

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

City of Tucson & Pima County Consortium PHA Plan

Annual Plan for Fiscal Year 2003-2004

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

PHA Plan Agency Identification

This is a joint plan for the City of Tucson & Pima County Consortium

PHA Name: City of Tucson Community Services Department
Pima County Community Services Department

PHA Number: AZ004 (City of Tucson) – Public Housing Program (operating & capital funds); Section 8 Voucher Programs; Section 8 Moderate Rehabilitation Program, including Single Room Occupancy (SROs) units; HOPWA
AZ033 (Pima County) – Section 8 Voucher Program; HOPWA

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
 - Five Zone Management Offices
 - Posadas Sentinel Management Office

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

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

Annual PHA Plan
PHA Fiscal Year 2003
[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 Tucson Community Services Department, acting as lead agency for the City of Tucson and Pima County PHA Plans Consortium, has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, hereto referred to as the Public Housing Reform Act (PHRA), and the ensuing HUD requirements. The plan reflects the collaborative efforts of the City of Tucson and Pima County PHA staff, residents of public housing, and clients of the Section 8 program. Various agencies such as the Metropolitan Housing Commission, Southern Arizona Legal Aid, and Southern Arizona People's Law Center were specifically asked to provide input. We have adopted the following mission statement to guide the activities of the City of Tucson/Pima County PHA Plans Consortium:

To improve the quality of life for lower income families of Tucson and Pima County through their housing and community service programs. Programs that strengthen and enhance the social, economic, and physical environment, of their citizens..

We also adopted the following goals and supporting objectives to increase the availability of decent, safe and affordable housing for the next five years by:

- Preserving the number of low income households served in the community
- Expanding the supply and availability for assisted and affordable housing
- Improving the quality of assisted housing
- Increasing assisted housing choices

- Increasing homeownership opportunities
- Providing an improved living environment by lead based paint abatement
- Promoting self-sufficiency and resident responsibility
- Promoting equal opportunity in housing

Our Annual Plan therefore outlines a comprehensive approach towards our goals and objectives, and is consistent with the Consolidated Plan. Highlights of our Annual Plan include:

- The Board of Commissioners for the City of Tucson (Mayor and Council) approved three preferences for the Public Housing Program: a) involuntary displacement due to disaster or displaced due to local government action, b) working families or those currently enrolled in educational, training or upward mobility programs, and c) elderly, persons with disabilities.
- The Board of Commissioners for the City of Tucson (Mayor and Council) and the Board of Supervisors for Pima County approved one admission preferences for the Section 8 Program: Involuntary displacement due to disaster or displaced due to local government action.
- Other Admission preferences may be established as special project needs arise.
- Federal regulations also require all Public Housing Authorities to target 40% of all new public housing admissions and 75% of all new Section 8 Program admissions to families at or below 30% of median income (\$14,750 for a family of four).
- The plan maintains the \$25 minimum tenant rent.
- Public housing residents continue to be offered a choice of income based rent set at 30% of adjusted monthly income or flat rent set at fair market rent for the area.
- For Public Housing, qualified residents that transition from welfare to work, the PHA will phase in rent increases due to changes in earned income with no increases in rent for the first year, 50% of the increase added in the second year, and the full rent increase reflected in the third year.
- For Section 8 participants – earned income disallowance for persons with disabilities. Increase to annual income or new income to the household will be disallowed for the first twelve months, 50% disallowance in the second year, up to 4 years total.
- The PHA will inspect, for program participants, prospective dwellings constructed prior to 1978; and having a child under the age of six residing therein, for compliance with EPA and HUD Lead Based Paint rules and regulations. The inspection will include visual inspections for chipped, peeling, chalking and deteriorated interior and exterior paint. Clearance testing may also be performed to assure that a lead safe environment exists after appropriate action by the property owner to remediate paint deficiencies.
- For Public Housing, a Service Animal Policy has been developed which outlines the rights and responsibilities of residents with service or assistive animals.
- Section 8 will conduct criminal background screening.

In summary, we are on course to improve the condition of affordable housing in the City of Tucson and Pima County.

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.

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Attachments

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

Required Attachments:		Page #
<input checked="" type="checkbox"/>	A Brief Statement of Progress in Meeting Five-Year Mission and Goals	55
<input checked="" type="checkbox"/>	B Definition of Substantial Deviation and Significant Amendment	56

<input checked="" type="checkbox"/>	C	Pet Policy/Service Animal Policy	58
<input checked="" type="checkbox"/>	D	Implementation of Public Housing Resident Community Service Requirement	60
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<input checked="" type="checkbox"/>	F	FY 2003 Capital Fund Program Annual Statement and Five Year Action Plan (az004a03)	64
<input checked="" type="checkbox"/>	G	Section 8 Homeownership Capacity	66
<input type="checkbox"/>	H	Public Housing Drug Elimination Program (PHDEP) Plan	N/A
<input checked="" type="checkbox"/>	I	Plan Approval and Required Certifications	68
<input checked="" type="checkbox"/>	J	Section 8 PHA Project-Based Vouchers	70
<input checked="" type="checkbox"/>	K	Resident Advisory Board(s) Membership	70
<input checked="" type="checkbox"/>	L	Resident Membership of the Governing Board	70
Optional Attachments:			
<input checked="" type="checkbox"/>	M	Most recent board-approved operating budget (az004c03)	70
<input checked="" type="checkbox"/>	N	Comments of Resident Advisory Board or Boards	72
<input type="checkbox"/>	Other (List below, providing each attachment name)		

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

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

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	29,018	5	4	2	4	3	3
Income >30% but <=50% of AMI	24,525	5	4	3	4	3	4
Income >50% but <80% of AMI	35,510	3	2	2	3	2	2
Elderly	20,410	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	117,597	N/A	N/A	N/A	N/A	N/A	N/A
Black	6,617	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	34,246	N/A	N/A	N/A	N/A	N/A	N/A
Native American	1,646	N/A	N/A	N/A	N/A	N/A	N/A
Asian	2,715	N/A	N/A	N/A	N/A	N/A	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: 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	1,259		872
Extremely low income <=30% AMI	869	69	
Very low income (>30% but <=50% AMI)	346	27	
Low income (>50% but <80% AMI)	92	4	
Families with children	481	38.2	
Elderly families	170	13.5	
Families with Disabilities	265	21.1	
White	1,064	84.5	
Black	119	9.5	
Hispanic	592	47	
Native American	57	4.5	
Asian	19	1.5	
Non-Hispanic	667	53	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 15 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,126		160
Extremely low income <=30% AMI	1,658	78	
Very low income (>30% but <=50% AMI)	361	17	
Low income (>50% but <80% AMI)	106	5	
Families with children	1,658	81	
Elderly families	107	5.2	
Families with Disabilities	268	13	
White	1,776	86.2	
Black	188	9.1	
Hispanic	1,415		
Native American	149	7.2	
Asian	13	.6	
Non-Hispanic	711		
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	285	13.4	
1BR	14	.6	
2 BR	870	41	
3 BR	838	39.4	
4 BR	106	5	
5 BR	106	5	
5+ BR	2	.09	

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 vouchers 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)
 - Seek to expand opportunities in the City/County for elderly and persons with disabilities.

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)
 - Apply for special purpose vouchers, should they become available, targeted to welfare-to-work recipients.
 - Make available supportive services to families through family self-sufficiency, and other collaborative efforts with community agencies
 - Meet HUD federal targeting requirements for families at or below 30% of AMI in public housing
 - Meet HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

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)
 - Apply for special purpose vouchers, should they become available, that are targeted to welfare-to-work recipients

- Make available supportive services to families through family self-sufficiency, and other collaborative efforts with community agencies

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 these vouchers become available
- Other: (list below)
 - Employ admissions strategies targeting elderly persons
 - Support other entities who support or serve the elderly
 - Support entities whose mission is to expand the number of existing housing units for low-income elderly persons
 - Employ special outreach measures targeted to elderly persons

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 additional special-purpose vouchers targeted to families with disabilities, should these vouchers become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - Employ admissions strategies targeting persons with disabilities
 - Support other entities who support or serve persons with disabilities
 - Support entities whose mission is to expand the number of existing housing units for low-income persons with disabilities
 - Employ special outreach measures targeted to persons with disabilities
 - Incorporate visitability design principles (e.g. wider door and hallways) when developing new or significantly rehabilitating public housing units

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)
 - Conduct outreach to owners to increase opportunity for a greater geographic distribution of races and ethnicities

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)
 - Educate clients as to services available in the community to mitigate fair housing complaints
 - Deny program participation to owners and/or clients whose behaviors lead to abuse, discrimination or harassment of clients, thereby denying a suitable living environment for families living in assisted housing

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

Need: Specific Family Types: Rural Families

Strategy 1: Allocate resources to conduct activities that expand affordable rental housing opportunities in rural areas:

Select if applicable

- Conduct outreach to owners so as to increase opportunity for greater geographic distribution
- Conduct rent reasonableness studies, as needed, to ensure Section 8 payment standards are sufficiently competitive in rural areas
- Identify funding sources to develop affordable rental housing in rural areas

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$3,661,583	
b) Public Housing Capital Fund	1,740,260	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	23,861,110	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self-Sufficiency Grants	198,500	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI Revitalization	8,730,000	Public Housing Capital Improvements
Public Housing Capital Fund	1,806,000	Public Housing Capital Improvements
Public Housing Drug Elimination Program (including any Technical Assistance funds)		
Shelter Plus Care	1,143,380	Section 8 Other
Elderly Service Coordinator	54,500	Public Housing Supportive Services
Housing Opportunities for People with AIDS	250,570	Section 8 Other
Pathways	82,460	Section 8 Other
Positive Housing Opportunities	115,560	Section 8 Other
3. Public Housing Dwelling Rental Income	\$1,983,360	Public Housing Operations
4. Other income (list below)		
Public Housing Program Interest/ Parking/ Laundry	\$182,820	Public Housing Operations
5. Non-federal sources (list below)		
City General Fund Contribution	339,860	Public Housing Operations
Federal Home Loan Bank	\$750,000	Public Housing Capital Improvements
HOPE VI Developers Fee	500,000	Public Housing Capital Improvements
Misc. Rents/O&M Reimbursements	154,280	Public Housing Operations
Youth Opportunities Coord Grant	133,330	Public Housing Operations
TOPS – Technology Opportunities	474,330	Public Housing Supportive Services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Weed and Seed	112,500	Public Housing Supportive Services
Total resources	46,274,403	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: 90 days
- Other: (describe) The PHA verifies eligibility for admission when there is a need to fill available vacancies.

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)
- Debts from other Housing Programs

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)
Posadas Sentinel Management Office (HOPE VI site)

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? One

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? Two

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)
 - Involuntary Displacement (Disaster or displaced by local Government Action)
 - Working families
 - Elderly/Persons with Disabilities

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.

3 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
- 2 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)
 - 1 Involuntary Displacement (Disaster or displaced by local Government Action)
 - 2 Working families
 - 2 Elderly/Disabled

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)
 - Change in citizenship/eligible immigrant status

(6) Deconcentration and Income Mixing

(Current Plan Template has been disregarded by Notice PIH 99-51. Attachment E (filename: AZ004e03) includes questions in final rule.

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)
- Other (list below)
 - Debts from other Housing Programs

- 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)
- Previous address and landlord name if available (written request only)
 - Previous public housing/Section 8 eviction history (written request only)

(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)
- City of Tucson and Pima County waiting lists are merged.
- 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)
- Website, City/County Libraries, neighborhood centers, support service agencies when applications are being accepted.

(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 initial term of the voucher will be 60 days. The Housing Authority may grant extensions, up to 120 calendar days from issuance. To obtain a needed extension,

the family must make a request prior to the expiration date. The Housing Authority may grant the extension. Failure to request an extension prior to the expiration will result in termination of the voucher.

If the family includes a person with disabilities, the PHA may grant an extension, as a reasonable accommodation, beyond 120 days, not to exceed a maximum of 180 days total search time.

The PHA may suspend the term of the voucher. During the period which the PHA is taking action on their Request for Tenancy Approval. A family may not submit a second request for approval of tenancy before the Housing Authority finalizes action on the first request.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Involuntary Displacement (due to disaster or displaced due to local Government Action)

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.

3 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
- 2 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)
 - 1 Involuntary Displacement (due to disaster or displaced due to local Government action).

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

NOTE: The PHA will apply skip-over policies as needed, regardless of preference, to comply with federally mandated income target requirements specifying that at least 75% of all new admissions be at or below 30% of AMI.

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
 - Through non-profit organizations and appropriately related social service agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

The Housing Authority has set the minimum rent at \$25. However, if a family at minimum rent requests a hardship exemption and provides documentation to the Housing Authority that one or more of the following circumstances exists, the Housing Authority may grant an exemption.

- A. A hardship exists in the following circumstances:
1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, unless the family's reduction in welfare benefits is due to fraud by a member of the family or the family's failure to comply with welfare to work requirements
 2. When the family would be evicted as a result of the imposition of the minimum rent requirement
 3. When the income of the family has decreased because of changed circumstances, including sustained medical costs or loss of employment; this does not include a voluntary loss of employment
 4. When a death has occurred in the family resulting in a decrease in family income
- B. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. If the Housing Authority determines there is a hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists. Any hardship exemptions will be reviewed at the next reexamination.
- D. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.
- 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)
 - Any time the family experiences a decrease in income

- 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)
 - Survey of rents listed in weekly circulars

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)
 - PHA efforts to successfully deconcentrate poverty in the jurisdiction

(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)

The Housing Authority has set the minimum rent at \$25. However, if a family at minimum rent requests a hardship exemption and provides documentation to the Housing Authority that one or more of the following circumstances exists, the Housing Authority may grant an exemption.

1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting eligibility determination for a Federal, State, or local assistance program, unless the family's reduction in welfare benefits is due to fraud by a member of the family or the family's failure to comply with welfare to work requirements
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement
 - c. When the income of the family has decreased because of changed circumstances, including sustained medical costs or loss of employment; this does not include a voluntary loss of employment
 - d. When a death has occurred in the family resulting in a decrease in family income
2. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
3. If the Housing Authority determines there is a hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists. Any hardship exemptions will be reviewed at the next reexamination.

4. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The PHA is comprised of two Divisions, the Housing Management Division and the Housing Assistance (Section 8) Division, within the Community Services Department of the City of Tucson. These two divisions of the Community Services Department serve as the PHA. The Department Director serves as the PHA's Executive Director and the Mayor and Council of the City of Tucson serve as the City of Tucson PHA's Board of Directors.

The County Board of Supervisors serves as the Board for the Pima County Housing Authority. The City of Tucson PHA implements the Section 8 Program on a county-wide basis. Authority to do so is granted from the County to the City in the form of an Intergovernmental Agreement (IGA). Within the scope of the Five Year Plan, the County may elect to assume responsibility for the administration of the Section 8 program in the County.

The City of Tucson and the Pima County Housing Authorities executed an IGA creating a PHA Plan Consortium. The City of Tucson is designated as lead agency in the collaboration of the joint PHA Plan and its respective programs.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,474	220
Section 8 Vouchers (City of Tucson)	3,772	377
HOPE VI Vouchers	78	8
Section 8 Vouchers (Pima County)	802	80
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	144	25
Special Purpose Section 8 Certificates/Vouchers Mainstream	50	10
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)		
Continuum of Care Homeless Assistance	16	2
Shelter Plus Care II	100	10
HOPWA III	20	2
HOPWA (City entitlement)	N/A	N/A

The City of Tucson and Pima County have an intergovernmental agreement that allows the PHA to acquire public housing units outside of the City limits, but within the Pima County limits. This will disperse the public housing unit portfolio even further and will aid in furthering our deconcentration efforts. Selection criteria for the acquisition process has been established and includes:

- Access to public transportation
- Close to shopping, schools, services, recreation, and employment opportunities
- Low concentration of minorities and low income families
- Low concentration of assisted housing units

In the HOPE VI replacement program, the City intends to purchase single family homes county-wide.

C. Management and Maintenance Policies

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

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

The Admissions and Continued Occupancy Plan (ACOP) state the policies that govern management and maintenance of public housing. The policies also include prevention measures such as pest control and inspections. The ACOP outlines the procedures used to prioritize and complete work orders.

Additional information on these policies is found in the lease agreement.

(2) Section 8 Management: (list below)

The Section 8 Administrative Plan states the policies which govern the management of the Section 8 Program.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 PHA development management offices
 Other (list below)
- Five Zone Management Offices
 - Posadas Sentinel Management Office (HOPE VI site)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based

assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment F (FY 2003 Capital Fund Program Annual Statement and Five Year Action Plan – az004f03)

-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 F (FY 2003 Capital Fund Program Annual Statement and Five Year Action Plan – az004f03)

-or-

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

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

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

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

1. Development name: Kennedy Homes
2. Development (project) number: AZ004006
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:

Martin Luther King Apartments/AZ004005

- 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:

Martin Luther King Apartments/AZ004005

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

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: Kennedy Homes 1b. Development (project) number: AZ004006
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Demolition Submitted, pending approval <input checked="" type="checkbox"/> Disposition Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 7/2/2001 Demolition Approved, 1/14/2002 Disposition Submitted
5. Number of units affected: Demolition of 17 units, Disposition of 35 units
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Demo 8/1/2002, Dispo 8/30/2002 b. Projected end date of activity: Demo 8/1/2002, Dispo 10/31/2003

Demolition/Disposition Activity Description	
1a. Development Name:	Martin Luther King Apartments
1b. Development (project) number:	AZ004005
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Demolition Submitted, pending approval <input type="checkbox"/> Disposition Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <u>planned for submission</u> :	Fall 2003
5. Number of units affected:	Disposition of 96 units
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 8/1/2004 b. Projected end date of activity: 8/1/2008

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

6. Number of units affected:
 7. Coverage of action (select one)
 Part of the development
 Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

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)

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 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 05/13/98

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)

- The Program Manager for the TANF agency and several of her staff serve on the PHA's Self-Sufficiency Advisory 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)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specifi c criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	200	Criteria	PHA main office/PHA Wide	PH & Section 8
Recreational Services	2520	None	Tucson Park & Recreation Department	Elderly/Disabled Public Housing Sites

Survival Wilderness Training	48 youth	Criteria	Tucson Parks and Recreation Department	Public Housing HOPE VIs
Amistad y Familia	40 youth	Criteria	Girl Scouts	Public Housing HOPE VI
Counseling & Education	20 youth	Criteria	CODAC Behavioral Health	Public Housing HOPE VI
Counseling Services	1500	None	Family Counseling Agency	Elderly/Disabled Public Housing
Health Clinic	Elderly Sites	None	University of Arizona College of Nursing	Elderly/Disabled Public Housing
Wellness Services	Posadas Sentinel 25	None	CODAC Behavioral Health	Public Housing HOPE VI
Quincie Douglas Teen Club	20	Criteria	Tucson Parks & Recreation	HOPE VI

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	113 (As of 1/31/03)
Section 8	107 less 51 graduates for a revised total of 56	92 (As of 1/31/03)

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

- See Attachment D - Implementation of Public Housing Resident Community Services Requirement.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

- Development AZ004006 located in the South Park neighborhood has been awarded a Weed and Seed grant.
- In accordance with 24 CFR Parts 950 and 960 titled “Public and Indian Housing Exemption From Eligibility Requirements for Police Officers and Security Personnel”, the PHA has had 10 public housing units occupied by Tucson Police Officers located at various multi-unit family sites throughout the community.

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)
Received official designation as a Weed and Seed Grant Site for development AZ004006 and have received funding.
Notifying residents of crime prevention programs that exist in their neighborhoods.
Additional exterior lighting, fencing, and security doors planned under the Capital Fund Grant.

2. Which developments are most affected? (list below)
AZ004006 (now a HOPE VI and Weed and Seed Site)

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)
 - PHA has had 10 public housing units occupied by Tucson Police Department officers located at various multi-unit family sites throughout the community.
 - Police involved with implementation of Weed and Seed activities.

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

AZ004003, AZ004004, AZ004015, AZ004021, AZ0004026

B. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 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? Not applicable
- Yes No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes No: This PHDEP Plan is at Attachment H.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Per PIH 2000-43, the Pet Policy and Service Animal Policy is at Attachment C

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 US.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)]

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?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment N (**FOR PUBLIC HOUSING - Meetings scheduled for 2/13/2003 and 2/20/2003, as well as meetings with elderly site resident councils, will be attached to Final Plan Submission, FOR SECTION 8 meeting scheduled February 12, 2003, comments are attached**)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

Note: Still pursuing HUD approval for exemption status

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) All head of households receiving public housing and tenant-based assistance

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) All head of households receiving public housing and Section 8 tenant-based assistance

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: City of Tucson and Pima County

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

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

Provide homeownership opportunities for first-time buyers, particularly for low and moderate incomes with families

Provide assisted rental housing opportunities to extremely low, very low and low income elderly, families, homeless, and other persons with special needs

Promote supportive services and facilities for frail elderly, disabled persons, low-income families (renters) and those persons with special needs

Other: (list below)

3. (Omitted from template)

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

D. Other Information Required by HUD

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

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Attachments

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

Attachment A – Brief Statement of Progress in Meeting Five Year Mission and Goals

The City of Tucson/Pima County PHA Plan Consortium demonstrated significant progress in meeting its Five-Year Mission and Goals. In the fourth year of the Agency Plan, the City of Tucson/Pima County PHA Plan Consortium successfully implemented key projects and actions supporting City/County goals. These initiatives include the following:

- Increasing the availability of decent, safe and affordable housing
 - The Housing Authority was awarded 99 new Housing Choice Vouchers through a fair share grant. These included 68 vouchers for the City of Tucson and 31 vouchers for Pima County.
 - Completed the first HOPE VI Santa Rosa project
 - Began construction on the second HOPE VI South Park project
- Promoting self-sufficiency and resident responsibility.
 - Phase-In Rents: The phase-in rent option is in place, whereby someone moving from welfare to working income was not penalized in the first year for newly earned income, only 50% of new income charged in the second or follow-on year, and then 0% on or after the third year.
 - Income Disallowance for persons with disabilities: For Section 8 participants – earned income disallowance for persons with disabilities. Increase to annual income or new income to the household will be totally disallowed for the first twelve month and 50% disallowance for up to 4 years.
- Improve quality of life and economic vitality of the community
 - Applications for public housing are taken at various locations throughout the City during special outreach opportunities.
 - Briefings to local landlords and management companies to provide program updates.
 - Outreach briefings to local landlords to encourage deconcentration of poverty.

- The Housing Authority administers the Youth Opportunities Grant which provides supportive services available to youth to nurture stability.
- The Housing Authority acquires scattered site homes located throughout the City as HOPE VI replacement units.
- Disbursed Public Housing to acquisition of single family homes as replacement homes

- Increase Homeownership Opportunities
 - The Housing Authority received IDEA funding to assist Family Self-sufficiency participants with homeownership match of their FSS escrow accounts.
- Increase Housing Choices
 - The Housing Authority has a site-based waiting list for the new Posadas Sentinel HOPE VI site.

Other initiatives for both Public Housing and Section 8 Programs: Implementation of the Minimum Rent Hardship Exemption to assist public housing and Section 8 families who are experiencing temporary or long-term economic hardship.

Attachment B – Definition of Substantial Deviation and Significant Amendment

It is the intent of the City of Tucson/Pima County PHA Plan Consortium to adhere to the mission, goals and objectives outlined in the Five-Year strategic plan. The plan, however, will be modified and re-submitted to HUD should a substantial deviation from program goals and objectives occur. Substantial deviations are defined by the Housing Authority as:

- Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing Authority's strategic goals of increasing the availability of decent, safe and affordable housing for the citizens of the City of Tucson and Pima County.
- Any single or cumulative annual change in the planned or actual use of federal funds as identified in the Five-Year plan that exceeds 20% of the City of Tucson/Pima County Consortium's annual program budgets for Section 8 or public housing activities.
- A need to respond immediately to Acts of God beyond the control of the Housing Authority, such as earthquakes, civil unrest, or other unforeseen significant event.
- A mandate from local government officials, specifically the governing board of the Housing Authority, to modify, revise, or delete the long-range goals and objectives of the program.

A substantial deviation does not include: any changes in HUD rules and regulations which require or prohibit changes to activities listed herein.

A Significant Amendment or Modification to the Annual Plan and Five-Year Plans is defined as:

- Changes of a significant nature to the rent or admissions policies, or the organization of the waiting list not required by federal regulatory requirements as to effect a change in the Section 8 Administrative Plan or the Public Housing Admissions and Continued Occupancy Policy (ACOP).
- A change in the planned or use of replacement reserve funds under the Capital Fund that exceeds 20% of the City of Tucson's annual budget.

Attachment C – Pet Policy

This policy and procedures apply to the keeping of pets in all units in the Conventional

Public Housing program. This policy shall be applied to all new tenants, to all existing tenants currently having pets as their leases are renewed, and to all existing tenants wishing to get a pet.

The Area Housing Manager shall meet with each pet owner to explain specific procedures in the development related to proper pet management, review applicable pet rules, and provide tenant with a copy of this appendix. Authorization of a Pet Permit provides pet owner(s) with the privilege to keep, harbor and maintain pet(s) on Conventional Public Housing premises. The Area Manager will ensure the pet owner understands that violation of the Pet Policy may result in revocation of the pet owner's Pet Permit and removal of the pet from the premises.

If the complaints are not resolved informally and if there have been three violations of the pet rules requiring housing management involvement, management shall inform the tenant that procedures will be initiated to revoke the Pet Permit. Upon revocation of this Permit, the TENANT must permanently remove the pet(s) from the premises within seven (7) days from the date of the notice. Failure to do so may result in termination of the Dwelling Lease. Revocation of the pet permit is not grievable, but termination of the tenant's lease for failure to remove the pet after the permit is revoked may be the subject of a grievance by the tenant under established grievance procedures.

A person with a disability may keep an assistive/service animal that is needed as a reasonable accommodation to his/her disability. All owners of assistive/service animals are subject to rules and regulations described in the Service Animal Policy. In general, animals used to assist persons with disabilities are not covered by the rules indicated below. The PHA will require proof that residents are eligible for this exclusion.

The PHA may change these rules at any time, providing new rules instituted are reasonable and tenants are given at least 30 days advance notice and an opportunity to comment.

RULES

1. All residents who either currently have or desire to obtain a pet shall request permission in writing to the Area Housing Manager and submit a photo of the pet and other required documentation.
2. A Pet Permit and Agreement, (Amendment of Dwelling Lease) shall be signed immediately by the tenant, with original to the tenant file. This Dwelling Lease Amendment (see attached) contains the rights and responsibilities of the tenant and management with respect to pet ownership. A pet deposit of \$100 will be required for each dog or cat. The lease amendment must be signed and the pet deposit must be paid before the pet is allowed on the premises. (Note: Existing Tenants with an approved pet permit on file will be allowed to continue with the \$50 pet deposit for the life of the specific dog or cat.)
3. Only common household pets are permitted. Common "household" pets shall include domesticated dogs, cats, rodents, fish, birds and turtles that are traditionally kept in the home

- rather than for commercial or other purposes. Snakes, iguanas or other large lizards, pot-belly pigs, and ferrets are not allowed, nor are any poisonous animals.
4. The number and size of pets are limited as follows:
 - a. Dogs and cats -- limit of one each per household. Dogs may not exceed 14 inches at the shoulder or 20 lbs. when fully grown. Note: An exception to the size and weight restrictions may be granted only for tenants residing in single family units having a private yard with a secured fence. This exception is voided and the original restrictions are reinstated if the household transfers to a non-single family unit.
 - b. Birds -- limit of two per household, no larger than a parakeet. Birds must be kept in a cage at all times.
 - c. Fish -- limit of one aquarium per household with a maximum capacity of 10 gallons.
 - d. Turtles -- no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.
 - e. Rodents -- no more than two of each type per household. Authorized rodents include mice, chinchillas, guinea pigs, hamsters and white rats. Rodents must be kept in a cage or other secure container at all times.
 5. The tenant must be able to maintain control over their pets.
 6. Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time. An exception would apply to tenants living in housing with secure (fenced) yards.
 7. No chaining of unattended dog is permitted at anytime.
 8. Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Units, patios and yards must be kept free of odors, insect infestation and pet feces, urine, waste and litter.
 9. We strongly encourage dogs and cats to be neutered or spayed. We insist, however, on the owner providing proof of licensing and inoculations and the name of the veterinarian. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations. A copy of this documentation will be maintained in the tenant file.
 10. Any dog that is used to threaten either people or other animals will be deemed "vicious" and barred from the development.
 11. The PHA, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.
 12. Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing doors, walls, windows, floor coverings, other units, common areas, buildings, landscaping or shrubs.
 13. Pet owners shall be liable for damage caused by their pets. PHA shall require of the tenant, payment of a pet deposit of \$100. Arrangement may be made to allow the tenant to pay the deposit over a period of two months. If the tenant's pet deposit does not cover the damages, management

and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by the PHA. The pet deposit will be refunded to the pet owner within 30-60 days of the day the pet is removed or within 30-60 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulation of pets.

14. Tenants must board their pets away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide the PHA with the name and phone number of relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The PHA reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.
15. PHA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal.
16. Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. Tenants with pets will either “shorten” the leash or carry their pets to keep them from disturbing other tenants, particularly in confined spaces like elevators and lobbies.
17. The PHA may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the PHA will send the owner a written warning and no fine will be assessed. The second time that an owner violates the same rule, or any other, the PHA will fine the tenant \$25.00. The PHA may assess additional \$25.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.
18. Reasonable Accommodation: Applicants/residents who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must follow rules and regulations as described in the Service Animal Policy.
19. Exceptions: Reasonable exceptions to the pet policy will be made only upon written request by the tenant/applicant. An approved exception shall be noted on the lease amendment. Any such exception must be recommended by the Housing Management Administrator and approved by the Community Services Director.
20. These Pet Rules are posted in the management office of each development and are incorporated by reference into the Lease.

SERVICE ANIMAL POLICY

BACKGROUND:

Service animals are animals that assist people with disabilities in the activities of independent living. Under the Fair Housing Act, a service animal is any animal that assists or benefits an individual with a disability allowing such person to have equal opportunity to use and enjoy his or her dwelling. The service animal does not have to be licensed or certified by a state or local government or a training program.

Service animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

REQUEST FOR A SERVICE ANIMAL ACCOMMODATION:

The tenant must submit a request in writing (Request for Accommodation form attached) to have a service animal as an accommodation for the tenant's disability.

The tenant must provide written verification that they have a disability and the accommodation is necessary to give the person equal opportunity to use and enjoy the community. The tenant does not need to disclose the nature of the disability. The tenant's healthcare or mental health provider must submit a signed letter on professional letterhead to the property management answering the following questions:

- Is the tenant a "person with a disability" as defined by the fair housing laws?
- In the health care provider's professional opinion, does the person need the requested accommodation to have the same opportunity as a non-disabled person to use and enjoy the community?

SERVICE ANIMAL ACCOMMODATION:

Management will review the tenant's written request for a service animal accommodation. Upon written verification from the tenant's healthcare or mental health provider, Management will provide a written response to the tenant. Management's response will take into consideration the reasonableness of the request. The request may be denied and deemed unreasonable only if it causes an undue financial or administrative burden to the community.

The tenant is not required to pay a deposit for the service animal. The tenant is liable for

any damage the animal causes.

Proof of licensing, vaccinations, and an emergency contact person who would care for the animal in case of an emergency must be provided to Management.

Owners of service animals are expected to exercise responsible and courteous behavior so that the presence of their animal on the property in no way violates the rights of others to the peaceful enjoyment of the premises.

If the service animal is going to be left for a period of time or if there are special circumstances, Management is to be informed. Management may enter a unit if there are reports that a service animal is creating a disturbance and efforts to locate the tenant are unsuccessful. If it appears that the service animal has been left unattended, Management will determine if the owner is unable to or has not provided care. The animal may be removed if it is determined that the owner is unable to provide care.

Requests for multiple service animals will be reviewed on a case-by-case basis. Management may impose limitations if it can be demonstrated that an individual's request for reasonable accommodation exceeds what is necessary for the tenant to have full use and enjoyment of the premises.

Individuals with service animals are solely responsible for the conduct of their service animal and Management may insist that a service animal be prevented from repeated barking that disturbs neighbors. If there have been three violations of the Service Animal Policy, Management shall inform the tenant that procedures will be initiated to revoke the Service Animal Agreement. Upon revocation of the Agreement, the tenant must permanently remove the service animal from the premises within seven days from the date of the notice. Failure to do so may result in termination of the Dwelling Lease. Revocation of the Service Animal Agreement may be subject to a grievance pursuant to the established grievance procedures. The tenant's lease may be terminated for failure to remove a service animal if the Service Animal Agreement is revoked following exhaustion of the grievance process. The termination of the lease may also be subject to a grievance.

Management must first attempt resolution of the problem before eviction proceedings are initiated. Service animals that are a direct threat to others (biting, etc.) or otherwise violate animal control laws can be reported to the local animal control agency.

REMOVAL OF A SERVICE ANIMAL:

When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behavior), Management may ask the tenant to remove the animal from the area. If the improper behavior happens repeatedly, Management may request that the tenant not bring the animal into any area of the property except the tenant's unit, until significant steps have been taken to mitigate the behavior. Mitigation can include refresher training for both the animal and the tenant.

Excessive noise, unsanitary conditions, or threatening behavior on the part of the animal would all provide a basis for Management to require the animal to be removed from the rental unit.

AREAS OFF LIMITS TO SERVICE ANIMALS:

Management may designate certain areas off limits to service animals, such as the swimming pool or any other area where a significant health or safety hazard may exist.

SUPERVISION:

The service animal must be supervised and the tenant/handler must retain full control of the animal at all times.

The service animal must remain within the unit and not be allowed outside, unattended, at any time.

The service animal must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing doors, walls, windows, floor coverings, other units, common areas, buildings, landscaping or shrubs. The tenant is fully responsible for any damage caused by the service animal.

The service animal may accompany the tenant at all times on the property unless it is an area where animals are specifically prohibited.

A tenant may train their own service animal and are not required to provide any information on the training or the specific task that the animal performs.

The service animal must be kept on a leash at all times. Except that service animals, while participating in service animal training are exempt from the leash law requirement, provided that the service animal is accompanied by and under the control of its owner or trainer.

Tenants must board their service animal away from the development or make other arrangements for the care of the service animal when they intend to leave their unit for 24 hours or more. The Service Animal Agreement requires tenants to provide the PHA with

the name and phone number of a relative or friend who has agreed to assume responsibility for the service animal in the event of sudden illness or death of the tenant. If the PHA receives complaints of an unattended service animal disturbing tenants, the PHA will attempt to locate the owner of the service animal to determine whether it is unattended. If these efforts are unsuccessful, the PHA may enter the unit to ascertain the welfare of the animal. If necessary, the PHA may make arrangements to have the animal removed.

PHA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where a service animal is exhibiting threatening behavior.

CLEAN UP RULE:

The tenant must never allow the service animal to defecate on any property, public or private (except the tenant's own property), unless the tenant immediately removes the waste or has made arrangements to have the waste removed.

If by virtue of a TENANT'S Disability the TENANT cannot make arrangements to have someone clean up after the service animal, they shall make arrangements with PHA staff to ensure clean up service.

The tenant must always carry equipment sufficient to clean up the animal's feces whenever the service animal is in the common areas or off the tenant's property or have made arrangements to have the waste removed.

The tenant must properly dispose of waste and/or litter or have made arrangements to have someone clean up after the service animal.

It is the tenant's responsibility to clean up after the service animal.

ALLOWABLE SERVICE ANIMAL EXPENSES:

During the annual certification process, tenant should present allowable service animal expenses. Allowable expenses will be treated under the "Medical Deductions" section and include:

- Cost of veterinarian visits for the service animal
- Cost of special equipment for service animal
- Cost of medication for service animal

REQUEST FOR ACCOMMODATION

Name: _____ Tenant # _____

Address: _____ Telephone: _____

I have a disability as defined by the fair housing laws. I use a service animal to assist me with the functional limitations related to my disability. My service animal also enhances my ability to live independently and to fully use and enjoy the dwelling you provide.

Type of service animal: _____

I am requesting that you:

waive your pet weight/height restrictions

waive your pet deposit

other:

as an accommodation for my disability/disabilities.

I have attached a letter from my treatment provider verifying that I have a disability and that I have a need for a service animal.

Signed: _____

Date: _____

Date Received by Management: _____

Received by: _____

AMENDMENT TO DWELLING LEASE # _____
SERVICE ANIMAL AGREEMENT

1. For a Service Animal, the Community Services Department of the City of Tucson, Arizona allows, (TENANT) _____, may keep, harbor, and maintain the following service animal and none others without the written consent of the Community Services Department: (no deposit required for service animals)

<u>Name</u>	<u>Type</u>	<u>Color & Description</u>	<u>Spayed/Neutered</u>
_____	_____	_____	_____
_____	_____	_____	_____

2. The TENANT agrees to keep the service animal inside the dwelling unit or in outside area assigned to TENANT. In any other areas, service animal must be on a leash accompanied by a responsible person. A service animal can be off leash for training only, provided that the service animal is accompanied by and under the control of its trainer or owner. Cats must use a sanitary sandbox in the dwelling unit. Service animal droppings outside must be removed immediately by the TENANT or authorized aide. Dogs must be licensed.

3. TENANT agrees to supervise and care for service animal in order to prevent the animal from damaging property, creating unsanitary conditions, or constituting a health hazard.

4. TENANT agrees to report immediately any damage caused by the service animal and to pay reasonable charges for repair to the premises, facilities, and common areas caused by the service animal, payable on the day on which the rent is due, the month following the effective date of the charges.

5. TENANT agrees to indemnify the landlord for all property damage arising on account of tenant harboring, keeping or maintaining a service animal on landlord's premises.

6. The following person(s) will care for the service animal in the absence of the TENANT:

<u>Name</u>	<u>Address</u>	<u>Telephone #</u>
_____	_____	_____
_____	_____	_____

7. TENANT agrees not to leave their service animal unattended for more than 24 hours without having made arrangements for the care of the animal. In the event that there are verified complaints that the animal has been left alone for more than 24 hours and there are verified complaints that the animal is creating a disturbance or is in distress, the LANDLORD may enter the unit to evaluate the circumstances. If it appears the service animal has been unattended for more than 24 hours and/or is in distress and the LANDLORD is unable to contract the TENANT or the TENANT'S emergency contacts, the LANDLORD may contact animal control or other appropriate authorities.

8. This Service Animal Agreement may be revoked in the event the TENANT fails to comply with the conditions of this Agreement. The Agreement may also be revoked for permitting service animal to run loose or to disturb other tenants, including but not limited to loud and excessive barking, biting, or causing a nuisance. Service Animal Agreement may also be revoked if the animal causes damage to the unit. Upon revocation of this Agreement, the TENANT must permanently remove the service animal from the premises within seven (7) days from the date of the notice. Failure to do so may result in termination of the Dwelling Lease.

9. All applicable provisions of the lease apply to this amendment.

10. The TENANT agrees to keep the service animal licensed and up-to-date on all shots as required by State and Local law.

11. For any alleged violation of the Service Animal Agreement, the TENANT has the right to pursue a grievance pursuant to established grievance procedures. The grievance procedures comply with Subpart B of Part 966-Lease and Grievance Procedures of 24 CFR Chapter IX.

I acknowledge that I have read, understand and agree to comply with all aspects of PHA's Service Animal Policy and Agreement.

I also understand that I must give to PHA the name of an individual or Agency who will be contacted should I become incapable of caring for my service animal because of illness, incapacitation or death. That person or Agency is:

COMMUNITY SERVICES DEPARTMENT OF
THE CITY OF TUCSON, ARIZONA

Signature of Tenant

Date

Community Services Department

Date

Attachment D - Implementation of Public Housing Resident Community Service Requirement

The Community Service Requirement was rescinded effective January 1, 2002 except for HOPE VI sites.

For HOPE VI Sites Only:

In order to be eligible for continued occupancy, each adult family member must either contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program (includes attending school) unless they are exempt from this requirement. This requirement will be effective 07/01/01.

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under Part A Title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under Part A Title IV of the Social Security Act or under any other State welfare program including welfare-to-work and who are in compliance with that program

The PHA will administer the program. All public housing families have received a notification regarding the community service requirement. The notification advised the family that the community service obligation will begin upon the effective date of their first annual reexamination starting with those families having July 2001 lease renewal dates. For family's playing a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. Families are also receiving information regarding this requirement at the time of their lease renewal appointment. New families are receiving information during the eligibility process. New families are required to comply as of the date they move into the program. Families have been advised that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

PHA staff will identify all adult family members who are not exempt. Family members who will be required to contribute eight hours of community service per month will also be notified monthly. Staff will keep records as to who has complied. Before the next lease renewal appointment, the Management will be notified if the family member has complied.

Family members that must comply will receive a list of volunteer opportunities and a

compliance form to be signed by the volunteer agency.

Attachment E – Deconcentration of Poverty and Income Mixing in Public Housing

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

PROJECT	# OF UNITS	EXPLANATION	DECONCENTRATION POLICY
4-16	11	PHA promotes deconcentration through scattered site portfolio. Development consists of one fourplex, two duplexes, and 3 single family homes. To meet federal requirements regarding income targeting.	
4-49	22	PHA promotes deconcentration through scattered site portfolio. Development consists of two duplexes and 18 single family homes located throughout Tucson. To meet federal requirements regarding income targeting.	

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Attachment F – FY 2002 Capital Fund Program Annual Statement and Five-Year Action Plan

- See attached (filename: az004f03)

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Attachment G – Section 8 Homeownership Capacity

The PHA Consortium will pursue the Homeownership option as follows:

- a) An eligible homeownership family must be on FSS participant, in good standing, and must be a first time homebuyer (may not have owned title to a principal home in the last three (3) years). At a minimum, the head of household or spouse must earn (gross monthly income) at least two times the section 8 payment standard for the appropriate bedroom size.
- b) The head of household or spouse must be currently employed on a full-time basis for at least one (1) year or more; must be credit worthy, and the income-to-debt ratio may not exceed 40% of gross income.
- c) The minimum income requirement must come from sources other than public assistance.

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Attachment I – Plan Approval and Required Certifications

- Plan Approval (not attached with draft plan)
- Required Certifications (see attached)
 - PHA Certification of Compliance with the PHA Plans and Related Regulations
 - Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
 - Certification of a Drug-Free Workplace
 - Certification of Payments to Influence Federal Transactions

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Attachment J – Section 8 PHA Project-Based Vouchers

The PHA plans to project-base no more than 10% of its budgeted units within the City of Tucson and throughout Pima County. The PHA plans to establish a separate waiting list, rather than utilizing a merged Section 8 waiting list.

The PHA will address the following items:

- A policy for soliciting projects
- Advertising Policy
- Unit selection Policy
- Preferences, if applicable
- PBV contract term
- Portability for PBV families
- Income Targeting requirement

Attachment K – Resident Advisory Board(s) Membership

The PHA has conducted reasonable outreach activities to encourage broad public participation in the PHA Annual Plan. The membership of the following boards consists of individuals who adequately reflect and represent the representatives assisted by the PHA:

- Public Housing Resident Advisory Board
- Section 8 Resident Advisory Board

Attachment L – Resident Membership of the PHA Governing Board

The resident who serves on the PHA Board is0 elected by the head of households receiving public housing and Section 8 tenant-based assistance, and then appointed by the Mayor.

Attachment M – Most Recent Board-Approved Operating Budget

- See attached (filename: az004c03)

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Attachment N – Comments of Resident Advisory Board(s)

The Resident Advisory Groups met several times and provided timely input on the PHA Annual Plan. Additional comments were also generated during the 45-day public comment period. The following comments were expressed:

Public Housing Resident Comments:

- ③ Housing Management needs to look at increasing accessibility to front entrance at Tucson House.
- ③ Replacement of closet doors are still an issue at Tucson House. Should be a future Capital Fund project.
- ③ Since we are applying for a HOPE VI grant for the Martin Luther King Apartments, we need to look at additional screening criteria for new applicants.
- ③ Public Housing residents had other comments that dealt with day-to-day operations of the program.
- ③ It is important that the first letter going out to all Section 8 and Public Housing residents contain enough information to encourage people to attend the informational meeting. We should include a job description and expectations of who will serve.
- ③ Timing is important. Once we send letters out, we need to keep momentum going.
- ③ A process to name an alternate is important.
- ③ We need to offer residents an opportunity to meet the 3 final nominees. They don't need to hear speeches just a chance to meet.
- ③ We need to include a bio on the ballot giving information so people can make a decision based on qualifications.
- ③ Residents would like to have an opportunity to contact the selected person directly once they are on board. We stressed that this representative will not be handling management issues. One person in particular said that they should have a way to make direct contact if necessary. We said we would look into this – maybe thru e-mail or a comment/suggestion box.
- ③ Received two phone calls from Craycroft residents stating we should make it simple and throw the names of the interested persons into a bowl and pick a name.

Section 8 Tenant-based participant comments:

- ③ Change meeting time from weekday to Saturday and change time to midday.
- ③ Eliminating working preferences is not a good idea. Participant felt that this preference was a good incentive.
- ③ Income limit of 30% of Median Income too low – did not help working families.
- ③ Program participants should be given a “time limit” for help – then they need to go to school or work.
- ③ Agreed to criminal background screening for Section 8 applicants.

- ③ Requested PHA to do outreach to owners, landlords, and manager of homes and complexes. Market the program – tell them not all Section 8 families are bad.

Pima County Board of Supervisors:

- ③ Because of the limited availability of affordable rental housing in suburban areas, a rent reasonableness study will be undertaken. The survey will determine whether high rents constitute a barrier to Section 8 Voucher recipients seeking rental housing in these areas. If this is the case HUD will allow for rents that are higher than the current local standard. This could help renters who work but cannot live in higher rent areas of the county. In addition to seeking a higher “payment standard”, recruitment of landlords to the program will take place
- ③ Staff will also work with the City to institute “project based” Voucher which can provide for Section 8 subsidy to be fixed to housing developments on a permanent basis. These vouchers do not necessarily provide an operating subsidy for owners, but an opportunity to serve lower income residents.
- ③ I also would like to comment upon the change in the preferences in the Plan. The Plan does not provide preferences for applicants who are working, a change from previous Plans. This is due to Federal targeting requirements, which understand make it increasingly difficult to provide Vouchers to working families. While we agree that housing assistance is important for the poorest of the community, rental assistance is also an important resource for the working poor. Many working people are unable to locate affordable rental housing in the private market without assistance from the Section 8 Program, and there are a limited number of subsidized rental units in the County. As noted above this is a particularly acute situation in our suburban areas where I believe rents are higher than in the City of Tucson.

Southern Arizona Housing Center:

- ③ I want to comment the City of Tucson/ Pima County for the thorough work done on the service Animal Policy and the related forms
- ③ No other specific recommendations as to Language or format

Metropolitan Housing Commission:

- ③ We did want to express one concern with regard to this year’s submission. The

Plan changes the preferences from previous years by not providing preferences for applicants who are working. While we agree that housing assistance is important for the poorest members of the community, rental assistance is also an important resource for the working poor. Many working people are unable to locate affordable rental housing in the private market without assistance from the Section 8 Program.

- ③ The commission appreciates the difficulty that you find in reconciling federal requirements with local needs. We hope that you will be able to insure that working families are able to receive assistance through the program.
- ③ Finally, we agree that the “displaced by government action” should remain a priority for applicants. This is an important “safety net” when it is necessary to enforce health and safety codes in rental housing.

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)
Part I: Summary (50103)

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

OMB approval No. 2577-0157 (exp 7/31/98)

PHA Name: City of Tucson - Community Services Department	Capital Fund Grant Number 50103	FYY of Grant Approval 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision No. _____
 Final Performance and Evaluation Report Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0	0		
2	1406 Operations (May not exceed 10% of line 20)	177,577	0		
3	1408 Management Improvements	68,000	0		
4	1410 Administration	177,577	0		
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	103,000	0		
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	175,000	0		
10	1460 Dwelling Structures	537,000	0		
11	1465.1 Dwelling Equipment - Nonexpendable	91,000	0		
12	1470 Nondwelling Structures	0	0		
13	1475 Nondwelling Equipment	60,000	0		
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to Work Demonstration	0	0		
17	1495.1 Relocation Costs	0	0		
18	1499 Development Activities	250,000	0		
19	1501 Collateralization Expenses or Debt Service	0	0		
20	1502 Contingency (may not exceed 8% of line 21)	136,621	0		
21	Amount of Annual Grant (Sum of lines 2 - 20)	1,775,775	0		
22	Amount of line 20 Related to LBP Activities	0	0		
23	Amount of line 20 Related to Section 504 Compliance	0	0		
24	Amount of line 20 Related to Security - Soft Cost	10,000	0		
25	Amount of line 20 Related to Security - Hard Cost	0	0		
26	Amount of line 20 Related to Energy Conservation Measures	50,000	0		

Signature of Executive Director & Date	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
 (2) To be completed for Performance & Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)
Part II: Supporting Pages (50103)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0157 (exp.7/31/98)

Development No. / Name HA Wide Activ.	General Description of Major Work Categories	Devel. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AZ 4-3	Site landscaping / paving	1450	90%	5,000				
	Repair building components (roofs)	1460	5%	5,000				
Scattered Sites	Equipment Replacement (refrig., ranges, evap coolers)	1465.1	5%	5,000				
AZ 4-4	Site landscaping / paving	1450	90%	5,000				
	Repair building components (roofs)	1460	5%	5,000				
Scattered Sites	Equipment Replacement (refrig., ranges, evap coolers)	1465.1	5%	5,000				
AZ 4-5	Repair building components (mechanical equip.)	1460	5%	5,000				
MLK	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-6								
RFK Homes	Development Activities (in support of HOPE VI)	1499	10%	100,000				
AZ 4-8	Site paving, lighting, landscaping	1450	20%	5,000				
Craycroft T.	Repair building components (plumbing, painting)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ4-12 & 17	Site paving, lighting, landscaping	1450	20%	5,000				
Lander Apt.	Repair building components (plumbing, windows, painting)	1460	20%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-15	Site landscaping / paving	1450	90%	20,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges, evap coolers)	1465.1	5%	5,000				
AZ 4-16	Site landscaping / paving	1450	90%	1,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges, evap coolers)	1465.1	5%	5,000				
AZ 4-21	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-22	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-23	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-24	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-25	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-26	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	5,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				
AZ 4-44	Site landscaping / paving	1450	90%	5,000				
Scattered Sites	Repair building components (roofs)	1460	5%	180,000				
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000				

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)
Part II: Supporting Pages (50103)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0157 (exp.7/31/98)

Development No. / Name HA Wide Activ.	General Description of Major Work Categories	Devel. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
AZ 4-45	Site landscaping / paving	1450	90%	5,000					
Scattered Sites	Repair building components (roofs)	1460	5%	180,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000					
AZ 4-46	Site landscaping / paving	1450	90%	5,000					
Scattered Sites	Repair building components (roofs)	1460	5%	50,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000					
AZ 4-48	Site landscaping / paving	1450	90%	3,000					
Tucson House	Provide Police Patrol	1408	5%	10,000					
	Repair building components (toilets,doors,windows)	1460	5%	40,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	5,000					
AZ 4-49	Site landscaping / paving	1450	90%	1,000					
Scattered Sites	Repair building components (roofs)	1460	5%	5,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	1,000					
AZ 4-50	Site landscaping / paving	1450	90%	1,000					
Scattered Sites	Repair building components (roofs)	1460	5%	5,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	1,000					
AZ 4-51	Site landscaping / paving	1450	90%	1,000					
Posadas Sentinel	Repair building components (roofs)	1460	5%	1,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	1,000					
AZ 4-52	Site landscaping / paving	1450	90%	1,000					
Posadas Sentinel	Repair building components (roofs)	1460	5%	1,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	1,000					
AZ 4-53	Site landscaping / paving	1450	90%	1,000					
Scattered Sites	Repair building components (roofs)	1460	5%	5,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	1,000					
AZ 4-54	Site landscaping / paving	1450	90%	1,000					
Scattered Sites	Repair building components (roofs)	1460	5%	5,000					
	Equipment Replacement (refrig., ranges)	1465.1	5%	1,000					
Administration	Administrative expense	1410		177,577					
HA Wide	Contingency Funds	1502		136,621					
	Site Improvements (landscaping, site lighting)	1450		80,000					
	Replace 5 housing units	1499		150,000					
	Non-Dwelling Equipment (Computer system expansion)	1475		60,000					
	Architectural Fees and Costs	1430		103,000					
Management	Resident initiative coordinator	1408		40,000					
	Resident Training / Family Self Sufficiency			10,000					
	Staff training			8,000					
Operations		1406	10%	177,577					
				TOTAL	1,775,775	0	0	0	

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for Performance & Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)
Part III: Implementation Schedule (50103)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0157

Development No. / Name HA Wide Activ.	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
AZ 4-3 Scattered Sites	3/30/05			9/30/06			
AZ 4-4 Scattered Sites	3/30/05			9/30/06			
AZ 4-5 MLK	3/30/05			9/30/06			
AZ 4-6 RFK Homes	3/30/05			9/30/06			
AZ 4-8 Craycroft Towers	3/30/05			9/30/06			
AZ4-12 & 17 Lander Apt.	3/30/05			9/30/06			
AZ 4-15 Scattered Sites	3/30/05			9/30/06			
AZ 4-16 Scattered Sites	3/30/05			9/30/06			
AZ 4-21 Scattered Sites	3/30/05			9/30/06			
AZ 4-22 Scattered Sites	3/30/05			9/30/06			
AZ 4-23 Scattered Sites	3/30/05			9/30/06			
AZ 4-24 Scattered Sites	3/30/05			9/30/06			
AZ 4-25 Scattered Sites	3/30/05			9/30/06			
AZ 4-26 Scattered Sites	3/30/05			9/30/06			
AZ 4-44 Scattered Sites	3/30/05			9/30/06			
AZ 4-45 Scattered Sites	3/30/05			9/30/06			
AZ 4-46 Scattered Sites	3/30/05			9/30/06			
AZ 4-48 Tucson House	3/30/05			9/30/06			
AZ 4-49 Scattered Sites	3/30/05			9/30/06			
AZ 4-50 Scattered Sites	3/30/05			9/30/06			
AZ 4-51 Posadas Sentinel	3/30/05			9/30/06			
AZ 4-52 Posadas Sentinel	3/30/05			9/30/06			
AZ 4-53 Scattered Sites	3/30/05			9/30/06			
Administration	3/30/05			9/30/06			
HA Wide	3/30/05			9/30/06			
Management	3/30/05			9/30/06			

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Five Year Action Plan
Part I: Summary
Capital Fund Program (CFP) 50103**

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

OMB Approval No. 2577-0157 (exp.7/31/98)

HA Name: City of Tucson	Locality: Tucson, Pima Co., AZ			<input checked="" type="checkbox"/> Original	Revision No. _____
A. Development Number / Name	Work Stmt for Year 1 FFY 03	Work Statement for Year 2 FFY 04	Work Statement for Year 3 FFY 05	Work Statement for Year 4 FFY 06	Work Statement for Year 5 FFY 07
AZ 4-3 Scattered Sites		63,000	63,000	50,000	50,000
AZ 4-4 Scattered Sites	See	40,000	40,000	60,000	60,000
AZ 4-5 MLK		40,000	40,000	33,000	40,000
AZ 4-8 Craycroft T.	Annual	40,000	40,000	40,000	33,000
AZ4-12 & 17 Lander Apts.	Statement	40,000	40,000	40,000	40,000
AZ 4-15 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-16 Scattered Sites		35,000	35,000	35,000	35,000
AZ 4-21 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-22 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-23 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-24 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-25 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-26 Scattered Sites		40,000	40,000	40,000	40,000
AZ 4-44 Scattered Sites		60,000	60,000	60,000	60,000
AZ 4-45 Scattered Sites		60,000	60,000	60,000	60,000
AZ 4-46 Scattered Sites		60,000	60,000	60,000	60,000
AZ 4-48 Tucson House		76,000	76,000	76,000	76,000
AZ 4-49 Scattered Sites		20,000	20,000	20,000	20,000
AZ 4-50 Scattered Sites		20,000	20,000	20,000	20,000
AZ 4-51 Posadas Sentinel		20,000	20,000	20,000	20,000
AZ 4-52 Posadas Sentinel		20,000	20,000	20,000	20,000
AZ 4-53 Scattered Sites		20,000	20,000	20,000	20,000
AZ 4-54 Scattered Sites		20,000	20,000	20,000	20,000
B. Physical Improvements Subtotal		914,000	914,000	914,000	914,000
C. Management Improvements		63,000	63,000	63,000	63,000
D. HA-Wide Nondwel. Struct. & Equip.		290,000	290,000	290,000	290,000
E. Administration		200,000	200,000	200,000	200,000
F. Other (Acct #'s 1411,15,30,40,95 & 1502)		186,000	186,000	186,000	186,000
G. Operations		30,000	30,000	30,000	30,000
H. Demolition					
I. Replacement reserve					
J. Mod Used for Development		300,000	300,000	300,000	300,000
K. Total CGP Funds		1,983,000	1,983,000	1,983,000	1,983,000
L. Total Non-CGP Funds					
M. Grand Total		\$ 1,983,000	\$ 1,983,000	\$ 1,983,000	\$ 1,983,000

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American
Programs Administrator and Date

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 2 FFY 04			Work Statement for Year 3 FFY 05		
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost
Annual Statement	AZ 4-3 Scattered Sites			AZ 4-3 Scattered Sites		
	Landscaping, Site	10%	20,000	Landscaping, Site	10%	20,000
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000
	Repair building components	5%	23,000	Repair building components	5%	23,000
	AZ 4-4 Scattered Sites			AZ 4-4 Scattered Sites		
	Landscaping, Site	10%	10,000	Landscaping, Site	10%	10,000
	Equipment replacement	5%	10,000	Equipment replacement	5%	10,000
	Repair building components	5%	20,000	Repair building components	5%	20,000
	AZ 4-5 MLK			AZ 4-5 MLK		
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000
	Repair building components	5%	20,000	Repair building components	5%	20,000
	AZ 4-8 Craycroft T.			AZ 4-8 Craycroft T.		
Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
Repair building components	5%	20,000	Repair building components	5%	20,000	
AZ4-12 & 17 Lander Apts.			AZ4-12 & 17 Lander Apts.			
Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
Repair building components	5%	20,000	Repair building components	5%	20,000	
AZ 4-15 Scattered Sites			AZ 4-15 Scattered Sites			
Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
Repair building components	5%	20,000	Repair building components	5%	20,000	
AZ 4-16 Scattered Sites			AZ 4-16 Scattered Sites			
Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
Repair building components	5%	15,000	Repair building components	5%	15,000	
	Subtotal of Estimated Cost		298,000	Subtotal of Estimated Cost		298,000

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 4 FFY 06			Work Statement for Year 5 FFY 07			
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	AZ 4-3 Scattered Sites Landscaping, Site	10%	10,000	AZ 4-3 Scattered Sites Landscaping, Site	10%	10,000	
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-4 Scattered Sites Landscaping, Site	10%	20,000	AZ 4-4 Scattered Sites Landscaping, Site	10%	20,000	
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-5 MLK Equipment replacement	5%	20,000	AZ 4-5 MLK Equipment replacement	5%	20,000	
	Repair building components	5%	13,000	Repair building components	5%	20,000	
	AZ 4-8 Craycroft T. Equipment replacement	5%	20,000	AZ 4-8 Craycroft T. Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	13,000	
	AZ4-12 & 17 Lander Apts. Equipment replacement	5%	20,000	AZ4-12 & 17 Lander Apts. Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
AZ 4-15 Scattered Sites Equipment replacement	5%	20,000	AZ 4-15 Scattered Sites Equipment replacement	5%	20,000		
Repair building components	5%	20,000	Repair building components	5%	20,000		
AZ 4-16 Scattered Sites Equipment replacement	5%	20,000	AZ 4-16 Scattered Sites Equipment replacement	5%	20,000		
Repair building components	5%	15,000	Repair building components	5%	15,000		
Subtotal of Estimated Cost			298,000	Subtotal of Estimated Cost			298,000

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 2 FFY 04			Work Statement for Year 3 FFY 05			
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	
See	AZ 4-21 Scattered Sites			AZ 4-21 Scattered Sites			
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-22 Scattered Sites			AZ 4-22 Scattered Sites			
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-23 Scattered Sites			AZ 4-23 Scattered Sites			
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-24 Scattered Sites			AZ 4-24 Scattered Sites			
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
Annual	AZ 4-25 Scattered Sites			AZ 4-25 Scattered Sites			
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
Statement	AZ 4-26 Scattered Sites			AZ 4-26 Scattered Sites			
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-44 Scattered Sites			AZ 4-44 Scattered Sites			
	Landscaping, Site	5%	20,000	Landscaping, Site	5%	20,000	
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-45 Scattered Sites			AZ 4-45 Scattered Sites			
	Landscaping, Site	5%	20,000	Landscaping, Site	5%	20,000	
	Equipment replacement	5%	20,000	Equipment replacement	5%	20,000	
	Repair building components	5%	20,000	Repair building components	5%	20,000	
	AZ 4-46 Scattered Sites			AZ 4-46 Scattered Sites			
Landscaping, Site	5%	20,000	Landscaping, Site	5%	20,000		
Equipment replacement	5%	20,000	Equipment replacement	5%	20,000		
Repair building components	5%	20,000	Repair building components	5%	20,000		
Subtotal of Estimated Cost			420,000	Subtotal of Estimated Cost			420,000

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 2 FFY 04			Work Statement for Year 3 FFY 05				
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost		
Annual Statement	AZ 4-48 Tucson House Equipment replacement Repair building components	5% 5%	20,000 56,000	AZ 4-48 Tucson House Equipment replacement Repair building components	5% 5%	20,000 56,000		
	AZ 4-49 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-49 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-50 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-50 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-51 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-51 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-52 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-52 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-53 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-53 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-54 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-54 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	Subtotal of Estimated Cost			196,000	Subtotal of Estimated Cost			196,000

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 4 FFY 06			Work Statement for Year 5 FFY 07			
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	AZ 4-21 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	AZ 4-21 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	
	AZ 4-22 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	AZ 4-22 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	
	AZ 4-23 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	AZ 4-23 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	
	AZ 4-24 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	AZ 4-24 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	
	AZ 4-25 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	AZ 4-25 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	
	AZ 4-26 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	AZ 4-26 Scattered Sites Equipment replacement Repair building components	5% 5%	20,000 20,000	
	AZ 4-44 Scattered Sites Landscaping, Site Equipment replacement Repair building components	5% 5% 5%	20,000 20,000 20,000	AZ 4-44 Scattered Sites Landscaping, Site Equipment replacement Repair building components	5% 5% 5%	20,000 20,000 20,000	
	AZ 4-45 Scattered Sites Landscaping, Site Equipment replacement Repair building components	5% 5% 5%	20,000 20,000 20,000	AZ 4-45 Scattered Sites Landscaping, Site Equipment replacement Repair building components	5% 5% 5%	20,000 20,000 20,000	
	AZ 4-46 Scattered Sites Landscaping, Site Equipment replacement Repair building components	5% 5% 5%	20,000 20,000 20,000	AZ 4-46 Scattered Sites Landscaping, Site Equipment replacement Repair building components	5% 5% 5%	20,000 20,000 20,000	
	Subtotal of Estimated Cost			420,000	Subtotal of Estimated Cost 420,000		

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 4 FFY 06			Work Statement for Year 5 FFY 07				
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost		
Annual Statement	AZ 4-48 Tucson House Equipment replacement Repair building components	5% 5%	20,000 56,000	AZ 4-48 Tucson House Equipment replacement Repair building components	5% 5%	20,000 56,000		
	AZ 4-49 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-49 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-50 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-50 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-51 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-51 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-52 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-52 Posadas Sentinel Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-53 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-53 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	AZ 4-54 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000	AZ 4-54 Scattered Sites Equipment replacement Repair building components	5% 5%	10,000 10,000		
	Subtotal of Estimated Cost			196,000	Subtotal of Estimated Cost			196,000

Five Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 2 FFY 04			Work Statement for Year 3 FFY 05		
	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name/ General Description of Major Work Categories	Quantity	Estimated Cost
	See	Resident Initiative Coordinator	1	40,000	Resident Initiative Coordinator	1
	Resident Training in Family Self Sufficiency	5%	10,000	Resident Training in Family Self Sufficiency	5%	10,000
	Staff Training to improve PHMAP scores	5%	8,000	Staff Training to improve PHMAP scores	5%	8,000
	Security	10%	5,000	Security	10%	5,000
Annual						
Statement						
	Subtotal of Estimated Cost		63,000	Subtotal of Estimated Cost		63,000

Five Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement
 Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp.7/31/98)

Work Statement for Year 1 FFY 03	Work Statement for Year 4 FFY 06			Work Statement for Year 5 FFY 07		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
See	Resident Initiative Coordinator	1	40,000	Resident Initiative Coordinator	1	40,000
	Resident Training in Family Self Sufficiency	5%	10,000	Resident Training in Family Self Sufficiency	5%	10,000
	Staff Training to improve PHMAP scores	5%	8,000	Staff Training to improve PHMAP scores	5%	8,000
	Security	10%	5,000	Security	10%	5,000
Annual						
Statement						
	Subtotal of Estimated Cost		63,000	Subtotal of Estimated Cost		63,000

**Operating Fund
Calculation of Operating Subsidy
PHA-Owned Rental Housing**

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

OMB Approval No. 2577-0029 (exp. 8/31/2001)

Section 1

a) Name and Address of Public Housing Agency City of Tucson, Community Services Department P.O. Box 27210 Tucson, AZ85726-7210					b) Budget Submission to HUD required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
					c) Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	
d) No. of HA Units 1,512	e) Unit Months Available (UMAs) 18,144	f) Subject FYE 06/30/2004	g) ACC Number SF-225	h) Operating Fund Project Number A Z 0 0 4 0 0 2 0 3 J		i) (Reserved)

Section 2

Line No.	Description	Requested by PHA (PUM)	HUD Modifications (PUM)
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Part A. Allowable Expenses and Additions

01	Previous allowable expense level (Part A, Line 08 of form HUD-52723 for previous year)	258.00	
02	Part A, Line 01 multiplied by .005	1.29	
03	Delta from form HUD-52720-B, if applicable (see instructions)		
04	"Requested" year units from latest form HUD-52720-A (see instructions)	1,512	
05	Add-ons to allowable expense level from previous fiscal year (see instructions)		
06	Total of Part A, Lines 01, 02, 03 and 05	259.29	
07	Inflation factor	1.019	
08	Revised allowable expense level (AEL) (Part A, Line 06 times Line 07)	264.22	
09	Transition Funding		
10	Increase to AEL		
11	Allowable utilities expense level from form HUD-52722-A	48.72	
12	Actual PUM cost of Independent Audit (IA) (Through FYE)		
13	Costs attributable to deprogrammed units		
14	Total Allowable Expenses and Additions (Sum of Part A, Lines 08 thru 13)	312.94	

Part B. Dwelling Rental Income

01	Total rent roll (as of 3/1/2003)	\$ 185,968	
02	Number of occupied units as of rent roll date	1,361	
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 ÷ Line 02)	136.64	
04	Average monthly dwelling rental charge per unit for prior budget year	121.52	
05	Average monthly dwelling rental charge per unit for budget year 2 years ago	114.82	
06	Three-year average monthly dwelling rental charge per unit ([Part B, Line 03+Line 04+Line 05]÷ 3)	124.33	
07	50/50 Income split ([Part B, Line 03 + Line 06] ÷ 2)	130.49	
08	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)	130.49	
09	Rental income adjustment factor	1.03	1.
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)	134.4	
11	Projected occupancy percentage from form HUD-52728	97%	%
12	Projected average monthly dwelling rental income per unit (Part B, Line 10 times Line 11)	130.37	

Part C. Non-dwelling Income

01	Other income		
02	Total operating receipts (Part B, Line 12 plus Part C, Line 01)	130.37	
03	PUM deficit or (Income) (Part A, Line 14 minus Part C, Line 02)	182.57	
		Requested by PHA (Whole dollars)	HUD Modifications (Whole dollars)
04	Deficit or (Income) before add-ons (Part C, Line 03 times Section 1, e)	3,312,550	

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in Federal law or regulation and other eligibility			
01	FICA contributions	3,045	
02	Unemployment compensation	1,416	
03	Family Self Sufficiency Program	25,000	
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy	37,553	
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	1,361	
10	Employee Units		
11	Police Units	10	
12	Total Units Eligible for Resident Participation (Sum of Part D, Lines 09 thru 11)	1,371	
13	Funding for Resident Participation (Part D, Line 12 x \$25)	34,275	
14	Other approved funding, not listed (Specify in Section 3)		
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)	101,289	
Part E. Calculation of Operating Subsidy Eligibility Before Adjustments			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)	3,413,839	
02	Actual cost of Independent Audit (IA)		
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	3,413,839	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years	(154,498)	
02	Additional subject fiscal year operating subsidy eligibility (specify)		
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
04	HUD discretionary adjustments		
05	Other (specify)		
06	Other (specify)		
07	Unfunded portion due to proration	()	()
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)	(154,498)	
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 08)	3,259,341	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
10	Amount of operating subsidy approvable for subject fiscal year not funded		()
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal year (sum of Part F, Lines 09 thru 11) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (Identify individual amounts under Section 3)	()	()
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)		

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part H. Calculation of Adjustments for Subject Fiscal Year			
This part is to be completed only after the subject fiscal year has ended			
01	Indicate the types of adjustments that have been reflected on this form: <input type="checkbox"/> Utility Adjustment <input type="checkbox"/> HUD discretionary adjustment (Specify under Section 3)		
02	Utility adjustment from form HUD-52722-B		
03	Deficit or (Income) after adjustments (total of Part E, Line 01 and Part H, Line 02)		
04	Operating subsidy eligibility after year-end adjustments (greater of Part E, Line 02 or Part H, Line 03)		
05	Part E, Line 03 of latest form HUD-52723 approved during subject FY (Do not use Part E, Line 03 of this revision)		
06	Net adjustments for subject fiscal year (Part H, Line 04 minus Part H, Line 05)		
07	Utility adjustment (enter same amount as Part H, Line 02)		
08	Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)		
09	Unfunded portion of utility adjustment due to proration		
10	Unfunded portion of HUD discretionary adjustment due to proration		
11	Prorated utility adjustment (Part H, Line 07 plus Line 09)		
12	Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)		

Section 3

Remarks (provide part and line numbers)

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Authorized HA Representative & Date: Emily Nottingham, Director of Community Services X	Signature of Authorized Field Office Representative & Date: X
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Public Reporting Burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operating of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Expense Level (AEL), Allowable Utilities Expense Level and Other Costs for the major Operating Fund components. HUD reviews the information to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregate operating subsidy eligibility of PHAs which serves as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Instructions

This form is used by Public Housing Agencies (PHAs) to calculate eligibility for operating subsidy from the Operating Fund, in accordance with regulations at 24 CFR Part 990.

It is used for PHA-owned rental public housing developments and PHA units in mixed housing developments when operating subsidy is requested for such developments under the Operating Fund.

It is **not** used for Turnkey III and Mutual Help Homeownership Opportunity programs, Sections 23 and 10(c) leased housing programs, or the Housing Choice Vouchers (Section 8) program.

Unless directed otherwise, a PHA that is eligible to receive operating subsidy will send this form to its local Field Office. This form must be submitted for each PHA fiscal year in which operating subsidy is requested as required by 24 CFR 990.111. A separate form must be prepared for each project or group of projects under a separate Annual Contributions Contract (ACC).

When a PHA requests operating subsidy solely to cover the cost of an Independent Audit (IA), only the heading, Section E, Lines 02 and 03, and Part F need be completed.

SECTION 1

Heading Information:

d) Number of PHA Units. Enter the total number of dwelling units in the developments covered. In the case of an HA development involving the acquisition of scattered site housing, see also 990.104(b). A unit that meets the definition of being a long term vacant unit (see 990.102) will be included in the number of dwelling units.

e) Unit Months Available (UMAs). Enter the product of PHA Project Units multiplied by the number of months the units will be available for occupancy during the subject fiscal year. Do not include units defined as long term vacant units or units approved for nondwelling use in this calculation; See 24 CFR 990.102, Unit months available. (Note: The number of UMAs shown on all forms used to calculate Operating Subsidy, as well as the Operating Budget, form HUD-52564, must be the same.)

f) Subject Fiscal Year. Enter the ending date of the subject fiscal year. The subject fiscal year is the PHA's fiscal year or requested budget year for which this form is submitted.

g) ACC Number. Enter the number of the Annual Contributions Contract (ACC) covering the projects for which this form is submitted.

h) Operating Fund Project No. Enter the Operating Fund Project Number for the corresponding Operating Budget, form HUD-52564.

i) Reserved.

SECTION 2

Part A. Allowable Expenses and Additions

Note. Except where otherwise indicated, all entries in Part A must be Per Unit Per Month (PUM) amounts, rounded to the nearest two (2) decimal places. A PUM amount is derived by dividing the corresponding dollar amount by the UMAs shown in the heading.

Line 01. Enter the Allowable Expense Level (AEL) for the previous fiscal year (i.e., the PHA fiscal year immediately preceding the subject fiscal year) as shown on Part A, Line 08 of the latest approved form HUD-52723 for the previous fiscal year.

Line 02. Always enter the product of Part A, Line 01 multiplied by .005. This adjusts the AEL for the aging of units.

Line 03. Enter the Delta from form HUD-52720-B if a PHA has experienced a change in the number of its units in excess of 5 percent or 1,000 units, whichever is less, since the last adjustment was made to the Allowable Expense Level using form HUD-52720-B.

Line 04. Enter the number of Requested Year "Total Dwelling Units" from the latest form HUD-52720-A. This maintains a record of the number of units used the last time an adjustment was made to the Allowable Expense Level using form HUD-52720-A, for the purpose of determining, in future years, when these forms must be used again in computing the amount on Part A, Line 03.

Line 05. Leave blank unless specific instructions have been issued by HUD for add-on costs previously entered in Part D of this form to be permanently incorporated into the AEL by an entry to Part A, Line 05.

Line 07. Enter the applicable inflation factor from the "Inflation Factor" table. **(Do not round.)**

Line 09. Transition Funding (See 24 CFR 990.106.)

Line 10. Reserved. Leave blank unless specific instructions are provided by HUD.

Line 11. Enter the Allowable Utilities Expense Level for the subject fiscal year using form HUD-52722-A.

Line 12. Enter actual costs (not estimated cost) of audits that have been charged to the management phase of the PHA's owned rental housing projects and that have not yet been funded.

Line 13. Enter the estimated costs attributable to deprogrammed units (see 24 CFR Part 990.108(b)(1)) which have been excluded from the UMAs shown in the heading of this form. Documentation of the estimated costs must be attached. The costs entered on Part A, Line 13 must not be included in any other element of the calculation of operating subsidy.

Part B. Dwelling Rental Income

Note: Except where otherwise indicated, round all entries in Part B to the nearest two (2) decimal places.

Line 01. Enter the total net dwelling rental charges (recurring monthly dwelling rent less the utility reimbursements) for units occupied by eligible lower-income families, rounded to the nearest dollar, from the Rent Roll for the first day of the month immediately preceding the month which is six months before the first day of the Requested Budget Year. However, if a change in the total of the Rent Rolls has occurred in a subsequent month which is before the beginning of the Requested Budget Year, and before the submission of the Requested Budget Year calculation of operating subsidy eligibility, the PHA may use the latest changed Rent Roll. In the space provided, indicate the date of the Rent Roll used. The rent roll will not reflect decreases resulting from the PHA's implementation of optional earned income exclusions; see 24 CFR 990.109(b)(2)(iii) and 24 CFR 5.609. The PHA must reflect changes in the rent roll due to changes in supply of utilities; see 24 CFR 990.109(b)(4).

Line 02. Enter the number of units occupied by eligible lower-income families as of the date of the Rent Roll used in Part B, Line 01.

Line 03. Enter the quotient of dividing Part B, Line 01 by Line 02. The PHA must reflect changes in the rent roll due to changes in supply of utilities; see 24 CFR 990.109(b)(4).

Line 04. Enter Part B, Line 03 from the last approved form HUD-52723 for the year prior to the Requested Budget Year. i.e., if the Calculation of Operating Subsidy is being prepared for a PHA fiscal year that ends June 30, 2003, the amount on Part B, Line 03 from the latest approved form HUD-52723 for the PHA fiscal year that ends June 30, 2002, would be entered on this line. The PHA must reflect changes in the rent roll due to changes in supply of utilities; see 24 CFR 990.109(b)(4).

Line 05. Enter Part B, Line 04 from the last approved form HUD-52723 for the year prior to the Requested Budget Year. The PHA must reflect changes in the rent roll due to changes in supply of utilities; see 24 CFR 990.109(b)(4).

Line 06. Enter the average for three years of the Average monthly dwelling rental charge per unit. This amount is the sum of (Part B, Line 03, Line 04, and Line 05) divided by three.

Line 08. Enter the lesser of Part B, Line 03 and Line 07. **Note:** The difference between Part B, Line 03 and Line 08 multiplied by the number of unit months available, the rental income change factor and the projected occupancy percentage is retained rental income that must be reflected in the PHA plan for resident related improvements and services.

Line 09. After the preprinted "1." enter, as a decimal, the rental income adjustment factor percentage for the subject fiscal year. (See 24 CFR 990.109). For example, 3 percent would be entered as .03 and would result in a rental income adjustment factor of 1.03.

Line 10. Enter the product of Part B, Line 08 multiplied by Line 09. If the PHA has a new project that will reach EIOP during the subject fiscal year refer to 24 CFR 990.109(c).

Line 11. Enter the Projected Occupancy Percentage determined in accordance with 24 CFR Part 990.109(b)(6) and the instructions of form HUD-52728, PHA Occupancy Percentage for a Requested Budget Year.

Part C. Non-dwelling Income

Note: Except where otherwise indicated, all entries in Part C must be Per Unit Per Month (PUM) amounts, rounded to the nearest two (2) decimal places, derived by dividing the corresponding dollar amounts by the UMAs shown in the heading.

Line 01. Enter an estimate of other income for the subject fiscal year as defined in 990.102.

Line 03. Subtract Part C, Line 02 from Part A, Line 14 and enter the difference. Enter a negative amount in brackets.

Note: All remaining entries (Part C, Line 04 thru Part H, Line 12) must be whole dollar amounts rounded to the nearest dollar.

Line 04. Enter the product of Part C, Line 03 multiplied by the UMAs shown in the heading, Section 1, e.

Part D. Add-ons for Costs Attributable to Changes in Federal Law or Regulation.

Lines 03-08. Enter the amounts, if any, of additional costs resulting from changes in Federal law or regulation, as provided in 24 CFR Part 990.108(c). Do not duplicate amounts previously incorporated in the Allowable Expense Level or to be incorporated in the Allowable Expense Level in the subject fiscal year (i.e., amounts entered on Part A, Line 05 of a form HUD-52723). **Complete documentation must be submitted to support all amounts claimed on Part D, Lines 03 thru 08.** Line 03, Family Self Sufficiency Program, FSS costs incurred under 24 CFR 984 are entered as authorized in the annual inflation factor notice. Line 04,

Energy add-on for loan amortization, see 24 CFR 990.107(f)(2). Line 05, Unit Reconfiguration, see 24 CFR 990.108(d). Line 06, Non-Dwelling Units, see 24 CFR 990.108(b)(2) and 990.108(e)(2). Line 07 Long-term Vacant Units, see 24 CFR 990.108(b)(3). Line 08 Phase Down for Demolitions, see 24 CFR 990.114.

Line 09. Enter the number of occupied units as of the rent roll date from Part B, Line 02.

Line 10. Enter the number of units occupied by PHA employees who are not otherwise eligible for such housing and therefore are not included in the units on Part D, Line 09.

Line 11. Enter the number of units occupied by police officers and other security personnel who are not otherwise eligible for such housing and therefore are not included in the occupied units on Part D, Line 09.

Line 14. Leave blank unless specific instructions are provided by HUD.

Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments.

Line 01. Enter the total of Part C, Lines 04 and Part D, Line 15. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.)

Line 02. Enter the actual costs chargeable to the management phase of the PHA's owned rental housing projects for all audits performed by an Independent Auditor not funded in a prior fiscal year. If an amount is entered on Part A, Line 12, enter Part A, Line 12 times the number of unit months available, Section 1, e.

Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year.

This part is used to make various adjustments to the operating subsidy eligibility determined in Part E, including adjustments to prior years' operating subsidy to be effected or funded during the subject fiscal year and additional operating subsidy eligibility (e.g., periodic set-asides for specific purposes) approvable during the subject fiscal year. Lines 10 thru 12 are used by the HUD Field Office to reconcile the total amount of operating subsidy approvable in the subject fiscal year (Line 09) with the amount of operating subsidy that is obligated.

Note: Never revise the lines in Part F (Lines 01 thru 12) after the end of the subject fiscal year.

Line 01. Enter the total of prior years' utility adjustments which will be included in the amount of operating subsidy approved during the subject fiscal year. The amount and fiscal year of each individual adjustment must be shown under Section 3. Enter a net amount owed HUD in brackets.

Line 02. Enter the amount of any additional operating subsidy eligibility (e.g., periodic set-asides for specific purposes or special funding distributions for the subject fiscal year). Identify all such amounts here or under Section 3.

Line 03. Enter any amount of operating subsidy eligibility for a prior fiscal year that was not funded (obligated) by HUD and will be obligated in the subject fiscal year. Identify under Section 3 the fiscal year not fully funded and the reason.

Line 04. Enter any HUD discretionary adjustments that will be effected during the subject fiscal year.

Lines 05 and 06. Enter any other adjustments to operating subsidy eligibility as directed by HUD not reflected in Part F, Line 01 or Line 04, that will be effected during the subject fiscal year. Enter an adjustment owed HUD (downward adjustment) in brackets.

Line 07. Enter the unfunded portion (100 percent minus the applicable percentage) of the subject year's eligibility (Part E, Line 03) in brackets. If, however, Part E, Line 03 is operating subsidy eligibility for IA costs only, do not make an entry on this line.

Line 08. Enter the total of Part F, Lines 01 thru 07. (Add amounts shown without brackets and subtract amounts with brackets.)

Lines 10 thru 12 are to be used by the HUD Field Office only.

Line 10. Enter the amount, if any, of operating subsidy approvable for the subject fiscal year (Part F, Line 08) which is not being funded (obligated) at this time (e.g., because sufficient funds have not been subassigned to the Field Office).

Line 11. Enter the amount, if any, of operating subsidy funds obligated in excess of the amount approvable for the subject fiscal year (Part F, Line 09) which cannot be deobligated at this time .

Line 12. Total of Part F, Lines 09 thru 11. (Add amounts shown without brackets and subtract amounts shown with brackets.) The amount entered on this line must be the same as the amount obligated in the corresponding Operating Budget, form HUD-52564 (or a letter of intent, when authorized by HUD Headquarters). Enter the appropriation symbol from which this subsidy will be paid. If this amount is being paid from more than one appropriation enter each appropriation and the dollar amount.

Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules.

This part is used to maintain an ongoing record of all amounts owed to HUD by a PHA which are related to operating subsidy payments for the projects covered by this form. All amounts owed HUD must be identified under "Remarks". In most cases, a formal repayment (recovery) schedule should be established and maintained on file with this form.

Line 01. Enter the total amount owed HUD at the end of the previous fiscal year, as shown on Part G, Line 04 of the latest approval for the previous fiscal year.

Line 02. Enter any part of the amount shown on Part G, Line 01 that has been collected or is reflected as a reduction in the amount of operating subsidy approvable in Part F. Identify individual amounts under Section 3.

Line 03. Enter the total of any additional amounts determined to be due HUD, including any amount entered on Part F, Line 11. (Do not duplicate amounts already included in the amount shown on Part G, Line 01.) Identify the individual amounts making up the total under Section 3.

Line 04. Enter the total of Part G, Lines 01 thru 03. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.) Identify the individual amounts making up the total under Section 3.

Adjustments

Mandatory Utility Adjustment. (Reference: 24 CFR Part 990.110(c)) Except when operating subsidy was approved solely for the cost of an audit, the utility adjustment is mandatory. The Mandatory Utility Adjustment for rates and consumption, based on actual experience for a fiscal year, is calculated on form HUD-52722-B, Adjustment for Utilities Consumption and Rates. The dollar amount of the utility adjustment calculated on form HUD-52722-B is entered on Part H, Line 02 of the revised copy of this form for the fiscal year to which the utility adjustment applies (i.e., the subject fiscal year). Copies of form HUD-52722-B and the revised form HUD-52723 must be submitted **within 45 calendar days after the end of the PHA fiscal year.**

Part H. Calculation of Adjustments for Subject Fiscal Year.

Note: This part is completed only after the subject fiscal year has ended. It is used to recalculate the operating subsidy eligibility for the subject fiscal year in order to reflect the mandatory utility and HUD discretionary adjustments. It is important to note that all individual adjustments relating to a particular PHA fiscal year are reflected in Part H of the copy of this form covering the same fiscal year; not in Part H of the form submitted for a subsequent fiscal year. However, the Utility adjustment calculated on Part H, Line 07, or Line 11 if it is a prorated year, must be included in Part F, Line 01 of the copy of this form prepared for the

PHA fiscal year in which the adjustment is actually effected (i.e., reflected in the amount of operating subsidy approved in an operating budget or letter of intent). HUD discretionary adjustments previously authorized for Part A, Line 01 thru Part E, Line 03 and calculated on Part H, Line 08, or Line 12 if it is a prorated year, must be included in Part F, Line 04 of the copy of this form prepared for the PHA fiscal year in which the adjustment is actually effected.

Utility Adjustments are entered using Line 02 of this part. No other adjustments are to be made unless specific instructions are provided by HUD.

Line 01. Indicate the types of adjustments that are reflected on this form and will be included in the net adjustment shown on Part H, Line 06.

Line 02. Enter the amount of the utility adjustment calculated on form HUD-52722-B, Adjustment for Utility Consumption and Rates, covering the subject fiscal year.

Line 03. Enter the total of Part E, Lines 01 and Part H, Line 02. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.)

Line 04. Enter the greater of Part E, Line 02 or Part H, Line 03. If less than zero, enter zero (0).

Line 05. Enter the amount shown on Part E, Line 03 of the latest submission of this form for the subject fiscal year **that was approved during the subject fiscal year. Do not use the amount shown on Part E, Line 03 of this revision.**

Line 06. Subtract Part H, Line 05 from Line 04 and enter the difference. Enter a negative amount in brackets.

The following lines are to be completed only if the subject year is prorated.

Line 09. Enter the unfunded portion (100 percent eligibility adjusted by the applicable proration percentage) of Part H, Line 07 in brackets if Part H, Line 07 is positive. If Part H, Line 07 is in brackets, enter the unfunded portion as a positive number.

Line 10. Enter the unfunded portion (100 percent eligibility adjusted by the applicable proration percentage) of Part H, Line 08 in brackets if Part H, Line 08 is positive. If Part H, Line 08 is in brackets, enter the unfunded portion as a positive number.