

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

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

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

**PHA Plan
Agency Identification**

PHAName: *Housing Authority of the City of Brenham*

PHANumber: *TX330*

PHAFiscal Year Beginning: (mm/yyyy) *07/2002*

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 mission of the Housing Authority of the City of Brenham, Texas is to promote a community environment that enables residents to live responsibly and with dignity, and to support residents in their effort to achieve self-sufficiency.

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: numbers of families served or PHA scores achieved.) PHA 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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

Progress Statement: *During FY2001, the PHA worked to improve its vacancy rate. The Board has approved an Improvement Plan that is designed to address this issue and the implementation of that plan is in progress. PHA is currently meeting with a private contractor who is actually building subsidized housing in its community to relay information on rentabilities, utilities and public need. The PHA has offered to be the Management Company, once project has been complete and units are fully occupied. PHA has also met with Economic Development center and Chamber of Commerce regarding need for public housing for no rent, low rent and low cost housing for people*

purchasing and renting. PHA has met with independent section 8 owner and discussed marketing program of acquisition of 50 units.

- PHA Goal: Improve the quality of assisted housing
- Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

Progress Statement: *The PHA will strive to achieve High Performer status within 2 years. The ED is attending resident council meetings, more exposure in the public's eye throughout the community and at public forums, and implementing suggestions by tenants based on appearance of their units. Regarding renovation, the PHA has been able to renovate 9 units on an "as needed" basis. The renovations include; flooring, kitchen cabinets, electrical fixtures, insulation, wall furnaces, and replacement doors that are more durable.*

- PHA Goal: Increase assisted housing choices
- Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

Progress Statement: *The Board of Commissioners as of FY E 6/30/2002 has not implemented any programs or strategies to move into homeownership programs. However, the Board has discussed this possibility.*

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

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

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

Progress Statement : During FY 2001, the PHA continued to implement a strategy of income mixing in TX03 by allowing applicants over 50% AMI to pay rent based on 20% of income.

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

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

Progress Statement : During FY 2001, the PHA continued to work with Job Partnership of Washington County to provide job and skill training. The PHA encourages and pays for cost of all residents to obtain their GED and offers and provides transportation to and from work and job training. We are currently discussing our ability to utilize existing non-dwelling structures for the purposes of establishing a child care center aimed at providing low-income families with affordable child care. The goal is to have this completed within the next 2 years.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other:(listbelow)

Progress Statement : *The Housing Authority of the City of Brenham, Texas continues to respect all people of all races, familial status, and ethnicity in our processes of admission to housing. All individuals are treated fair and equally in all decisions made by the Housing Authority,*

Other PHA Goals and Objectives:(listbelow)

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24CFRPart903.79(r)]

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

The Housing Authority of the City of Brenham 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, program 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 Brenham during FY2002 include:

- *Preserve and improve the public housing stock through the Capital Funds activities.*
- *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; and*
- *Identify, develop and leverage services to enable low -income families to become self -sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Brenham 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 roadmap to reach the “higher quality of life” destination for the City of Brenham.

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 .

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	27
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	32
9. Designation of Housing	33
10. Conversions of Public Housing	34
11. Homeownership	36
12. Community Service Programs	38
13. Crime and Safety	41
14. Pets (Inactive for January 1 PHAs)	43
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43
17. Asset Management	43
18. Other Information	44

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 TX330a02
- FY2002 Capital Fund Program Annual Statement TX330b02
- FY2002 Capital Fund Program 5 Year Action Plan TX330c02
- 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 TX330d02
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification TX330e02*
 - Pet Ownership Policies -family TX330f02*
 - Pet Ownership Policies -elderly/disabled TX330g02*
 - Resident Member PHA Governing Board TX330h02*
 - Membership of the Resident Advisory Board TX330i02*
 - Progress Statement TX330j02*
 - Summary of Policy or Program Changes for the Upcoming Year TX330k02*
 - Deconcentration and Income Mixing TX330l02*
 - Voluntary Conversion Initial Assessment TX330m02*
 - Resident Survey Follow-up Plan TX330n02*
 - 2001 Performance and Evaluation Report TX330o02*

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 jurisdiction 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
N/A	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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
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,provide theestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,rate theimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” Use N/AtoindicatethatnoinformationisavailableuponwhichthePHAcanmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	500	4	5	4	4	4	4
Income>30%but <=50%ofAMI	251	4	5	4	4	4	4
Income>50%but <80%ofAMI	342	3	4	4	4	4	4
Elderly	316	2					
Familieswith Disabilities	*N/A	N/A	N/A	N/A	N/A	N/A	N/A
Caucasian	655	4	5	4	4	4	4
African-American	346	4	5	4	4	4	4
Hispanic	88	4	5	4	4	4	4

*informationunavailableatthistime

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

- 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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	55		100%
Extremely low income <= 30% AMI	42	76%	
Very low income (> 30% but <= 50% AMI)	0	0	
Low income (> 50% but < 80% AMI)	13	24%	
Families with children	55	100%	
Elderly families	0	0	
Families with Disabilities	0	0	
Caucasian/Hispanic	24	44%	
African-American	22	40%	
Asian	9	16%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	7%	100%
2BR	10	18%	100%
3BR	22	40%	100%
4BR	16	29%	100%
5BR	3	5%	100%

Housing Needs of Families on the Waiting List			
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 re-open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on to 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 all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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
- 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: N/A

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: N/A

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 voucher 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: N/A

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 using N/A

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 support services, Section 8 tenant -based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund <i>Estimated</i>	240,000.00	
b) Public Housing Capital Fund	500,507.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant - Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self -Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
<i>2001 CFP</i>	50,216.86	<i>Public housing capital improvements</i>
<i>Sub-total</i>	790,723.86	
3. Public Housing Dwelling Rental Income	534,159.00	<i>Public housing operations</i>
4. Other income (list below)	115,683.00	<i>Public housing operations</i>
<i>Interest on General Funds Investments 6,825.00</i>		
<i>Maintenance Repairs/Late charges 60,511.00</i>		
<i>Non-dwelling rent 16,992.00</i>		
<i>Excess utilities 31,355.00</i>		
5. Non -federal sources (list below)		
<i>TDHCA - Summer Food Program</i>	10,500.00	<i>Public housing support services</i>
<i>Sub-total</i>	660,342.00	
Total resources	1,451,065.86	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenot requiredto completesubcomponent 3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe) *Whenapplicationsubmitted*

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

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c. Yes No: DoesthePHA requestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d. Yes No: DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

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

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeit'spublic housingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmis siontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice
- Other(listbelow)

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 list

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

N/A

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

N/A

If yes, how many lists?

3. Yes No: May families be on more than one lists simultaneously?

N/A

If yes, how many lists?

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

N/A

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

(3) Assignment

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

One

Two

Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by

targeting more than 40% of all new admission 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 circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences: *N/A*

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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)
 - *Elderly/disabled (included above)*

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 the 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.

5 Date and Time

Former Federal preferences: *N/A*

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

Other preferences (select all that apply)

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

• **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 ensures that the PHA will meet income-targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing (see attachment TX330102)

B. Section 8 (PHA does not administer S8)

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

(1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)

(2)WaitingListOrganization

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

- 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 assistance? (select all that apply) -based

- PHA main administrative office
- Other (list below)

(3)SearchTime

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

If yes, state circumstances below:

(4)AdmissionsPreferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
 Veteransandveterans’families
 Residentswholiveand/orworkinyourjurisdiction
 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
 Householdsthatcontributetomeetingincomerequirements(targeting)
 Thosepreviouslyenrolledineducational,training,orupwardmobility programs
 Victimsofreprisalsorhatecrimes
 Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespacethatrepresentsyourfirstpriority,a“2”intheboxrepresenting your secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchyorthroughapointsystem),placethe samenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thano nce,etc.

DateandTime

FormerFederalpreferences

InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
Victimsofdomesticviolence
Substandardhousing
Homelessness
Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
 Veteransandveterans’families
 Residentswholiveand/orworkinyourjurisdiction
 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
 Householdsthatcontributetomeetingincomerequirements(targeting)
 Thosepreviouslyenrolledineducational,training,orupwardmobility programs
 Victimsofreprisals orhatecrimes
 Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwiththequalpreferencestatus,howare applicantsselected?(selectone)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

[24CFRPart903.79(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? *The PHA will follow the mandatory Earned Income Disallowance (EID) regulatory requirements.*

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

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

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

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

d. Which of the discretionary (optional) deductions and/or 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 percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
 - *Implements a strategy of income mixing in TX03 by allowing applicants over 50% AMI to pay rent based on 20% of income.*
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents *(being developed)*

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

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

B. Section 8 Tenant -Based Assistance *(does not administer)*

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 complete ly merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[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 organizational chart showing the PHA's management structure and organization is attached. *Attachment TX330d02*
- 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	302	120
Section 8 Vouchers	N/A	N/A
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 and Procedures*
- *Personnel Policy*

(2) Section 8 Management: (list below)

(PHA does not administer S8)

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 *(does not administer)*

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:

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 tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *TX330b02*

-or-

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

(2) Optional 5 -Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *TX330c02*

-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)

2001 Performance and Evaluation Report TX330o02

B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministerin gpublichousing.Identifyanyapproved HOPEVIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFund ProgramAnnualStatement.

- Yes No:a)HasthePHAreceivedaHOPEVIre vitalizationgrant?(ifno, skiptoquestionc;ifyes,provideresponsestoquestionbfor eachgrant,copyingandcompletingasmanytimesasnecessary)
b)StatusofHOPEVIrevitalizationgrant(completeonesetof questionsforeachgrant)

1.Developm entname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment
 RevitalizationPlansubmitted,pendingapproval
 RevitalizationPlanapproved
 ActivitiespursuanttoanapprovedRevitalizationPlan underway

- Yes No:c)DoesthePHAplantoapplyforHOPEVIRevitalizationgrant inthePlanyear?
Ifyes,listdevelopmentname/sbelow:

- Yes No:d)WillthePHAbeengaginginanymixed -financedevelopment activitiesforpublichousinginthePlanyear?
Ifyes,listdevelopmentsoractivitiesbelow:

- Yes No:e)WillthePHAbeconductinganyotherpublichousing developmentorreplacementactivitiesnotdiscussedinthe CapitalFundProgramAnnualStatement?
Ifyes,listdevelopmentsoractivitiesbelow:

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.)

Demolition/Disposition Activity Description	
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.

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

10. Conversion of Public Housing to Tenant -Based Assistance

[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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description	
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):	

Units addressed in a pending or approved HOPEVI demolition application
(date submitted or approved:)

Units addressed in a pending or approved HOPEVI revitalization plan
(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

Voluntary Conversion Initial Assessment TX330m02

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
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 U.S.H.A 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 *(PHA does not administer)*

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[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? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

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

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

C. Welfare Benefit Reductions

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

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

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

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandaresubmittingaPHDEPPlanwiththisPHAPlanmayskipcomponentD.

A.Needfor measurestoensurethesafetyofpublichousingresidents

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallof thePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(descr ibebelow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatistic sovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describewhatbelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

TX330-003, TX330 -004, TX33 0-007

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:

(selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionof crime-and/or drug -preventionactivities
- CrimePreventionthroughEnvironmentalDesign

- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

TX330-003, TX330 -004, TX330 -007

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)

The Brenham police department handled 829 calls for police service in the Brenham Housing Authority. The Brenham Police Dept. handled 60 offense reports. The offense reports were broken down in the following way:

<i>Burglary</i>	<i>7</i>	<i>Criminal trespass</i>	<i>13</i>
<i>Criminal mischief</i>	<i>8</i>	<i>Assaults</i>	<i>7</i>
<i>Public intoxication</i>	<i>2</i>	<i>Narcotics</i>	<i>6</i>
<i>Driving while intoxicated</i>	<i>1</i>	<i>Thefts</i>	<i>6</i>
<i>Auto thefts</i>	<i>2</i>	<i>Warrants</i>	<i>8</i>

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

TX330-003, TX330 -004, TX330 -007

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.RESERVEDFORPETPOLICY

[24CFRPart903.79(n)]

PetPolicy(family) –attachmentTX330f02

PetPolicy(elderly/disabled) -attachmentTX330g 02

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. Yes No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))? (Ifno,skiptocomponent17.)
2. Yes No: Wasthe mostrecentfiscalauditsubmittedtoHUD?
3. Yes No: Werethereanyfindingsastheresultofthataudit?
4. Yes No: Iftherewereanyfindings,doanyremainunresolved? Ifyes ,howmanyunresolvedfindingsremain?_____
5. Yes No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD? *N/A*
Ifnot,whenaretheydue(statebelow)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenorequiredto completethiscomponent.
HighperformingandsmallPHAsarenorequiredto completethiscomponent.

1. Yes No: IsthePHAengaginginanyactiv itiesthatwillcontributetothe long-termassetmanagementofitspublichousingstock, includinghowtheAgencywillplanforlong -termoperating, capitalinvestment,rehabilitation,modernization,disposition,and otherneedsthathave **not**beenaddressedelsewhereinthisPHA Plan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
 Notapplicable
 Privatemanagement
 Development-basedaccounting
 Comprehensivestockassessment

Other:(listbelow)

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)

N/A

Attached at Attachment (Filename)

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:(listbelow) *Residents were in agreement with contents of plan.*

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other:(describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - *Reduce vacancies in public housing*
 - *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 opportunities*
- *Promote a suitable living environment without discrimination*

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

See attachment x330b02

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
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)
See attachment tx330c02					
Total estimated cost over next 5 years					

AttachmentTX330a01

**DECONCENTRATIONANDINCOMETARGETINGPOLICY
FOR THE
HOUSINGAUTHORITYOFTHECITYOF
BRENHAM,TEXAS**

©2001TheNelrodCompany,FortWorth,Texas76109

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

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

Therefore, the Housing Authority of the City of Brenham, 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 of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

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

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

©2001 The Nelrod Company, Ft. Worth, TX

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

B. Income Targeting

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

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

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

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

- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- ▶ For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.

E:\NELROD.CO\2002\PHAPlanFiles\PHAPlan-UpdateConsortiumMembers\Brenham, TX\tx330a01.wpd

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: Housing Authority of the City of Brenham, Tx	Grant Type and Number: Capital Fund Program No: TX24P33050102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	---	-------------------------------------

Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____
 6/30/2003

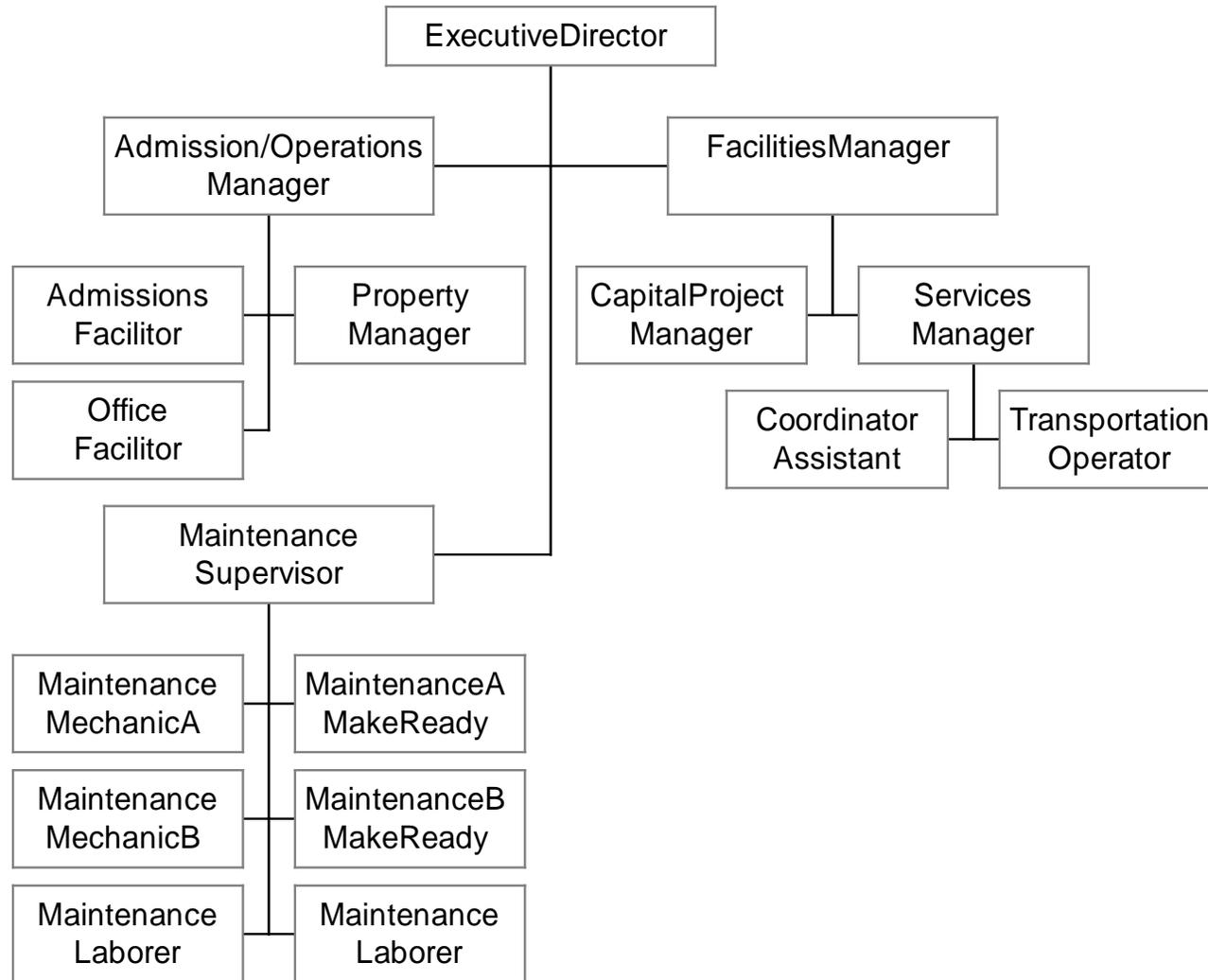
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	100,000.00			
3	1408 Management Improvements	70,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit	10,000.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	10,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	31,000.00			
10	1460 Dwelling Structures	180,507.00			
11	1465.1 Dwelling Equipment-Nonexpendable	12,000.00			
12	1470 Nondwelling Structures	25,000.00			
13	1475 Nondwelling Equipment	27,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sum of lines 2-20)	\$500,507.00			
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	60,000.00			
25	Amount of Line 21 Related to Security-Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

CapitalFundProgramFive-YearActionPlan

PartI:Summary

HAName:				Original	RevisionNo. _____	
HousingAuthorityoftheCityofBrenham		Year1 2002	WorkStatementforYear2	WorkStatementforYear3	WorkStatementforYear4	WorkStatementforYear5
Development Number/Name/HA- Wide		FFYGrant:2003 PHAFY:2003	FFYGrant:2004 PHAFY:2004	FFYGrant:2005 PHAFY:2005	FFYGrant:2006 PHAFY:2006	
HA-Wide (Security,vehicleAcquisition,mowingequip,computerupgrade SiteacquisitionofPool,TVreception,ModCoordinator,ResidentSvcs, overallsidewalkrepairs,overallmajorplumbingreplacement)	Annual Statement	275,507.00	35,000.00	173,007.00	150,507.00	
TX2-Sunnyside (SHAPeRemodel,HVACnewinstallation,Matilda remodel/disposition,LightingCabinets&MinorRemodel,Roofing,Appliance replacement,LandscapelImprovements)		97,500.00	55,000.00	30,000.00	20,000.00	
TX3-WeldonTrace (HVACnewinstallation,LightingCabinets&Minor Remodel,Roofing,ApplianceReplacement,LandscapelImprovements)		0.00	150,000.00	175,000.00	180,000.00	
TX4-Crestview (HVACnewinstallation,LightingCabinets&Minor Remodel,Roofing,ApplianceReplacement,LandscapelImprovements)		127,500.00	85,507.00	122,500.00	150,000.00	
TX9-Northside (Lighting,SiteAcquisition,LightingCabinets&Minor Remodel,Roofing,ApplianceReplacement,LandscapelImprovements)		\$0.00	\$175,000.00	\$0.00	\$0.00	
CFPFundsListedfor 5-Yearplanning		500,507.00	500,507.00	500,507.00	500,507.00	
ReplacementHousing FactorFunds						

Housing Authority of the City of Brenham
Organizational Chart
Attachment:



Housing Agency of the City of Brenham
Attachment: TX330e01

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.***

AttachmentTX330f01

**PETOWNERSHIP POLICY
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE CITY OF
BRENHAM, TEXAS**

PET OWNERSHIP POLICY

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31("Pet Ownership in Public Housing ") to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the City of Brenham, TX (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA's rules and will provide them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will develop appropriate pet ownership rules, include those rules in the Agency Plan and notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, small dog, bird (*under eight (8) inches tall*), and fish, in their dwelling units, in accordance with PHA pet ownership rules;
2. A refundable pet deposit of \$ 60.00 will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet's presence (i.e., damage to the unit, yard, fumigation of a unit, etc.);
- C. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,

PetOwnershipPolicy -Family

- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban -Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

HOUSINGAUTHORITYOFTHECIT YOFBRENHAM,TEXAS

PetOwnershipRulesforFamilies

1. Commonhouseholdpetmeansadomesticatedcat,smalldog,bird,gerbil,hamster,guinea pigandfishinaquariums. *Allreptiles of any kind, are illegal inside the City of Brenham.* These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Eachhouseholdshallhaveonlyonepet(exceptfishorbirds).Thelimitforbirdsis *two(2)* andtheheightshallnotexceed *eight(8)inches* .
3. Thepetownershallhaveonlyacatorasmalldog.Theanimal'sweightshallnotexceed *twenty (20) pounds* . The animal's height shall not exceed *fifteen (15) inches* . ***Such limitations do not apply to a service animal used to assist a disabled resident.***
4. Petownersshalllicensetheirpets(ifrequiredbystateorlocallaw)yearlywiththeCityof Brenhamorasrequired.ThepetownermustshowthePHAprroofofrabiesanddistemper booster inoculations and licensing annually.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. Thepetownershallhavehisorhercatordogspayedorneuteredandshallpaythecost thereof.Aveterinarianshallverifythatthepayingorneuteringhasbeenaccomplished. ***If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months.*** Exceptionsto this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. Thepetownershallhousethepetinsidethepetowner'sdwellingunit.Thepetownershall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. Nopetshallbepermittedinanycommonareaexceptasnecessaryto *directly enter and exit* the building. ***This restriction is not applicable to service animals.***
9. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.

10. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
11. Residents shall provide the PHA a color photograph of the pet(s).
12. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
13. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
14. The pet owners shall keep the pet, dwelling units, and surrounding areas free of fleas, ticks, and/or other vermin. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
15. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
16. No pet owners shall keep a vicious or intimidating pet on the premises (i.e. pit bull or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
17. No pet owners shall permit this or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
18. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owners shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic bag in a designated trash container outside the building where the pet owner lives.

19. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic bag in a designated trash container outside the building where the pet owner lives.
19. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
20. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
21. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
22. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and the resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left unattended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
23. Each pet owner shall pay a refundable pet deposit of \$ 60.00. A refundable deposit of \$ _____ will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
24. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner

moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest-bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

25. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
26. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
27. Pet Violation Procedures: Resident agrees to comply with the following:
 - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner

and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

- c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
- (1) Contain a brief statement of the factual basis for the determination and the pet rule or rule that has been violated.
 - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
 - (3) State that failure to remove the pet may result in initiation of the procedure to have the pet removed or terminate the pet owner's lease or both.
- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safety, of others or if the pet is being treated in an inhuman manner. In such cases paragraph 24 shall apply.

28. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
29. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENTFORCAREOFPET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Brenham, TX and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THEHOUSINGAUTHORITYOFTHECITYOFBRENHAM,TEXAS
1901NorthviewCircle
Brenham,TX77834

AND,

_____ (Resident 'sName)

_____ (Resident 'sAddress)

I hereby agree that should _____ become incapable of caring for _____ a

(Name of Pet)

(Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Brenham, TX.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before

me this _____ day of

_____, _____.

Notary of Public

My Commission Expires:

PETPOLICYADDENDUM

Ihavereadandunderstandtheabovepetownershiprulesandagreetoabidebythem.

Resident'sSignature

PHAStaffmember'sSignature

Date

Date

TypeofAnimalandBreed

NameofPet

DescriptionofPet(color,size,weight,sex,etc.)

Thealternatecustodianformypetis:

Custodian's first, middle and last name; post office box; street address; zip code; area telephonecodeandtelephonenumber:

Resident'sSignature

Date

RefundableDamageDeposit

AmountPaid

Date

Non-refundableDamageDeposit

AmountPaid

Date

**PET OWNERSHIP
(ELDERLY/DISABLED RESIDENTS)
FOR
THE HOUSING AUTHORITY OF THE CITY OF
BRENHAM, TEXAS**

PET OWNERSHIP POLICY

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of Brenham, TX (herein referred to as PHA) notifies eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, small dog, bird (*under eight (8) inches tall*), and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- D. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSINGAUTHORITYOFTHECITYOF BRENHAM,TEXAS

PetOwnershipRulesforElderly/DisabledResidents

1. Commonhouseholdpetmeansadomesticatedcat,smalldog,bird,gerbil,hamster, guineapigandfishinaquariums. *Allreptiles of any kind, are illegal inside the City of Brenham.* These definitions do not include any wild animal, bird of prey, dangerousfish,snakes,spidersorotherinsects,oranyfarmanimals.
2. Eachhouseholdshallhaveonlyonepet(exceptfishorbirds).Thelimitforbirdsis *two(2)* andtheheightshall notexceed *eight(8)inches* ..
3. Thepetownershallhaveonlyacatorasmalldog.Theanimal'sweightshallnot exceed *twenty(20)pounds* .Theanimal'sheightshallnotexceed *fifteen(15)inches* . ***Such limitations do not apply to a service animal used to assist a disabled resident.***
4. Petownersshalllicensetheirpets(ifrequiredbystateorlocallaw)yearlywiththe CityofBrenhamorasrequired.ThepetownermustshowthePHAproofofrabies anddistemperboosterinoculationsandlicensing annually.
5. NopetownershallkeepapetinviolationofStateorlocalhealthorhumanelawsor ordinances.AnyfailureofthesepetownershiprulestocontainotherapplicableState orlocallawsorordinancesdoesnotrelievethetownerofther esponsibilityfor complyingwithsuchrequirements.
6. Thepetownershallhavehisorhercatordogspayedorneuteredandshallpaythe cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. ***If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months.*** Exceptionstothisrequirementshallbe grantedonlyupon certification fromaveterinarianthatpermanent harm mayresultfromthisprocedureduetothe pet'sageorillness.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet ownershallkeepacatoradogonaleashandshallcontroltheanimalwhenitis takenoutofthedwelli ngunitforanypurpose.Theownerofabird(s)shallconfine themtoacageatalltimes.Nopetownershallallowhisorherpettobeunleashedor looseoutsidethepetowner'sdwellingunit.
8. Nopetshallbepermittedinanycommonareaexceptas necessarytodirectlyenter andexitthebuilding.***This restriction is not applicable to service animals*** .

Pet Ownership Policy - Elderly/Disabled Residents

9. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
10. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
11. Residents shall provide the PHA a color photograph of the pet(s).
12. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
13. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
14. The pet owners shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
15. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
16. No pet owners shall keep a vicious or intimidating pet on the premises (i.e. pit bull or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
17. No pet owners shall permit this or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
18. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owners shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic bag in a designated trash container outside the building where the pet owner lives.

19. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic bag in a designated trash container outside the building where the pet owner lives.
20. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
21. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
22. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, displays symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and the resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left unattended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
23. Each pet owner shall pay a refundable pet deposit of \$ 60.00. The PHA may waive the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters or guinea pigs. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to the dwelling unit, and the fumigation of the pet owner's dwelling unit.
24. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest-bearing account, the PHA will provide for such deposit and will account for all interest

individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

25. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
26. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
27. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
28. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
29. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days at the expense of the owner. If no responsible party is found, state or local authorities will be contacted.
30. The residents shall be responsible for arranging for burial or other disposal, *off PHA property*, of pets in the event of the death of the pet.
31. The resident agrees to assume all personal financial responsibility for damage to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
32. Pet Violation Procedures: Resident agrees to comply with the following:
 - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet

rule violation. The notice of pet rule violation will be in writing and will:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
2. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation. ***Violation of state cruelty laws within 24 hours, include food, water and shelter.***
3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
4. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.

b. **Pet Rule Violation Meeting:** If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. **Notice for Pet Removal:** If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
2. State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

Pet Ownership Policy -Elderly/Disabled Residents

3. State that failure to remove the pet may result in initiation of the procedure to have the pet removed or terminate the pet owner's lease or both.
- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safety, of others or if the pet is being treated in an inhuman manner. In such cases paragraph 24 shall apply.

AGREEMENTFORCAREOFPET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Brenham, TX and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THEHOUSINGAUTHORITYOFTHECITYOFBRENHAM,TEXAS
1901NorthviewCircle
Brenham,TX77834

AND,

_____ (Resident 'sName)

_____ (Resident 'sAddress)

I hereby agree that should _____ become incapable of caring for _____ a

(Name of Pet)

(Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Brenham, TX.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before me this _____ day of _____, _____.

Notary of Public

My Commission Expires:

PETPOLICYADDENDUM

Ihavereadandunderstandtheabovepetownershiprulesandagreetoabidebythem.

Resident'sSignature PHAStaffmember'sSignature

Date Date

TypeofAnimalandBreed

NameofPet

DescriptionofPet(color,size,weight,sex,etc.)

Thealternatecustodianformypetis:

Custodian's first, middle and last name; post office box; street address; zip code; area telephonecodeandtelephonenumber:

Resident'sSignature Date

RefundableDamageDeposit _____
AmountPaid Date

PetOwnershipPolicy -Elderly/DisabledResidents

Housing Authority of the City of Brenham

Required Attachment TX330h01: 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: *Louise Kaigler*

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): *Dec. 31, 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: *Dec. 31, 2002*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): *Walter Schwartz, Mayor*

Required Attachment TX330i01: 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.)

Northview Resident Council – TX330-007:

President:	Tina Partridge
Vice-President	Ann Curington
Secretary	Ana Grant
Treasurer	Pamela Kesee

Crestview/Cityview Resident Council:

President:	Juanita Holloway
Vice-President	Alan Jones
Secretary:	Jeanette Olsen-Franco
Treasurer	Open

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

Statement of Progress
Attachment: tx330j01

The Housing Authority of 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 modernization approximately \$ 167,000 was either spent or obligated. PHA has done substantial renovation of 9 units including flooring, kitchen cabinets, electrical fixtures, insulation and wall furnaces and replacement doors that are more durable.

Concerning self-sufficiency and crime and safety, efforts to reduced crime in the communities included increased Police presence without communities and constant improving of relationship between PHA, Police and residents.

Concerning improving the quality of life, PHA has continued to implement a strategy of income mixing by allowing applicants over 50% AMI to pay rent based on 20% of income.

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.

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

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.

PHA has hired consultants to update Admissions and Continued Occupancy policy and all other policies as needed.

Housing Authority of the City of Brenham

Attachment: TX033101

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:

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

Note: When completing this attachment for the PHA Plan, pull this template from the HUD PHA Plan Website. The explanation and policy columns will expand as the chosen explanations or policies are entered.

Housing Authority of the City of Brenham

Attachment: tx330m01

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

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

All 4 developments are subject.

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)?

All 4 developments are general occupancy.

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

One PHA-wide assessment

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

None

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

N/A

Housing Authority of the City of Brenham
Resident Assessment Follow Up Plan
FY 2002

Communication

AREA OF CONCERN: Inability of Residents to Communicate With Management Regarding Problems and Issues

Clear communication of services, procedures, other neighborhood-related issues and activities is a critical component in the success of a development. This section measures the level of that communication in the area of events, activities, and programs available to residents, and the ability of residents to communicate with management regarding problems and issues. The following are action items that will be implemented for making improvements in this area:

ACTION ITEMS

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on issue. If situations which are identified as problems are improved, then it is believed that satisfaction with this service area should improve.

2. Resident-Oriented Service Training

The Agency will immediately schedule a series of training sessions and seminars, which will focus on Resident-Oriented Service Delivery by PHA Staff and Personnel. These workshops will train PHA staff and personnel to effectively and politely communicate with residents. Course work may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

3. Ensure Written Policies and Procedures.

The Agency will immediately conduct a review of its written policies and procedures to determine if all applicable policies and procedures have been documented and where necessary the Agency will prepare the missing documents. The Agency will also ensure that residents have copies of them that they have input and that the residents are in agreement with them. Care will be taken to assure that the Agency management or staff does not dictate policies. Finally, residents will be encouraged to participate, as much as possible, in policy development.

4. Institute A Common Point Of Reference for Notices.

The Agency will immediately identify and institute an effective and easily accessible method of communicating with residents. Suggested methods will include, but will not be limited to the following: flyers/letters sent with the rent bill, flyers/letters placed in all mailboxes or a community bulletin board.

5. Encourage Resident Involvement.

The Agency will immediately schedule a series of training sessions and seminars, which will focus on Resident Involvement in Community Building. Suggested topics may include Resident Leadership Training, Community Building, Volunteer Training, Entrepreneurship Training, etc. These workshops will be part of the Agency's plan to assist and encourage residents to be part of the solution, to join or develop committees/organizations to help improve the community.

Funding Source (if required) to be utilized: Capital Fund

Task Start Date: 3-18-02 Target Date of Completion: On-going

Safety

AREA OF CONCERN: Failure of Agency To Convince Residents That It Is Making Efforts To Provide Safe Living Conditions

The goal of this section is to capture how safe residents feel and to assess if the housing agency is making efforts to provide safe living conditions. The following are action items that will be used to make improvements in this area.

ACTION ITEMS

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on issue. If situations which are identified as problems are improved, then it is believed that satisfaction with this service area should improve.

2. Establish Working Relations with Police.

The Agency will immediately establish a policy of establishing partnership relations with Police Departments in the community so as to have a variety of cooperative arrangements and agreements. Some of these agreements will be, but not be limited to the following activities:

- Units deprogrammed for use as police substations.
- Periodic and regular meetings between the local police agency and PHA management.
- Provisions of access by the local police agency to vacant units in order to facilitate surveillance and pursuit.
- Provision of community space for police /community meetings.
- Police input into the development and implementation of drug elimination grants.
- Police input into modernization planning.

Resident Assessment Follow Up Plan

- **Operation Safe Home and other Federal/local law enforcement efforts.**
- **Gun and drug sweeps.**
- **Youth counseling**
- **Youth recreational acuity's.**
- **Tenant security training.**
- **Community policing.**
- **Security surveys.**

3. All Crimes Reported.

The Agency will immediately institute a policy of reporting all criminal activity to local police authorities. This policy will be put in place to establish a continuous line of communication between local police authorities and the Agency thereby creating a credible, working relationship between both groups.

4. Ensure Policies and Procedures in Place for Tracking Crime.

The Agency will immediately conduct a review of its written policies and procedures to ascertain that applicable policies and procedures are in place to track crime and where necessary the Agency will prepare the missing documents. The Agency will also ensure that these policies and procedures will be able to demonstrate that crime and crime-related problems are being traced by development.

5. Refine Resident Screening Processes.

The Agency will immediately seek to institute and implement a policy of revamping and upgrading a resident screening process which denies housing admissions to those individuals who do not meet the legal criteria established by HUD or PHA board resolution.

6. Establish Safe Behavior Policies for Residents.

The Agency will immediately develop and institute a clearly understood and mutually agreed-upon policy, which defines what constitutes safe

behavior for residents with the correct level of repercussions for violating policy.

7. Addition of More Lighting.

The Agency will immediately schedule a plan for evaluating, planning and installing additional lighting in all common areas and to periodically check all lights to make sure that they are working.

8. Check All Locks.

The Agency will immediately begin a program of checking all locks and outside doors to assure that they are not in disrepair and repair all locks that are damaged.

9. Provide More Recreational Areas

The Agency will immediately plan and implement a long-term program of seeking resources to, and using those monies for, building and/or maintaining neighborhood playgrounds, and basketball courts. In addition the Agency will also create youth programs to discourage crime among that age group.

10. Teach Basic Resident Safety.

The Agency will immediately seek to develop and implement a training program for residents on basic safety in the home and in the community. Topics to be presented will include, but not be limited to: How Residents Can Better Protect Themselves, Their Families and Their Property, and Working With Police Agencies to Create Safer Neighborhoods, etc.

11. Provide Preventative Drug Related Services

The Agency will immediately develop and institute preventative drug related services such as Preventative Drug Education and Referral Sources for Drug Treatment Programs.

12. Establish Working Relationships to Implement Grants.

The Agency will immediately establish policies and procedures for working with resident councils or other formal resident groups in the implementation of drug elimination grants (24CFR 961.3) and other related programs.

Resident Assessment Follow Up Plan

Funding Source (if required) to be utilized: Capital Fund

Task Start Date: 3-18-02 Target Date of Completion: On-going

Neighborhood Appearances

AREA OF CONCERN: Dissatisfaction with Upkeep in Different Areas of the Development

A poorly maintained development can lead to a number of problems. The appearance of the housing development should be neat and orderly. Ideally, the development should compliment the community and there should not be a clear line that defines the borders of the development due to perpetual problems such as litter, broken glass, and vandalism. Residents are encouraged to be part of the solution. There is an established process in place for residents to report problems. Management responds in a timely and professional manner to appearance problems in the community. The following are action items that the Agency will undertake to make improvements in this area.

ACTION ITEMS

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on this issue.

2. Find Life Enhancement Program Partners.

The Agency will immediately begin a review of its policy regarding abandoned buildings and vacancy to bring it up to date and evaluate its effectiveness. If found to be inadequate, the Agency will revise and improve its systems to address this issue more rigorously.

3. Schedule Anti-Pest Treatments and Trash Removal Pickups More Frequently.

The Agency will immediately reschedule and implement a more regular pest extermination program more frequently and on an as needed basis, if necessary. It will also implement quarterly trash days on which large items can be picked up.

4. Be Proactive About Improving The Appearance of Neighborhood.

The Agency will immediately develop and implement a program for improving the overall appearance of the neighborhood. This program will include, but will not be limited to the following activities:

- **Conducting an assessment (at least visually) of the community on a daily basis.**
- **Management and Executive Staff becoming personally involved in this assessment and not just relying on staff for input.**
- **Starting a neighborhood appearance council made up of residents. Awarding prizes or recognizing to residents with the best kept yard and recognizing that individual or family in a newsletter**
- **Eliminating graffiti within 24 hours of report**

Funding Source (if required) to be utilized: Capital Fund

Task Start Date: 3-18-02 Target Date of Completion: On-going

E:\2002\PHA Plan Files\PHA Plan Master Documents\Agency Follow Up Plan.doc

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: Housing Authority of the City of Brenham, Texas	Grant Type and Number: Capital Fund Program No: TX24P33050101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
--	---	-------------------------------------

<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 12/31/01		<input checked="" 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	79,000.00		18,268.06	18,268.06
3	1408 Management Improvements	66,000.00		60,000.00	15,519.80
4	1410 Administration	35,000.00		7,931.32	7,931.32
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	10,000.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	83,000.00		10,642.25	7,240.54
10	1460 Dwelling Structures	153,705.00		178,064.30	41,107.88
11	1465.1 Dwelling Equipment-Nonexpendable	32,000.00		14,157.00	3,745.96
12	1470 Nondwelling Structures	40,000.00		0.00	0.00
13	1475 Nondwelling Equipment	28,216.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant (sum of lines 2-20)	\$526,921.00		\$289,062.93	\$93,813.56
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security-Soft Costs	60,000.00		60,000.00	15,519.80
25	Amount of Line 21 Related to Security-Hard Costs	0.00		0.00	0.00
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: Housing Authority of the City of Brenham, Texas		Grant Type and Number: Capital Fund Program No: TX24P33050101 Replacement Housing Factor Grant No:					Federal FY of Grant: 2001		
Development Number Name/HA-Wide	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		
HA-Wide:	Operations	1406		79,000.00		18,268.06	18,268.06	23% Completed	
Mgmt. Improvements	Police, Resident Services	1408		66,000.00		60,000.00	15,519.80	24% Completed	
Administration	Administration-MOD Coordinator	1410		35,000.00		7,931.32	7,931.32	23% Completed	
Fees & Costs	Architectural Design for Modernization, A/C Design	1430		10,000.00		0.00	0.00	0% Completed	
Site Improvement	Landscape, gas system, water system & meters, signs, fences	1450		83,000.00		10,642.25	7,240.54	9% Completed	
Dwelling Structures	Modernization-roofs, closet doors, flooring, water heaters, showers, kitchen cabinets, insulation, fixtures	1460		153,705.00		178,064.30	41,107.88	27% Completed	
Dwelling Equipment	Refrigerators, ranges	1465		32,000.00		14,157.00	3,745.96	12% Completed	
Non-Dwelling Structures	Lights, floor, AC/Heat, Doors	1470		40,000.00		0.00	0.00	0% Completed	
Non-Dwelling Equipment	Law equipment, paint equipment, computer upgrades, maintenance equipment	1475		28,216.00		0.00	0.00	0% Completed	
TOTAL 2001 GRANT						\$526,921.00	\$289,062.93	\$93,813.56	18% Completed

