

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

City of Brenham

PHA Plan

5-Year Plan for Fiscal Years 2000-2004

Annual Plan for Fiscal Year 2002

PHA Plan Agency Identification

City of Brenham
5 Year Plan Page 1

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5-YEAR PLAN

CITY OF BRENHAM FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

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

B. Goals

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

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

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

Objectives:

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

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

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

Objectives:

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

City of Brenham Goal 3: Increase assisted housing choices.

Objectives:

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

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

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

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)**
 - 1. Implement measures to deconcentrate poverty by bringing higher income assisted housing households into lower income developments.**
 - 2. Establish and utilize an Advisory Committee.**
 - 3. Support the development of units or buildings for special need resident groups.**

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

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

Objectives:

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

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

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

Objectives:

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

☒ Other: (list below)

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

Other PHA Goals and Objectives: (list below)

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

Objectives:

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

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

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

Annual PHA Plan

PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The City of Brenham 2002 Annual Plan is the one-year action plan that describes how the rental needs of very-low income households will be identified and met. The plan was developed in consideration of the U. S. Department of Housing and Urban Development's regulations regarding Section 8 Housing Choice Voucher Program, and the Consolidated Plans of the State of Texas. The City of Brenham has elected to utilize the HUD-supplied template Form 50075. Parts of the template that do not apply to the programs have been indicated in red as N/A.

The development process for the plans consisted of a citizen and consultant review of current administrative policies; gathering of information regarding affordable housing needs of low-income households; review of housing market data and statistics; and a series of public hearings and meetings. The public comments received during these meetings are enclosed with this document as *Attachment A*. As a result of the comments received during the plan development process, local goals and objectives and the Housing Mission Statement developed in the 2000 Annual Plan were reaffirmed (*See Attachment B.*) with an emphasis being given to 1) the provision of housing for the elderly; 2) the attainment of self-sufficiency; 3) the provision of decent, safe, and affordable housing; and 4) an emphasis on quality customer service.

The 2002 Annual Plan also contains action plans containing proposed reviews and revisions of current rental payment standards as compared to existing market rental rates, existing administrative policies; the continuation of an Advisory Committee consisting of tenants,

landlords, and other professionals; identification of special need populations and their related housing needs; a marked emphasis on creating a positive public awareness; and expanded efforts to increase the availability of appropriate housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1-2
ii. Table of Contents	
1. Housing Needs	5-15
2. Financial Resources	15
3. Policies on Eligibility, Selection and Admissions	21-25
4. Rent Determination Policies	25-29
5. Operations and Management Policies	29-30
6. Grievance Procedures	31
7. Capital Improvement Needs	N/A
8. Demolition and Disposition	N/A
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
11. Homeownership	37
12. Community Service Programs	38-41
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43-44
17. Asset Management	N/A
18. Other Information	44-47

Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart
 - FY 2000 Capital Fund Program 5 Year Action Plan
 - Public Housing Drug Elimination Program (PHDEP) Plan
 - Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 - Other (List below, providing each attachment name)**
- Attachment A: Citizen Comments**
- Attachment B: Housing Mission Statement and City of Brenham Goals and Objectives**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes – in Section 8 Administrative Plan	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
Yes	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes – in Section 8 Administrative Plan	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality</i>	Annual Plan: Eligibility, Selection, and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>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	Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Yes – in Section 8 Administrative Plan	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Yes	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Service & Self-Sufficiency
Yes	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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
Yes	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

(Demographic information regarding the City of Brenham is limited. Whenever possible, information specific to the City is utilized, otherwise, information from the Washington County area is used and is so noted. This would be appropriate considering that rural county residents regularly utilize the housing and supportive public services that are located in the City of Brenham.)

The City of Brenham is located in Washington County, a rural county located in southeastern Texas with an estimated 2001 population of 30,621 and a population density of 49.9 persons per square mile (compared to the state and national rate of 79.6). Brenham's estimated 2001 population totaled 13,507, with 70% White, 22% African American, and 8% Hispanic/Asian origin. More than 15.5% of the County population has an annual income below the poverty level, compared to the national poverty rate of 13.3%.

In 2000, the City had an estimated 5,317 housing units, with a homeownership rate of 60%. This rate of homeownership indicates that there are a relatively higher number of rental units within the city limits compared to the surrounding Washington County (73.5%). With the presence of Blinn College, these rental units are often leased to students at inflated rental rates, and have a significant impact on low-income families with limited sources of funds to pay for rent. The availability of rental units is further impacted by the low 6.7% rental vacancy rate and the high median rent of \$479, an amount not considered affordable for low-income families paying their own rent.

In 2001, only 38 single-family housing units were permitted for new construction in the entire county, with the majority of these units being owner-occupied. New construction of multi-family units is non-existent in the rural areas, mainly due to the financial infeasibility of building and managing the units. Data from the 2000 Census indicated more than 1,900 vacant housing units in the County. A significant number of these units could be expected to be dilapidated and abandoned housing units. Additionally, almost 70% of the housing units in Brenham were built prior to 1980, indicating a high percentage of aging housing stock that may contain substandard conditions.

The rate of homeownership, combined with the extremely low production of new units and aging housing stock has led to increased difficulties for Section 8 tenants to obtain housing that is within the area's market rental rate and still meets Housing Quality Standards. Landlords are reluctant to lease to Section 8 tenants when they can successfully rent their units to non-Section 8 tenants for a higher rental rate, and a lot less paperwork and bother. This has led to voucher holders not being able to locate suitable rental units that are within the Section 8 affordable rent requirements, even with the rent standards being set at 110% of the FMR. The City of Brenham PHA will continue to gather additional information regarding the availability of suitable and affordable rental housing in order to determine the need for an increase in the rent standards.

The 2000 Census data indicated the following for Washington County in the ranking of 254 Texas counties for:

- 1) #42 - Percent of Households Spending 30% of Household Income or more for Housing Expenses:
- 2) #200 - Percent of Families Below Poverty Level in 1999
- 3) #47 - 2000 Median Gross Rent:
- 4) #44 - 2000 Median Monthly Owner Costs
- 5) #52 - 1999 Median Household Income

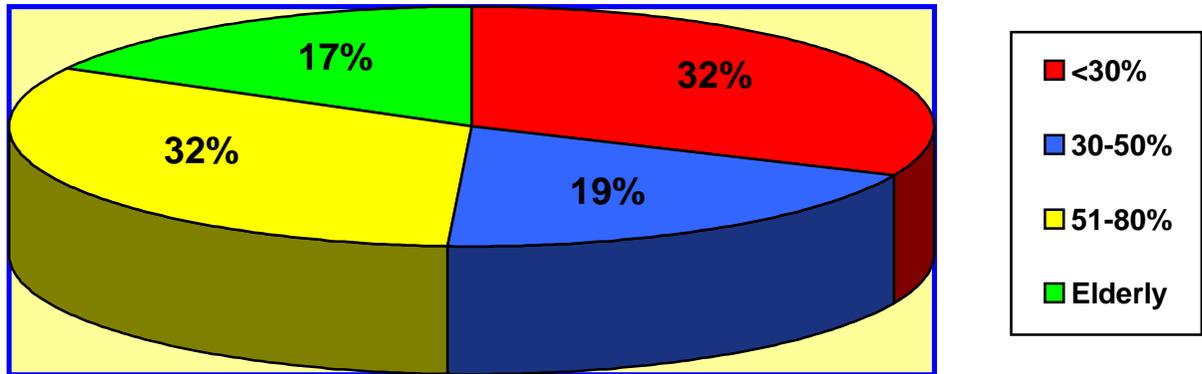
DATA	CITY OF BRENHAM	WASHINGTON COUNTY	STATE OF TEXAS	UNITED STATES
-------------	----------------------------	------------------------------	-------------------------------	--------------------------

Population change 1990-2000	11.5%	16.1%	22.8%	13.1%
Persons over age 65	15.4%	16.9%	9.9%	12.4%
White	70%	74.7%	71%	75.1%
Black	22%	18.7%	11.5%	12.3%
Hispanic origin	8%	8.7%	32%	12.5%
Homeownership rate	60%	73.5%	63.8%	66.2%
Children below poverty	21.9%	21.7%	23.6%	19.9%
Female Headed Households <Poverty	34%	32%	29.5%	NA
Median Household income – 1999	\$32,198	\$36,760	\$39,927	NA
Households Below 80% of Median	47%	46%	NA	NA
2000 Households	4,907	11,322	7.3 m	105.5 m
2000 Housing Units	5,317	13,241	8.1 m	115.9 m
Housing Value <\$50,000	16.4%	17.9%	22.7%	NA
2001 Building Permits	38	38	141,231	1.5 m
Housing Built Prior to 1980	68.9%	58.3%	56.7%	NA
Median Monthly Mortgage	\$795	\$847	\$986	NA
Median Rent	\$479	\$479	\$574	NA
Rent > 30% of Income	36.6%	33.5%	34.3%	NA
Mortgage >30% of Income	18.4%	16.6%	18.6%	
Rental Vacancy Rate	6.7%	6.6%	8.5%	NA
High School Graduates	68.1%	72.1%	75.7%	NA

Source: FedStats 2000 Census data, unless indicated otherwise

The source of information contained in the following tables is the projected 2002 CHAS for the City of Brenham.

City of Brenham by Income Level and Household Type



Housing Needs of Families in the Jurisdiction by Family Type City of Brenham

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	767	5	5	5	5	2	3
Income >30% but <=50% of AMI	463	5	5	5	5	2	3
Income >50% but <80% of AMI	778	5	4	4	4	2	2
Elderly Renters	409	5	5	5	5	2	5
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

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

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

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

Housing Needs of Families on the Waiting List (waiting list includes applicants for Washington County only) As of July 15, 2002			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	51		48
Extremely low income <=30% AMI	38	74%	
Very low income (>30% but <=50% AMI)	13	26%	
Low income (>50% but <80% AMI)	0	0	
Families with children	35	68%	
Elderly families	6	12%	
Families with Disabilities	10	20%	
Race/ethnicity – White	16	31%	

Housing Needs of Families on the Waiting List
(waiting list includes applicants for Washington County only)
As of July 15, 2002

Race/ethnicity – Black	30	59%	
Race/ethnicity – Hispanic	5	10%	
Race/ethnicity – Non-Hispanic	46	90%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required**
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration**
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program**
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies**
- Other (list below)**
 - a. **Identify affordable housing needs.**
 - b. **Leverage private or other public funds to create additional affordable housing opportunities.**
 - c. **Mitigate health and safety issues by providing referrals of substandard units needing renovation to appropriate agencies and education regarding lead paint hazards.**
 - d. **Actively participate in Project Unity and Community Partnership Board activities and projects.**
 - e. **Complete marketing events to create positive public awareness.**
 - f. **Establish Advisory Committee consisting of tenants, landlords, and other professionals to increase customer satisfaction.**
 - g. **Conduct two information meetings with participating and prospective landlords.**
 - h. **Increase customer satisfaction.**
 - i. **Improve Voucher Management (SEMAP Score)**
 - j. **Concentrate on efforts to improve specific management functions.**
 - k. **Improve community quality of life and economic vitality.**
 - l. **Attain and maintain a high level of standards and professionalism in the day-to-day management of all program components.**

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

Select all that apply

- Apply for additional section 8 units should they become available**
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)**
 - a. **Leverage private or other public funds to create additional affordable housing opportunities.**
 - b. **Support the efforts of other entities to acquire, develop, or re-develop affordable housing units.**

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)**
 1. Review and revise as needed the policies and procedures in the Administrative Plan to encourage families to attain self-sufficiency and self-improvement.
 2. Partner with local non-profit organizations providing workforce services.
 3. Support the development of units or buildings for special need resident groups.
 4. Promote self-sufficiency and asset development of families.

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)**
 1. Review and revise as needed the policies and procedures in the Administrative Plan to encourage families to attain self-sufficiency and self-improvement.
 2. Partner with local non-profit organizations providing workforce services.
 3. Support the development of units or buildings for special need resident groups.

4. Promote self-sufficiency and asset development of families.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available**
- Other: (list below)**
 - 1. Provide or attract supportive services to increase independence for the elderly or families with disabilities, and other special needs populations.**
 - 2. Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.**
 - 3. Support the development of units or buildings for special need resident groups.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available**
- Affirmatively market to local non-profit agencies that assist families with disabilities**
- Other: (list below)**
 - 1. Provide or attract supportive services to increase independence for the elderly or families with disabilities, and other special needs populations.**
 - 2. Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.**
 - 3. Support the development of units or buildings for special need resident groups.**

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
 - a. Commit to and implement affirmative measures to ensure access to assisted housing, and provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.
 - b. Commit to and implement affirmative measures to ensure accessible housing to persons with all varieties of disabilities and regardless of unit size.
 - c. Creative positive awareness through the expansion of family, owner, and community support of City of Brenham's mission.

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)	\$387,389	
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$387,389	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$0	
3. Public Housing Dwelling Rental Income	N/A	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$387,389	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

The next section does not apply to the City of Brenham. Please go to Section 3(B) on Page 21.

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

1. Review and screening of previous Section 8 assistance history to determine previous violations of Family Obligations.

2. Review and determination of unpaid debts owed to this and any other PHA.

Other (list below)

1. City of Brenham will utilize a private consultant firm to do a criminal background check of applicants and participating families.

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

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

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

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

Criminal or drug-related activity

Other (describe below)

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

(2) Waiting List Organization

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

- None**
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office**
- Other (list below)**

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

(3) Search Time

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

If yes, state circumstances below:

The Administration Plan, Chapter 8, contains the details regarding extensions. Generally, requests for extensions will be granted as follows:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

The next section does not apply to the City of Brenham. Please go to Section 3(B)(4)b(5) on Page 24.

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

Through published notices

Other (list below)

1. City of Brenham will utilize Public Service Announcements offered by radio and television stations, news articles in local newspapers, and announcements/presentation made to non-profit agencies participating in Project Unity's Community Partnership Board.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

The next section does not apply to the City of Brenham. Please go to Section 4(B) on Page 28.

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually**
- Other (list below)

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

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

(2) Minimum Rent

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

- \$0**

\$1-\$25

\$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning October 1, 2002	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	60 (92 allocated)	48
Section 8 Certificates	2	0
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

The next section does not apply to the City of Brenham. Please go to C(2) below on Page 30.

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

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

a. Section 8 Administrative Plan.

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

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

d. HUD's Housing Quality Standards Manual

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

The next section does not apply to the City of Brenham. Please go to Section 6(B) below on Page 31.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 37.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 37.

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 37.

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

[24 CFR Part 903.7 9 (i)]

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

The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 37.

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

The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 37.

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

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

2. Activity Description

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

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 HOPE VI demolition application
(date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.79(k)]

The next section does not apply to the City of Brenham. Please go to Section 11(B) on Page 37.

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

B. Section 8 Tenant Based Assistance

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

The need for the homeownership program has been reviewed and a separate for the City of Brenham is not being implemented at this time. However, participants in the City of Brenham's program may apply for homeownership vouchers and assistance through the Brazos Valley Council of Government's Section 8 Program.

The next section does not apply to the City of Brenham. Please go below to Section 12 on Page 38.

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

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

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

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

- 1. Promote self-sufficiency of mutual clients through the integration of training and work development programs and joint planning at the local level.**

2. Coordinate resources and programs for a more streamlined and efficient delivery of services.
3. Identify and resolve barriers to coordination.
4. Promote the development of common data systems to track progress.
5. Engage in joint case management for mutual clients as appropriate.
6. Participate actively in workgroups, advisory, and/or planning activities.

Other Efforts for Self-Sufficiency:

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

Section 8	0	0
-----------	---	---

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

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

C. Welfare Benefit Reductions

The next section does not apply to the City of Brenham. Please go to Section 15 on Page 43.

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

The next section does not apply to the City of Brenham. Please go to Section 15 on Page 43.

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The next section does not apply to the City of Brenham. Please go below to Section 15 on Page 43 below.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

The next section does not apply to the City of Brenham. Please go to Section 18 below on Page 44.

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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

Attached at Attachment A (File name)

Provided below:

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

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

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

List changes below:

Other: (list below)

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

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

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Texas

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

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

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

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

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

D. Other Information Required by HUD

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

Attachments

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

Attachment A: Public Comments

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

Attachment A

Resident Advisory Board And Public Meetings

A group of 21 Section 8 residents were invited to participate in the initial formation of a Resident Advisory Board, and their first meeting was held on January 18, 2001. Comments received were consistent with prior input from the Focus Group Meeting in September, 2000, that was held during the development phase of the 2000-2004 5-year plan.

For the 2002 Annual Plan, a series of public hearings (a total of five meetings) was held. The meetings were publicized in local newspapers and public notices, in addition to more than 300 letters being mailed to community centers, non-profit organizations, housing providers, and churches in the 7-county region. In an attempt to get higher attendance at the meetings, they were held jointly with staff from the Brazos Valley Affordable Housing Corporation who provided information regarding the new Brazos Valley HOME Consortium. Additionally, this offered additional opportunities to gain information regarding the educational and homeownership needs of low-income families. Attendance at the meetings included interested residents, realtors, state, and federal housing officials, and elected officials from city and county governments. Comments included:

PUBLIC HEARINGS BRAZOS VALLEY COUNCIL OF GOVERNMENTS Section 8 Housing Program 2002 Annual Plan

The public hearings were opened with an explanation of the need and purpose of the public hearings and the PHA 5-year and 1-year Annual Plans. A brief review was given regarding the goals and objectives included in the 5-year plan and the PHA's 2002 Annual Plan. Ms. Carroll provided information regarding HUD's requirement that all PHAs formulate five-year and annual plans to describe the program's goals and objectives. She provided additional information regarding recent changes in the programs based on the development of the 2000 PHA Plan. Ms. Carroll restated the Housing Mission Statement that had been revised and approved in the 2000 Plan:

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

Housing Mission Statement:

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

1. *Increase the availability of decent, safe and affordable housing.*
 - Expand the supply and Improve the quality of the housing
 - Increase assisted housing choices
2. *Improve community quality of life and economic vitality.*
 - Provide an improved living environment
 - Advisory committee
 - Mixed incomes areas
3. *Promote self-sufficiency and asset development of families and individuals.*
 - Increase employment
 - Supportive services for special-need pops.
4. *Ensure Equal Opportunity in Housing*
 - Affirmative fair housing
 - Positive public awareness
5. *To Attain and Maintain a high level of standards of professionalism in the day-to-day management of all program components.*
 - Excellent and quality customer service
 - Identify customers
 - On-going staff training
 - Policy of family confidentiality and family respect

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

Date: May 14, 2002	Location: Washington County Commissioner’s Court, Brenham, Texas - Washington County
<p>Comments:</p> <ul style="list-style-type: none"> • Concern about the size of single-family homes that may get built in association with the Homeownership Program. • Concern that construction materials should be brick and hardi-plank, with low maintenance a priority. • Expressed support for the Section 8 rental program – a lot of people need help with rent. • Homeownership Program should have a homebuyer education component. • Concern about whether legal aliens with green cards are eligible to receive assistance. • Question about whether a realtor’s commission is okay on housing purchased or sold through the Homeownership Program. • There needs to be an on-site counselor in Washington County. • Program should be aggressive in its affirmative marketing of the programs. • Question about how HOME Program dollars would be distributed among counties and residents. • Question regarding what kind of monitoring of BVCOG is required for HOME Program. • Do the HOME houses have to meet USDA requirements? • What type of construction and quality standards have to be met? • Is it okay to get 103% financing for the homebuyers? • It is good to have a program for downpayment and closing cost assistance. It is badly needed in Washington County. • There is a high need for more elderly housing. • There is a desperate need for affordable housing in Washington County. • The lack of affordable housing hinders economic development and the ability to attract manufacturers (and thus employment opportunities) to the area. • Lack of affordable housing is a significant barrier to low-income residents improving their situation. • It is a good use of tax monies for the homeownership vouchers. 	

- Question regarding the availability of other programs to assist low-income tenants become homeowners.

Date: May 14, 2002	Location: BVCOG Board, Bryan, Texas - Brazos County
Comments:	
<ul style="list-style-type: none"> • Support for the Section 8 Housing Program and the proposed goals and objectives. • There is a great need for more elderly housing. • Expressed strong support for homebuyer and tenant education programs. 	

Date: May 23, 2002	Location: Project Unity Community Partnership Board Meeting, Bryan, Texas – a meeting of more than 80+ local non-profit organizations that provide supportive social services to low-income residents in the 7-county region.
Comments:	
<ul style="list-style-type: none"> • Information was requested regarding the PHA’s progress towards meeting the goals and objectives included in last year’s (2000-01) plan. It was noted that the 2000-01 Action Plan contained good proposed activities and was interested in hearing how things had worked out. • Comment that there is a high need for assistance to renters of all income levels because of the lack of affordable and decent housing, especially in the rural areas. • Elderly renters of all income ranges have a very high need for assistance. • Special need populations of all income ranges have a very high need for assistance, particularly due to the lack of accessible and affordable units. • All seven counties experience a severe lack of decent and affordable housing. • Community is not always receptive to special need populations. Clients may have a Section 8 Voucher, but there are not enough properties to meet their needs. 	

Date: June 14, 2002	Location: BVCOG Board, Bryan, Texas
Comments:	
<ul style="list-style-type: none"> • Support for the Section 8 Housing Program and the proposed goals and objectives. • BVCOG Program has saved their lives and been a tremendous help to their family. • It is hard for disabled and elderly families to make all of the meetings. Can you do more by mail? • It would be helpful to have a bulletin board at the office to post information about education, job opportunities, and child care. • It is hard to find places to lease to Section 8, probably because other Section 8 tenants have abused and damaged their properties. • There are an awful lot of meetings. • My unit passed inspection, but things were broken • There is a great need for more elderly housing. • I called my landlord about the repairs, but it’s been 2 weeks, and they haven’t done anything. It would help for BVCOG to talk about how to get things in your unit fixed. • BVCOG should try to handle more things by telephone or mail. Expressed strong support for homebuyer and tenant education programs. • It would be good to provide more information about other programs in the housing meetings. • Why don’t all of the social service programs locate in one building. • Transportation and child-care are major problems. • Can you extend your hours past 5:00 or on Saturdays for those who work. I can’t keep taking off my job. I’m going to get fired. • It was stated that the quarterly newsletter was an excellent forum and had been utilized very well to communicate and 	

share information with the public, tenant, and landlords.

- The PHA needed to continue efforts to facilitate Communication between PHA staff, landlords, and tenants.
- The PHA was doing a very good job about sharing information about Fair Housing and should continue to do that regularly.
- The PHA needs to continue to educate others about the Section 8 Program.
- It was noted that tenants still complain to other agencies about the need for extended hours of operation (before 8:00 a.m., after 5:00 p.m. and on Saturdays) to facilitate those tenants that work to participate in meetings or bring by information without requiring them to take off time from their jobs.
- It was noted that some tenants and landlords still talk about having a large amount of fear of program.
 - -By landlords – who are afraid of the federal rules.
 - -Cost of repairs – there is a perception that Section 8 families destroy properties.
 - -By Tenants: Fear of retaliation.
 - -From staff – if the staff doesn't like them for some reason, or has an attitude.
 - -From landlords – tenants are afraid if they report repairs they will be evicted.

Date: June 21, 2002	Location: BVCOG Tenant Re-exam Meeting, Bryan, Texas
----------------------------	---

Comments: This meeting was conducted with a question-and-answer format with 10-15 current recipients of Section 8 assistance. Comments received included:

1. LIST THE REASONS YOU WANT TO MOVE. #1 REASON?
 - *Owner won't make repairs. If owner makes repairs, tenant is afraid that they will want to charge extra.*
 - *Needs additional space.*
2. HOW MANY TIMES IN THE LAST 5 YEARS HAVE YOU MOVED?

3	1	4
1	2	5
1	3	
3. WHAT IS IT LIKE TO FIND ANOTHER PLACE TO LIVE?
 - *It's terrible. People are rude and hang up on you.*
 - *It's hard sometimes – a lot of landlords won't take HUD. And then they act rude to you on the phone.*
4. HOW DO YOU FIND ANOTHER PLACE TO LIVE?
 - *Mainly from classified ads in the newspaper.*
 - *All reported they do not use the owner's list provided in the briefing package.*
5. WHAT IS THE MOST IMPORTANT THING WHEN YOU LOOK FOR A NEW PLACE?
 - *Cleanliness and good condition. It's important that it's near schools, grocery stores, church, and transportation. It is not as important that it is near a park.*
6. HOW WELL DO YOU UNDERSTAND THE SECTION 8 PROGRAM RULES??
 - *Most comments reflected that tenants felt they understood the rules well, however, more specific questions regarding what they could and could not do indicated that their level of understanding was lower than they had believed.*
7. DO YOU GET ENOUGH INFORMATION FROM YOUR CASEWORKER TO KNOW WHAT THE REQUIREMENTS ARE?
 - *Yes.*
8. DO YOU GET ENOUGH INFORMATION FROM YOUR CASEWORKER TO KNOW HOW TO CALCULATE HOW MUCH YOUR RENT IS?
 - *One-half of the tenants indicated that they understood how to calculate their portion of the rent, and one-half indicated they did not understand.*
9. DO YOU KNOW WHO YOUR CASEWORKER IS?
 - *All of the tenants knew their caseworker's name.*
10. IF YOU HAVE A PROBLEM WITH YOUR HOUSE OR LANDLORD, DO YOU KNOW WHAT TO DO OR WHO TO CALL?

- *Write a letter to owner and caseworker (this was emphasized and discussed in the briefing session that the tenants had just attended).*
11. IF YOU THINK YOU'VE BEEN DISCRIMINATED AGAINST, DO YOU KNOW WHAT TO DO AND WHO TO CALL?
- *No.*
12. IF YOU HAVE A PROBLEM WITH YOUR SECTION 8 ASSISTANCE, DO YOU KNOW WHO TO CALL?
- *Tenants reported that if they have a problem or disagree with their Section 8 Caseworker, they do not know who to call. Some suggested that they should call a supervisor at Section 8, but no one knew who the supervisor or Director of the program were.*
13. LIST BARRIERS TO GETTING A JOB
- *Child care, transportation – especially if you work at night, physical disability*
14. LIST BARRIERS TO KEEPING A JOB
- *Problems on job itself, child care, transportation, physical disability.*
15. WHAT SHOULD HAPPEN TO TENANTS WHO COMMIT FRAUD?
- *Tenants who commit fraud should pay back money, be disqualified for assistance, but should also be given a second chance. An anonymous survey of asking which tenants thought they had committed fraud, and which tenants knew they had committed fraud, indicated that none of participating tenants thought they had or had actually committed fraud.*
16. IF YOU KNEW SOMEONE ON THE PROGRAM THAT WAS COMMITTING FRAUD, WOULD YOU REPORT THEM?
- *Most indicated that it would depend on the situation. There seemed to be a general feeling that they would like to report fraud, but were afraid of getting caught squealing on their family, friends, or neighbors. There was some indication that they would like it if the reports could be made anonymously (in writing and dropped into a "suggestion box".) After the meeting, a girl around 10 years of age, came and asked me what she should do if she knew about somebody doing something wrong on the program.*
17. IF YOU COULD INVENT A HOMEOWNERSHIP PROGRAM USING SECTION 8 ASSISTANCE, WHAT WOULD YOU INCLUDE?
- *About one-half of the tenants were interested in being able to use their monthly voucher payments to purchase a house. They were interested in assistance with funds for the down-payment and help in getting a mortgage.*
18. IF YOU COULD CHANGE ONE THING ABOUT THIS PROGRAM, WHAT WOULD IT BE?
- *Give the Caseworkers and Section 8 employees a raise.*
 - *Do a survey of tenants to see how the program could be improved.*
 - *Children should have their own room even if they are below age 5. Privacy is important for adults and children both.*
 - *Provide day-care or a playground area for children during the meetings that the parents have to come to. Child care is hard to find and is too expensive, plus transporting the kids is expensive and hard to do.*

Attachment B

HUD AND CITY OF BRENHAM HOUSING GOALS AND OBJECTIVES

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

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

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

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

Strategy	Potential Resources and Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Apply for additional rental vouchers as necessary to meet the identified need	HUD Section 8 Housing Choice Voucher Program, BVCOG Brazos Valley Region county governments; Cities of Bryan, College Station, Brenham, TDHCA	Eligible households earning less than 50% of median income	Research and identify affordable housing needs	Annual reevaluation of affordable housing needs
Leverage private or other public funds to create additional affordable housing opportunities	HUD Section 8 Housing Choice Voucher Program, other state/federal and private funds, HOME, LIHTC, CDBG, BVCOG, BVAHC, MH-MR, Twin City Mission, Junction 505, LIHTC properties, Cities of Bryan and College Station, TDHCA,	Eligible households earning less than 80% of median income	1) Research and identify affordable housing needs; 2) Identify potential resources and partners; 3) Provide or support other entities to provide housing counseling to 100 LI	1) 5 affordable housing units developed or redeveloped; 2) Counseling provided

	landlords, Habitat, developers, Elder-Aid, other non-profit organizations		households; 4) Partner with other housing providers to coordinate services and management issues	to 500 LI households
Support the efforts of other entities to acquire, develop, or redevelop affordable housing units	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, HOME, LIHTC, CDBG, private funds, Non-profit organizations, MH-MR, Twin City Mission, Junction 505, ElderAid, CHDOs; BVAHC, BVCAA, Habitat, Cities of Bryan and College Station, TDHCA, developers, landlords	Eligible households earning less than 80% of median income	1) Provide referrals of substandard units needing renovation; 2) Provide referrals of potential tenants; 3) Distribute information to 100 LI households; 4) Provide data and letters of support as appropriate for developers of LI housing; 5) Actively participate in Project Unity and Community Partnership Board activities to ensure coordination and avoid duplication; 6) Actively participate in Consolidated Plan process to ensure coordination; 7) Partner with other housing providers to coordinate services and management issues	1) 5 affordable housing units developed or redeveloped; 2) Counseling provided to 500 LI households; Participate in 15 CPB meetings
Reduce assisted housing voucher vacancies	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, HOME, LIHTC, CDBG, private funds, Non-profit organizations, landlords, media, tenants, Cities of Bryan and College Station, Project Unity, Community Partnership Board, United Way Information and Referral Services, Texas One	Eligible households earning less than 50% of median income	1) Complete 2 media marketing events; 2) Conduct 2 landlord meetings; 3) Participate in 3 CPB meetings; 4) Complete review of policies to encourage stabilization; 5) Seek funds for utility and security deposits; 6) Initiate efforts to increase accessibility to services; 7) Initiate efforts to raise FMRs; 8) Initiate measures to effectively screen applicants to increase landlord acceptance of program; 9) Continue quarterly newsletter "Connections"; 10) Implement effective computer data entry and client tracking software	1) Conduct 15 media marketing events; 2) Conduct 20 landlord meetings; 3) Participate in 15 CPB meetings; 4) Distribute quarterly newsletter "Connections"; 5) Maintain effective computer data entry and client tracking software

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

Strategy	Potential Resources and Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
----------	---	-------------------	---------------------------	---------------------------

Improve Voucher Management (SEMAP Score)	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, landlords	Eligible households earning less than 50% of median income	1) Achieve and maintain “Standard” score on SEMAP; 2) Conduct annual internal program audits; 3) Partner with other housing providers to coordinate services and management issues; 4) Implement effective computer data entry and client tracking software; 5) Implement corrective procedures for Form 50058	1) Implement policies and procedures to improve administrative performance; 2) Achieve and Maintain “High Performing” score on SEMAP; 3) Conduct 5 annual internal program audits
Increase Customer Satisfaction	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, BVCOG Staff, HUD, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, Texas One, United Way I&R, Project Unity; consultants, landlords, tenants, media	Tenants, landlords, HUD, staff, community, neighborhoods, colleagues	1) Complete review of administrative policies; 2) Identify and revise policies that create barriers; 3) Complete quarterly staff education/training; 4) Continue Advisory Committee; 5) Conduct public meeting; 6) Design Tenant and Landlord Education programs; 7) Initiate efforts to increase FMRs; 8) Assist families in locating units outside of LI areas; 9) Actively market program to landlords with units outside of LI areas; 10) Research feasibility of increasing accessibility to services by extending hours/day of operation; 11) Review minimum qualifications for BVCOG staff positions; 12) Continue quarterly newsletter “Connections”; 13) Continue as active Texas One partner; 14) Actively participate in Project Unity and CPB activities; 15) Develop reference library for tenants and landlords; 16) Partner with other housing providers to coordinate services and management issues; 17) Implement effective computer data entry and client tracking software	1) Complete annual reviews of policies; 2) Complete 20 staff trainings; 3) Complete 20 Advisory Committee meetings; 4) Conduct 5 annual public meetings; 5) Distribute quarterly newsletter “Connections”; 6) Maintain effective computer data entry and client tracking software
Concentrate on efforts to improve specific management functions	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, Cities of Bryan and College Station, consultants, tenants, landlords	Tenants, landlords, HUD, staff, community, neighborhoods, colleagues	1) Implement revised administrative policies; 2) Initiate and maintain policies to improve consistency in unit inspections; 3) Initiate and maintain process to ensure appropriate administrative expenditure ratios; 4) Conduct annual internal program audits; 5) Partner with other housing providers to coordinate services and management issues; 6) Implement effective computer data entry and client tracking software; 7) Implement corrective procedures for Form 50058	1) Exceed minimum HUD-required administrative standards and achieve “High Performing PHA” ranking; 2) Maintain effective computer data entry and client tracking software
Provide Replacement Vouchers when necessary to meet identified need	Section 8 Housing Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG county governments; Cities of Bryan, Brenham, College Station, TDHCA	Eligible households earning less than 50% of median income	Identify need for replacement vouchers and seek vouchers if necessary	Seek replacement vouchers as needed and when available

City of Brenham Goal 3: Increase assisted housing choices.

Strategy	Potential Resources and Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Provide Voucher Mobility Counseling	HUD Section 8 Housing Choice Voucher Programs, BVCOG staff, HUD, landlords, tenants	Eligible households earning less than 50% of median income	1) Conduct 25 applicant briefings; 2) Conduct 50 tenant briefings	1) Conduct 125 applicant briefings; 2) Conduct 250 tenant briefings
Conduct Outreach Efforts to Potential Voucher Landlords	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG staff, current landlords, media, non-profit organizations, tenants	Single-family and multi-family property owners and managers	1) Complete 2 marketing events; 2) Conduct 2 landlord meetings; 3) Participate in 2 CPB meetings; 4) Continue quarterly newsletter "Connections; 5) Complete review of policies to encourage stabilization; 6) Seek funds for utility & security deposits; 7) Develop reference library for tenants and landlords	1) Complete 15 media marketing events; 2) Conduct 10 landlord meetings; 3) Participate in 15 CPB meetings; 4) Continue quarterly newsletter "Connections; 5) Complete review of policies to encourage stabilization; 6) Seek funds for utility & security deposits
Increase Voucher Payment Standards	HUD Section 8 Housing Choice Voucher Programs, HUD, landlords, needs assessments, surveys, housing market statistics, tenants	Eligible households earning less than 50% of median income	1) Gather data regarding the rental housing market and utility costs; 2) Submit data to HUD and request increase in FMRs; 3) Partner with other housing providers to coordinate services and management issues	Annual assessments completed regarding rental housing market and utility costs
Research the feasibility of implementing a Voucher Homeownership Program	HUD Section 8 Housing Choice Voucher Program, state/federal funds, non-profit resources, private funds, BVCOG Staff, Non-profit orgs, BVAHC, BVCAA, Cities of Bryan & College Station, consultants, landlords, Habitat, developers	Eligible households earning less than 50% of median income	1) Determine need and feasibility of voucher homeowner-ship program; 2) Identify resources for Downpayment Assistance	Develop and implement Housing Voucher Homeownership Program if need is identified and resources are available
Create Positive Public Awareness through the expansion of family, owner, and community support of BVCOG's	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private funds HUD, BVCOG, non-profit organizations, cities, media, landlords,	The Public; Eligible households earning less than 80% of	1) Complete 2 media marketing events; 2) Review and revise policies to emphasize quality customer service	Complete 15 media marketing events; 2) Complete annual review of policies to emphasize quality customer service

mission and Section 8 Housing Mission	tenants, Habitat	median income		
Increase Customer Satisfaction	SEE ABOVE BVCOG GOAL #2, STRATEGY #2 FOR DETAILS			

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

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

Strategy	Potential Resources and Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Implement measures to deconcentrate poverty by bringing higher income assisted housing households into lower income developments	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, Habitat, developers, LIHTC	Eligible households earning less than 80% of median income	Identify targeted areas	1) Conduct annual review of targeted areas; 2) Support the development or redevelopment of 5 affordable units in targeted areas
Implement measures to promote income mixing in assisted housing by assuring access for lower income families into higher income developments	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 80% of median income	1) Identify targeted areas; 2) Seek funds for utility and security deposits; 2) Support low-income homebuyer programs	1) Conduct annual review of targeted areas; 2) Seek funds for utility and security deposits; 2) Support low-income homebuyer programs
Implement assisted housing security improvements	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 50% of median income	1) Annual supervisory inspections of 5% of units; 2) Provide information regarding health and safety issues to 100 LI households	1) Annual supervisory inspections of 10% of units; 2) Review and revise lead paint hazard abatement procedures
Establish and utilize an Advisory Committee	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG staff, tenants, past tenants, landlords, public service professionals, consultant/ facilitator	Eligible households earning less than 80% of median income	1) Continue Advisory Committee and identify and define duties; 2) Continue quarterly meetings	Continuation of Advisory Committee that meets monthly or quarterly as needed
Support the development of units or buildings for special need resident groups	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC,	Eligible households earning less than 80% of median income	1) Identify special need populations and related housing needs; 2) Initiate revisions of	1) Conduct annual reassessment of special need populations; 2) Revise policies as needed

	BVCAA, Cities of Bryan and College Station, consultants, landlords, tenants, developers		policies as needed; 3) Initiate special marketing aimed at special-need populations	
--	---	--	---	--

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

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

Strategy	Potential Resources and Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Increase the number and percentage of employed persons in assisted families.	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers, Texas Workforce Commission, Dept. of Human Services; Blinn College; Brazos Valley Workforce Commission; other employment related services	Eligible households earning less than 50% of median income	1) Identify number and percentage of employed persons in current assisted households; 2) Implement policies to encourage self-improvement with minimal negative financial impact; 3) Partner with local non-profits providing workforce and life-skill services; 4) Review and revise policies to encourage employment; 5) Develop measurable results regarding incidence/increase of employment; 6) Increase accessibility to services by extending hours/day of operation	1) Conduct annual assessments to review effect of policies on employment and to ensure positive measurable results
Provide or attract supportive services to improve assisted recipients' employability.	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers, Texas Workforce Commission, Dept. of Human Services; Blinn College; Brazos Valley Workforce Development Board; other employment related services and programs	Eligible households earning less than 50% of median income	1) Become an active participant in Project Unity; 2) Provide 100 LI families with information regarding supportive services; 3) Continue quarterly newsletter "Connections"	1) Participate in 15 CPB meetings; 2) Provide 500 LI families with information regarding supportive services; 3) Continue quarterly newsletter "Connections"
Provide or attract supportive services to increase independence for the elderly or families	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, Elder-Aid, Twin City Mission,	Eligible households earning less than 80% of median income	1) Identify special need populations; 2) Become an active participant in Project Unity; 3) Provide information regarding supportive services; 4) Initiate special marketing efforts aimed at special need	1) Participate in 15 CPB meetings; 2) Provide 500 LI families with information regarding supportive

with disabilities, and other special need households.	MH-MR, BV Rehab Center, Texas Rehabilitation Commission, developers, Texas Workforce Commission, Dept. of Human Services; Blinn College; Brazos Valley Workforce Commission; other employment related services		populations; 5) Continue quarterly newsletter "Connections; 6) Initiate special presentations to residents of local homeless shelters and mental health facilities	services; 3) Continue quarterly newsletter "Connections"
---	--	--	--	--

HUD Strategic Goal 4: Ensure equal opportunity in housing for all Americans.

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

Strategy	Potential Resources and Partner Involvement	Target Population	Projected 1-Year Outcomes	Projected 5-Year Outcomes
Commit to and implement affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 80% of median income	1) Distribute FHEO information to 100 LI households; 2) Add FHEO contact information to letterhead, application, and "Connections"; 3) Review Analysis of Impediments and barriers that affect housing choice; 4) Include FHEO article in "Connections"; 5) . Revise Administrative Plan to include definition of disproportionate need; 6) Identify any populations found to have disproportionate needs and develop marketing strategies; 7) Develop reference library for tenants and landlords; 8) Partner with other housing providers to coordinate services and management issues	1) Distribute FHEO information to 500 LI households; 2) Complete annual FHEO article in "Connections"; 3) Conduct annual Analysis of Impediments to housing choice; 4) Continue special marketing efforts to appropriate populations as needed
Commit to and implement affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	Eligible households earning less than 80% of median income	1) Distribute FHEO information to 100 LI households; 2) Add FHEO contact information to letterhead, application, and "Connections"; 3) Identify suitable living environments in initial and annual unit inspections; 4) Include FHEO article in "Connections"	1) Distribute FHEO information to 500 LI households; 2) Add FHEO contact information to letterhead, application, and "Connections"; 3) Identify suitable living environments in initial and annual unit inspections; 4) Include annual FHEO article in "Connections"
Commit to and implement affirmative measures to ensure	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit	Eligible households earning less	1) Distribute FHEO information to 100 LI households; 2) Initiate special marketing efforts aimed at special need populations (i.e. MH-MR, elderly, HIV victims,	1) Distribute FHEO information to 500 LI households; 2) Continue special marketing

accessible housing to persons with all varieties of disabilities regardless of unit size required.	resources HUD, BVCOG Staff, Non-profit organizations, BVAHC, BVCAA, Cities of Bryan and College Station, consultants, landlords, developers	than 50% of median income	frail elderly)	efforts aimed at special need populations (i.e. MH-MR, elderly, HIV victims, frail elderly)
Create Positive Public Awareness through the expansion of family, owner, and community support of BVCOG's mission (Also See "Increase Customer Satisfaction" above	HUD Section 8 Housing Choice Voucher Program, other state/federal funds, non-profit resources, private funds HUD, BVCOG, non-profit organizations, cities, media, landlords, tenants, Habitat	The Public; Eligible households earning less than 80% of median income	1) Complete 2 media events; 2) Review and revise policies to emphasize quality customer service	1) Complete 15 media events; 2) Continue Advisory Committee; 3) Conduct 10 Landlord meetings; 4) Participate in 15 CPB meetings

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

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

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

**PHA Plan
Table Library**

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

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

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

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

Original Annual Statement

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

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

