

*PHA Plans for the  
Housing Authority of the  
City of Abilene*

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

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** *Housing Authority of the City of Abilene*

**PHANumber:** *TX327*

**PHAFiscalYearBeginning:(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**  
**PHAF ISCAL YEARS 2002 -2006**  
[24CFRPart903.5]

**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 Housing Authority's mission is to service the needs of low -income, very low -income and extremely low -income families in the Public Housing Authority's jurisdiction and to (1) increase availability of decent, safe, sanitary and affordable housing in its communities; (2) ensure equality of opportunity in housing; (3) promote self -sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. **In addition, the Housing Authority will strive to upgrade sub -standard housing through construction and modernization and to provide quality home ownership which will build stronger and healthier communities while promoting economic independence.***

**Progress Statement**: *During FY 2001, the PHA received funding for 157 additional Housing Choice Vouchers, increasing the level of funding to \$3,498,438 and families served to 925. HA is still waiting notification from HUD to initiate for the opt -out program. HA board has approved staff to develop a Voucher Homeownership program, to be initiated during FY2003.*

## **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 target sets such as: number of families served or PHA scores achieved.) PHAs should identify these measures in the space 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: **When NOFA's are republished**
  - Reduce public housing vacancies: **(changed)**
  - Leverage private or other public funds to create additional housing opportunities: **(changed)**
  - Acquire or build units or developments **additional 130 estimated vouchers through HUD opt -out program and PHA was also contacted by Dept. of HUD (June 2001) to see if we would consider administering the County Rental Assistance program currently administered by WEST TEX Council of Governors. PHA agreed to administer this program if selected.**
  - Other (list below)

**Progress Statement** : During FY 2001 PHA took steps to ensure that it maintains high lease-up, not falling below 98%. Development of a homeownership down payment program that will work with new Section 8 homeownership program to improve quality of homes to be purchased. Increased the lease -up on the county voucher from 80 on -set to over 120 housed. Were unable to apply for new voucher until lease -up of the new 157 vouchers that were awarded for FY 2001 -2002.

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHA score) **Achieve High Performer status (changed)**
  - Improve voucher management: (SEMAP score) **Achieve and maintain passing SEMAP score**
  - Increase customer satisfaction: **On-going, The PHA is working with Abilene Christian University to develop survey by 9 -30-02. Required Drug Survey will be performed semi -annually.**
  - Concentrate effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **On-going training of staff and commissioner on QHWR rules and regulations.**

- Renovate or modernize public housing units: **Upon availability of COMP Grant funding. (changed)**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

**Progress Statement** : During FY 2001, the HA was rated a standard performer with a score of 85% on both the SEMAP and PHA's reporting system. The HA will try to raise the score back to High Performer status with 90 or over rating. Areas to improve are lease up, tenant receivables and uniform inspection process. The HA is working diligently to lease the new vouchers allocated to the agency. The funds are fully expended on the 98 -97 CIAP and close out documents were sent to HUD. The 99 -2000 COMP grants are now under construction with a expected completion of the Community Center office expected in June or July 2002. The HA is currently working on specifications for replacing existing evaporative cooling with central cooling – starting with elderly sites.

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling: **For each new participant at briefing and current participants with unit transfer.**
  - Conduct outreach effort to potential voucher landlords, **as needed.**
  - Increase voucher payment standards **, as needed.**
  - Implement voucher homeownership program: **changed**
  - Implement public housing or other homeownership programs:
  - Implement public housing site -based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

**Progress Statement** : During FY 2001, developmental states of guidelines, working with lenders and other agencies to ensure optimal success. Goal is to have 5 -7 Homebuyer closings in 2002 -2003. The HA continue to partner with other agencies to increase affordable HA. HA funded a loan to Neighbor For Progress to build an 18 -unit complex in a poverty area.

**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: **Through Tenant Selection process.**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Through Tenant Selection process.**

- Implement public housing security improvements: **On-going lighting, fencing, landscaping, heavy -dutyscreens, doors, windows and resident education.**
- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**Progress Statement** : During FY2001, the HA continues to strive to make public housing apartments competitive with other market units. Amenities, cost effective features and housing services have been added to try to attract higher income families. Policies to approve flat rents, ceiling rent and other income incentives deductions.

**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 **On- going, 5 persons per year.**
  - Provide or attract supportive services to improve assistance recipients' employability: **On-going, working with West Texas Council of Governors and several other agencies.**
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **On-going, PHA will provide resources that will assist with transportation to medical appointments, meals, etc.**
  - Other: (list below)

**Progress Statement** : During the 2001 period working families living in public housing increased from 58 to 88. Eight families are attending school or work training programs. The HA assisted on average of 45 families monthly through a special Home -Funded Tenant Based Rental Program. The HA requests a three year waiver to get leased upon 21 available FSS vouchers. HA did approve time extension waiver to avoid penalties.

**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: **On-going.**
  - 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: **On-going.**

- Undertakeaffirmativemeasurestoensureaccessiblehousingtopersons withallvarietiesofdisabilitiesregardlessunitsizerequired: **On-going.**
- Other:(listbelow)

***Progress Statement*** : During FY2001, the HA continue to increase site availability and safety by repairing walkways, between units and leading to common areas. This work was done to alleviate possible tripping hazards for elderly or remove small barriers for wheelchair accessibility.

**OtherPHAGoalsandObjectives: (listbelow)**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

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

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

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

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy is the primary policy on display. This important document covers the public housing tenant selection and assignment plan, outreach services, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the City of Abilene during FY2002 include:*

- *Implemented program to promote Welfare to Work – employment to education.*
- *Preserve and improve the public housing stock through the approved CIAP, (ie roofing, foundation).*

- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Comply with regulatory requirements of REAC, PIC, MTCS, SEMAP, PHAS, Lead Based paint and other mandatory reporting;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community;*
- *Identify, develop and leverage services to enable low -income families to become self -sufficient (i.e. Home ownership and job training); and*
- *Deconcentration of Housing.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Abilene to meet the housing needs of the full range of low -income residents. The Housing Authority, in partnership with agencies from all levels of government, the business community, non -profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Abilene.*

### **iii. Annual Plan Table of Contents**

[24CFR Part 903.79(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 filename in parentheses in the space to the right of the title.

### Required Attachments:

- Admissions Policy for Deconcentration **TX327a01**
- FY2002 Capital Fund Program Annual Statement **TX327b01**
- FY2002 Capital Fund Program 5 Year Action Plan **TX327c01**
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart **TX327d01**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **TX327e01**
- Other (List below, providing each attachment name)
  - Substantial Deviation and Significant Amendment or Modification* **TX327f01**
  - Pet Ownership Policy* **TX327g01**
  - Resident Member on PHA Governing Board* **TX327h01**
  - Membership of the Resident Advisory Board or Boards* **TX327i01**
  - Progress Statement* **TX327j01**
  - Summary of Policy or Program Changes for the Upcoming Year* **TX327k01**
  - Section 8 Homeownership Capacity Statement* **TX327l01**
  - Deconcentration & Income Mixing Requirement* **TX327m01**
  - Voluntary Conversion Initial Assessment* **TX327n01**
  - 2000 Performance and Evaluation Report* **TX327o01**
  - 2001 Performance and Evaluation Report* **TX327p01**

### Optional Attachments:

- Public Housing Drug Elimination Program (PHDEP) Plan

## 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 Certification 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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A&O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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. <i>Note: HUD conducted an audit of the PHA May 7 - 11, 2001, the PHA has not been notified by HUD of the official results of the audit. They did advise the PHA during the exit interview that there were some findings and noted observations.</i>	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<= 30% ofAMI	2,815	5	5	5	5	3	3
Income>30% but <=50%ofAMI	2,213	5	5	5	5	3	3
Income>50% but <80%ofAMI	3,540	5	5	5	5	3	3
Elderly	1,253	5	5	5	5	3	3
Familieswith Disabilities	*N/A	N/A	N/A	N/A	N/A	N/A	N/A
Black	636	5	5	5	5	3	3
Hispanic	1,105	5	5	5	5	3	3
Caucasian	6,152	5	5	5	5	3	3

\*Informationnotavailableatthistime.

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadepubliclyavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear:
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy (“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

## 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.** PHA 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	141		70
Extremely low income <= 30% AMI	120	86%	
Very low income (> 30% but <= 50% AMI)	10	7%	
Low income (> 50% but < 80% AMI)	11	7%	
Families with children	52	37%	
Elderly families	79	56%	
Families with Disabilities	10	7%	
<i>Caucasian</i>	30	21%	
<i>African/American</i>	25	18%	
<i>Hispanic</i>	86	61%	
<i>American Indian Alaskan Native</i>	0	0%	
<i>Asian Pacific Islander</i>	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	79	56%	10
2BR	28	20%	25

<b>Housing Needs of Families on the Waiting List</b>			
3BR	28	20%	30
4BR	6	4%	5
5BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 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			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant -based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional) If used, identify which development/sub -jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	679		186
Extremely low income <= 30% AMI	524	77%	
Very low income (>30% but <=50% AMI)	146	22%	
Low income (>50% but <80% AMI)	9	2%	
Families with children	610	90%	
Elderly families	27	4%	
Families with Disabilities	42	6%	
<i>Caucasian</i>	351	51%	
<i>African American</i>	126	18%	
<i>Hispanic</i>	197	29%	
<i>American Indian Alaskan Native</i>	1	1%	
<i>Asian Pacific Islander</i>	4	1%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2BR	N/A	N/A	N/A
3BR	N/A	N/A	N/A
4BR	N/A	N/A	N/A
5BR	N/A	N/A	N/A
5+BR	N/A	N/A	N/A
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 open 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			

### 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 alleligible 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 (**changed**)
- Reduce return overtime for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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 (**changed**)
- 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 voucher 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

[24CFR Part 903.79( b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	341,450.00	
b) Public Housing Capital Fund	384,984.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	2,845,993.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self -Sufficiency Grants		
h) Community Development Block Grant (City of Abilene is grantee -HA is sub -recipient)	329,270.00	Public Housing supportive services
i) HOME	400,500.00	Other
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	822,241.00	Public housing capital improvements
2000 CFP 407,053.00		
2001 CFP 415,188.00		
<b>Sub-total</b>	<b>5,124,438.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	265,720.00	Public housing operations
<b>4. Other income</b> (list below)	41,060.00	Public housing operations
Interest on General Funds investments 30,950.00		
Lawncare, damages, other 10,110.00		
<b>5. Non -federal sources</b> (list below)		
Park Ridge Place Apts.	1,073,709.00	Other
<b>Sub-total</b>	<b>1,380,489.00</b>	
<b>Total resources</b>	<b>6,504,927.00</b>	

### 3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

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

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number) ***first20fromtopoflist***
- Whenfamiliesarewithinacertainimeofbeingofferedaunit:(statetime)
- Other:(describe) ***Thequalifyingfactorsofeligibilitywillnotbeverifieduntil thefamilyisinapositiononthewaitinglisttobeofferedahousingunit.***

b. Whichnon -income(screening) factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)
- ***CreditCheck***
  - ***SexOffenderRegistryCheck***
  - ***SocialSecurityNumberCheck***
  - ***Citizenship/LegalNon -CitizenStatusCheck***
  - ***UnitDamage***

c.  Yes  No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e.  Yes  No:DoesthePHAaccessFBIcriminal recordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

***PHAobtainscriminalinformationthrough: (changed)***

- ***theTenantTrackersystem;***
- ***AbilenePoliceDepartment;and***
- ***NewcontractwithProfileSolutions***

**(2)WaitingListOrganization**

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 plan 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**  
***The PHA does not operate site-based waiting lists.***

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

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? **n/a**

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

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

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

**(3)Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfer 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 circumstance s 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 **as defined in Admissions and Continued Occupancy Policy**
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs **as defined in Admission and Continued Occupancy Policy**
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

**1 Date and Time**

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability **as defined in Admissions and Continued Occupancy Policy**
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes) **as defined in Admissions and Continued Occupancy Policy**
- 2 Household 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)

• **Note: applicants receive points for each of the above preferences.**

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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
- Anytime family composition changes
- At family request for revision
- Other (list) ***Within 10 working days of change***

**(6)Deconcentration and Income Mixing** (see attachment TX328m01)

**B. Section 8**

Exemptions: PHA 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) ***Housing Authority uses the Tenant Trackers system to obtain the state and FBI information.***

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)
- **Resident last known mailing address**
  - **Current and former landlord name and mailing address.**

**(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: ***Extenuating circumstances (ie hospitalization, family emergency, disability accessibility needs, vacancy rate). Must provide proof of search.***

**(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 ) (Home funded TBRASS program.**

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) **(changed)**

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability **as defined in Administrative Plan.**
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs **as defined in Administrative Plan.**
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of a physical or disability **as defined in Administrative Plan**
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs **as defined in Administrative Plan**
- Households that contribute to meeting income goals (broad range of incomes)
- 2 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)

• **Note: applicants receive points for each of the above preferences.**

4. Among applicants on the waiting list with the 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) **n/a**

- 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** (Note: Home Funded Program is based on the guidelines of Section 8 Family Self-Sufficiency Program).

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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.PHARentDeterminationPolicies

[24 CFRPart903.79(d)]

### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component 4A.

#### (1)IncomeBasedRentPolicies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusion 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 per centage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses *\$50 monthly allowance limit - as defined in the A & O Policy*
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below) *Uniforms, net income for new employment (after fed/state tax deduction), verified child support payments - as defined in the A & O Policy*

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one) ***PHA ceiling rents are based on 80% of the approved FMR.***

- 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

- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebt service
- The “rentalvalue”oftheunit
- Other(listbelow)

f. Rentre -determinations:

1. Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHA suchthatthechangesresultinanadjustment to rent?(selectallthatapply)

- Never
- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamounto r percentage:(ifselected,specifythreshold)\_\_\_\_\_
- Other(listbelow)

***Residentsmustreportanyandallchangesinfamilyincomeand/or compositionwithin10workingdaysofsuchchange.Afterverification, PHAwilldetermineifthere willbeanadjustmentto rent.***

g.  Yes  No:DoesthePHAplantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofre ntincreases inthenextyear?

## **(2)FlatRents**

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuse toestablishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcompar ablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describelow)

## 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) **(changed to/a)**

- 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) **PHA running in deficit.**

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

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

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

- Annually **(changed)**
- 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) **Number of families on waiting list**

**(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**

[24CFR Part 903.79(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. *TX327d01*
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	213	67
Section 8 Vouchers	900	110
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)	N/A	N/A

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

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

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

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

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

- *Section 8 Administrative Plan*
- *SEMAP procedures*

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: *n/a*

2. Which PHA offices 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 24CFR 982?

If yes, list additions to federal requirements below: *n/a*

2. Which PHA offices 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**

[24CFR Part 903.79(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: PHA 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 table provided in the table library at the end of the PHA Plant template **OR**, at the PHA's option, by completing and attaching a properly updated HUD Form 52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *TX327b01*

-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 Plant template **OR** by completing and attaching a properly updated HUD Form 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 you select one, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *TX327c01*

-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)

*2000 Performance and Evaluation Report TX327o01*

*2001 Performance and Evaluation Report TX327p01*

**B.HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

- 1. Development name: *n/a*
- 2. Development (project) number:
- 3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans 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 HOPEVI Revitalization grant in the Plan year?  
 If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed -financed 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**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<i>Deegan Place Apts.</i>
1b. Development (project) number:	<i>TX327-003</i>
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 checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>(01/06/84)</i>
5. If approved, will this designation constitute a (select one) <i>n/a</i>	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:	<i>28</i>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 as 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 HOPEVI demolition application (date submitted or approved:            )
<input type="checkbox"/> Units addressed in a pending or approved HOPEVI 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**

*Voluntary Conversion Initial Assessment –TX327n01*

# 11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(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 (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### 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:

*Section 8 Homeownership Capacity Statement -TX327101*

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

[24CFR Part 903.79(1)]

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

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

#### 1. Cooperative agreements:

Yes  No: Has the PHA 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? 18/05/2000

#### 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 given to families who are going to school and who are working**)
- 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



- The PHA has established a HOME funded Tenant -based rental assistance self - sufficiency program. Families participating in this program are required to place their name on the Housing Voucher Choice program waiting list. When their names come to the top of this list, they may choose to participate in the Section 8 family self sufficiency program.
- Family self -sufficiency briefings are made in all Section 8 program briefings.
- Letters are sent to all existing Section 8 participants working or going to school explaining the benefits of participating in the family self -sufficiency program and offering the opportunity to participate.
- A special fund has been established to assist FSS participants with car repairs, purchase of school supplies, purchase of clothes for job interviews, and transportation to job interviews that are out of town.
- Letters are also sent to families on the waiting list encouraging them to participate in the FSS program when their name comes to the top of the list.
- Requested and Received HUD 3 -Year Waiver to meet minimum program size. **(added)**

### 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)

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

*No longer a requirement*

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandareshsubmittingaPHDEPPlanwiththisPHAPlanmayskipcomponentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/org raffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime( **Riveria& Vogel**)
- Other(describellow)

2.Whatinformationor datadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“in andaround” publichousingauthority (**added**)
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

*ThroughoutPHAdevelopments*

#### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:

(selectallthatapply)

- Contractingwithoutsideand/orresident organizationsforthe provisionof crime-and/or drug -preventionactivities

- 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)  
*Throughout PHA developments*

**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)  
*Throughout PHA developments*

**D. Additional information as required by PHDEP/PHDEP Plan (no longer required)**

PHA eligible for FY2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.79(n)]

See Pet Ownership Policy attachment TX327g01

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17. PHA Asset Management**

[24CFR Part 903.79(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**

[24CFR Part 903.79(r)]

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

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

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

Attached at Attachment (Filename) *TX327e01*

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)

*See Comment of Resident Advisory Board or Boards - attachment TX327e01.*

### **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) *n/a*

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one) *n/a*

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) *n/a*

All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)

Representatives of all PHA resident and assisted family organizations

Other(list)

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

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

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

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)

- *Reduce vacancies in public housing.*
- *Expand the Voucher Program*
- *Modernization of public housing units.*

Other: (list below)

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

- *Promote adequate affordable housing*
- *Promote economic opportunity*
- *Promote a suitable living environment without discrimination*
- *The preservation and rehabilitation of the City's existing housing stock primarily for extremely low, very low and low income families (0-80 percent of median income)*
- *The expansion of economic opportunities in the community particularly for lower income residents*

## **D. Other Information Required by HUD**

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

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

**AnnualStatement**  
**CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement  
CapitalFundProgram(CFP)PartIII: ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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

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

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



**DECONCENTRATIONANDINCOMETARGETINGPOLICY  
FOR THE  
HOUSINGAUTHORITYOF THECITYOF  
ABILENE, TEXAS**

**DECONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

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

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic deconcentration.

Implementation may include one or more of the following options:

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

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- Mass Media advertising/Public service announcements; and
- Giveaways.

B. Income Targeting

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

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

- ▶ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- ▶ The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

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**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

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

PHAN Name: <b>Housing Authority of the City of Abilene</b>	Grant Type and Number: Capital Fund Program No: <b>TX21P32750102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
---	---	-------------------------------------

<input checked="" type="checkbox"/> Original Annual Statement	<input checked="" type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number _____
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	25,000.00			
4	1410 Administration	3,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	54,500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	166,398.00			
10	1460 Dwelling Structures	113,900.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	2,500.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	16,675.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	3,011.00			
21	<b>Amount of Annual Grant (sum of lines 2-20)</b>	<b>\$384,984.00</b>			
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 and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHAName: <b>Housing Authority of the City of Abilene</b>		Grant Type and Number: Capital Fund Program No: <b>TX21P32750102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHAWide	<b>Management Improvements:</b>							
TX327	Regulation training for executive director, staff and maintenance workers	1408		5,000.00				
	Hire Resident Management Coordinator	1408		20,000.00				
	<b>Subtotal 1408</b>			<b>25,000.00</b>				
	<b>Administration:</b>							
	Sundry costs	1410		3,000.00				
	<b>Subtotal 1410</b>			<b>3,000.00</b>				
	<b>Fees &amp; Costs:</b>							
	Contract Architect-Engineer to develop drawings & specifications	1430		29,000.00				
	Agency Plan update (annual consultant fees)	1430		5,000.00				
	Hire on-site inspector to monitor labor compliance, inspect work in progress	1430		18,000.00				
	Provide funds for reproduction of blueprints	1430		2,500.00				
	<b>Subtotal 1430</b>			<b>54,500.00</b>				
	<b>Relocation Costs:</b>							
	<b>Subtotal 1495</b>	1495		16,675.00				
	<b>Contingency</b>	1502		3,011.00				
	<b>Subtotal 1502</b>			<b>3,011.00</b>				
	<b>TOTAL PHAWIDE</b>			<b>102,186.00</b>				

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

PHAName: <b>Housing Authority of the City of Abilene</b>		Grant Type and Number: Capital Fund Program No: <b>TX21P32750102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Pioneer TX327-002	Build reinforced concrete retaining walls and brick repair	1450		66,398.00				
	Install dryer connections	1460	75 units	9,000.00				
	<b>Subtotal 002</b>			<b>75,398.00</b>				
Deegen Place Vogel Complex TX327-003	Repair walkways, stairs, brick walls and foundations	1450		40,000.00				
	Repaint interior of units	1460	28 units	17,500.00				
	Repaint interior community center	1470		2,500.00				
	<b>Subtotal 003</b>			<b>60,000.00</b>				
Riviera TX327-004	Landscaping/irrigation	1450		20,000.00				
	Refurbish existing parking & assigned parking	1450		40,000.00				
	Replace vinyl mini-blinds in all units	1460	34 units	9,400.00				
	Remove and replace wood floors upstairs & Replace floor tile in all units (wood is cracked and chipped)	1460	34 units	40,000.00				
	Refurbish existing kitchen cabinets. Replace damaged countertop if needed.	1460	34 units	18,000.00				
	Paint interior	1460	34 units	20,000.00				
	<b>Subtotal 004</b>			<b>147,400.00</b>				
	<b>TOTAL GRANT FOR 2002</b>			<b>\$ 384,984.00</b>				













Housing Authority of the City of Abilene  
Organizational Chart

Board of Commissioners

Executive Director

Housing Administration Secretary

Housing Programs Coordinator

Public Housing Department

Public Housing Manager

Public Housing Secretary

Public Housing Maintenance Forman

Public Housing Maintenance Workers

Tenant-Based Rental Assistance Programs

Senior Housing Counselor

Counselors

CDBG Rehabilitation Programs

Senior Housing Inspector

Inspectors

HOME Single Family Rehabilitation Program

Radiation Safety Officer

## **Abilene Housing Authority**

### Resident Advisory Council and Resident meeting recommendations

Attachment: TX327e01

The PHA scheduled several meetings with you to discuss the PHA's Annual Plan and obtain your input and recommendations. These meetings were scheduled on April 28, 2002, May 6, 2002, May 8, 2002 and a Public Hearing to be held on June 11, 2002.

The purpose of this memo is to advise you of the actions taken by the PHA based on your review and recommendations for the PHA's Annual Plan.

Resident Advisory Council and Resident meeting recommendations:

1. Central Air Conditioning (All Development Sites)

**PHA response: The central air is in the 2002-2005 Capital Fund budget and will be phased in.**

2. Carport Installed (Deegan Development Site)

**PHA response: Building Inspections and the Architect will be consulted to get a cost estimate and ensure there are no safety issues. If this proposal proves to be financially feasible, it will be included in the 2006 Capital Fund budget.**

3. Security patrol in addition to Off-Duty Police Patrol (Vogel Development Site)

**PHA response: Prior to contracting with the Abilene Police Department to conduct off-duty patrols of each development site the PHA contacted several private security companies to see if they could assist with training a resident to act as a Security officer, but were unable to work anything out with them. Ms. Thompson stated she does spot checks of the development site, the APD is sufficient to conduct random patrols. She strongly encourages residents to attend security classes conducted by the APD and form a tenant patrol.**

4. Hold meetings with parents and children to advise them of various programs. Start a summer program for children (All Development Sites).

**PHA response: There are already several programs in place. Marty Martinez, Public Housing Manager sends quarterly notices of programs and activities to residents as well as posting the notices at the various sites. There is very low response and participation by residents.**

5. Water valve by gazebo (Deegan Development Sites)

**PHA response: The Architect will be consulted to determine the cost and feasibility of tapping into the existing water line or using existing faucets.**

Housing Agency of the City of Abilene  
Attachment: TX327f01

A. Substantial Deviation from the 5-Year Plan:

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

B. Significant Amendment or Modification to the Annual Plan:

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

**Housing Authority of the City of Abilene  
Lease Addendum**

Pet Policy (24 C.F.R. § 5309)

**INTRODUCTION**

This policy is developed in accordance with The Quality Housing and Work Responsibility Act of 1998, with an effective date of October 1, 1999.

The purpose of this policy is to establish the Public Housing Authority's (PHA's) policy and procedures for ownership of pets in elderly, disabled, and family units, and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

The following rules are established to govern the keeping of pets in and on properties owned and operated by the Housing Authority of the City of Abilene, Texas, (AHA).

**A. ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

An exception from the general pet rules will be made to assist persons with disabilities.

A Tenant/pet owner, under this exception, must certify:

- 1) That there is a person with disabilities in the household;
- 2) If applicable, that the animal has been trained to assist with the specified disability;
- 3) That the animal actually assists the person with the disability.

**B. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by the Abilene Housing Authority (AHA) Management.

The pet owner must submit an application to keep a pet, pay all applicable fees/deposits, and enter into a written Pet Agreement with the AHA.

**Registration of Pets**

- 1) Pets must be registered with the AHA and deposit paid before the pet is brought onto the premises.
- 2) The pet must be registered with the AHA annually thereafter. Registration includes:
  - Certificate signed by a licensed veterinarian or designated state or local authority or agent, stating that the pet has received all inoculations required by state or local law.
  - Statement signed by a licensed veterinarian that the animal is in good health, has no communicable diseases or pests and, in the case of dogs and cats, is spayed or neutered.
  - Sufficient information to identify pet and demonstrate it is a common household pet.
  - Name, address, and phone number of one or more responsible parties to care for the pet if the owner dies, is incapacitated or unable to care for the pet.

- Execution of a Pet Agreement, stating that the tenant accepts complete responsibility for the care and cleaning of the pet and acknowledges the applicable state and local laws and regulations.
- Pets must be licensed in accordance with applicable state and local laws and regulations.
- Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.
- Approval for keeping of a pet shall not be extended until the requirements specified above have been met, and in no event will approval of other than the common household pets be extended.

**Refusal to Register Pets**

The AHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the AHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with Housing and Urban Development's (HUD's) notice requirements.

**The AHA will refuse to register a pet if:**

- The pet is not a common household pet as defined in this policy;
- Keeping the pet would violate any House Pet Rules;
- The AHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other Lease obligations.
- The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the Lease.

The notice of refusal may be combined with a notice of a pet violation.

A Tenant who cares for another Tenant's pet must notify the AHA and agree to abide by all of the pet rules in writing.

**Riviera tenants:**

**Dogs and cats will not be allowed at the Riviera Apartments.**

- Tenants presently residing at the Riviera Apartments that wish to own dogs or cats, may be placed on a waiting list to transfer, with all applicable rules regarding the waiting list applying, at the Tenant's expense to a site that allows dogs and cats.

The privilege for a family residing at any of the AHA sites to keep a pet may be revoked at any time subject to the Housing Authority Grievance Procedure if the animal becomes destructive, unhealthy, unclean or becomes a nuisance to others, or if the tenant/owner fails to comply with the following standards:

**C. STANDARDS FOR PETS**

**Types of Pets Allowed**

The following types of pets are the only pets which will be allowed. Tenant will be permitted to own only one four-legged, warm-blooded pet.

1. Dogs:

Maximum number: one (1)

Maximum adult weight: 20 pounds

Must be housebroken  
Must be indoor pet  
Must be spayed or neutered  
Must have all required inoculations and documentation  
Must be licensed as specified now or in the future by State Law  
or Local Ordinance

2. Cats:

Maximum number –one(1)  
Maximum adult weight –20 pounds  
Must be spayed and neutered  
Must have all required inoculations and documentation  
Must be trained to use a litter box or other appropriate waste receptacle  
Must be licensed as specified now or in the future by State Law  
or Local Ordinance

3. Birds:

Maximum number –two(2)  
Must be enclosed inside a cage at all times

4. Fish:

Maximum aquarium size –20 gallons  
Must be maintained on approved stand

5. Rodents:

(only, guinea pig, hamster or gerbil)  
Maximum number –one(1)  
Must be enclosed inside an acceptable and appropriate cage at all times  
Must have any or all inoculations as specified now or in the future by state law or local ordinance

6. Turtles:

Maximum number –one(1)  
Must be enclosed in an acceptable and appropriate cage or container at all times

7. No Reptiles: (except for turtle) No lizards, snakes, crocodilians and the tuatara, or any of the various animals that crawl or creep.

**Prohibited pets include but are not limited to:**

- Potbellied pigs
- Bulldogs of any kind
- German Shepherds
- Doberman Pinschers
- Chows
- Great Danes
- Rottweilers
- Livestock or farm animals of any kind
- Monkeys

**D. PETSTEMPORARILYONTHEPREMISES**

- Pets, which are not owned by a Tenant, will not be allowed.
- Tenants are prohibited from feeding or harboring stray animals.
- State or local laws governing pets temporarily in dwelling accommodations shall prevail.

**E. DESIGNATION OF PET AREAS**

- Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the tenant (at least 10 years old) or other responsible individual at all times.
- Pets are not permitted in common areas, which include: laundry rooms, community rooms, playground area, or general office area.
- Tenants/Pet owners are permitted to exercise pets or permit pets to deposit waste on the outer perimeter of complex premises.

**F. ADDITIONAL FEES AND DEPOSITS FOR PETS**

**Tenant Responsibilities:**

All tenants with animals must agree to pay:

- a refundable Pet Deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat; and
- a non-refundable nominal fee to cover reasonable operating costs to the project relating to the presence of pets;
- **Vogel, Anson, and Pioneer** tenants must pay a **refundable Pet Deposit** of **\$150.00** and a **non-refundable Nominal Fee** of **\$100.00**.
- **Riviera** tenants must pay a **refundable Pet Deposit** of **\$200.00** and a **non-refundable Nominal Fee** of **\$50.00**.
- The expense of deinfestation of fleas/ticks in the Tenant/Pet Owner's apartment shall be at the expense and responsibility of the Tenant/Pet Owner.

**G. PET WASTE REMOVAL CHARGE**

- A pet waste removal charge of \$5.00 will be assessed against the tenant for violations of the pet policy.
- The Pet deposit, nominal fee, and pet waste removal charges are not part of rent payable by the tenant.

**H. CLEANLINESS REQUIREMENTS**

- **Litter Box Requirements:** All animal waste shall be picked up immediately by the pet owner, and disposed of in a sealed plastic trash bag, and placed in a trash bin. Litter from litter boxes or yard should be disposed of in the same manner.
- Litter shall not be disposed of by being flushed through a toilet.
- **Removal of waste from other locations:** The Tenant shall be responsible for the removal of waste from all areas by placing it in a sealed plastic bag and disposing of it in an outside trash dumpster provided by the AHA.
- The Tenant shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

- Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

## **I. DAMAGES**

**1. AHA will use the pet deposit upon removal of the pet or the owner from the unit for, but not limited to the following expenses:**

- All reasonable expenses incurred by the AHA as the result of any damages directly attributable to the presence of the pet in the Housing Complex will be the responsibility of Tenant, including:
  - the cost of repairs and replacements to Tenant's dwelling unit;
  - fumigation of the dwelling unit.

**2. AHA may initiate procedures for termination of tenancy based on a pet rule violation if:**

- The pet owner has failed to remove the pet or correct a pet rule violation within the 2 day time period specified;
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the Lease.

### **3. Refund of the Pet Deposit:**

- No refund of the pet deposit will be made until the pet or the owner has vacated, and the Abilene Housing Authority has inspected the dwelling unit.
- The pet deposit shall be refunded within 30 days after Tenant moves out or when the Tenant no longer keeps a pet, whichever is earlier.
- AHA will return the Pet Deposit to the former Tenant or to the person designated by the former Tenant in the event of the former Tenant's incapacitation or death.
- AHA will provide Tenant or designee identified above with a written list of any charges against the pet deposit.
- If Tenant disagrees with the amount charged to the pet deposit, the Tenant may request a meeting with AHA to discuss the refunded amount if the Tenant wishes to appeal.
- Security deposit will be refunded to Tenant, less any charges to spray the apartment and yard for ticks, fleas and/or repair damages to the Tenant's apartment and yard, or any PHA owned property.

## **J. PET CARE**

- No pet (excluding fish) shall be left unattended in any apartment for a period in excess of (8) hours.
- All Tenants shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.
- Tenants must recognize that other Tenants may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals and take appropriate measures.
- Pet owners must agree to exercise courtesy with respect to other

Tenants.

- Tenant/Pet Owner must comply with state and local animal control and animal cruelty laws.

**K. NOISE**

- Pet owners must agree to control the noise of their pets so that such noise does not constitute a nuisance to other Tenants or interrupt their peaceful enjoyment of their housing unit or premises.
- Noise includes but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or others such activities.

**L. INSPECTIONS**

- The AHA may, after reasonable notice to the Tenant during reasonable hours, enter and inspect the premises to ensure compliance with Pet Policy, in addition to other inspections allowed.

**M. PET RULE VIOLATION NOTICE**

- If a determination is made on objective facts supported by written statements, that a Tenant has violated the Pet Policy, written notice will be served.

**This notice will state:**

- That the Tenant has (2) working days from the date notice is served to correct the violation or make written request for a meeting to discuss the violation;
- That the Tenant is entitled to be accompanied by another person of his or her choice at the meeting; and
- That the Tenant's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the Tenant's lease.
- If the Tenant requests a meeting within the (2) day period, the meeting will be scheduled no later than (3) calendar days before the effective date of service of the notice, unless the Tenant agrees to a later date in writing.

**N. NOTICE FOR PET REMOVAL**

- If the Tenant and the AHA are unable to resolve the violation at the meeting or the Tenant/pet owner fails to correct the violation in the time period allotted by the AHA, the AHA will serve notice to remove the pet.

**This notice shall contain:**

- A brief statement of the factual basis for the AHA's determination of the Pet Policy Rule that has been violated;
- The requirement that the Tenant must remove the pet within (2) days of the notice; and
- A statement that failure to remove the pet will result in the initiation of termination of tenancy procedures.

**O. TERMINATION OF TENANCY**

- The AHA will initiate procedures for termination of tenancy based on a pet rule violation if:
- The Tenant has failed to remove the pet or correct a pet rule violation within the time periods specified; and
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**P. GRIEVANCE/APPEALS PROCESS**

Grievances or appeals concerning the obligations of the tenant to the PHA under the provisions of the Pet Policy or the Housing Leases shall be processed and reviewed in accordance with the Grievance Procedures of the PHA which is in effect at the time such grievances or appeals arise.

A RESIDENT WILL NOT BE GRANTED A GRIEVANCE HEARING CONCERNING A TERMINATION OF TENANCY OR EVICTION DUE TO ANY ACTIVITY WHICH THREATENS THE HEALTH, SAFETY, OR RIGHT TO PEACEFUL ENJOYMENT OF THE PREMISES BY OTHER RESIDENTS OR PHA EMPLOYEES PURSUANT TO 24 C.F.R. §996.51.

**Q. RESPONSIBLE PARTIES/PET REMOVAL**

- The Tenant will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the Tenant, or by other factors that render the Tenant unable to care for the pet.
- If a responsible party is unwilling or unable to care for the pet, or if the AHA after reasonable efforts cannot contact a responsible party, the AHA may contact the appropriate state or local agency and request the removal of the pet.
- If the pet is removed as a result of any hostile act or behavior on the part of the pet, the pet will not be allowed back on the premises.

**R. EMERGENCIES**

- The AHA will take all necessary steps to ensure that pets, which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate state or local entity authorized to remove such animals.
- If it is necessary for the AHA to place the pet in a shelter facility, the cost will be the responsibility of the Tenant/Pet Owner.

**ACKNOWLEDGEMENT**

Resident, by signing below, acknowledges that he/she has received and has read  
(or had read to him/her) and understands the Addendum titled "Pet Policy."

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Tenant Date

# Housing Authority of the City of Abilene

## Required Attachment TX327h01: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: *Lori McBurney*

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

- Elected  
 Appointed

C. The term of appointment is (include the date the term expires): *11/2002*

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

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

B. Date of next term expiration of a governing board member: *11/2002*

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

## **Housing Authority of the City of Abilene**

### **Required Attachment TX327i01: Membership of the Resident Advisory Board or Boards**

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

*CynthiaGomez*

*TinaJohnson*

*RosieTrevino*

*TawnaVanAllen*

*TreenaBarrera*

*MargieCastaneda*

*LindaHambrick*

*BarbaraHerrera*

*MelindaHerrera*

*JaniceRobinson*

*TwannaTutt*

Housing Authority of the City of Abilene  
PHA Plan Update for FYB 2002

Statement of Progress  
Attachment TX327j01

The Housing Authority has been successful in achieving its mission and goals in the year 2001. Goals are either completed or on target for completion by the end of the year.

Concerning expanding the supply of assisted housing, the PHA received funding for 157 additional Housing Choice Vouchers, increasing level of funding to \$3,498,438 and served 925 families. Increased lease-up of the county voucher from 80 at on-set to over 120 housed.

Concerning modernization approximately \$ 384,984.00 was either spent or obligated. 97/98 CIAP funding is fully expended and closed out. Drawn down funding to start 99/2000 COMP grants are under construction with a expected completion of the Community Center office in June or July 2002.

Concerning improving the quality of life, numerous security improvements were done such as 6 ft perimeter fencing around site 004, new steel storm door, windows and locks. Police foot patrol and training offered on site.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan.

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

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

### **1. Goals:**

- PHA Goal: Expand the supply of assisted housing
  - Objectives: **(additions)**
    - Reduce Public Housing vacancies
    - Leverage private or other funds to create additional housing opportunities

### **2. Strategies for Addressing needs:**

- Shortage of affordable housing for all eligible populations
  - Employ effective maintenance and management policies to minimize the number of public housing units off-line **(addition)**
- Increase the number of affordable housing units by:
  - Leverage affordable housing resources in the community through the creation of mixed-finance housing **(addition)**

### **3. PHA Policies Governing Eligibility, Selection and Admissions (Public Housing):**

- Eligibility - The PHA obtains criminal information through the Tenant Tracker system, Abilene Police Department and new contract with Profile Solutions. **(changed)**
- Preferences - High rent burden (rent is > 50 percent of income) **(addition)**

### **4. PHA Policies Governing Eligibility, Selection and Admissions (Section 8):**

- Payment Standards - How often are payments reevaluated for adequacy? Reviewed at least annually **(changed)**

## 5. PHA Community Service and Self-sufficiency Programs

- PHA Coordination with the Welfare (TANF) Agency
  - Coordinate the provision of specific social and self-sufficiency services and programs to eligible families (**addition**)
- Services and Programs offered
  - Preference/eligibility for section 8 homeownership option participation (**addition**)
- Family Self-sufficiency program(s)
- Requested and received HUD 3 Year waiver to meet minimum program size.

## ***Housing Authority of the City of Abilene***

### ***Section 8 Homeownership Program Capacity Statement***

***Attachment TX327101***

*The Housing Authority demonstrates its capacity to administer the Section 8 Homeownership program as the following policies are adopted:*

- *Financing for purchase of a home will be provided; insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.*

**Housing Authority of the City of Abilene**

Attachment: TX327m01

**Component 3, (6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<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>

**Housing Authority of the City of Abilene**

Attachment: TX327n01

**Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments**

A. How many of the PHA's developments are subject to the Required Initial Assessments?

TX327002	Pioneer	75 units
TX327003	Vogel	72 units
TX327004	Riviera	38 units

B. 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 projects)?

TX327003	Deegan	28 units
----------	--------	----------

C. How many Assessments were conducted for the PHA's covered developments?

One PHA-wide assessment was conducted for all covered developments as the PHA maintains its financial information PHA-wide rather than utilizing project-based accounting.

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

The PHA has determined that conversion is not appropriate for any developments at this time.

E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

N/A

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report  
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName: <b>Housing Authority of the City of Abilene</b>	Grant Type and Number: Capital Fund Program No: <b>TX21P32750100</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
---	---	-------------------------------------

Original Annual Statement     
  Reserved for Disasters/Emergencies     
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 3/31/02     
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	25,000.00		0.00	0.00
4	1410 Administration	3,000.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	59,500.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	142,525.00		0.00	0.00
10	1460 Dwelling Structures	143,864.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	600.00		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	32,564.00		0.00	0.00
21	<b>Amount of Annual Grant (sum of lines 2-20)</b>	<b>407,053.00</b>		<b>0.00</b>	<b>0.00</b>
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 and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: <b>Housing Authority of the City of Abilene</b>		Grant Type and Number: Capital Fund Program No: <b>TX21P32750100</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHAWide	<b>Management Improvements:</b>							
TX327	Regulation training for executive director, staff and maintenance workers	1408		5,000.00		0.00	0.00	
	Hire Resident Management Coordinator	1408		20,000.00		0.00	0.00	
	<b>Subtotal 1408</b>			<b>25,000.00</b>				
	<b>Administration:</b>							
	Sundry costs			3,000.00		0.00	0.00	
	<b>Subtotal 1410</b>			<b>3,000.00</b>				
	<b>Fees &amp; Costs:</b>							
	Contract Architect/Engineer to develop drawings and specifications	1430		34,000.00		0.00	0.00	
	Hire on-site inspector to monitor work in progress	1430		18,000.00		0.00	0.00	
	Provide funds for reproduction of blueprints and specifications	1430		2,500.00		0.00	0.00	
	Agency Plan Annual Update (Consultant Fees)	1430		5,000.00		0.00	0.00	
	<b>Subtotal 1430</b>			<b>59,500.00</b>				
	<b>Non-Dwelling Equipment:</b>							
	Purchase a dot-matrix printer for rent register	1475		600.00		0.00	0.00	
	<b>Subtotal 1475</b>			<b>600.00</b>				
	<b>Contingency</b>	1502		<b>32,564.00</b>		0.00	0.00	
	<b>TOTAL</b>			<b>120,664.00</b>				

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

PHAName: <b>Housing Authority of the City of Abilene</b>		Grant Type and Number: Capital Fund Program No: <b>TX21P32750100</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2000</b>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Pioneer	<b>Site Improvement:</b>							
TX327-002	Install new playground equipment	1450		29,412.00		0.00	0.00	
	Replace wire & pole existing clotheslines	1450		7,500.00		0.00	0.00	
	<b>Subtotal 1450</b>			<b>36,912.00</b>				
	<b>Dwelling Structures:</b>							
	Build reinforced concrete retaining walls and							
	brick repair			41,164.00		0.00	0.00	
	Install vinyl mini-blinds in 75 units			20,200.00		0.00	0.00	
	<b>Subtotal 1460</b>			<b>61,364.00</b>				
Deegan Place	<b>Site Improvement:</b>							
Vogel Complex	Replace wood fence	1450		18,463.00		0.00	0.00	
TX327-003	Improvements to the physical appearance	1450		10,000.00		0.00	0.00	
	<b>Subtotal 1450</b>			<b>28,463.00</b>				
	<b>Dwelling Structures:</b>							
	Repair walkways, stairs, brick walls and	1460		40,000.00		0.00	0.00	
	foundations of units							
	<b>Subtotal 1460</b>			<b>40,000.00</b>				
	<b>TOTAL</b>			<b>166,739.00</b>				





**CAPITALFUNDPROGRAMTABLESSTARTHERE**

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundsProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

PHAName: <b>HousingAuthorityoftheCityofAbilene</b>	GrantTypeandNumber: CapitalFundProgramNo: <b>TX21P32750101</b> ReplacementHousingFactorGrantNo:	FederalFYofGrant: <b>2001</b>
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OriginalAnnualStatement  ReservedforDisasters/Emergencies  RevisedAnnualStatement/RevisionNumber 1  
 PerformanceandEvaluationReportforProgramYearEnding3/31/02  FinalPerformanceandEvaluationReportforProgramYearEnding \_\_\_\_\_

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	TotalNon-CapitalFunds				
2	1406OperatingExpenses				
3	1408ManagementImprovements	36,500.00	36,500.00	0.00	0.00
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	26,000.00	58,968.00	0.00	0.00
8	1440SiteAcquisition				
9	1450SiteImprovement	67,188.00	57,220.00	0.00	0.00
10	1460DwellingStructures	262,500.00	262,500.00	0.00	0.00
11	1465.1DwellingEquipment-Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment	23,000.00	0.00	0.00	0.00
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollateralizationorDebtService				
20	1502Contingency				
21	<b>AmountofAnnualGrant(sumsofines2-20)</b>	<b>415,188.00</b>	<b>415,188.00</b>	<b>0.00</b>	<b>0.00</b>
22	Amountofline21RelatedtoLBPActivities				
23	AmountofLine21RelatedtoSection504Compliance				
24	AmountofLine21RelatedtoSecurity-SoftCosts				
25	AmountofLine21RelatedtoSecurity-HardCosts				
26	AmountofLine21RelatedtoEnergyConservationMeasures	262,500.00	262,500.00		



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

PHAName: <b>Housing Authority of the City of Abilene</b>		Grant Type and Number: Capital Fund Program No: <b>TX21P32750101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHAWide	<b>Management Improvements:</b>							
TX327	Regulation training for executive director, staff and maintenance workers	1408		2,000.00	2,000.00	0.00	0.00	
	Hire Resident Management Coordinator	1408		26,000.00	26,000.00	0.00	0.00	
	Update computers, monitors, modems and software	1408		8,500.00	8,500.00	0.00	0.00	
	<b>Subtotal 1408</b>			<b>36,500.00</b>	<b>36,500.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Fees &amp; Costs:</b>							
	Hire on-site inspector to monitor labor compliance, inspect work in progress	1430		21,000.00	21,000.00	0.00	0.00	
	Agency Plan update (annual consultant fees)	1430		5,000.00	5,000.00	0.00	0.00	
	Hire an Architect	1430		0.00	32,968.00	0.00	0.00	
	<b>Subtotal 1430</b>			<b>26,000.00</b>	<b>58,968.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Non-Dwelling Equipment:</b>							
	Purchase replacement 1/2 ton pickup	1475		23,000.00	0.00	0.00	0.00	
	<b>Subtotal 1475</b>			<b>23,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL</b>			<b>85,500.00</b>	<b>95,468.00</b>	<b>0.00</b>	<b>0.00</b>	

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



