

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

---

# PHAPlans

5YearPlanforFiscalYears2003 -2007  
AnnualPlanforFiscalYear2003

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

**PHA Plan  
Agency Identification**

**PHAName:** PanamaCityHousingAuthority

**PHANumber:** FL018

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2003

**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)

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2003 -2007**  
 [24CFRPart903.5]

**A.Mission**

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

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

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score) 92
  - Improve voucher management: (SEMAP score) 10 4
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other:(list below)

X PHA Goal: Increase assisted housing choices

Objectives:

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

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

X PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

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

**AnnualPHAPlan**  
**PHAFiscalYear2003**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

**THEPANAMACITYHOUSINGAUTHORITY**

**EXECUTIVESUMMARY**

ThePanamaCityHousingAuthorityhaspreparedthisAgencyPlanincompliancewithSection511of theQualityHousingandWorkResponsibilityActof1998andtheensuingHUDrequirements.

This has been an extremely difficult Agency Plan to finalize since that many of the number such as Capital Funds, Performance Funding, and generally the overall dollars have not been finalized or presented to the Panama City Housing Authority. Nevertheless, a comprehensive effort has been made to utilize figures that were in effect for fiscal year 2003. It is hoped that Congress would in effect a budget that is somewhat similar to the one we have been working with in the past several months.

The Panama City Housing Authority is a medium sized PHA and is rated a high performing PHA. The Panama City Housing Authority is located in Panama City, Florida and we operate 450 units of public housing at six different development sites. The PCHA also controls a section 8 program with 418 vouchers.

The Panama City Housing Authority's mission statement is to provide drug free, decent, safe, and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for ALL residents. The fact that we are a high performing agency is a matter of great pride for each individual employee. We collectively strive on a daily basis to continue that performance level at our overall score of ninety-three (93) will be improved upon in coming months.

The Panama City Housing Authority's Agency Plan and, more specifically, the Five-year Action Plan clearly defines the missions and goals of the Panama City Housing Authority. The Annual Plan for 2003 clearly defines the direction the housing authority intends to take in the immediate future. The Agency Plan, along with a Five-year Plan, will be updated annually to reflect changes in fast moving industry.

All phases of our Agency Plans submitted for the 2002 year have been aggressively achieved. All items in our Capital Fund have been completed and/or obligated as effective July 1, 2003. The Panama City Housing Authority feels that the efficient adaptation of the bidding process has greatly enhanced the overall ability to provide services to our residents. This also has allowed continued upgrading of property physical appearances.

The occupancy levels at the PCHA have improved tremendously. The overall operations are reflected in our PHAS scoring. Our occupancy level at the present time is ninety-six percent (96%). The maintenance department has made tremendous strides in turnaround of vacant unit. Not only are the units turned around more rapidly than in previous years, but also the quality has improved tremendously. The overall budget for the maintenance department has actually declined due to improved management at the supervisory level. The one goal of our maintenance department is to provide an apartment that they "would live in". No matter what the income level of an individual is they should be afforded the opportunity to live in a home that is the best that it possibly can be. We have in the past several years made additions to the physical improvements such as air conditioning is now provided for all sites, new cabinets, new windows, new doors, and new stoves and refrigerators in all the apartments.

The PCHA has worked together with local officials and assures that our housing strategy complies with the State of Florida's Consolidated Plan. The purpose of the Agency Plan is to empower and equip the Panama City Housing Authority staff to exercise optimum flexibility in meeting local housing needs with the community, while meeting its own needs. The Agency Plan contains a fiscal year 2003, fiscal year 2007 Five-Year Action Plan that includes the authority's mission and long-range goals and objectives. The PCHA financial resources include a operating fund, capital fund and dwelling rental income that we use to operate the agency in the most cost efficient means possible and still provide the service and activities for ALL residents. The Panama City Housing Authority through a series of meetings with residents and officials in the community have established and assessed housing needs for Bay County and the surrounding Panama City area. It has been determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a medium sized agency. The Panama City Housing Authority has researched a deconcentration policy and utilizes all the efforts to ensure that all low-income families are balanced in all our six areas sites. One area that the concentration level is a little different than our other complexes is our elderly/handicapped section known as Asbell complex. However, this being an elderly/handicapped area does not fall in the deconcentration policy. However, it is noted that all efforts are made to meet the deconcentration policy in this area as well.

The Panama City Housing Authority has conducted meetings with the Residents and Advisory Board (RAB) and consulted with all the attendees of our meetings with suggestions to expand our Capital Funds money that is awarded annually. The meetings have been held with all our staff and housing managers along with the maintenance department to determine what improvements can be made to more efficiently run the Panama City Housing Authority. The PCHA has included a physical needs assessment in the agency plan along with its modernization requirements and has developed an annual Five-year Action Plan to address these capital improvements.

The Panama City Housing Authority has conducted along with its Board of Commissioners a Town Hall meeting, whereas, members of the community have been invited to come and review our plans and make recommendations. Unfortunately, like many times in the past no individuals have shown up to attend our meetings; however, all local officials have been notified.

The housing authority of Panama City has certified that it has and will continue to adhere to all civil rights requirements and will affirmatively further fair housing in Bay County area. In addition, the housing authority of Panama City has included a copy of its most recent physical year audit report as part of the documentation made available for public review during the forty-five (45) days of submission of the housing authority of Panama City and its submittal to HUD.

The Panama City Housing Authority is proud that we are on firm financial grounds and has made tremendous strides in this effort in the last several years. We also look forward to a very promising

future. We are actively seeking land at the present time to expand our elderly/handicapped service to the Bay County area.

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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

**Table of Contents**

	<u>Page#</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	22
5. Operations and Management Policies	27
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversions of Public Housing	33
11. Homeownership	34
12. Community Service Programs	36
13. Crime and Safety	38
14. Pets (Inactive for January 1 PHAs)	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	41
17. Asset Management	41
18. Other Information	41

**Attachments**

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

**Required Attachments:**

- X Admissions Policy for Deconcentration (fl018a01)
- X Capital Fund Program Annual Statement/Performance & Evaluation (fl018b01)
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (fl018c01)
- X Voluntary Conversion Required Initial Assessment (fl018d01)
- X Resident Advisory Board (fl018e01)

X Resident Commissioner (fl018f01)

Optional Attachments:

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.

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input type="checkbox"/> check here if included in the public housing A&O Policy	
X	Schedule of flat rents offered each public housing development <input 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 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 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provide at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	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 home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
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/S S, TOP or ROSS) or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resident services grant) grant program reports	Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi - annual performance report for any open grant and most recent ly submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(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 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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	2115	3	1	1	5	5	1
Income > 30% but <= 50% of AMI	976	2	1	1	1	5	1
Income > 50% but < 80% of AMI	773	3	2	2	1	1	1
Elderly	1019	5	5	3	2	1	1
Families with Disabilities	98	5	2	3	1	1	1
Race/Ethnicity	1604	2	1	1	1	1	1
Race/Ethnicity	2325	2	1	2	1	5	1
Race/Ethnicity	80	2	1	1	2	2	1
Race/Ethnicity							

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.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002
- X 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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
X 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	182		197
Extremely low income <= 30% AMI	148	81%	
Very low income (> 30% but <= 50% AMI)	31	17%	
Low income (> 50% but < 80% AMI)	3	2%	
Families with children	112	62%	
Elderly families	9	5%	
Families with Disabilities	43	24%	

HousingNeedsofFamiliesontheWaitingList			
Race/ethnicity1	106	58%	
Race/ethnicity2	75	41%	
Race/ethnicity3	0	0	
Race/ethnicity4	3	2%	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	72	40%	59
2BR	73	40%	71
3BR	31	17%	54
4BR	8	4%	11
5BR	0	0	2
5+BR			
Isthewaitinglistclosed(selectone)?XNo <input type="checkbox"/> Yes			
Ifyes: Howlonghasitbeenclosed(#ofmonths)? DoesthePHAexpectreopentheListinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone) XSection8tenant -basedassistance <input type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurno ver
Waitinglisttotal	409		125
Extremelylow income<=30%AMI	249	61.17%	
Verylowincome (>30%but<=50% AMI)	110	27.03%	
Lowincome (>50%but<80% AMI)	48	11.79%	
Familieswith	300	73.71%	

<b>Housing Needs of Families on the Waiting List</b>			
children			
Elderly families	12	2.93%	
Families with Disabilities	93	22.85%	
Race/ethnicity1	196	48.16%	
Race/ethnicity2	207	50.96%	
Race/ethnicity3	2	.5%	
Race/ethnicity4	4	1.0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	72	40%	59
2BR	73	40%	71
3BR	31	17%	54
4BR	8	4%	11
5BR	0	0	2
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)? 1			
Does the PHA expect to open 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- X      Employ effective maintenance and management policies to minimize the number of public housing units off -line
- X      Reduce turnover time for vacated public housing units

- Reduce time to re-novate 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 -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed-finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- X Counsel section 8 tenants at location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

- X Funding constraints
- X Staffing constraints
- X 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
- X Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	845,398	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant -Based Assistance	1,934,723	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP	482,477	Remodeling
<b>3. Public Housing Dwelling Rental Income</b>	429,030	Operations
<b>4. Other income (list below)</b>		
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	4,425,966	

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

[24CFR Part 903.79(c)]

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

**(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 days of being offered a unit: (5)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

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

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

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

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at development sites
- 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 a rere removed from the waiting list? (select one)

- One
- Two
- X Three or More

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

b. Transfer policies:

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

- X Emergencies
- X Overhoused

- X Underhoused
- X Medical justification
- Administrativereasons 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- X The PHA - resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and development 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)

X 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)

X 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)

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

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

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

Other (list below)

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

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

d. X 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

X Other (describe below)  
Past tenant history

**(2)WaitingListOrganization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3)SearchTime**

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

If yes, state circumstances below:  
Tight market - inability to locate adequate housing.

**(4)AdmissionsPreferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

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 admission to any special purpose section 8 program administered by the PHA contained? (select all that apply)

X The Section 8 Administrative Plan

X 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?

X Through published notices

Other (list below)

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

[24 CFR Part 903.79(d)]

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

Exemptions: PHA 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---

X 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
- X \$26-\$50

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below :
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents

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

f. Rentre -determinations:

1. Betweenincomereexaminations,howoftenmust tenantsreportchangesinincome orfamilycompositiontothePHA suchthatthechangesresultinanadjustmentto rent?(selectallthatapply)

- Never
- Atfamilyoption
- X Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold)\_\_\_\_\_
- Other(listbelow)

g.  YesXNo:DoesthePHAplantoimplementind ividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreases inthenextyear?

## (2)FlatRents

1. Insettingthemarket -basedflatrents,whatsourcesofinforma tiondidthePHAuse toestablishcomparability?(selectallthatapply.)

- X Thesection8rentreasonablenessstudyofcomparablehousing
- X Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describewhatbelow)

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

Exemptions: PHA 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

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)

## **(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)  
 Hardship – no minimum rent charged

**5. Operations and Management**

[24CFR 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:

**B. HUD Programs Under PHA Management**

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

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


**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additional state/federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

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

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

Exemptions from sub-component 7A: 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 Form 52837.

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

### **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

#### 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
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: <span style="float: right;">(DD/MM/YY)</span>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
--

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

[24CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996H UD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- 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** **f**

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

[24CFR Part 903.79(k)]

### **A. Public Housing**

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

If yes, list criteria below:

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

[24CFR Part 903.79(1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 11/07/2001

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

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

### **B. Services and programs offered to residents and participants**

**(1)General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)


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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 06/25/2003)
Public Housing	0	0
Section 8	44	52

b. X 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 plan 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**

### **13.PHASafetyandCrime PreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmaykiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandar esubmittingaPHDEPPlanwiththisPHAPlanmaykiptosub componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply )

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- X Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- X Residentsfearfulforth eirsafetyand/orthesafetyoftheirchildren
- X Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- X Safetyandsecuritysurveyofresidents
- X Analysisofcrime statisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- X Residentreports
- PHAemployeereports
- X Policerepor ts
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

Massalina,Dickinson&Kirkland

#### **B.CrimeandDrugPreventionactivitiesethePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesethePHAhasundertakenorplanstoundertake: (selectallthatapply)

- Contracting without side and/or resident organizations for the provision of crime-and/or drug -prevention activities
- X Crime Prevention Through Environmental Design
- X Activities targeted to at -risky youth, adults, or seniors
- X Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

Massalina, Dickinson & Kirkland

**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)

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

Other activities (list below)

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

Massalina, Dickinson & Kirkland

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

X Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

X Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment File name: \_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFRPart903.79(o)]

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

## **16. Fiscal Audit**

[24CFRPart903.79(p)]

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

## **17. PHA Asset Management**

[24CFRPart903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

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

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

Attached at Attachment (Filename) fl018c01

Provided below:

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

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

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (City of Panama City)

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)

- X 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.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

**Strategic Plan**

**Time Period**

The City of Panama City's Consolidated Plan provides a strategic plan for the next five years. The plan's goals are principally to provide decent housing, suitable living environments, and expand economic opportunities for very low-, low-, and moderate-income residents.

**Priority Needs**

Priority needs areas follows:

- \*Affordable housing for debt burdened renters
- \*Need for maintenance and upgrading of structures to enhance the quality of the housing stock
- \*Need for affordable new housing
- \*Expand economic opportunity by increasing educational and training opportunities, supporting small business initiatives, and provide an appealing business environment.

Priority needs are determined by an analysis of 1990 Census and Shimberg Center's demographic information. Analysis of the data reveals increases in rent, increases in the debt burden of renters, an aging housing stock, and a low median income. More details follow on a housing analysis, allocation priorities, and identification of obstacles in meeting the underserved needs.

### **Underserved Needs**

The City has identified underserved needs among the different groups of citizens. Assisted living facilities for elderly residents may only be addressed by the private sector. Very low income single family dwellings is another need of elderly and homeless citizens which may require City support of public private partnership(s) with others such as BEIC, Methodist Homes and Habitat for Humanity.

### **Specific Objectives**

#### **\*Long-Term Objectives**

1. Conservation of sound neighborhoods.

This is to be accomplished through:

- \*Upgrading of Housing Stock
- \*Code enforcement
- \*Prevention or elimination of slum and blighting influences
- \*Provision or improvement of public facilities such as, but not limited to, streets, sidewalks, curbs, gutters, utilities, parks and recreation, and neighborhood service facilities.

2. Revitalization of deteriorating neighborhoods and elimination of conditions detrimental to health, safety, and public welfare.

This is to be accomplished through:

- \*Rehabilitation of substandard structures
- \*Clearance of dilapidated and dangerous structures
- \*Code enforcement
- \*Prevention or elimination of slum and blighting influences
- \*Provision or improvement of public facilities such as, but not limited to, streets, sidewalks, curbs, gutters, utilities, parks and recreation, and neighborhood service facilities
- \*Stimulating commercial investment to enhance economic vitality in deteriorating neighborhoods.

3. Increase the supply of standard housing through code enforcement, rehabilitation and encouragement of new construction, with emphasis on activities benefiting low - and moderate - income households, and particularly the minority groups, the elderly, the handicapped, and the large families.
4. Improvement, where appropriate, of planning and development practices, methods, and administrative capabilities of the City.
5. Development of those facilities and services that meet the social and physical needs of elderly, handicapped, youth and the lower income families of the City. The ASAP /Job Training Center is an example of this type of facility.

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

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

#### **Definition of Substantial Deviation and Significant Amendment or**

**Modification** – Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which requires formal approval of the Board of Commissioners.

## **Attachments**

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

# PHA Plan Table Library

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

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

Capital Fund Grant Number      FFY of Grant Approval:      (09/2003)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements Inspector	28,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	198,680
10	1460 Dwelling Structures	460,000
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment Computer Upgrade	35,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 - 19)</b>	<b>721,680</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	14,680

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	Dumpster fence (7 locations)	1450	33,000
	Ceramic Tile (450 Units)	1460	350,000
	Complex Signs (4 sites)	1450	12,000
	Computer Upgrade	1475	35,000
	Replace Damaged Sidewalks	1450	40,000
	Inspector – Housing	1408	28,000
18-1 Fletcher Black	Replace ext. doors	1460	45,000
	Replace screen doors	1460	10,000
	Remove and Replace vinyl fence	1450	18,000
	Carpet	1460	40,000
	Security Locks	1460	15,000
18-3 & 4	Replace Security Lights	1450	14,680
	New Vinyl Fence	1450	81,000

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

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
HA -Wide	9/30/2005	9/30/2007
18-1	9/30/2005	9/30/2007
18-3	9/30/2005	9/30/2007
18-4	9/30/2005	9/30/2007

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information if information is included in the Capital Fund Program Annual Statement.

-wide physical or management improvements from Year One of the 5 -Year cycle, because this

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA Wide	Panama City Housing Authority	26	5.79	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replace two vehicles			35,000	2004 -2007
2. Replace refrigerators (50)			20,000	2004 -2007
3. Security Locks (450)			90,000	2004 -2007
4. Inspector -Housing			33,000	2004 -2007
5. Housing Operations			629,453	2004 -2007
<b>Total estimated cost over next 5 years</b>			<b>807,453</b>	

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

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-1	Fletcher Black	3	5.00	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Off Street Parking			67,000	2004
2. Roof Repair			15,000	2004
<b>Total estimated cost over next 5 years</b>			<b>82,000</b>	

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

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-2	Massalina	12	8.63	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Raised slab & rear porch cover			187,500	2005
2. Site improvements			205,250	2006
3. Interior Refurbish			450,000	2007
<b>Total estimated cost over next 5 years</b>			<b>842,750</b>	

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

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-3	Oakland Gardens	4	8.00	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Off Street Parking (12)			15,000	2004
2. Playground			30,000	2004
3. Security Upgrade			115,250	2005
4. Refrigerators (50)			20,000	2007
<b>Total estimated cost over next 5 years</b>			<b>180,250</b>	

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

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

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-4	Asbell	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Site Sign			2,500	2004
2. Site Improvements			167,200	2007
3. Drainage Improvements			137,500	2007
4. Energy Upgrade			14,680	2006
<b>Total estimated cost over next 5 years</b>			<b>321,880</b>	

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

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-5	Gardner Dickinson	3	4.00	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Upgrade & refurbish siding			80,000	2005
2. Landscaping			36,000	2007
3. Site Improvements			98,193	2006
4. Garbage Site Upgrade			20,000	2006
5. Security Screens			50,000	2004
6. Vinyl Floor Replacement			42,000	2004
<b>Total estimated cost over next 5 years</b>			<b>326,193</b>	

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

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-6	Henry Kirkland	4	5.13	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Upgrade & refurbish siding			80,000	2004
2. Landscaping			36,000	2005
3. Site Improvements			98,194	2006
4. Garbage Site Upgrade			20,000	2006
5. Security Screens			50,000	2004
6. Vinyl Floor Replacement			42,000	2004
<b>Total estimated cost over next 5 years</b>			<b>326,194</b>	





# PANAMA CITY HOUSING AUTHORITY

## DECONCENTRATION POLICY

### INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Authority adopt policies and procedures governing the deconcentration of very low income families and income mixing as required by section 10 (a)(3)(B) of the 1937 Housing Act. To implement this requirement, the Authority will compare the relative incomes of each development occupied predominantly by families with children. A development with more than 50% of its occupants being families with children shall be considered to fall under this policy.

The goal of this policy is to create mixed income communities and lessen the concentration of very low income families within the authority's public housing developments through admissions practices designed to bring in higher income tenants to lower income developments and lower income tenants into higher income developments.

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

### DEFINITIONS

The following definitions are provided in order to clearly define the affected developments and families under this Deconcentration Policy.

PHA Wide Average Household Income: The average annual household income of all residents of all developments with more than 50% of its occupants being families with children.

Development Average Household Income: The average annual household income of all residents of a specific development with more than 50% of its occupants being families with children.

Higher Income Development: A development where the Development Average Household Income is greater than 120% of the PHA Wide Average Household Income.

Lower Income Development: A development where the Development Average Household Income is less than 80% of the PHA Wide Average Household Income.

Higher Income Family: A family whose annual household income is greater than 120% of the PHA -Wide Average Household Income.

Lower Income Family: A family whose annual household income is less than 80% of the PHA -Wide Average Household Income.

## TESTING

In order to achieve and maintain deconcentration, the Authority will calculate the PHA -Wide Average Household Income for all developments with 50% or more of its occupants being families with children on at least an annual basis. At the same time, the Authority will calculate the Development Average Household Income for each development with 50% or more of its occupants being families with children. The results shall be documented as follows:

- A. If the Development Average Household Income for a particular development is greater than 120% of the PHA -Wide Average Household Income, then that development shall be identified as a High -Income Development.
- B. If the Development Average Household Income for a particular development is less than 80% of the PHA -Wide Average Household Income, then that development shall be identified as a Low -Income Development.

Testing can be run more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

## CORRECTIVE ACTION

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

In order to correct a concentrated development, the Authority will, to the greatest extent possible, provide incentives to promote a Lower -Income Family to select a Higher -Income Development and to promote a Higher -Income Family to select a Lower -Income Development.

Procedures to be employed in the development of a corrective action plan may include:

- A. Incentives to select particular developments.

B. Payment Plans for deposits.

C. Flexibility in move-in dates.

Since it is impossible to design a policy that will address every scenario, the Authority will, upon the identification of a need to deconcentration, develop a specific Action Plan that will be included in the Annual Plan update.

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P018501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	7904.00	8024.00	8024.00	8024.00	
4	1410 Administration	27963.12	27963.12	27963.12	27963.12	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	48765.00	48765.00	48765.00	48765.00	
10	1460 Dwelling Structures	629093.35	628973.35	628973.35	628973.35	
11	1465.1 Dwelling Equipment — Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	8510.53	8510.53	8510.53	8510.53	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					

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

PHAName: Panama City Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P018501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
--	--	------------------------------

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 20-26)	722236.00	722236.00	722236.00	722236.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: PanamaCityHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: FL29P018501-00 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2000			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	OccupancyInspector	1408	1	7904.00	8024.00	8024.00	8024.00	
HA-Wide	Non-TechSalaries	1410	1	27963.12	27015.00	27015.00	27015.00	
HA-Wide	RequestforBids -Advertising	1410	1		948.12	948.12	948.12	
18-2	PrivacyFence	1450	1	48765.00	48765.00	48765.00	48765.00	
18-2	Windows	1460	140units	123019.69	123019.69	123019.69	123019.69	
18-2	Insulation	1460	140units	19270.00	19270.00	19270.00	19270.00	
18-2	Plumbing/WaterFixtures	1460	136units	13511.61	13511.61	13511.61	13511.61	
18-2	Cabinets	1460	136units	220000.00	221697.51	221697.51	221697.51	
18-2	A/C	1460	74units	6574.00	6616.05	6616.05	6616.05	
18-3	ElectricRepair	1460	50units	24137.00	23991.49	23991.49	23991.49	
18-3	A/C	1460		3114.05				
18-4	A/C	1460	1		1400.00	1400.00	1400.00	
18-4	Windows	1460	37units	219467.00	219467.00	219467.00	219467.00	
HA-Wide	MaintenanceEquipment	1475		8510.53	8510.53	8510.53	8510.53	



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P018501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non - CFP Funds					
2	1406 Operations	22000.00	0			
3	1408 Management Improvements	7900.00	0			
4	1410 Administration	35000.00	11220.44	11220.44	1169.56	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	20000.00	21300.00	21300.00	15443.16	
8	1440 Site Acquisition					
9	1450 Site Improvement	74000.00	82537.00	82537.00		
10	1460 Dwelling Structures	521079.00	581021.56	581021.56	581021.56	
11	1465.1 Dwelling Equipment — Nonexpendable	31000.00	31000.00	31000.00	31000.00	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	26000.00	9900.00	9900.00	9900.00	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHAName: Panama City Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P018501-01 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Final Performance and Evaluation Report					
<b>X Performance and Evaluation Report for Period Ending: 03/31/03</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	736979.00	736979.00	736979.00	638534.28
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: PanamaCityHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: FL29P018501-01 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2001		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Sedans	1406	2	22000.00	0			
HA-Wide	OccupancyInspector	1408	1	7900.00	0			
HA-Wide	NonTechSalaries/Advertising	1410	1	35000.00	11220.44	11220.44	1169.56	
18-2	Fees&Cost	1430	1	20000.00	21300.00	21300.00	15443.16	
18-2	ParkingLot	1450	1	64000.00	82537.00	82537.00		
18-4	Playground	1450		10000.00	0			
18-1	Cabinets	1460	60	112000.00	131217.00	131217.00	131217.00	
18-1/18-2	Vanity	1460	200	22500.00	38057.00	38057.00	38057.00	
18-4	ReplaceBi -FoldDoors	1460	153	50000.00	64269.44	64269.44	64269.44	
18-1/18-3	A/C	1460	110	217000.00	217000.00	217000.00	217000.00	
18-4	Carpet	1460	153	92079.00	87068.94	87068.94	87068.94	
18-4	HotWaterHeater	1460	153	27500.00	28322.69	28322.69	28322.69	
18-2	Sinks/RangeHoods	1460	140	0	9948.54	9948.54	9948.54	
18-2	A/CDrainLines	1460	140	0	5137.95	5137.95	5137.95	
18-4	ReplaceRanges	1465	150	31000.00	31000.00	31000.00	31000.00	
HA-Wide	MaintVan	1475		15000.00	0			
HA-Wide	Maint Pickup	1475	1	11000.00	9900.00	9900.00	9900.00	



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P018501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	24000.00	5531.38	5531.38	5531.38
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	195000.00	195000.00	74000.00	
10	1460 Dwelling Structures	396680.00	442683.00	82856.02	82856.02
11	1465.1 Dwelling Equipment — Nonexpendable	20000.00	20000.00	3350.00	3350.00
12	1470 Nondwelling Structures	86000.00	58466.00	58466.00	
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHAName: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P018501-02 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	721680.00	721680.00	224203.40	91737.40
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	65000.00	71543.71	71543.71	71543.71







## **Capital Funds 2003**

### **Housing Authority Wide**

	<b>LineNo.</b>	
1. Dumpster Fence(7locations)	1470	\$33,000
2. Ceramic Tile(450units)	1460	\$350,000
3. Complex Signs(4sites)	1450	\$12,000
4. Computer Upgrade	1475	\$35,000
5. Replacedamaged sidewalks	1450	\$40,000
6. Inspector Housing	1408	\$28,000

### **Fletcher Black(60units)**

1. Replace exterior front and back doors	1460	\$45,000
2. Replace screen doors	1460	\$10,000
3. Remove and replace vinyl fence(60)	1450	\$18,000
4. Carpet(60units)	1460	\$40,000
5. Security Locks(60units)	1460	\$15,000

### **Gardner Dickinson(75units)**

1. Replace Security Lights(75units)	1450	\$6,680
2. New vinyl floors(kitchen & bath)	1460	\$40,000

### **Henry Kirkland(78units)**

1. Replace Security Lights(78units)	1450	\$8,000
2. New vinyl floors(kitchen & bath)	1460	\$41,000

TOTAL \$721,680\*

---

- Estimate

**Capital Funds Meeting  
10:00 AM, April 29, 2003**

## WishListfor2003

### Attendees:

WilliamJ.Woods          BarbaraJ.Reynolds          GaryKendrick          CarolRamer  
GlennEddleman JamesWyatt          CeciliaBurch          NancyWilliams

TownHallMeetingwillbeheldMay5,2003at5:30pm

AgencyPlandueJuly15,2003

### **FletcherBlack**

1. Replaceexteriorfrontandbackdoors(rusted)
2. Replacescreendoors(varietytypes)
3. Removalofoldwoodfenceandreplacewithplasticfence
4. Re-roof(lotsofleaks)
5. Carpet
6. Refrigerators
7. Complexnamesign

### **Massalina**

1. Carpet
2. Paintinsideunits
3. Officestreetparking(Mercedes,PaloAlto&JoeLouis)
4. Repairinteriorwallsinkitchen(Cosmetic)
5. Offstreetdumpsterpads
6. Complexnamesign

### **Oakland**

1. Offstreetparking
2. Carpet
3. StovesandRefrigerators
4. Sewerlinesandpipes
5. Trimtrees
6. RepairClotheslines
7. FrequentPolicePatrol
8. StorageSheds(tobepurchasedbytenant)
9. Replacefrontandbackexteriordoors(rusted)
10. PlaygroundEquipment
11. Complexnamesign

### **Asbell**

1. Complexnamesign
2. Waterdrainageproblemduringandafterrain.RainsettlesatbuildingsA,CandE.

#### **“AsbellContinued”**

3. Stoves
4. Paintparkingspaces
5. Invertedspeedbumps
6. Speedlimitsigns
7. NewvinylflooringinKitchensandBaths

## **GardnerDickinson**

1. Newvinylflooringinkitchensandbaths
2. Refrigerators
3. Roachcontrol(needmoreinspectionsbyManagers)
4. Pressurewashbuildings

## **HenryKirkland**

1. Pressurewashbuildings
2. Waterdrainageproblem(betweenbldg.Candoffice)
3. Sidewalk(betweenbldg.Candoffice)
4. Replacesteelbathtubs(rustingout)
5. Newvinylflooringinkitchensandbaths
6. Playgroundequipment
7. Repairsidingonbuildings

## **Administrative**

1. UpgradeComputers - \$35,000(includingdigitalmodems)
2. NewKirklandofficefurniture

## **Section8**

1. Newcarpet

### **MaintenanceAttendees:**

Gary	Jeff	Mingo	Alan	Mike	Jerry
Fred	Vinnie				

1. Dryerconnections
2. Transmissionoiloncarpets
3. DumpsterFence
4. Ceramictileinallbaths
5. Securitylightcoversforbreezeways
6. Securityscreens(DoorsorWindows)atKirklandandDickinson
7. A/Cunitcovers
8. BaseboardrepairatMassalina(Massalinaonly)
9. Noclothesline
10. CuttreesatDickinson

## **ATTENTIONALLRESIDENTS**

*AT*

*JAMESR.ASBELLAPARTMENTS*

*APRIL 2,2003*

***ONTUESDAY,APRIL15,2003THEREWILLBEATENANT'S  
MEETINGINTHEMEETINGROOMAT2:00P.M.***

***WEWILLBEDISCUSSINGTHEFIVEYEARPLANANDASKING  
FORTENANT'SINPUTONIDEASFORIMPROVEMENTS.***

***PLEASE PLANTO ATTEND IF POSSIBLE. THIS IS YOUR  
COMPLEX AND WE ARE INTERESTED IN YOUR IDEAS FOR  
IMPROVEMENTS.***

***PLEASE FEEL FREE TO CONTACT ME AT 785 -6762, PRIOR TO  
THE MEETING IF YOU CANNOT ATTEND WITH ANY IDEAS.***

***CHERYL WALDEE  
MANAGER***

**ATTENTION ALL RESIDENTS**  
**AT**  
**FLETCHER BLACK APARTMENTS**  
**AND MASSALINA APARTMENTS**  
**APRIL 2, 2003**

**ON MONDAY, APRIL 14, 2003 THERE WILL BE A TENANT'S  
MEETING AT THE MAIN OFFICE AT 3:00 P.M.**

**WE WILL BE DISCUSSING THE FIVE YEAR PLAN AND ASKING  
FOR TENANT'S INPUT ON IDEAS FOR IMPROVEMENTS.**

**PLEASE PLAN TO ATTEND IF POSSIBLE. THIS IS YOUR  
COMPLEX AND WE ARE INTERESTED IN YOUR IDEAS FOR  
IMPROVEMENTS.**

**PLEASE FEEL FREE TO CONTACT ME AT 769 -2358, PRIOR TO  
THE MEETING IF YOU CANNOT ATTEND WITH ANY IDEAS.**

**CECILIA BURCH  
MANAGER**

**ATTENTION ALL RESIDENTS**  
**AT**  
**OAKLAND GARDEN APARTMENTS**  
**APRIL 2, 2003**

**ON THURSDAY, APRIL 17, 2003 THERE WILL BE A TENANT'S  
MEETING IN THE COMMUNITY CENTER AT 6:00 P.M.**

**WE WILL BE DISCUSSING THE FIVE YEAR PLAN AND ASKING  
FOR TENANT'S INPUT ON IDEAS FOR IMPROVEMENTS.**

**PLEASE PLAN TO ATTEND IF POSSIBLE. THIS IS YOUR  
COMPLEX AND WE ARE INTERESTED IN YOUR IDEAS FOR  
IMPROVEMENTS.**

**PLEASE FEEL FREE TO CONTACT ME AT 769 -6193, PRIOR TO  
THE MEETING IF YOU CANNOT ATTEND WITH ANY IDEAS.**

**NANCY WILLIAMS  
MANAGER**

**ATTENTION ALL RESIDENTS**

**AT**

**GARDNER DICKINSON APARTMENTS**

**APRIL 2, 2003**

**ON TUESDAY, APRIL 15, 2003 THERE WILL BE A TENANT'S  
MEETING AT THE COMMUNITY ROOM AT 6:00 P.M.**

**WE WILL BE DISCUSSING THE FIVE YEAR PLAN AND ASKING  
FOR TENANT'S INPUT ON IDEAS FOR IMPROVEMENTS.**

**PLEASE PLAN TO ATTEND IF POSSIBLE. THIS IS YOUR  
COMPLEX AND WE ARE INTERESTED IN YOUR IDEAS FOR  
IMPROVEMENTS.**

**PLEASE FEEL FREE TO CONTACT ME AT 769 -6193, PRIOR TO  
THE MEETING IF YOU CANNOT ATTEND WITH ANY IDEAS.**

**NANCY WILLIAMS  
MANAGER**

**ATTENTION ALL RESIDENTS**  
**AT**  
**HENRY KIRKLAND APARTMENTS**

**ON MONDAY, APRIL 14, 2003 THERE WILL BE A TENANT'S  
MEETING AT THE OFFICE AT 6:00 P.M.**

**WE WILL BE DISCUSSING THE FIVE YEAR PLAN AND ASKING  
FOR TENANT'S INPUT ON IDEAS FOR IMPROVEMENTS.**

**PLEASE PLAN TO ATTEND IF POSSIBLE. THIS IS YOUR  
COMPLEX AND WE ARE INTERESTED IN YOUR IDEAS FOR  
IMPROVEMENTS.**

**PLEASE FEEL FREE TO CONTACT ME AT 769 -6193, PRIOR TO  
THE MEETING IF YOU CANNOT ATTEND WITH ANY IDEAS.**

**NANCY WILLIAMS  
MANAGER**

**RESIDENT MEETING FOR  
MASSALINA APARTMENTS  
FLETCHER B LACK APARTMENTS**  
**APRIL 14, 2003**

**RE: PCHA FIVE YEAR PLAN**

**RESIDENTS PRESENT FOR MEETING:**

- 1. ELIGIE CARPENTER -----1405-EMERCEDES AVENUE**
- 2. BARBARA PARSONS -----1401-B JOE LOUIS DRIVE**
- 3. LAURA GREEN -----810-A FRANK NELSON DRIVE**

4. JULIEMILLER -----1401-EJOELOUISLANE
5. JOHNKRUTCHEK -----804-CFRANKNELSONDRIVE
6. RITAFULLER -----810-IFRANKNELSONDRIVE
7. EDWARDE.BARNES -----1407-BMERCEDESAVENUE

**THERESIDENTCOUNCILREPERSENTATIVEWILLBEVELVETWILCOX.SHEWASNOT ABLETOATTENDTHEMEETINGTODAY.**

**THEDISCUSSIONWASONWHATTHEPANAMACITYHOUSING AUTHORITYWASPLANNINGTODOASFARASIMPROVEMENTS FORTHENEXTFIVEYEARS.**

**EVERYONEWASPLEASEDWITHTHENEWWA/CUNITS,VANITIES INBATHROOMS,CABINETSTHATWEREINSTALLED,ANDTHE NEWFENCETHATWASINSTALLEDBEHINDTHEIR APARTMENTSANDBYTHEOFFICEBUILDING.**

**IEXPLAINEDTOTHERESIDENTSTHATWEHADSTARTEDON THE NEWPARKINGLOTANDTHATFRANKNELSONDRIVEAND JOELOUISLANEWOULDBECOMEONEWAYSTREETS.**

**THECOMMENTSFROMTHERESIDENTSWEREASFOLLOWS:**  
**1. THEYWOULDLIKETOHAVECARPETINTHEAPARTMENTS.**  
**2. WOULDLIKETOHAVETHECLOTHESLINESINSTALLED.**  
**3. WOULDLIKETOHAVE THEINSIDEOFTHEAPARTMENTS PAINTED.**

**WORKORDERSWERETAKENFORSOMEOFTHERESIDENTS ANDGAVETOTHEMAINTENANCEDEPT.**

**THEREWERENORESIDENTSFROMFLETCHERBLACK APARTMENTSATTHISMEETING.**

**ENDOFMEETING**

AnnualCompGrantTenantMeeting  
OaklandGardenApartments  
April17,2003

Attendees:

GlendaRhodes 1910 AMackLewis

LoriOtto            1910 BMackLewis  
VirgilWatson      1315 AFortuneAve  
MattieGlenn       1915 BW14<sup>th</sup>St  
FloraHolmes       1911 BW14<sup>th</sup>St  
MattieSmalls      1807 AW14<sup>th</sup>St

Meeting opened at 6:00 p.m. I explained the reason for the meeting and then asked for inputs/suggestions from the tenants. They were as follows:

1. Carpet
2. New Stoves & Refrigerators
3. Off Street Parking Areas
4. New Sewer Lines and Pipes
5. Trim Trees so that lights can light area
6. Have Gulf Power Replace Lights that are out
7. Tighten clotheslines
8. More frequent Police Patrols

I then explained about the resident tenant council and asked for volunteers. They are as follows:

President – Virgil Watson – 1315 A Fortune Ave  
VPres – Glenda Rhodes – 1910 - A Mack Lewis Dr  
Secretary – Lori Otto – 1910 - B Mack Lewis Dr

We then discussed concerns of the complex. They are as follows:

1. Lighting
2. Police Patrols
3. Can they have small storage sheds behind their apartments for rakes, bikes, etc?
4. Fire Ants

The meeting adjourned at 7:00 p.m.

Nancy A. Williams  
Housing Manager

**TENANT MEETING**

RE:Five -YearPlan  
Date:Tuesday, April15,2003

Meetingcametoorderat2:05pm  
Residents present at meeting: Ruby Vogler D2, Georgianna Davis E2, Wondell West B9, AdaLeavins B6, Dorothy Gester E5, Bernice Weathers C3, AvisStevensC5, GeorgeMozeleyB -4, andKatrinaAlbesF3. Received anotefromBrynneNelsonC9.

DiscussedFive -YearPlan -ImprovementsforAsbell.

TenantsComments:

The majority present wanted new stoves. Several brought up the parking spaces need painting. Drainage ditches leading away from Peoples sidewalks and apartments. Suggested an inverted speed bump instead of speed bumps, so water will wash away to the ditches. (good idea) Speed limitsigns, so people will slowdown. Several would like new tile flooring. Residents who have been there a while would like their apartments repainted.

Ms. Wondell West B9 and Ms Dorothy Gester E5 will be in charge of resident meetings at Asbell. Discussed giving small door prizes at meetings.

Meeting was adjourned at 2:45 p.m.

**Annual Comp Grant Tenant Meeting  
Gardner Dickinson Apartments  
April 15, 2003**

ATTENDEES:

John and Beverly Kirchens	1025 NE Everitt Ave O	-3
Walter Wilson	1025 NE Everitt Ave N	-2
Angela Kwiatkowski	1025 NE Everitt Ave I	-3

The meeting opened at 6:00 pm. I explained the reason for the meeting and asked for tenant inputs/suggestions. Their suggestions are as follows:

1. New floor vinyl in kitchens and baths

2. New refrigerators
3. Better roach control

We then discussed the resident tenant council and I asked for volunteers. Due to the few in attendance, the officers are as follows:

President – John Kirchens – 1025 NE Everitt Ave O – 3  
VPres – Angela Kwiatkowski – 1025 NE Everitt Ave I – 3  
Secretary – Beverly Kirchens – 1025 NE Everitt Ave O – 3

We then discussed concerns within the complex and possible remedies. They are as follows:

1. Trash – no solution
2. Drag racing in the Parking Lot – More Police Patrols in the area at night.
3. Children and Visitors – There seem to be a real problem with tenants not supervising their children and/or visitors. This is where most of the trash is generated from. If anyone says anything to them, they become very belligerent. I explained that I need all complaints in writing with as much detail as possible to include apartment numbers, etc. I will handle it from there.

The meeting adjourned at 7:00 p.m.

Nancy A. Williams  
Housing Manager

**Annual Comp Grant Tenant Meeting  
Henry Kirkland Apartments  
April 14, 2003**

Attendees:

CarolynJaneHutchins	261EverittAveC	-1
RandallO'Neal	261EverittAveC	-3
KatherineGreen	261EverittAveC	-8
JessicaHazlett	261EverittAveJ	-3
EchoKirchens	261EverittAveH	-1
ElisaArnold	261EverittAveH	-2
DenaMeeker	261EverittAveH	-8
ThietVanLe	261EverittAveF	-4
MaryPowell	261EverittAveI	-4

The meeting opened at 6:00 p.m. I explained the reason for the meeting and asked for the tenant's input/suggestions. The following are their suggestions:

1. Sidewalk between the rear of Bldg C and the Office
2. New Vinyl in the kitchen and baths
3. Better Entomology control for roaches and spiders

I then explained about the resident council and asked for volunteers. The following are the volunteers for the council from Kirkland.

President – Carolyn Jane Hutchins – 261 Everitt Ave C -1  
 VPres – Dena Meeker – 261 Everitt Ave H -8  
 Secretary – Jessica Hazlett – 261 Everitt Ave J -3

We then discussed several concerns around the complex and remedies.

1. Trash – Start a Bldg of the Month program where each month a sign is placed in front of the building that has stayed the cleanest for the previous month.
2. Children – The need for something for the children to do besides fight and destroy property. I explained that there was new playground equipment already in the budget but I was

unable to say when we would see it.

3. Drugs, Traffic and Noise – I explained that the tenants are my eyes and ears here when I am not working. I can only do so much. They need to become proactive and start letting people know that they are not going to put up with the presence of drug dealers, etc. This complex is what they make it.

Meeting adjourned at 7:00 p.m.

Nancy A. Williams  
Housing Manager

## VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENTS

Federal regulations dictate that each Housing Authority voluntarily assess each development as to the conversion from public housing stock to tenant based assistance. In accordance with 972.200( b), the Panama City Housing Authority has reviewed each development as to public housing versus converting the public housing to tenant based assistance. Taking all into consideration of conditions of the properties, costs, ability to occupy the development, cost and/or workability of vouchers in the community that the voluntary conversion would be INAPPROPRIATE AT THIS TIME.

The Panama City Housing Authority has six different sites that have been considered.

<u>Site Names</u>	<u>Number of Units</u>
Fletcher Black Memorial Homes	60
Massalina Memorial Homes	140
Oakland Garden Apartments	50
James R. Asbell Memorial Homes	47
Gardner E. Dickinson Memorial Homes	75
Henry T. Kirkland Garden Apartments	78

## **Resident Advisory Board**

The Panama City Housing Authority has a total of 450 units distributed over six apartment complexes. These complexes are geographically located in all areas of the city limits.

### **The following are representatives of each:**

Massalina Memorial Homes	Velvet Wilcox
James R. Asbell Memorial Apartments	Ruby Vogler
Oakland Garden Apartments	Virgil Watson
Henry T. Kirkland Garden Apartments	Carolyn Hutchins
Gardner E. Dickinson Memorial Homes	Angela Kwiathowski
Fletcher Black Memorial Homes	No Representative (moved)

## RESIDENT COMMISSIONER

The Panama City Housing Authority has for the past three years had Patricia Allen, a resident of Massalina Memorial Homes, as a member of its five -member board. Recently, Ms. Allen resigned her position as a board member due to family obligations.

Enclosed is a copy of five individuals who are presently being considered for replacing Ms. Allen. It is expected that an individual will be selected within the next thirty to forty - five days.

These individuals represent the selection process in each individual housing complex located throughout the city. Meetings and elections are held at each individual complex and that name is presented as president of that complex. The board then interviews each individual and determines which resident would be best suited to represent the entire Panama City Housing Authority complex. This recommendation is forwarded to the Mayor of our city and he makes the official appointment.

## BOARD MEMBER PROBABLES

Barbara J. Parsons, White Female, 58  
1401-B Joe Louis Lane  
Panama City, FL 32401  
784-8115

Catherine Aguirre, Native American Female, 40  
1709 Michigan Avenue  
Panama City, FL 32405  
215-8889

Susan Baker, White Female, 40  
1114 Fairland Avenue  
Panama City, FL 32401  
H: 873 -8757, C: 896 -2998

Shelley Frazier, Black Female, 43  
2437 East 11<sup>th</sup> Street, E -201  
Panama City, FL 32401  
763-9414

Clark Roddam, White Male, 41 -Wheelchair Bound  
638-D Mercer Avenue  
Panama City, FL 32401  
763-1876

