take place in May 2002. However, there were several prior year adjustments to be made and the auditors did not allow sufficient time to complete the audit for submittal to HUD in a timely manner. At this writing, WHHA still has not received the audit report from the independent auditor.

Corrective action taken includes a Request for Proposals for audit services for the fiscal year ended September 30, 2002 with a contractual requirement that a draft audit report will be provided to the WHHA no later than March 31, 2003 for review by WHHA and the fee accountant. The completed audit report is to provided to the Board of Commissioners no later than April 30, 2003 to allow WHHA and its fee accountant to ensure that any necessary changes have been made prior to submittal to HUD. The contract will also require that the document be transmitted to HUD no later than May 31, 2003. Payment will be withheld if these requirements are not met.

### **CORRECTIVE ACTION PLAN FOR PASS:**

WHHA submitted a corrective action plan to the Miami HUD Field Office on July 1, 2002 outlining the improvement plan requested in HUD correspondence dated June 3, 2002. The WHHA maintenance plan and preventive maintenance plan were submitted with the response. A summary of that plan follows:

1 – Orrin Circle – the general condition of the site has not changed since the REAC inspection. Broken sidewalk was replaced in January 2002. Playground equipment has been removed. All damaged, missing or loose soffit and fascia is being repaired/replaced. These repairs are PHA wide and not limited to the PASS report. Several units are scheduled for substantial rehab.

2 – Grove Manor – front entrance doors replaced in June 2002. New security screens installed in May 2002. Kitchen cabinets are contracted for replacement including range hoods and plumbing fixtures as needed. Sliding doors have been replaced.

3- Lucerne – 6 units will be completed using CFP funds

All unit deficiencies will be corrected using CFP 2001 and 2002 funding. WHHA maintenance budget will fund the routine turns and minor repairs. UPCS inspections were contracted for the fiscal year ended September 30, 2002 to ensure that inspections were completed in accordance with HUD requirements. CFP funds will be utilized to correct deficiencies cited. WHHA will continue to contract annual UPCS inspections to ensure compliance. Staff will be trained accordingly.

## **STATEMENT OF PROGRESS - GOALS AND OBJECTIVES**

### **Goal Number One: Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.

As an ongoing process, the Winter Haven Housing Authority will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduce duplicative costs.

### **Goal Number Two: The WHHA will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

The Executive Director will provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the County.

### **Goal Number Three : The WHHA will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

The Winter Haven Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan which includes seasonal flower planting and creating attractive and consistent signage for the properties.

As an ongoing process, the Executive Director and the staff of Winter Haven Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.

### **Goal Number Four: The WHHA shall strive to achieve its potential as an organization.**

The Winter Haven Housing Authority will develop a communication process that will improve the timely sharing of information concerning any future programs, plans and budgets.

## DECONCENTRATION POLICY

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### INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Winter Haven Housing Authority adopt policies and procedures governing the deconcentration of poverty and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. It is the Winter Haven Housing Authority's (WHHA) policy to provide for deconcentration of poverty and encourage income mixing.

The goal of this policy is lessen the concentration of poverty and to create mixed-income communities and within the WHHA's public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments. Toward this end, WHHA will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Deconcentration Policy is intended to work in conjunction with the WHHA's annual income targeting requirements. The QHWRA requires that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

The WHHA will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

### II. DEFINITIONS

The following definitions are provided in order to clearly define the affected developments and families under this Deconcentration Policy. **A final rule was published at 24 CFR 903 on August 6, 2002, amending the definition of "Established Income Range" and that change is reflected in this revised policy.**

***Covered Developments:*** Public housing developments that are of general occupancy or family public housing developments that are not exempt from the deconcentration requirement.

***Exempt Developments:*** Public housing developments that are operated by housing authorities with fewer than 100 units; public housing developments that house only elderly persons or persons with disabilities, or both; public housing developments operated by housing authorities that operate only one general occupancy development; public housing developments approved for demolition or conversion to tenant-based assistance; and public housing developments that include units operated in accordance with a HUD-approved mixed-finance plan using HOPE VI or public housing funds awarded before the effective date of the Deconcentration Final Rule.

***PHA-Wide Established Income Range:*** The average annual household income of all residents of all covered developments.

***Development Average Household Income:*** The average annual household income of all residents of a specific covered development.

***Developments Outside the PHA-Wide Established Income Range:*** A development where the Development Average Household Income is between 85 percent and 115 percent of the PHA-Wide Established Income Range. **The established income range is between 85 per cent and 115 percent of the PHA wide-average income for covered developments, except that the upper limit shall never be less than the income at which a family would be defined as an extremely low income family (at or below 30 per cent of median) under 24 CFR 5.603(b).**

### III. ANALYSIS

In order to achieve and maintain deconcentration, the WHHA will comply with the following:

- Determine the PHA-Wide Established Income Range for all covered developments at least an annual basis.
- Determine the average household income for each covered development.
- Determine whether each covered development falls above, within, or above the established income range.
- Determine, for those developments having average incomes outside the established income range, if there are factors to explain and/or justify the income profile as being consistent with and furthering two sets of goals: the goals of deconcentration and income mixing as specified by the statute; and the local goals and strategies contained in the WHHA Annual Plan.
- Where the income profile for a covered development is not explained and/or justified in the WHHA Annual Plan a specific policy to provide for deconcentration and income mixing in applicable covered developments.

Analysis will be completed at least annually, but may be accomplished more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

### IV. ACTION PLAN

If a covered development has been identified as falling above or below the established income range, the WHHA will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the WHHA to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

In order to deconcentrate a development, the WHHA will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income-targeting goal. To the greatest extent possible, the WHHA will provide incentives to encourage families with incomes below the established income range to accept units in developments with incomes above the established income range or to encourage families with incomes above the established income range to accept units in developments with incomes below the established income range.

The WHHA may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. These may include but are not limited to:

- a) Rent Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move-in dates.

A family has the sole discretion whether to accept an offer of a unit made under the WHHA's deconcentration policy. WHHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the deconcentration policy.

## **RESIDENT SERVICE AND SATISFACTION SURVEY FOLLOW-UP PLAN**

The Winter Haven Housing Authority (WHHA) is required to develop an action plan for any of the five areas included in the survey that fall below 75 percent. As a result, the WHHA must respond in the following areas: communication; safety; services; and neighborhood appearance. This follow-up plan addresses all factors of the recent survey.

- **Maintenance and Repair:** WHHA shall coordinate with residents and personnel to evaluate the agency's maintenance program to determine if there are areas of deficiency. WHHA will require on-going training of all maintenance and administrative personnel regarding customer service delivery and customer satisfaction. We will educate residents regarding upkeep of units, reporting of work orders and the WHHA will monitor all activities that relate to work order generation, intake, and completion.
- **Communication:** The WHHA holds resident meetings so that feedback can be addressed in a prompt manor. With these meetings, the Authority hopes to establish a better line of communication and increase resident satisfaction.
- **Safety:** This is of the utmost importance to the WHHA. Drug elimination program funds are targeted to law enforcement reimbursement and currently there are five officers dedicated to housing authority properties. The maintenance department takes proper care to keeping common areas clean and up to the current safety standards. Grass is mowed regularly, seating areas; recreational facilities and community buildings are checked routinely to avoid any potential problems that residents may experience.
- **Services:** As an ongoing process, the Authority will continue to utilize existing community sources and identify sources of funding for additional programs that may improve service delivery and physical improvements to WHHA facilities. Staff will periodically conduct a customer satisfaction survey. Furthermore, staff will attend, at a minimum, one customer service training seminar each year.
- **Neighborhood Appearance:** The WHHA staff, in consultation with the Resident Advisory Board and neighborhood representatives, will promote neighborhood improvement plans for each development, thereby establishing the role of residents in achieving maximum neighborhood appeal. The Executive Director and the WHHA staff will develop methods of enforcing model neighbor standards, marketing strategies and a marketing plan for future success. The Executive Director and/or designee, will identify potential state and local funding and/or grants. This will include possible allocation of current capital funds and /or other sources of funding for site improvements to increase curb appeal.

**RESIDENT ADVISORY BOARD**

VALERIE MORRIS  
PRESIDENT

CARLENE BYRD  
VICE PRESIDENT

TAMMY SLAUGHTER  
SECRETARY

LARONDA BOONE  
TREASURER

TONYA CURRY  
SERGEANT AT ARMS

**RESIDENT COMMISSIONER**

**JUDY M. HUDSON**

## **PET POLICY**

### **I. Purpose**

Section 526 of the Quality Housing and Work Responsibility Act of 1998 defines the requirement and conditions of pet ownership in Family Units of Public Housing developments. In addition, clarification is included in 24 CFR Part 960 as a proposed rule governing Pet Ownership in Public Housing. Regulations contained in 24 CFR Part 903 – Public Housing Agency Plans; Final Rule, delay this requirement until further rules are issued. As a result, the Housing Authority is establishing a policy to clearly communicate the conditions and requirements of pet ownership in Family Units of Public Housing.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

#### Common Household Pets are Defined as Follows:

**Birds:** Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

**Fish:** Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

**Dogs:** Not to exceed thirty (30) pounds at time of maturity. All dogs must be neutered or spayed.

**Cats:** All cats must be neutered or spayed and declawed.

Exotic pets such as snakes, monkeys, rodents, etc are not allowed.

### **II. Registration**

Every pet must be registered with the Housing Authority's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- A. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- B. Proof of current license, if applicable (dogs, cats).
- C. Identification tag bearing the owner's name, address, and phone number (dogs, cats).
- D. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats).
- E. Photograph (no smaller than 3x5) of pet or aquarium.
- F. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- G. Fish - size of tank or aquarium must be registered.

### **III. Licenses and Tags**

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

IV. **Density of Pets**

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. The Housing Authority only will give final approval on type and density of pets.

V. **Visitors and Guests**

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

VI. **Pet Restraints**

A. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.

B. Cats must be in a caged container or on a leash when taken out of the owner's apartment.

C. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

VII. **Liability**

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Housing Authority caused by their pet, and shall indemnify the Housing Authority for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

VIII. **Sanitary Standards and Waste Disposal**

A. Litter boxes must be provided for cats with use of odor-reducing chemicals.

B. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.

C. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.

(i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.

(ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.

- D. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

IX. **General Rules**

The resident agrees to comply with the following rules imposed by the Housing Authority:

- A. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- B. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- C. Dog houses are not allowed on Authority property.

X. **Pet Rule Violation and Pet Removal**

- A. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Housing Authority shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- B. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspections.
- C. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the Housing Authority can officially remove the pet. The Authority accepts no responsibility for pets so removed.

XI. **Rule Enforcement**

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the Authority's Grievance Procedure will be followed.

XII. **Grievance**

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

XIII. **Security Deposit**

A "Pet Deposit" will be required for dogs and cats only, however, all pet owners must comply with registration rules for all other pets. The "Pet Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit. The amount of the "Pet Deposit" will be \$250.

XIV. **Exceptions**

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.



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

<b>PHA Name:</b> Winter Haven Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P13950102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FFY 2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  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	\$125,000			
3	1408 Management Improvements	\$10,000			
4	1410 Administration	\$5,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$261,370			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$426,370			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





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

<b>PHA Name:</b> Winter Haven Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: X FL14P13950100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FFY 2000
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: March 31, 2002  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				
3	1408 Management Improvements	\$15,000	\$20,000	\$15,000	
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$30,000	\$25,000	\$25,000	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$373,950	\$374,200	\$150,000	
11	1465.1 Dwelling Equipment—Nonexpendable	\$31,683	\$31,433	\$20,000	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$450,633	\$450,633	\$210,000	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Winter Haven Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P13950101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FFY 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: March 31, 2002  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	\$125,000		\$125,000	\$125,000
3	1408 Management Improvements	\$25,000		-0-	-0-
4	1410 Administration	\$5,000		\$5,000	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000		\$10,000	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$249,652		\$160,000	-0-
11	1465.1 Dwelling Equipment—Nonexpendable	\$30,000		-0-	-0-
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$459,652		\$300,000	\$125,000
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name Winter Haven Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2007
PHA Wide	Annual Statement	1406 - Operations \$100,000 1408 - Mgmt. Imp. \$10,000 1410 - Admin \$5,000 1430 - Fees & Costs \$25,000	1406 - Operations - \$150,000 1408 - Mgmt. Imp. - \$15,000 1410 - Admin \$5,000 1430 - Fees & Costs \$25,000	1406-Operations - \$150,000 1408 - Mgmt. Imp. - \$15,000 1410 - Admin \$5,000 1430 - Fees & Costs \$25,000	1406-Operations - \$150,000 1408-Mgmt. Imp. - \$15,000 1410 - Admin \$5,000 1430-Fees&Costs \$25,000
PHA Wide		1460 - \$176,370	1460 - \$206,370	1460 - \$231,370	1460 - \$231,370
FL 139-1		1460 - \$110,000			
FL 139-4			1470 - \$25,000		
CFP Funds Listed for 5-year planning		\$426,370	\$426,370	\$426,370	\$426,370
Replacement Housing Factor Funds		0	0	0	0





**WINTER HAVEN**  
**HOUSING AUTHORITY**

**FISCAL YEAR ENDING SEPTEMBER 30, 2003**

**Budget Revision #1**

**MEETING OF THE BOARD OF COMMISSIONERS**

**WINTER HAVEN HOUSING AUTHORITY**  
**SCHEDULE OF NET INCOME BEFORE DEPRECIATION**  
**FOR THE BUDGET YEAR ENDING SEPTEMBER 30, 2003**

<u>Line of Business</u>	<u>FYE 2002</u> <u>Estimated Actual</u> <u>Receipts/(Deficit)</u>	<u>FYE 2003</u> <u>Budgeted</u> <u>Receipts/(Deficit)</u>	<u>Diff</u>
Public Housing	109,505	148,870	(39,365)
CFP Program	-	-	-
Drug Grant Program	-	-	-
Multi-family Drug Grant Program	-	-	
Palm Place	(64,422)	10,328	(74,750)
Section 8 Housing Choice Vouchers	<u>12,994</u>	<u>3,723</u>	<u>9,271</u>
Residual Receipts/(Deficit)	<u><u>58,076</u></u>	<u><u>162,921</u></u>	<u><u>(104,844)</u></u>

# CONSOLIDATED

LINE	ACCT		2002	2002		OVER	2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	(UNDER)	PROPOSED	ACTUAL COSTS
			ACTUAL	BUDGET			BUDGET	VS 2003 BUDGET
<b>REVENUE</b>								
<b>TENANT REVENUE</b>								
703	3110	NET TENANT RENTAL REVENUE	327,473	272,309	55,164	120%	307,209	(20,263)
704	3422	TENANT REVENUE - OTHER	23,714	-	23,714	-	14,750	(8,964)
705		<b>TOTAL TENANT REVENUE</b>	<b>351,187</b>	<b>272,309</b>	<b>78,878</b>	<b>129%</b>	<b>321,959</b>	<b>(29,228)</b>
706	3401	HUD PHA GRANTS	1,513,417	1,478,976	34,441	102%	1,474,747	(38,671)
708	3404	OTHER GOVERNMENT GRANTS	-	24,000	(24,000)	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	847	10,454	(9,607)	8%	1,161	314
714	3450	FRAUD RECOVERY	-	-	-	-	-	-
715	3480	OTHER REVENUE	42,757	9,973	32,784	429%	-	(42,757)
720	3431	INVESTMENT INCOME - RESTRICTED	9,140	-	9,140	-	9,973	833
700		<b>TOTAL REVENUES</b>	<b>1,917,349</b>	<b>1,795,712</b>	<b>121,637</b>	<b>107%</b>	<b>1,807,840</b>	<b>(109,509)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE</b>								
911	4110	ADMINISTRATIVE SALARIES	159,276	144,401	14,875	110%	183,789	24,513
912	4171	AUDITING FEES	7,800	12,167	(4,367)	64%	10,000	2,200
914	4181	COMPENSATED ABSENCES	-	-	-	-	-	-
915	4182	EBC - ADMIN	36,515	28,458	8,057	128%	53,408	16,894
916	4190	OTHER	95,389	83,965	11,424	114%	138,307	42,918
		<b>TOTAL ADMINISTRATIVE</b>	<b>298,980</b>	<b>268,991</b>	<b>29,989</b>	<b>111%</b>	<b>385,505</b>	<b>86,525</b>
<b>TENANT SERVICES</b>								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-	-
924	4230	OTHER	-	500	(500)	0%	5,725	5,725
		<b>TOTAL TENANT SERVICES</b>	<b>-</b>	<b>500</b>	<b>(500)</b>	<b>=</b>	<b>5,725</b>	<b>5,725</b>
<b>UTILITIES</b>								
931	4310	WATER	18,397	13,467	4,930	137%	18,949	552
932	4320	ELECTRICITY	31,362	29,921	1,441	105%	32,303	941
933	4330	NATURAL GAS	1,993	2,788	(795)	71%	2,053	60
938	4390	SEWER AND OTHER	26,462	24,627	1,835	107%	27,256	794
		<b>TOTAL UTILITIES</b>	<b>78,215</b>	<b>70,803</b>	<b>7,412</b>	<b>110%</b>	<b>80,561</b>	<b>2,346</b>

# CONSOLIDATED

LINE	ACCT		2002	2002			2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	OVER	PROPOSED	ACTUAL COSTS
			ACTUAL	BUDGET		(UNDER)	BUDGET	VS 2003 BUDGET
<b>ORDINARY MAINT &amp; OPERATIONS</b>								
941	4410	LABOR	101,621	117,437	(15,816)	87%	114,103	12,482
942	4420	MATERIALS	136,576	104,866	31,710	130%	62,123	(74,453)
943	4430	CONTRACT COSTS	534,107	492,586	41,521	108%	238,291	(295,816)
945	4433	EBC - OM&O	27,173	23,309	3,864	117%	42,867	15,695
952	4480	PROTECTIVE SERVICES	38,926	38,926	(0)	100%	17,251	(21,675)
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<b><u>838,402</u></b>	<b><u>777,124</u></b>	<b><u>61,278</u></b>	<b><u>108%</u></b>	<b><u>474,635</u></b>	<b><u>(363,767)</u></b>
<b>GENERAL EXPENSES</b>								
961	4510	INSURANCE PREMIUMS	70,342	70,344	(2)	100%	94,306	23,964
962	4590	OTHER GENERAL EXPENSES	103,019	60,846	42,173	169%	69,704	(33,315)
963	4570	PAYMENTS IN LIEU OF TAXES	3,000	30,000	(27,000)	10%	15,055	12,055
964	4571	BAD DEBTS	20,616	19,305	1,311	107%	19,305	(1,311)
967	5610	INTEREST EXPENSE	88,190	88,359	(169)	100%	88,359	169
<b>TOTAL GENERAL EXPENSES</b>			<b><u>285,167</u></b>	<b><u>268,854</u></b>	<b><u>16,313</u></b>	<b><u>106%</u></b>	<b><u>286,729</u></b>	<b><u>1,562</u></b>
969	<b>TOTAL OPERATING EXPENSES</b>		<b><u>1,500,764</u></b>	<b><u>1,386,272</u></b>	<b><u>114,492</u></b>	<b><u>108%</u></b>	<b><u>1,233,155</u></b>	<b><u>(267,608)</u></b>
970	<b>EXCESS OPERATING REVENUE OVER</b>							
		<b>OPERATING EXPENSES</b>	<b><u>416,586</u></b>	<b><u>409,440</u></b>	<b><u>7,145</u></b>	<b><u>102%</u></b>	<b><u>574,685</u></b>	<b><u>158,099</u></b>
<b>OTHER EXPENSES</b>								
971	4610	EXTRAORDINARY MAINTENANCE	2,569	7,855	(5,286)	33%	5,000	2,431
973	4715	HOUSING ASSISTANCE PAYMENTS	355,940	320,196	35,744	111%	406,764	50,824
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<b><u>358,510</u></b>	<b><u>328,051</u></b>	<b><u>35,744</u></b>	<b><u>109%</u></b>	<b><u>411,764</u></b>	<b><u>53,254</u></b>
900	<b>TOTAL EXPENSES</b>		<b><u>1,859,273</u></b>	<b><u>1,714,323</u></b>	<b><u>150,236</u></b>	<b><u>108%</u></b>	<b><u>1,644,919</u></b>	<b><u>(214,354)</u></b>
<b>OTHER FINANCING SOURCES (USES):</b>								
1001	9110	OPERATING TRANSFER IN	-	-	-	-	125,000	125,000
1002	9111	OPERATING TRANSFERS OUT	-	-	-	-	(125,000)	(125,000)
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
1000	<b>EXCESS (DEFICIENCY) OPERATING</b>							
		<b>REVENUE OVER(UNDER) EXPENSES</b>	<b><u>58,076</u></b>	<b><u>81,389</u></b>	<b><u>(28,599)</u></b>	<b><u>71%</u></b>	<b><u>162,921</u></b>	<b><u>354,845</u></b>

# CONSOLIDATED ACCOUNT DETAIL

LINE ACCT		2002	2002	DIFF	PERCENT	2003	2002 PROJECTED
ITEM #	DESCRIPTION	<u>PROJECTED</u>	<u>APPROVED</u>	<u>FAVORABLE</u>	TO	<u>PROPOSED</u>	<u>ACTUAL COSTS</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>(UNFAVORABLE)</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>VS 2003 BUDGET</u>
<b>INCOME</b>							
<b>HUD PHA GRANTS</b>							
3401	HUD PHA OPERATING SUBSIDY	1,106,709	1,110,875	(4,166)	100%	1,020,078	(86,631)
3410	SECTION 8 HAP INCOME	354,742	320,196	34,546	111%	406,764	52,022
3410.1	ADMINISTRATIVE FEES EARNED	49,567	45,155	4,412	110%	45,155	(4,412)
3410.2	AUDIT FEES EARNED	2,400	2,000	400	120%	2,000	(400)
3410.3	HARD TO HOUSE EARNED	-	750	(750)	0%	750	750
<b>TOTAL HUD PHA GRANTS</b>		<b><u>1,513,417</u></b>	<b><u>1,478,976</u></b>	<b><u>34,441</u></b>	<b><u>102%</u></b>	<b><u>1,474,747</u></b>	<b><u>(38,671)</u></b>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE EXPENSES - OTHER</b>							
4130	LEGAL	33,631	23,763	9,868	142%	28,807	(4,824)
4140	STAFF TRAINING	960	2,000	(1,040)	48%	6,000	5,040
4150	TRAVEL	1,967	2,376	(409)	83%	6,500	4,533
4170	ACCOUNTING	7,620	11,066	(3,446)	69%	11,600	3,980
4190	SUNDRY	32,442	27,801	4,641	117%	61,000	28,558
4190.1	OFFICE SUPPLIES	3,482	3,150	332	111%	8,000	4,518
4190.2	TELEPHONE/COMMUNICATIONS	14,794	13,809	985	107%	15,400	606
4190.3	POSTAGE	493	-	493	-	1,000	507
4190.4	EVICTON COSTS	-	-	-	-	-	-
4190.5	OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>		<b><u>95,389</u></b>	<b><u>83,965</u></b>	<b><u>11,424</u></b>	<b><u>114%</u></b>	<b><u>138,307</u></b>	<b><u>42,918</u></b>
<b>CONTRACT COSTS</b>							
4430	CONTRACT COSTS	487,213	480,295	(6,918)	101%	191,000	(296,213)
4430.4	REFUSE COLLECTION	46,894	12,291	(34,603)	382%	47,291	397
<b>TOTAL CONTRACT COSTS</b>		<b><u>534,107</u></b>	<b><u>492,586</u></b>	<b><u>(41,521)</u></b>	<b><u>108%</u></b>	<b><u>238,291</u></b>	<b><u>(295,816)</u></b>

# ***CONSOLIDATED - CASH FLOWS***

LINE	ACCT		2003
<u>ITEM</u>	<u>#</u>	<u>DESCRIPTION</u>	<u>PROPOSED</u>
<u>REVENUE</u>			<u>BUDGET</u>
700		TOTAL REVENUES	<u>1,807,840</u>
<b>EXPENSES</b>			
		TOTAL ADMINISTRATIVE	<u>385,505</u>
		TOTAL TENANT SERVICES	<u>5,725</u>
		TOTAL UTILITIES	<u>80,561</u>
		TOTAL ORDINARY MAINT & OPER	<u>474,635</u>
		TOTAL GENERAL EXPENSES	<u>286,729</u>
969		TOTAL OPERATING EXPENSES	<u>1,233,155</u>
970		EXCESS OPERATING REVENUE OVER	
		OPERATING EXPENSES	<u>574,685</u>
		OTHER EXPENSES	
		EX-MAINT, B/A, REPLACEMENTS	45,906
		RESERVE CONTRIBUTIONS	-
		OTHER CASH ITEMS - HAP	531,764
		TOTAL OTHER EXPENSES	<u>577,670</u>
900		TOTAL EXPENSES	<u>1,810,825</u>
		OTHER FINANCING SOURCES (USES):	
1001	9110	OPERATING TRANSFER IN	125,000
1002	9111	OPERATING TRANSFERS OUT	-
1010		TTL OTHER FINANCING SOURCES(USES)	<u>125,000</u>
1000		EXCESS (DEFICIENCY) OPERATING	
		CASH	<u>122,015</u>

\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.

# PUBLIC HOUSING

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	OVER	ACTUAL COSTS
			ACTUAL	BUDGET		(UNDER)	VS 2003 BUDGET
						BUDGET	
<b>REVENUE</b>							
<b>TENANT REVENUE</b>							
703	3110	NET TENANT RENTAL REVENUE	203,744	149,930	53,814	136%	(18,914)
704	3422	TENANT REVENUE - OTHER	14,359	-	14,359	-	391
705		<b>TOTAL TENANT REVENUE</b>	<b>218,104</b>	<b>149,930</b>	<b>68,174</b>	<b>145%</b>	<b>(18,523)</b>
706	3401	HUD PHA GRANTS	449,468	456,909	(7,441)	98%	7,863
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	536	-	536	-	25
714	3450	FRAUD RECOVERY	-	-	-	-	-
715	3480	OTHER REVENUE	42,757	-	42,757	-	(42,757)
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-
700		<b>TOTAL REVENUES</b>	<b>710,866</b>	<b>606,839</b>	<b>104,027</b>	<b>117%</b>	<b>(53,393)</b>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
911	4110	ADMINISTRATIVE SALARIES	92,214	94,730	(2,516)	97%	12,552
912	4171	AUDITING FEES	4,200	7,500	(3,300)	56%	800
914	4181	COMPENSATED ABSENCES	-	-	-	-	-
915	4182	EBC - ADMIN	25,585	22,735	2,850	113%	5,531
916	4190	OTHER	56,446	46,500	9,946	121%	13,454
		<b>TOTAL ADMINISTRATIVE</b>	<b>178,445</b>	<b>171,465</b>	<b>6,980</b>	<b>104%</b>	<b>32,338</b>
<b>TENANT SERVICES</b>							
921	4210	SALARIES	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-
924	4230	OTHER	-	500	(500)	0%	5,725
		<b>TOTAL TENANT SERVICES</b>	<b>-</b>	<b>500</b>	<b>(500)</b>	<b>0%</b>	<b>5,725</b>
<b>UTILITIES</b>							
931	4310	WATER	7,060	2,500	4,560	282%	212
932	4320	ELECTRICITY	21,102	20,000	1,102	106%	633
933	4330	NATURAL GAS	-	500	(500)	0%	-
938	4390	SEWER AND OTHER	5,123	4,000	1,123	128%	154
		<b>TOTAL UTILITIES</b>	<b>33,284</b>	<b>27,000</b>	<b>6,284</b>	<b>123%</b>	<b>999</b>

# PUBLIC HOUSING

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	OVER	ACTUAL COSTS
			ACTUAL	BUDGET		(UNDER)	VS 2003 BUDGET
						PROPOSED	
						BUDGET	
<b>ORDINARY MAINT &amp; OPERATIONS</b>							
941	4410	LABOR	69,397	85,250	(15,853)	81%	24,839
942	4420	MATERIALS	72,937	40,000	32,937	182%	(32,937)
943	4430	CONTRACT COSTS	158,866	90,000	68,866	177%	(33,866)
945	4433	EBC - OM&O	24,328	20,425	3,903	119%	10,355
952	4480	PROTECTIVE SERVICES	-	-	-	-	-
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<b><u>325,528</u></b>	<b><u>235,675</u></b>	<b><u>89,853</u></b>	<b><u>138%</u></b>	<b><u>(31,609)</u></b>
<b>GENERAL EXPENSES</b>							
961	4510	INSURANCE PREMIUMS	44,340	44,340	-	100%	19,499
962	4590	OTHER GENERAL EXPENSES	9,023	-	9,023	-	(9,023)
963	4570	PAYMENTS IN LIEU OF TAXES	3,000	30,000	(27,000)	10%	12,055
964	4571	BAD DEBTS	7,741	5,000	2,741	155%	(2,741)
967	5610	INTEREST EXPENSE	-	-	-	-	-
<b>TOTAL GENERAL EXPENSES</b>			<b><u>64,104</u></b>	<b><u>79,340</u></b>	<b><u>(15,236)</u></b>	<b><u>81%</u></b>	<b><u>19,790</u></b>
969	<b>TOTAL OPERATING EXPENSES</b>		<b><u>601,361</u></b>	<b><u>513,980</u></b>	<b><u>87,381</u></b>	<b><u>117%</u></b>	<b><u>27,242</u></b>
970	<b>EXCESS OPERATING REVENUE OVER</b>						
	<b>OPERATING EXPENSES</b>		<b><u>109,505</u></b>	<b><u>92,859</u></b>	<b><u>16,646</u></b>	<b><u>118%</u></b>	<b><u>(80,635)</u></b>
<b>OTHER EXPENSES</b>							
971	4610	EXTRAORDINARY MAINTENANCE	-	5,000	(5,000)	0%	5,000
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<b><u>-</u></b>	<b><u>5,000</u></b>	<b><u>-</u></b>	<b><u>0%</u></b>	<b><u>5,000</u></b>
900	<b>TOTAL EXPENSES</b>		<b><u>601,361</u></b>	<b><u>518,980</u></b>	<b><u>87,381</u></b>	<b><u>116%</u></b>	<b><u>32,242</u></b>
<b>OTHER FINANCING SOURCES (USES):</b>							
1001	9110	OPERATING TRANSFER IN	-	-	-	-	125,000
1002	9111	OPERATING TRANSFERS OUT	-	-	-	-	-
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>125,000</u></b>
1000	<b>EXCESS (DEFICIENCY) OPERATING</b>						
	<b>REVENUE OVER(UNDER) EXPENSES</b>		<b><u>109,505</u></b>	<b><u>87,859</u></b>	<b><u>16,646</u></b>	<b><u>125%</u></b>	<b><u>39,365</u></b>

# PUBLIC HOUSING ACCOUNT DETAIL

LINE	ACCT		2002	2002	DIFF	PERCENT	2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	FAVORABLE	TO	PROPOSED	ACTUAL COSTS
			ACTUAL	BUDGET	(UNFAVORABLE)	BUDGET	BUDGET	VS 2003 BUDGET
<b>INCOME</b>								
<b>HUD PHA GRANTS</b>								
3401		HUD PHA OPERATING SUBSIDY	449,468	456,909	(7,441)	98%	457,331	7,863
3410		SECTION 8 HAP INCOME	-	-	-	-	-	-
3410.1		ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
3410.2		AUDIT FEES EARNED	-	-	-	-	-	-
3410.3		HARD TO HOUSE EARNED	-	-	-	-	-	-
<b>TOTAL HUD PHA GRANTS</b>			<b>449,468</b>	<b>456,909</b>	<b>(7,441)</b>	<b>98%</b>	<b>457,331</b>	<b>7,863</b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES - OTHER</b>								
4130		LEGAL	22,943	15,000	(7,943)	153%	20,000	(2,943)
4140		STAFF TRAINING	180	2,000	1,820	9%	6,000	5,820
4150		TRAVEL	1,628	2,000	372	81%	6,000	4,372
4170		ACCOUNTING	3,060	6,000	2,940	51%	6,000	2,940
4190		SUNDRY	16,195	10,750	(5,445)	151%	17,000	805
4190.1		OFFICE SUPPLIES	3,482	3,150	(332)	111%	5,000	1,518
4190.2		TELEPHONE/COMMUNICATIONS	8,464	7,600	(864)	111%	8,900	436
4190.3		POSTAGE	493	-	(493)	-	1,000	507
4190.4		EVICION COSTS	-	-	-	-	-	-
4190.5		OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>			<b>56,446</b>	<b>46,500</b>	<b>(9,946)</b>	<b>121%</b>	<b>69,900</b>	<b>13,454</b>
<b>CONTRACT COSTS</b>								
4430		CONTRACT COSTS	124,418	90,000	(34,418)	138%	90,000	(34,418)
4430.4		REFUSE COLLECTION	34,447	-	(34,447)	-	35,000	553
<b>TOTAL CONTRACT COSTS</b>			<b>158,866</b>	<b>90,000</b>	<b>(68,866)</b>	<b>177%</b>	<b>125,000</b>	<b>(33,866)</b>

# ***PUBLIC HOUSING - CASH FLOWS***

LINE	ACCT	DESCRIPTION	2003 PROPOSED BUDGET
<u>ITEM</u>	<u>#</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<b>REVENUE</b>			
700		TOTAL REVENUES	<u>657,472</u>
<b>EXPENSES</b>			
		TOTAL ADMINISTRATIVE	<u>210,783</u>
		TOTAL TENANT SERVICES	<u>5,725</u>
		TOTAL UTILITIES	<u>34,283</u>
		TOTAL ORDINARY MAINT & OPER	<u>293,919</u>
		TOTAL GENERAL EXPENSES	<u>83,894</u>
969		TOTAL OPERATING EXPENSES	<u>628,603</u>
970		EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	<u>28,870</u>
		<b>OTHER EXPENSES</b>	
		EX-MAINT, B/A, REPLACEMENTS	45,906
		RESERVE CONTRIBUTIONS	-
		OTHER CASH ITEMS	-
		<b>TOTAL OTHER EXPENSES</b>	<u>45,906</u>
900		TOTAL EXPENSES	<u>674,509</u>
		<b>OTHER FINANCING SOURCES (USES):</b>	
1001	9110	OPERATING TRANSFER IN	125,000
1002	9111	OPERATING TRANSFERS OUT	-
1010		TTL OTHER FINANCING SOURCES(USES)	<u>125,000</u>
1000		EXCESS (DEFICIENCY) OPERATING CASH	<u>107,964</u>

\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.

## ***PUBLIC HOUSING REPLACEMENT OF EQUIPMENT***

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST	TOTAL FROM OPERATIONS	CFP FUNDING	TRUSTEE FUNDING	OTHER GRANT FUNDING
REFRIGERATORS	ALL COMPLEXES	15.00	360.00	5,400.00	5,400.00			
RANGES	ALL COMPLEXES	15.00	225.00	3,375.00	3,375.00			
WATER HEATERS	ALL COMPLEXES	15.00	155.00	2,325.00	2,325.00			
HVAC	ALL COMPLEXES	5.00	700.00	3,500.00	3,500.00			
OFFICE EQUIPMENT	ADMIN OFFICE	1.00	400.00	400.00	400.00			
MAINTENANCE EQUIPMENT	MAINT OFFICE	1.00	1,000.00	1,000.00	1,000.00			
COMPUTER SYSTEM UPGRADES FOR HARDWARE AND DOS TO WINDOWS SOFTWARE	MAIN OFFICE	1.00	24,906.00	24,906.00	24,906.00			
<b>TOTAL</b>			<b>27,746.00</b>	<b>40,906.00</b>	<b>40,906.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

***PUBLIC HOUSING BETTERMENTS AND ADDITIONS***

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST	TOTAL FROM OPERATIONS	CFP FUNDING	TRUSTEE FUNDING	OTHER GRANT FUNDING	
NONE FOR ORIGINAL BUDGET					0.00	0.00	0.00	0.00	0.00

***PUBLIC HOUSING EXTRAORDINARY MAINTENANCE***

<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>QUANTITY</b>	<b>PRICE</b>	<b>TOTAL COST</b>	<b>TOTAL FROM OPERATIONS</b>	<b>CFP FUNDING</b>	<b>TRUSTEE FUNDING</b>	<b>OTHER GRANT FUNDING</b>
GENERAL REPAIRS AS REQUIRED TO UNITS	ALL	1.00	5,000.00	5,000.00	5,000.00			
<b>TOTAL</b>				<b>5,000.00</b>	<b>5,000.00</b>	-	-	-

# SECTION 8 NEW CONSTRUCTION - PALMPLACE

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	OVER	ACTUAL COSTS
			<u>ACTUAL</u>	<u>BUDGET</u>		(UNDER)	VS 2003 BUDGET
						<u>BUDGET</u>	
<b>REVENUE</b>							
<b>TENANT REVENUE</b>							
703	3110	NET TENANT RENTAL REVENUE	123,728	122,379	1,349	101%	(1,349)
704	3422	TENANT REVENUE - OTHER	9,355	-	9,355	-	(9,355)
<b>705</b>		<b>TOTAL TENANT REVENUE</b>	<b><u>133,084</u></b>	<b><u>122,379</u></b>	<b><u>10,705</u></b>	<b><u>109%</u></b>	<b><u>(10,705)</u></b>
706	3401	HUD PHA GRANTS	299,066	295,792	3,274	101%	(3,274)
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	256	10,403	(10,147)	2%	294
714	3450	FRAUD RECOVERY	-	-	-	-	-
715	3480	OTHER REVENUE	-	9,973	(9,973)	0%	-
720	3431	INVESTMENT INCOME - RESTRICTED	9,140	-	9,140	-	833
<b>700</b>		<b>TOTAL REVENUES</b>	<b><u>441,546</u></b>	<b><u>438,547</u></b>	<b><u>2,999</u></b>	<b><u>101%</u></b>	<b><u>(12,852)</u></b>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
911	4110	ADMINISTRATIVE SALARIES	52,046	32,031	20,015	162%	8,714
912	4171	AUDITING FEES	2,400	2,667	(267)	90%	600
914	4181	COMPENSATED ABSENCES	-	-	-	-	-
915	4182	EBC - ADMIN	10,696	4,373	6,323	245%	7,008
916	4190	OTHER	25,411	26,728	(1,317)	95%	4,996
		<b>TOTAL ADMINISTRATIVE</b>	<b><u>90,553</u></b>	<b><u>65,799</u></b>	<b><u>24,754</u></b>	<b><u>138%</u></b>	<b><u>21,318</u></b>
<b>TENANT SERVICES</b>							
921	4210	SALARIES	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-
		<b>TOTAL TENANT SERVICES</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>UTILITIES</b>							
931	4310	WATER	11,338	10,967	371	103%	340
932	4320	ELECTRICITY	10,260	9,921	339	103%	308
933	4330	NATURAL GAS	1,993	2,288	(295)	87%	60
938	4390	SEWER AND OTHER	21,340	20,627	713	103%	640
		<b>TOTAL UTILITIES</b>	<b><u>44,930</u></b>	<b><u>43,803</u></b>	<b><u>1,127</u></b>	<b><u>103%</u></b>	<b><u>1,348</u></b>

# SECTION 8 NEW CONSTRUCTION - PALMPLACE

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	OVER	ACTUAL COSTS
			<u>ACTUAL</u>	<u>BUDGET</u>		(UNDER)	VS 2003 BUDGET
						<u>BUDGET</u>	
<b>ORDINARY MAINT &amp; OPERATIONS</b>							
941	4410	LABOR	32,224	32,187	37	100%	(12,356)
942	4420	MATERIALS	20,896	22,123	(1,227)	94%	1,227
943	4430	CONTRACT COSTS	151,734	178,347	(26,613)	85%	(69,443)
945	4433	EBC - OM&O	2,845	2,884	(39)	99%	5,340
952	4480	PROTECTIVE SERVICES	-	-	-	-	-
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<b><u>207,698</u></b>	<b><u>235,541</u></b>	<b><u>(27,843)</u></b>	<b><u>88%</u></b>	<b><u>(75,232)</u></b>
<b>GENERAL EXPENSES</b>							
961	4510	INSURANCE PREMIUMS	26,002	26,004	(2)	100%	(916)
962	4590	OTHER GENERAL EXPENSES	33,150	-	33,150	-	(33,150)
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-
964	4571	BAD DEBTS	12,875	14,305	(1,430)	90%	1,430
967	5610	INTEREST EXPENSE	88,190	88,359	(169)	100%	169
<b>TOTAL GENERAL EXPENSES</b>			<b><u>160,217</u></b>	<b><u>128,668</u></b>	<b><u>31,549</u></b>	<b><u>125%</u></b>	<b><u>(32,467)</u></b>
969	<b>TOTAL OPERATING EXPENSES</b>		<b><u>503,399</u></b>	<b><u>473,811</u></b>	<b><u>29,588</u></b>	<b><u>106%</u></b>	<b><u>(85,033)</u></b>
970	<b>EXCESS OPERATING REVENUE OVER</b>						
	<b>OPERATING EXPENSES</b>		<b><u>(61,853)</u></b>	<b><u>(35,264)</u></b>	<b><u>(26,589)</u></b>	<b><u>175%</u></b>	<b><u>72,181</u></b>
<b>OTHER EXPENSES</b>							
971	4610	EXTRAORDINARY MAINTENANCE	2,569	2,855	(286)	90%	(2,569)
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<b><u>2,569</u></b>	<b><u>2,855</u></b>	<b><u>-</u></b>	<b><u>90%</u></b>	<b><u>(2,569)</u></b>
900	<b>TOTAL EXPENSES</b>		<b><u>505,968</u></b>	<b><u>476,666</u></b>	<b><u>29,588</u></b>	<b><u>106%</u></b>	<b><u>(87,602)</u></b>
<b>OTHER FINANCING SOURCES (USES):</b>							
1001	9110	OPERATING TRANSFER IN	-	-	-	-	-
1002	9111	OPERATING TRANSFERS OUT	-	-	-	-	-
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
1000	<b>EXCESS (DEFICIENCY) OPERATING</b>						
	<b>REVENUE OVER(UNDER) EXPENSES</b>		<b><u>(64,422)</u></b>	<b><u>(38,119)</u></b>	<b><u>(26,589)</u></b>	<b><u>169%</u></b>	<b><u>74,750</u></b>

# PALMPLACE ACCOUNT DETAIL

LINE	ACCT		2002	2002	DIFF	PERCENT	2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	FAVORABLE	TO	PROPOSED	ACTUAL COSTS
			ACTUAL	BUDGET	(UNFAVORABLE)	BUDGET	BUDGET	VS 2003 BUDGET
<b>INCOME</b>								
<b>HUD PHA GRANTS</b>								
3401		HUD PHA OPERATING SUBSIDY	299,066	295,792	3,274	101%	295,792	(3,274)
3410		SECTION 8 HAP INCOME	-	-	-	-	-	-
3410.1		ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
3410.2		AUDIT FEES EARNED	-	-	-	-	-	-
3410.3		HARD TO HOUSE EARNED	-	-	-	-	-	-
<b>TOTAL HUD PHA GRANTS</b>			<b><u>299,066</u></b>	<b><u>295,792</u></b>	<b><u>3,274</u></b>	<b><u>101%</u></b>	<b><u>295,792</u></b>	<b><u>(3,274)</u></b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES - OTHER</b>								
4130		LEGAL	5,227	5,807	580	90%	5,807	580
4140		STAFF TRAINING	-	-	-	-	-	-
4150		TRAVEL	338	376	38	90%	500	162
4170		ACCOUNTING	2,820	3,133	313	90%	3,600	780
4190		SUNDRY	10,696	11,203	507	95%	11,000	304
4190.1		OFFICE SUPPLIES	-	-	-	-	3,000	3,000
4190.2		TELEPHONE/COMMUNICATIONS	6,330	6,209	(121)	102%	6,500	170
4190.3		POSTAGE	-	-	-	-	-	-
4190.4		EVICTON COSTS	-	-	-	-	-	-
4190.5		OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>			<b><u>25,411</u></b>	<b><u>26,728</u></b>	<b><u>1,317</u></b>	<b><u>95%</u></b>	<b><u>30,407</u></b>	<b><u>4,996</u></b>
<b>CONTRACT COSTS</b>								
4430		CONTRACT COSTS	139,288	166,056	26,768	84%	70,000	(69,288)
4430.4		REFUSE COLLECTION	12,446	12,291	(155)	101%	12,291	(155)
<b>TOTAL CONTRACT COSTS</b>			<b><u>151,734</u></b>	<b><u>178,347</u></b>	<b><u>26,613</u></b>	<b><u>85%</u></b>	<b><u>82,291</u></b>	<b><u>(69,443)</u></b>

# ***PALMPLACE - CASH FLOWS***

LINE ACCT	2003
<u>ITEM # DESCRIPTION</u>	<u>PROPOSED BUDGET</u>
<b>REVENUE</b>	
TENANT REVENUE	
700 TOTAL REVENUES	<u>428,694</u>
<b>EXPENSES</b>	
TOTAL ADMINISTRATIVE	<u>111,872</u>
TOTAL TENANT SERVICES	<u>-</u>
TOTAL UTILITIES	<u>46,278</u>
TOTAL ORDINARY MAINT & OPER	<u>132,466</u>
GENERAL EXPENSES	
TOTAL GENERAL EXPENSES	<u>127,750</u>
969 TOTAL OPERATING EXPENSES	<u>418,366</u>
970 EXCESS OPERATING REVENUE OVER	
OPERATING EXPENSES	<u>10,328</u>
OTHER EXPENSES	
EX-MAINT, B/A, REPLACEMENTS	-
RESERVE CONTRIBUTIONS	-
OTHER CASH ITEMS (increase)/decrease	-
TOTAL OTHER EXPENSES	<u>-</u>
900 TOTAL EXPENSES	<u>418,366</u>
<b>OTHER FINANCING SOURCES (USES):</b>	
1001 9110 OPERATING TRANSFER IN	-
1002 9111 OPERATING TRANSFERS OUT	-
1010 TTL OTHER FINANCING SOURCES(USES)	<u>-</u>
1000 EXCESS (DEFICIENCY) OPERATING	
CASH	<u>10,328</u>

\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.

# ***PALMPLACE REPLACEMENT OF EQUIPMENT***

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST	TOTAL FROM OPERATIONS	CFP FUNDING	TRUSTEE FUNDING	OTHER GRANT FUNDING
NONE FOR ORIGINAL BUDGET								
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

***PALMPLACE BETTERMENTS AND ADDITIONS***

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST	TOTAL FROM OPERATIONS	CFP FUNDING	TRUSTEE FUNDING	OTHER GRANT FUNDING
NONE FOR ORIGINAL BUDGET								
<b>TOTAL</b>				-	-	-	-	<b>0.00</b>

# ***PALMPLACE EXTRAORDINARY MAINTENANCE***

<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>QUANTITY</b>	<b>PRICE</b>	<b>TOTAL COST</b>	<b>TOTAL FROM OPERATIONS</b>	<b>CFP FUNDING</b>	<b>TRUSTEE FUNDING</b>	<b>OTHER GRANT FUNDING</b>
<b>NONE FOR ORIGINAL BUDGET</b>								
<b>TOTAL</b>				<b>-</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>

# SECTION 8 HOUSING CHOICE VOUCHERS

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	OVER	PROPOSED	ACTUAL COSTS
			<u>ACTUAL</u>	<u>BUDGET</u>	(UNDER)	<u>BUDGET</u>	<u>VS 2003 BUDGET</u>
<b>REVENUE</b>							
<b>TENANT REVENUE</b>							
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-
705	<b>TOTAL TENANT REVENUE</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
706	3401	HUD PHA GRANTS	406,709	368,101	38,608	454,669	47,960
708	3404	OTHER GOVERNMENT GRANTS	-	24,000	(24,000)	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	55	51	4	50	(5)
714	3450	FRAUD RECOVERY	-	-	-	-	-
715	3480	OTHER REVENUE	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-
700	<b>TOTAL REVENUES</b>		<u><b>406,764</b></u>	<u><b>392,152</b></u>	<u><b>14,612</b></u>	<u><b>454,719</b></u>	<u><b>47,955</b></u>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
911	4110	ADMINISTRATIVE SALARIES	15,016	17,640	(2,624)	18,263	3,247
912	4171	AUDITING FEES	1,200	2,000	(800)	2,000	800
914	4181	COMPENSATED ABSENCES	-	-	-	-	-
915	4182	EBC - ADMIN	234	1,349	(1,115)	4,588	4,354
916	4190	OTHER	10,651	7,856	2,795	8,000	(2,651)
	<b>TOTAL ADMINISTRATIVE</b>		<u><b>27,101</b></u>	<u><b>28,845</b></u>	<u><b>(1,745)</b></u>	<u><b>32,851</b></u>	<u><b>5,750</b></u>
<b>TENANT SERVICES</b>							
921	4210	SALARIES	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-
	<b>TOTAL TENANT SERVICES</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UTILITIES</b>							
931	4310	WATER	-	-	-	-	-
932	4320	ELECTRICITY	-	-	-	-	-
933	4330	NATURAL GAS	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-
	<b>TOTAL UTILITIES</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

# SECTION 8 HOUSING CHOICE VOUCHERS

LINE ITEM	ACCT #	DESCRIPTION	2002 PROJECTED ACTUAL	2002 APPROVED BUDGET	DIFF	OVER (UNDER)	2003 PROPOSED BUDGET	2002 PROJECTED ACTUAL COSTS VS 2003 BUDGET
<b>ORDINARY MAINT &amp; OPERATIONS</b>								
941	4410	LABOR	-	-	-	-	-	-
942	4420	MATERIALS	-	-	-	-	-	-
943	4430	CONTRACT COSTS	10,729	11,461	(732)	94%	6,000	(4,729)
945	4433	EBC - OM&O	-	-	-	-	-	-
952	4480	PROTECTIVE SERVICES	-	-	-	-	-	-
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<b><u>10,729</u></b>	<b><u>11,461</u></b>	<b><u>(732)</u></b>	<b><u>94%</u></b>	<b><u>6,000</u></b>	<b><u>(4,729)</u></b>
<b>GENERAL EXPENSES</b>								
961	4510	INSURANCE PREMIUMS	-	-	-	-	5,381	5,381
962	4590	OTHER GENERAL EXPENSES	-	-	-	-	-	-
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
967	5610	INTEREST EXPENSE	-	-	-	-	-	-
<b>TOTAL GENERAL EXPENSES</b>			<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>5,381</u></b>	<b><u>5,381</u></b>
969	<b>TOTAL OPERATING EXPENSES</b>		<b><u>37,830</u></b>	<b><u>40,306</u></b>	<b><u>(2,476)</u></b>	<b><u>94%</u></b>	<b><u>44,232</u></b>	<b><u>6,402</u></b>
970	<b>EXCESS OPERATING REVENUE OVER OPERATING EXPENSES</b>		<b><u>368,934</u></b>	<b><u>351,846</u></b>	<b><u>17,088</u></b>	<b><u>0</u></b>	<b><u>410,487</u></b>	<b><u>41,553</u></b>
<b>OTHER EXPENSES</b>								
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	355,940	320,196	35,744	111%	406,764	50,824
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<b><u>355,940</u></b>	<b><u>320,196</u></b>	<b><u>35,744</u></b>	<b><u>111%</u></b>	<b><u>406,764</u></b>	<b><u>50,824</u></b>
900	<b>TOTAL EXPENSES</b>		<b><u>393,770</u></b>	<b><u>360,502</u></b>	<b><u>33,268</u></b>	<b><u>109%</u></b>	<b><u>450,996</u></b>	<b><u>57,226</u></b>
<b>OTHER FINANCING SOURCES (USES):</b>								
1001	9110	OPERATING TRANSFER IN	-	-	-	-	-	-
1002	9111	OPERATING TRANSFERS OUT	-	-	-	-	-	-
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
1000	<b>EXCESS (DEFICIENCY) OPERATING REVENUE OVER(UNDER) EXPENSES</b>		<b><u>12,994</u></b>	<b><u>31,650</u></b>	<b><u>(18,656)</u></b>	<b><u>41%</u></b>	<b><u>3,723</u></b>	<b><u>(9,271)</u></b>

# SECTION 8 VOUCHER ACCOUNT DETAIL

LINE	ACCT		2002	2002	DIFF	PERCENT	2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	FAVORABLE	TO	PROPOSED	ACTUAL COSTS
			<u>ACTUAL</u>	<u>BUDGET</u>	(UNFAVORABLE)	BUDGET	<u>BUDGET</u>	<u>VS 2003 BUDGET</u>
<b>INCOME</b>								
<b>HUD PHA GRANTS</b>								
3401		HUD PHA OPERATING SUBSIDY	-	-	-	-	-	-
3410		SECTION 8 HAP INCOME	354,742	320,196	34,546	111%	406,764	52,022
3410.1		ADMINISTRATIVE FEES EARNED	49,567	45,155	4,412	110%	45,155	(4,412)
3410.2		AUDIT FEES EARNED	2,400	2,000	400	120%	2,000	(400)
3410.3		HARD TO HOUSE EARNED	-	750	(750)	0%	750	750
<b>TOTAL HUD PHA GRANTS</b>			<b><u>406,709</u></b>	<b><u>368,101</u></b>	<b><u>38,608</u></b>	<b><u>110%</u></b>	<b><u>454,669</u></b>	<b><u>47,960</u></b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES - OTHER</b>								
4130		LEGAL	5,461	2,956	(2,505)	185%	3,000	(2,461)
4140		STAFF TRAINING	780	-	(780)	-	-	(780)
4150		TRAVEL	-	-	-	-	-	-
4170		ACCOUNTING	1,740	1,933	193	90%	2,000	260
4190		SUNDRY	2,670	2,967	297	90%	3,000	330
4190.1		OFFICE SUPPLIES	-	-	-	-	-	-
4190.2		TELEPHONE/COMMUNICATIONS	-	-	-	-	-	-
4190.3		POSTAGE	-	-	-	-	-	-
4190.4		EVICITION COSTS	-	-	-	-	-	-
4190.5		OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>			<b><u>10,651</u></b>	<b><u>7,856</u></b>	<b><u>(2,795)</u></b>	<b><u>136%</u></b>	<b><u>8,000</u></b>	<b><u>(2,651)</u></b>
<b>CONTRACT COSTS</b>								
4430		CONTRACT COSTS	10,729	11,461	732	94%	6,000	(4,729)
4430.4		REFUSE COLLECTION	-	-	-	-	-	-
<b>TOTAL CONTRACT COSTS</b>			<b><u>10,729</u></b>	<b><u>11,461</u></b>	<b><u>732</u></b>	<b><u>94%</u></b>	<b><u>6,000</u></b>	<b><u>(4,729)</u></b>

# ***SECTION 8 VOUCHER - CASH FLOWS***

LINE	ACCT	DESCRIPTION	2003 PROPOSED BUDGET
<b>REVENUE</b>			
		TENANT REVENUE	
700		TOTAL REVENUES	<u>454,719</u>
<b>EXPENSES</b>			
		TOTAL ADMINISTRATIVE	<u>32,851</u>
		TOTAL TENANT SERVICES	<u>-</u>
		TOTAL UTILITIES	<u>-</u>
		TOTAL ORDINARY MAINT & OPER	<u>6,000</u>
		TOTAL GENERAL EXPENSES	<u>5,381</u>
969		TOTAL OPERATING EXPENSES	<u>44,232</u>
970		EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	<u>410,487</u>
		<b>OTHER EXPENSES</b>	
		EX-MAINT, B/A, REPLACEMENTS	-
		RESERVE CONTRIBUTIONS	
		OTHER CASH ITEMS - HAP	<u>406,764</u>
		<b>TOTAL OTHER EXPENSES</b>	<u>406,764</u>
900		TOTAL EXPENSES	<u>450,996</u>
		<b>OTHER FINANCING SOURCES (USES):</b>	
1001	9110	OPERATING TRANSFER IN	-
1002	9111	OPERATING TRANSFERS OUT	<u>-</u>
1010		TTL OTHER FINANCING SOURCES(USES)	<u>-</u>
1000		EXCESS (DEFICIENCY) OPERATING CASH	<u>3,723</u>

\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.

**SECTION 8 EXTRAORDINARY MAINTENANCE**

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST	TOTAL FROM OPERATIONS	CFP FUNDING	TRUSTEE FUNDING	OTHER GRANT FUNDING
NONE FOR ORIGINAL BUDGET								
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# ***SECTION 8 REPLACEMENT OF EQUIPMENT***

<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>QUANTITY</b>	<b>PRICE</b>	<b>TOTAL COST</b>	<b>TOTAL FROM OPERATIONS</b>	<b>CFP FUNDING</b>	<b>TRUSTEE FUNDING</b>	<b>OTHER GRANT FUNDING</b>
NONE FOR ORIGINAL BUDGET								
<b>TOTAL</b>			-	-	-	-	-	-

**SECTION 8 BETTERMENTS AND ADDITIONS**

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST	TOTAL FROM OPERATIONS	CFP FUNDING	TRUSTEE FUNDING	OTHER GRANT FUNDING
NONE FOR ORIGINAL BUDGET								
<b>TOTAL</b>			0.00	0.00	0.00	0.00	0.00	0.00

# CAPITAL FUND PROGRAM

LINE	ACCT		2002	2002		OVER	2003	2001 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	DIFF	(UNDER)	PROPOSED	ACTUAL COSTS
REVENUE			ACTUAL	BUDGET			BUDGET	VS 2002 BUDGET
<b>TENANT REVENUE</b>								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
705		<b>TOTAL TENANT REVENUE</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
706	3401	HUD PHA GRANTS	263,952	263,952	-	100%	180,000	(83,952)
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	-	-	-	-	-	-
714	3450	FRAUD RECOVERY	-	-	-	-	-	-
715	3480	OTHER REVENUE	-	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		<b>TOTAL REVENUES</b>	<u><b>263,952</b></u>	<u><b>263,952</b></u>	<u><b>-</b></u>	<u><b>100%</b></u>	<u><b>180,000</b></u>	<u><b>(83,952)</b></u>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE</b>								
911	4110	ADMINISTRATIVE SALARIES	-	-	-	-	-	-
912	4171	AUDITING FEES	-	-	-	-	-	-
914	4181	COMPENSATED ABSENCES	-	-	-	-	-	-
915	4182	EBC - ADMIN	-	-	-	-	-	-
916	4190	OTHER	2,881	2,881	0	100%	30,000	27,119
		<b>TOTAL ADMINISTRATIVE</b>	<u><b>2,881</b></u>	<u><b>2,881</b></u>	<u><b>0</b></u>	<u><b>100%</b></u>	<u><b>30,000</b></u>	<u><b>27,119</b></u>
<b>TENANT SERVICES</b>								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		<b>TOTAL TENANT SERVICES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UTILITIES</b>								
931	4310	WATER	-	-	-	-	-	-
932	4320	ELECTRICITY	-	-	-	-	-	-
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		<b>TOTAL UTILITIES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

# CAPITAL FUND PROGRAM

LINE	ACCT		2002	2002		2003	2001 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	OVER	PROPOSED	ACTUAL COSTS
			ACTUAL	BUDGET	DIFF	BUDGET	VS 2002 BUDGET
<b>ORDINARY MAINT &amp; OPERATIONS</b>							
941	4410	LABOR	-	-	-	-	-
942	4420	MATERIALS	42,743	42,743	(0)	-	(42,743)
943	4430	CONTRACT COSTS	212,778	212,778	-	25,000	(187,778)
945	4433	EBC - OM&O	-	-	-	-	-
952	4480	PROTECTIVE SERVICES	-	-	-	-	-
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<b>255,521</b>	<b>255,521</b>	<b>(0)</b>	<b>25,000</b>	<b>(230,521)</b>
<b>GENERAL EXPENSES</b>							
961	4510	INSURANCE PREMIUMS	-	-	-	-	-
962	4590	OTHER GENERAL EXPENSES	5,550	5,550	-	-	(5,550)
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-
967	5610	INTEREST EXPENSE	-	-	-	-	-
<b>TOTAL GENERAL EXPENSES</b>			<b>5,550</b>	<b>5,550</b>	<b>-</b>	<b>-</b>	<b>(5,550)</b>
969	<b>TOTAL OPERATING EXPENSES</b>		<b>263,952</b>	<b>263,952</b>	<b>0</b>	<b>55,000</b>	<b>(208,952)</b>
970	<b>EXCESS OPERATING REVENUE OVER</b>						
<b>OPERATING EXPENSES</b>			<b>-</b>	<b>-</b>	<b>(0)</b>	<b>125,000</b>	<b>125,000</b>
<b>OTHER EXPENSES</b>							
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
900	<b>TOTAL EXPENSES</b>		<b>263,952</b>	<b>263,952</b>	<b>0</b>	<b>55,000</b>	<b>(208,952)</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
1001	9110	OPERATING TRANSFER IN	-	-	-	-	-
1002	9111	OPERATING TRANSFERS OUT	-	-	-	(125,000)	(125,000)
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(125,000)</b>	<b>(125,000)</b>
1000	<b>EXCESS (DEFICIENCY) OPERATING</b>						
<b>REVENUE OVER(UNDER) EXPENSES</b>			<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>

# ***CAPITAL FUND PROGRAM ACCOUNT DETAIL***

LINE	ACCT		2002	2002	DIFF	PERCENT	2003	2002 PROJECTED
ITEM	#	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>APPROVED</u>	<u>FAVORABLE</u>	<u>TO</u>	<u>PROPOSED</u>	<u>ACTUAL COSTS</u>
			<u>ACTUAL</u>	<u>BUDGET</u>	<u>(UNFAVORABLE)</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>VS 2003 BUDGET</u>
<b>INCOME</b>								
<b>HUD PHA GRANTS</b>								
	3401	HUD PHA OPERATING SUBSIDY	263,952	263,952	-	100%	180,000	(83,952)
	3410	SECTION 8 HAP INCOME	-	-	-	-	-	-
	3410.1	ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
	3410.2	AUDIT FEES EARNED	-	-	-	-	-	-
	3410.3	HARD TO HOUSE EARNED	-	-	-	-	-	-
		<b>TOTAL HUD PHA GRANTS</b>	<b><u>263,952</u></b>	<b><u>263,952</u></b>	<b><u>-</u></b>	<b><u>100%</u></b>	<b><u>180,000</u></b>	<b><u>(83,952)</u></b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES - OTHER</b>								
	4130	LEGAL	-	-	-	-	-	-
	4140	STAFF TRAINING	-	-	-	-	-	-
	4150	TRAVEL	-	-	-	-	-	-
	4170	ACCOUNTING	-	-	-	-	-	-
	4190	SUNDRY	2,881	2,881	(0)	100%	30,000	27,119
	4190.1	OFFICE SUPPLIES	-	-	-	-	-	-
	4190.2	TELEPHONE/COMMUNICATIONS	-	-	-	-	-	-
	4190.3	POSTAGE	-	-	-	-	-	-
	4190.4	EVICITION COSTS	-	-	-	-	-	-
	4190.5	OFFICE EQUIPMENT	-	-	-	-	-	-
		<b>TOTAL ADMINISTRATIVE</b>	<b><u>2,881</u></b>	<b><u>2,881</u></b>	<b><u>(0)</u></b>	<b><u>100%</u></b>	<b><u>30,000</u></b>	<b><u>27,119</u></b>
<b>CONTRACT COSTS</b>								
	4430	CONTRACT COSTS	212,778	212,778	-	100%	25,000	(187,778)
	4430.4	REFUSE COLLECTION	-	-	-	-	-	-
		<b>TOTAL CONTRACT COSTS</b>	<b><u>212,778</u></b>	<b><u>212,778</u></b>	<b><u>-</u></b>	<b><u>100%</u></b>	<b><u>25,000</u></b>	<b><u>(187,778)</u></b>

# **CFP - CASH FLOWS**

LINE	ACCT	DESCRIPTION	2003 PROPOSED BUDGET
<u>ITEM</u>	<u>#</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<b>REVENUE</b>			
700		TOTAL REVENUES	<u>180,000</u>
<b>EXPENSES</b>			
		TOTAL ADMINISTRATIVE	<u>30,000</u>
		TOTAL TENANT SERVICES	<u>-</u>
		TOTAL UTILITIES	<u>-</u>
		TOTAL ORDINARY MAINT & OPER	<u>25,000</u>
		TOTAL GENERAL EXPENSES	<u>-</u>
969		TOTAL OPERATING EXPENSES	<u>55,000</u>
970		EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	<u>125,000</u>
		<b>OTHER EXPENSES</b>	
		EX-MAINT, B/A, REPLACEMENTS	-
		RESERVE CONTRIBUTIONS	-
		OTHER CASH ITEMS	<u>125,000</u>
		<b>TOTAL OTHER EXPENSES</b>	<u>125,000</u>
900		TOTAL EXPENSES	<u>180,000</u>
		<b>OTHER FINANCING SOURCES (USES):</b>	
1001	9110	OPERATING TRANSFER IN	-
1002	9111	OPERATING TRANSFERS OUT	<u>(125,000)</u>
1010		TTL OTHER FINANCING SOURCES(USES)	<u>(125,000)</u>
1000		EXCESS (DEFICIENCY) OPERATING CASH	<u>-</u>

\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.

# DRUG GRANT PROGRAM

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	OVER	PROPOSED	ACTUAL COSTS
			ACTUAL	BUDGET	(UNDER)	BUDGET	VS 2003 BUDGET
<b>REVENUE</b>							
<b>TENANT REVENUE</b>							
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-
705		<b>TOTAL TENANT REVENUE</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
706	3401	HUD PHA GRANTS	38,926	38,926	(0)	100%	17,251
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	-	-	-	-	-
714	3450	FRAUD RECOVERY	-	-	-	-	-
715	3480	OTHER REVENUE	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-
700		<b>TOTAL REVENUES</b>	<u><b>38,926</b></u>	<u><b>38,926</b></u>	<u><b>(0)</b></u>	<u><b>100%</b></u>	<u><b>17,251</b></u>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
911	4110	ADMINISTRATIVE SALARIES	-	-	-	-	-
912	4171	AUDITING FEES	-	-	-	-	-
914	4181	COMPENSATED ABSENCES	-	-	-	-	-
915	4182	EBC - ADMIN	-	-	-	-	-
916	4190	OTHER	-	-	-	-	-
		<b>TOTAL ADMINISTRATIVE</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TENANT SERVICES</b>							
921	4210	SALARIES	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-
		<b>TOTAL TENANT SERVICES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UTILITIES</b>							
931	4310	WATER	-	-	-	-	-
932	4320	ELECTRICITY	-	-	-	-	-
933	4330	NATURAL GAS	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-
		<b>TOTAL UTILITIES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

# DRUG GRANT PROGRAM

LINE ITEM	ACCT #	DESCRIPTION	2002 PROJECTED ACTUAL	2002 APPROVED BUDGET	DIFF	OVER (UNDER)	2003 PROPOSED BUDGET	2002 PROJECTED ACTUAL COSTS VS 2003 BUDGET
<b>ORDINARY MAINT &amp; OPERATIONS</b>								
941	4410	LABOR	-	-	-	-	-	-
942	4420	MATERIALS	-	-	-	-	-	-
943	4430	CONTRACT COSTS	-	-	-	-	-	-
945	4433	EBC - OM&O	-	-	-	-	-	-
952	4480	PROTECTIVE SERVICES	38,926	38,926	(0)	100%	17,251	(21,675)
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<b>38,926</b>	<b>38,926</b>	<b>(0)</b>	<b>100%</b>	<b>17,251</b>	<b>(21,675)</b>
<b>GENERAL EXPENSES</b>								
961	4510	INSURANCE PREMIUMS	-	-	-	-	-	-
962	4590	OTHER GENERAL EXPENSES	-	-	-	-	-	-
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
967	5610	INTEREST EXPENSE	-	-	-	-	-	-
<b>TOTAL GENERAL EXPENSES</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
969	<b>TOTAL OPERATING EXPENSES</b>		<b>38,926</b>	<b>38,926</b>	<b>(0)</b>	<b>100%</b>	<b>17,251</b>	<b>(21,675)</b>
970	<b>EXCESS OPERATING REVENUE OVER OPERATING EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER EXPENSES</b>								
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
900	<b>TOTAL EXPENSES</b>		<b>38,926</b>	<b>38,926</b>	<b>(0)</b>	<b>100%</b>	<b>17,251</b>	<b>(21,675)</b>
<b>OTHER FINANCING SOURCES (USES):</b>								
1001	9110	OPERATING TRANSFER IN	-	-	-	-	-	-
1002	9111	OPERATING TRANSFERS OUT	-	-	-	-	-	-
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
1000	<b>EXCESS (DEFICIENCY) OPERATING REVENUE OVER(UNDER) EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# ***DRUG GRANT PROGRAM ACCOUNT DETAIL***

LINE ACCT	2002	2002	<u>DIFF</u>	PERCENT	2003	2002 PROJECTED
<u>ITEM # DESCRIPTION</u>	<u>PROJECTED</u>	<u>APPROVED</u>	<u>FAVORABLE</u>	<u>TO</u>	<u>PROPOSED</u>	<u>ACTUAL COSTS</u>
INCOME	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(UNFAVORABLE)</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>VS 2003 BUDGET</u>
<b>HUD PHA GRANTS</b>						
3401 HUD PHA OPERATING SUBSIDY	38,926	38,926	(0)	100%	17,251	(21,675)
3410 SECTION 8 HAP INCOME	-	-	-	-	-	-
3410.1 ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
3410.2 AUDIT FEES EARNED	-	-	-	-	-	-
3410.3 HARD TO HOUSE EARNED	-	-	-	-	-	-
<b>TOTAL HUD PHA GRANTS</b>	<b><u>38,926</u></b>	<b><u>38,926</u></b>	<b><u>(0)</u></b>	<b><u>100%</u></b>	<b><u>17,251</u></b>	<b><u>(21,675)</u></b>
<b>EXPENSES</b>						
<b>ADMINISTRATIVE EXPENSES - OTHER</b>						
4130 LEGAL	-	-	-	-	-	-
4140 STAFF TRAINING	-	-	-	-	-	-
4150 TRAVEL	-	-	-	-	-	-
4170 ACCOUNTING	-	-	-	-	-	-
4190 SUNDRY	-	-	-	-	-	-
4190.1 OFFICE SUPPLIES	-	-	-	-	-	-
4190.2 TELEPHONE/COMMUNICATIONS	-	-	-	-	-	-
4190.3 POSTAGE	-	-	-	-	-	-
4190.4 EVICTION COSTS	-	-	-	-	-	-
4190.5 OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>CONTRACT COSTS</b>						
4430 CONTRACT COSTS	-	-	-	-	-	-
4430.4 REFUSE COLLECTION	-	-	-	-	-	-
<b>TOTAL CONTRACT COSTS</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

# ***DRUG - CASH FLOWS***

LINE	ACCT	DESCRIPTION	2003 PROPOSED BUDGET
<u>ITEM</u>	<u>#</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<b>REVENUE</b>			
700		<b>TOTAL REVENUES</b>	<u>17,251</u>
		<b>TOTAL ADMINISTRATIVE</b>	<u>-</u>
		<b>TENANT SERVICES</b>	<u>-</u>
		<b>TOTAL TENANT SERVICES</b>	<u>-</u>
		<b>TOTAL UTILITIES</b>	<u>-</u>
		<b>TOTAL ORDINARY MAINT &amp; OPER</b>	<u>17,251</u>
		<b>TOTAL GENERAL EXPENSES</b>	<u>-</u>
969		<b>TOTAL OPERATING EXPENSES</b>	<u>17,251</u>
970		<b>EXCESS OPERATING REVENUE OVER</b>	
		<b>OPERATING EXPENSES</b>	<u>-</u>
		<b>OTHER EXPENSES</b>	
		EX-MAINT, B/A, REPLACEMENTS	-
		RESERVE CONTRIBUTIONS	-
		OTHER CASH ITEMS	-
		<b>TOTAL OTHER EXPENSES</b>	<u>-</u>
900		<b>TOTAL EXPENSES</b>	<u>17,251</u>
		<b>OTHER FINANCING SOURCES (USES):</b>	
1001	9110	OPERATING TRANSFER IN	-
1002	9111	OPERATING TRANSFERS OUT	-
1010		<b>TTL OTHER FINANCING SOURCES(USES)</b>	<u>-</u>
1000		<b>EXCESS (DEFICIENCY) OPERATING</b>	
		<b>CASH</b>	<u>-</u>

**\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.**

# ***MULTI-FAMILY DRUG GRANT PROGRAM***

LINE	ACCT		2002	2002		2003	2002 PROJECTED
ITEM	#	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>APPROVED</u>	<u>DIFF</u>	<u>OVER</u>	<u>ACTUAL COSTS</u>
REVENUE			<u>ACTUAL</u>	<u>BUDGET</u>		<u>(UNDER)</u>	<u>VS 2003 BUDGET</u>
<b>TENANT REVENUE</b>							
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-
705		<b>TOTAL TENANT REVENUE</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
706	3401	HUD PHA GRANTS	55,296	55,296	(0)	100%	69,704
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	-	-	-	-	-
714	3450	FRAUD RECOVERY	-	-	-	-	-
715	3480	OTHER REVENUE	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-
700		<b>TOTAL REVENUES</b>	<u><b>55,296</b></u>	<u><b>55,296</b></u>	<u><b>(0)</b></u>	<u><b>100%</b></u>	<u><b>69,704</b></u>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
911	4110	ADMINISTRATIVE SALARIES	-	-	-	-	-
912	4171	AUDITING FEES	-	-	-	-	-
914	4181	COMPENSATED ABSENCES	-	-	-	-	-
915	4182	EBC - ADMIN	-	-	-	-	-
916	4190	OTHER	-	-	-	-	-
		<b>TOTAL ADMINISTRATIVE</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TENANT SERVICES</b>							
921	4210	SALARIES	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-
		<b>TOTAL TENANT SERVICES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UTILITIES</b>							
931	4310	WATER	-	-	-	-	-
932	4320	ELECTRICITY	-	-	-	-	-
933	4330	NATURAL GAS	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-
		<b>TOTAL UTILITIES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>ORDINARY MAINT &amp; OPERATIONS</b>							

# ***MULTI-FAMILY DRUG GRANT PROGRAM***

LINE	ACCT		2002	2002		2003	2002 PROJECTED	
ITEM	#	DESCRIPTION	PROJECTED	APPROVED	OVER	PROPOSED	ACTUAL COSTS	
			ACTUAL	BUDGET	DIFF	BUDGET	VS 2003 BUDGET	
941	4410	LABOR	-	-	-	-	-	
942	4420	MATERIALS	-	-	-	-	-	
943	4430	CONTRACT COSTS	-	-	-	-	-	
945	4433	EBC - OM&O	-	-	-	-	-	
952	4480	PROTECTIVE SERVICES	-	-	-	-	-	
<b>TOTAL ORDINARY MAINT &amp; OPER</b>			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>GENERAL EXPENSES</b>								
961	4510	INSURANCE PREMIUMS	-	-	-	-	-	
962	4590	OTHER GENERAL EXPENSES	55,296	55,296	-	100%	69,704	14,408
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
967	5610	INTEREST EXPENSE	-	-	-	-	-	-
<b>TOTAL GENERAL EXPENSES</b>			<u>55,296</u>	<u>55,296</u>	<u>-</u>	<u>100%</u>	<u>69,704</u>	<u>14,408</u>
969	<b>TOTAL OPERATING EXPENSES</b>		<u>55,296</u>	<u>55,296</u>	<u>-</u>	<u>100%</u>	<u>69,704</u>	<u>14,408</u>
970	<b>EXCESS OPERATING REVENUE OVER</b>							
	<b>OPERATING EXPENSES</b>		<u>(0)</u>	<u>-</u>	<u>(0)</u>	<u>-</u>	<u>-</u>	<u>0</u>
<b>OTHER EXPENSES</b>								
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-
974	4800	DEPRECIATION EXPENSE	-	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
900	<b>TOTAL EXPENSES</b>		<u>55,296</u>	<u>55,296</u>	<u>-</u>	<u>100%</u>	<u>69,704</u>	<u>14,408</u>
<b>OTHER FINANCING SOURCES (USES):</b>								
1001	9110	OPERATING TRANSFER IN	-	-	-	-	-	-
1002	9111	OPERATING TRANSFERS OUT	-	-	-	-	-	-
1010	<b>TTL OTHER FINANCING SOURCES(USES)</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
1000	<b>EXCESS (DEFICIENCY) OPERATING</b>							
	<b>REVENUE OVER(UNDER) EXPENSES</b>		<u>(0)</u>	<u>-</u>	<u>(0)</u>	<u>-</u>	<u>-</u>	<u>0</u>

# **MULTI-FAMILY DRUG GRANT PROGRAM ACCOUNT DETAIL**

LINE	ACCT	2002	2002	<u>DIFF</u>	PERCENT	2003	2002 PROJECTED	
<u>ITEM</u>	<u>#</u>	<u>PROJECTED</u>	<u>APPROVED</u>	<u>FAVORABLE</u>	<u>TO</u>	<u>PROPOSED</u>	<u>ACTUAL COSTS</u>	
INCOME	<u>DESCRIPTION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(UNFAVORABLE)</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>VS 2003 BUDGET</u>	
<b>HUD PHA GRANTS</b>								
	3401	HUD PHA OPERATING SUBSIDY	55,296	55,296	(0)	100%	69,704	14,408
	3410	SECTION 8 HAP INCOME	-	-	-	-	-	-
	3410.1	ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
	3410.2	AUDIT FEES EARNED	-	-	-	-	-	-
	3410.3	HARD TO HOUSE EARNED	-	-	-	-	-	-
		<b>TOTAL HUD PHA GRANTS</b>	<b><u>55,296</u></b>	<b><u>55,296</u></b>	<b><u>(0)</u></b>	<b><u>100%</u></b>	<b><u>69,704</u></b>	<b><u>14,408</u></b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES - OTHER</b>								
	4130	LEGAL	-	-	-	-	-	-
	4140	STAFF TRAINING	-	-	-	-	-	-
	4150	TRAVEL	-	-	-	-	-	-
	4170	ACCOUNTING	-	-	-	-	-	-
	4190	SUNDRY	-	-	-	-	-	-
	4190.1	OFFICE SUPPLIES	-	-	-	-	-	-
	4190.2	TELEPHONE/COMMUNICATIONS	-	-	-	-	-	-
	4190.3	POSTAGE	-	-	-	-	-	-
	4190.4	EVICITION COSTS	-	-	-	-	-	-
	4190.5	OFFICE EQUIPMENT	-	-	-	-	-	-
		<b>TOTAL ADMINISTRATIVE</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>CONTRACT COSTS</b>								
	4430	CONTRACT COSTS	-	-	-	-	-	-
	4430.4	REFUSE COLLECTION	-	-	-	-	-	-
		<b>TOTAL CONTRACT COSTS</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

# ***MULTI-FAMILY DRUG - CASH FLOWS***

LINE	ACCT	DESCRIPTION	2003 PROPOSED BUDGET
<u>ITEM</u>	<u>#</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<b>REVENUE</b>			
700		TOTAL REVENUES	<u>69,704</u>
		TOTAL ADMINISTRATIVE	<u>-</u>
		TOTAL TENANT SERVICES	<u>-</u>
		TOTAL UTILITIES	<u>-</u>
		TOTAL ORDINARY MAINT & OPER	<u>-</u>
		TOTAL GENERAL EXPENSES	<u>69,704</u>
969		TOTAL OPERATING EXPENSES	<u>69,704</u>
970		EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	<u>-</u>
		<b>OTHER EXPENSES</b>	
		EX-MAINT, B/A, REPLACEMENTS	-
		RESERVE CONTRIBUTIONS	-
		OTHER CASH ITEMS	<u>-</u>
		<b>TOTAL OTHER EXPENSES</b>	<u>-</u>
900		TOTAL EXPENSES	<u>69,704</u>
		<b>OTHER FINANCING SOURCES (USES):</b>	
1001	9110	OPERATING TRANSFER IN	-
1002	9111	OPERATING TRANSFERS OUT	<u>-</u>
1010		TTL OTHER FINANCING SOURCES(USES)	<u>-</u>
1000		EXCESS (DEFICIENCY) OPERATING CASH	<u>-</u>

\*\*\* Note: Not intended to be a GAAP based Statement of Cash Flows showing reconciled beginning to ending cash. Only intended to show LOB's ability to finance years activities via available annual cash flows.

# SALARIES

PROJECTED INCREASE		3.00%		F	FYE 2002				FYE 2003		% BASE ON	FYE 2003	
EMP	HIRE		T										
NO	NAME	DATE	POSITION	E	ANN DATE	HR RATE	B/W	TOTAL	HR RATE	B/W	TOTAL	ANN. DATE	SALARY
<b>ADMINISTRATION</b>													
	Mack Horne	07/22/02	Executive Director	1.00	07/22/03	26.44	2,115.38	55,000.00	27.24	2,178.85	56,650.00	0.58%	55,316.44
	Position Eliminated	08/19/91	Compliance Officer	1.00	08/19/03	11.92	953.58	24,793.00	0.00	0.00	0.00	0.35%	-
	Lovett Johnson	06/13/91	Housing Manager	1.00	06/13/03	17.40	1,392.00	36,192.00	17.92	1,433.76	37,277.76	0.90%	36,516.24
	Pamela Velasquez	04/01/00	Property Manager	1.00	04/01/03	10.00	800.00	20,800.00	10.30	824.00	21,424.00	1.50%	21,111.15
	Tara James	10/01/02	Assist Property Mgr (Orrin)	1.00	09/30/03	8.25	660.00	17,160.00	8.50	679.80	17,674.80	0.00%	17,160.00
	Valerie Morris	10/01/02	Admin Assistant/Payroll	1.00	09/30/03	8.25	660.00	17,160.00	8.50	679.80	17,674.80	0.00%	17,160.00
<b>SECTION 8</b>													
	Catherine Reddick	08/19/91	S8 Coordinator/Payables	1.00	08/19/03	17.50	1,400.00	36,400.00	18.03	1,442.00	37,492.00	0.35%	36,525.65
<b>MAINTENANCE</b>													
	William Grant	09/09/02	Supervisor	1.00	09/09/03	13.00	1,040.00	27,040.00	13.39	1,071.20	27,851.20	0.17%	27,086.67
	Anthony Sparaco	08/29/02	Maintenance Mechanic	1.00	08/29/03	11.10	888.00	23,088.00	11.43	914.64	23,780.64	0.26%	23,148.72
	Ralph Dorsett	04/07/98	Maintenance Mechanic	1.00	04/07/03	11.10	888.00	23,088.00	11.43	914.64	23,780.64	1.45%	23,421.99
	Raymond Trammel	06/17/96	Maintenance Mechanic	1.00	06/17/03	11.10	888.00	23,088.00	11.43	914.64	23,780.64	0.86%	23,287.25
	Amos Coward	10/01/02	Maintenance Aide	1.00	10/01/03	8.25	660.00	17,160.00	8.50	679.80	17,674.80	-0.01%	17,158.59
<b>TOTALS</b>				<b>12.00</b>		<b>154.31</b>	<b>12,344.96</b>	<b>320,969.00</b>	<b>146.66</b>	<b>11,733.13</b>	<b>305,061.28</b>		<b>297,892.70</b>
												<b>ADMIN</b>	<b>183,789.48</b>
												<b>MAINT</b>	<b>114,103.22</b>
													<b><u>297,892.70</u></b>

PROJECTED INCREASE		3.00%								
EMP	HIRE				PALM					
NO	DATE	POSITION	PUBLIC		PLACE			SECTION 8	TOTALS	
<b>ADMINISTRATION</b>										
Mack Horne	07/22/02	Executive Director	0.72	39,827.84	0.28	15,488.60	-	-	55,316.44	
Position Eliminated	08/19/91	Compliance Officer	0.90	-	0.10	-	-	-	-	
Lovett Johnson	06/13/91	Housing Manager	0.72	26,291.69	0.28	10,224.55	-	-	36,516.24	
Pamela Velasquez	04/01/00	Property Manager	-	-	1.00	21,111.15	-	-	21,111.15	
Tara James	10/01/02	Assist Property Mgr (Orrin)	1.00	17,160.00	-	-	-	-	17,160.00	
Valerie Morris	10/01/02	Admin Assistant/Payroll	0.72	12,355.20	0.28	4,804.80	-	-	17,160.00	
<b>SECTION 8</b>										
Catherine Reddick	08/19/91	S8 Coordinator/Payables	0.25	9,131.41	0.25	9,131.41	0.50	18,262.83	36,525.65	
<b>MAINTENANCE</b>										
William Grant	09/09/02	Supervisor	0.90	24,378.00	0.10	2,708.67	-	-	27,086.67	
Anthony Sparaco	08/29/02	Maintenance Mechanic	1.00	23,148.72	-	-	-	-	23,148.72	
Ralph Dorsett	04/07/98	Maintenance Mechanic	1.00	23,421.99	-	-	-	-	23,421.99	
Raymond Trammel	06/17/96	Maintenance Mechanic	1.00	23,287.25	-	-	-	-	23,287.25	
Amos Coward	10/01/02	Maintenance Aide	-	-	1.00	17,158.59	-	-	17,158.59	
<b>TOTALS</b>			<b>8.21</b>	<b>199,002.11</b>	<b>3.29</b>	<b>80,627.77</b>	<b>0.50</b>	<b>18,262.83</b>	<b>297,892.70</b>	
				<u>104,766.14</u>		<u>60,760.51</u>		<u>18,262.83</u>		
				<u>94,235.97</u>		<u>19,867.26</u>		<u>-</u>		
				<u>199,002.11</u>		<u>80,627.77</u>		<u>18,262.83</u>		

# BENEFITS

NAME	POSITION	TOTAL	0.0500 PENSION	0.0765 FICA	DISABILITY	- HEALTH	TOTAL BENEFITS	PERCENT BENEFITS TO TOTAL	TOTAL POSITION COST		PUBLIC		PALM PLACE		SEC 8		
<b>ADMINISTRATION</b>																	
Mack Horne	Executive Director	55,316.44	2,765.82	4,231.71	1,200.00	5,156.04	13,353.57	24.14%	68,670.01	0.72	9,614.57	0.28	3,739.00	-	-		
Position Eliminated	Compliance Officer	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	-		
Lovett Johnson	Housing Manager	36,516.24	1,825.81	2,793.49	-	4,555.44	9,174.74	25.13%	45,690.99	0.72	6,605.82	0.28	2,568.93	-	-		
Pamela Velasquez	Property Manager	21,111.15	1,055.56	1,615.00	-	4,380.12	7,050.68	33.40%	28,161.83	-	-	1.00	7,050.68	-	-		
Tara James	Assist Property Mgr (Orrin	17,160.00	858.00	1,312.74	-	5,156.04	7,326.78	42.70%	24,486.78	1.00	7,326.78	-	-	-	-		
Valerie Morris	Admin Assistant/Payroll	17,160.00	858.00	1,312.74	-	5,156.04	7,326.78	42.70%	24,486.78	0.72	5,275.28	0.28	2,051.50	-	-		
<b>SECTION 8</b>																	
Catherine Reddick	S8 Coordinator/Payables	36,525.65	1,826.28	2,794.21	-	4,555.44	9,175.94	25.12%	45,701.59	0.25	2,293.98	0.25	2,293.98	0.50	4,587.97		
<b>MAINTENANCE</b>																	
William Grant	Supervisor	27,086.67	1,354.33	2,072.13	-	5,156.04	8,582.50	31.69%	35,669.18	0.90	7,724.25	0.10	858.25	-	-		
Anthony Sparaco	Maintenance Mechanic	23,148.72	1,157.44	1,770.88	-	5,156.04	8,084.35	34.92%	31,233.08	1.00	8,084.35	-	-	-	-		
Ralph Dorsett	Maintenance Mechanic	23,421.99	1,171.10	1,791.78	-	6,482.64	9,445.52	40.33%	32,867.51	1.00	9,445.52	-	-	-	-		
Raymond Trammel	Maintenance Mechanic	23,287.25	1,164.36	1,781.47	-	6,482.64	9,428.48	40.49%	32,715.73	1.00	9,428.48	-	-	-	-		
Amos Coward	Maintenance Aide	17,158.59	857.93	1,312.63	-	5,156.04	7,326.60	42.70%	24,485.19	-	-	1.00	7,326.60	-	-		
		<u>297,892.70</u>	<u>14,894.64</u>	<u>22,788.79</u>	<u>1,200.00</u>	<u>57,392.52</u>	<u>96,275.95</u>		<u>394,168.65</u>	<u>7.31</u>	<u>65,799.04</u>	<u>3.19</u>	<u>25,888.94</u>	<u>0.50</u>	<u>4,587.97</u>		
										<u>ADMIN</u>		<u>31,116.43</u>		<u>17,704.09</u>		<u>4,587.97</u>	
										<u>TENANT SVCS</u>							
										<u>MAINTENANCE</u>		<u>34,682.61</u>		<u>8,184.85</u>			

# ***INSURANCE COSTS***

<u>AMOUNT</u>	<u>TYPE</u>		<u>PUBLIC</u>		<u>PALM PLACE</u>		<u>SECTION 8</u>	<u>CFP</u>	<u>DRUG</u>
14,543.00	LIABILITIY	56%	8,182.67	22%	3,215.90	22%	3,144.43		
55,707.00	PROPERTY	72%	40,109.04	28%	15,597.96				
4,754.00	AUTO	56%	2,680.23	22%	1,045.88	22%	1,027.89		
174.00	EMPLOYEE BOND	56%	97.90	22%	38.48	22%	37.62		
1,120.00	UNEMPLOYMENT COMPENSATON INSURANCE	66%	739.20	28%	313.60	6%	67.20		
18,008.00	WORKERS COMP (salary allocated)		12,029.94		4,874.05		1,104.01	-	-
<b><u>94,306.00</u></b>			<b><u>63,838.97</u></b>		<b><u>25,085.87</u></b>		<b><u>5,381.16</u></b>	<u>-</u>	<u>-</u>

# ***WORKERS COMPENSATION INSURANCE***

POSITION	TOTAL	\$ 18,008				PALM						
	SALARY	W/C INS	PUBLIC			PLACE	SEC 8	CFP	DRUG			
Executive Director	55,316.44	3,343.95	0.72	2,407.64	0.28	936.31	-	-	-	-	-	-
Compliance Officer	-	-	0.90	-	0.10	-	-	-	-	-	-	-
Housing Manager	36,516.24	2,207.45	0.72	1,589.37	0.28	618.09	-	-	-	-	-	-
Property Manager	21,111.15	1,276.20	-	-	1.00	1,276.20	-	-	-	-	-	-
Assist Property Mgr (Orrin)	17,160.00	1,037.34	1.00	1,037.34	-	-	-	-	-	-	-	-
Admin Assistant/Payroll	17,160.00	1,037.34	0.72	746.89	0.28	290.46	-	-	-	-	-	-
S8 Coordinator/Payables	36,525.65	2,208.02	0.25	552.01	0.25	552.01	0.50	1,104.01	-	-	-	-
Supervisor	27,086.67	1,637.42	0.90	1,473.68	0.10	163.74	-	-	-	-	-	-
Maintenance Mechanic	23,148.72	1,399.37	1.00	1,399.37	-	-	-	-	-	-	-	-
Maintenance Mechanic	23,421.99	1,415.89	1.00	1,415.89	-	-	-	-	-	-	-	-
Maintenance Mechanic	23,287.25	1,407.74	1.00	1,407.74	-	-	-	-	-	-	-	-
Maintenance Aide	17,158.59	1,037.26	-	-	1.00	1,037.26	-	-	-	-	-	-
	<b>297,892.70</b>	<b>18,008.00</b>	<b>8.21</b>	<b>12,029.94</b>	<b>3.29</b>	<b>4,874.05</b>	<b>0.50</b>	<b>1,104.01</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Stats for budget 2003 spreadsheet**

YEAR ENDING TITLE

month of ytdfs2003 (this spreadsheet is used to update the projected I/S from actual data in fye 2002

10

			%	property %
units	public housing	229	56%	72%
	s8	88	22%	
	palm place	90	22%	28%
	Total Units	407	100%	100%