

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

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# Delray Beach Housing Authority

Five Year Plan 2000-2004

Annual Plan for Fiscal Year 2003-2004 fl083v03

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

## PHA Plan Agency Identification

**PHA Name:** Delray Beach Housing Authority

**PHA Number:** FL083

**PHA Fiscal Year Beginning:** 04/2003

### 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)  
**City of Delray Beach, Community Development Office**

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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 DBHA's mission is as follows:

The Delray Beach Housing Authority is an organization dedicated to improving the quality of life for low and moderate income families, and providing the opportunity for self-sufficiency and by guaranteeing safe, quality housing.

Our aim is to accomplish this mission through application of these

**GUIDING PRINCIPLES**

**Quality is our Priority**

- To achieve resident satisfaction and maintain our customer service needs and loyalty. Quality is our primary consideration.

**Residents are our Main Focus**

-Our work must be done with our residents in mind, providing the highest quality, best service possible.

**Resident Involvement**

- Our residents shall be treated with dignity and respect and we will strive to ensure consideration of their issues and concerns in our operation.

**Team Work**

-Team work is recognized as a critical element of any success we are to achieve. We are a team and we will treat one another with trust and respect.

**Integrity is never compromised**

-The conduct of our business must be pursued in a manner that is socially responsible and commands respect for its integrity and positive contribution to the welfare of our residents.

## **B. Goals**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for 125 additional rental vouchers
  - Reduce public housing vacancies to less than 4%:
  - Leverage private or other public funds to create additional housing opportunities by 2003
  - Acquire or build units or developments by FY 2003
  - Other (list below)  
Seek approval to set aside a percentage of Section 8 Vouchers for Project-based assistance.
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score to 100)
  - Improve voucher management: (SEMAP score to 100)
  - Increase customer satisfaction
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

**Strategy I- Incorporate Operational Efficiencies Which Provide Cost Savings and/or Productivity Improvement to the Housing Authority. Complete by 3/31/2001**

**Objective: I-1.** Seek out opportunities for cost savings and productivity improvements.

Goal: I-1.1 Investigate establishment of a resident owned and operated cleaning business to contract with the Authority for vacant unit cleanup.

Goal: I-1.2 Determine feasibility of an Award Program open to both staff and residents for cost saving suggestions.

Goal: I-1.3 Investigate feasibility of Lease vs Purchase of equipment.

Goal: I-1.4 Investigate opportunity for "piggy-back" of purchases with City, County, School, etc.

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

**Strategy II - Seek Out and Secure Sources For Additional Revenues**

**Objective: II-1 To Form a Non-Profit Organization by FY 2002**

Goal: II-1.1 File articles of Incorporation

Goal: II-1.2 Prepare appropriate By-Laws

**Objective: II-2 Secure Funding from Grants or Private Endowments by FY 2002**

Goal: II-2.1 Investigate availability of grants or private/corporate sources of funds

**Objective: II-3 Seek out [For Profit] opportunities by FY 2003**

Goal: II-3.1 Investigate purchase of additional Section 8 units.

Goal II-3.2 Investigate the feasibility of selling bonds to support purchase of land and/or additional units.

Goal:II-3.3 Research the availability of land to construct new units for rental or re-sale purposes.

Goal:II-3.4 Investigate opportunity to acquire CDBG Funds from the City of Delray Beach.

**Objective: II-4 Form a Partnership with Others by 2003**

- Goal: II-4.1 Explore possible opportunities for Co-venture with a private contractor or investor and tax benefits of such action.
- Goal:II-4.2 Contact local banking network to determine their interest in Partnering.

**Objective: II-5 Expand Home Ownership Opportunities by FY 2004**

- Goal: II-5.1 Investigate purchase and rehabilitation of existing units by FY 2004
- Goal: II-5.2 Conduct a study of available land for acquisition by FY 2004

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

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments by FY 3/31/2001
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
      - Implement public housing security improvements by 3/31/2001
      - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
      - Other: (list below)
  - Goal: Install a security and monitoring system by FY 3/31/2001.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**Strategy III Achieve an Effective Resident Initiative Program that Embodies Education, Training, and Employment and Instills Individual Responsibility and Encourages Resident Participation In the Agency's Operation by 3/31/2001**

**Objective: III-1** Assist in creating Resident owned Businesses.

- Goal: III-1.1 Research insurance requirements, costs, etc.
- Goal: III-1.2 Hire a Consultant to Provide Leadership and Organizational Skills to the Resident Association
- Goal: III-1.3 Investigate the feasibility of a Resident managed laundry facility where salary could be paid from laundry proceeds.
- Goal: III-1.4 Create a resident owned unit-prep (Clean-up) business.
- Goal: III-1.5 Investigate feasibility of a resident owned Landscaping business.
- Goal: III-1.6 Hire Consultant to Train Residents on Small Business Development
- Goal: III-1.7 Investigate Establishing On-Site Day Care Facility
- Goal: III-1.8 Investigate Feasibility of Creating a Home Cleaning Service for Seniors

**Objective: III-2 Improve Communication with resident population and staff.**

- Goal: III-2.1 Develop an Agency Newsletter
- Goal: III-2.2 Assist in developing partnership between residents/housing Authority, Police and local schools to improve communication.

**Objective: III-4 Create Educational Opportunities For Residents.**

- Goal: III-4.1            Establish a Resident/Staff Working Group
- Goal: III-4.2            Establish a Computer Laboratory and training program.
- Goal: III-4.3            Establish an on-site GED program.
- Goal: III-4.4            Investigate establishment of Housekeeping and Financial Management Programs
- Goal: III-4.5            Establish a Co-operative education program with schools and local businesses.
- Goal: III-4.6            Apply TOP/TAG funds to resident Training and organizing an Association.
- Goal: III-4.7            Continue the on-going relationship with the Carver Estates Youth Program, Inc.

**Objective: III-5 Develop Project Management Skills for Qualified Residents**

- Goal: III-5.1            Establish a Working Group to Investigate and Develop the Qualification Criteria.

**Objective III-6 Create Opportunities for Family Self-Sufficiency**

- Goal: III-6.1            Collaborate with Service Organizations aimed at Assisting Families by Seeking out Grant Opportunities
- Goal: III-6.2            Investigate cost, feasibility and funding sources to construct a 9,000 square foot building capable of servicing and meeting the needs of current residents and future anticipated requirements.
- Goal: III-6.3            Collaborate with resident service providers in seeking funding for construction of a Resident Services Center.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:

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

**Other PHA Goals and Objectives:**

**Strategy IV Develop and Action Plan Which Addresses the Long-Term Needs of the Agency Consistent with the Local Consolidated Plan and Anticipates the Challenges/Opportunities for the Next Decade.**

**Objective: IV-1 Eliminate the Danger of Flooding.**

Goal: IV-1.1 Conduct a study of drainage problems.

**Objective : IV-2 Create a Transitional Housing Program**

Goal: IV-2.1 Investigate best practices and procedures

Goal: IV-2.2 Apply for CDBG or other funds to finance

Goal: IV-2.3 Investigate whether to build or to purchase existing units.

Goal: IV-2.4 Investigate Co-partnering opportunities.

**Objective: IV-4 Develop a Public Relations Program**

Goal:IV-4.1 Develop an outreach program which focuses on use of electronic media.

Goal: IV-4.2 Develop a Special information package and strategy for judicial system outreach.

## PHA Plan Agency Identification

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**PHA Number:** FL083

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2003

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**Annual PHA Plan**  
**PHA Fiscal Year 2003 - 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**The DBHA continues its plans to pursue the acquisition and subsequent development of a 3.08 acre parcel of land located adjacent to the Carver Estates Housing Development. This action is in accordance with our approved Five-Year Plan that establishes our goal to provide additional affordable housing and recreational activity space. The City has allocated and deposited \$200,000 (HOPE III) in support of acquiring this property. We propose to use Capital funds for development costs and homebuyers will be required to obtain private financing through the assistance of our local Housing Renaissance Program (a local partnership composed of the City, the Community Redevelopment Agency, two non-profit CDC's and local banks). A space study was completed during FY 2002-03 that indicated a need for additional space to house office staff, community service, recreation and civic activities. It is estimated that we will be able to develop up to 24 housing units and a 9000 square foot multi-purpose building. A Phase I Environmental Study was completed during FY2002-2003.**

**We will also continue to investigate opportunities for the DBHA to participate in the redevelopment of the Southwest neighborhoods.**

**Capital Improvement activities will focus on re-wiring the Carver Estates housing complex for telephone service. Due to age, most of the complex's infrastructure is deteriorating, needing replacement.**

**Funding is allocated to provide additional economic opportunities for resident participation in management of Carver Estates. Unit Prep Business**

opportunities for residents will be made available and a strong emphasis will be placed on Section 3 activities. Capital funds will be used to provide for business start-up costs in accordance with QWHRA.

In response to community comments, the DBHA will pursue establishing a Section 8 Homeownership program as a Pilot program in partnership with other Palm Beach County Housing Authorities.

**iii. Annual Plan Table of Contents**

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart

- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
Statement of Progress in Meeting the Five Year Mission and Goals 2002

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Administrative Plan	
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	69	5	5	5	3	3	4
Income >30% but <=50% of AMI	52	5	5	5	3	3	4
Income >50% but <80% of AMI	86	5	5	4	3	3	3
Elderly	NA						
Families with Disabilities	NA						
Race/Ethnicity	NA						
Race/Ethnicity							
Race/Ethnicity							
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.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 2000

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**

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	139		63
Extremely low income <=30% AMI	135	97%	
Very low income (>30% but <=50% AMI)	4	3%	
Low income (>50% but <80% AMI)	0	NA	
Families with children	111	80%	
Elderly families	2	1%	
Families with Disabilities	1	--	
Race/ethnicity	Black – 118	85%	
Race/ethnicity	White – 21	15%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	28	20%	
2 BR	34	25%	
3 BR	66	47%	
4 BR	11	8%	
5 BR	0		

Housing Needs of Families on the Waiting List			
5+ BR	0		
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)? 8			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	466		50
Extremely low income <=30% AMI	369	80%	
Very low income (>30% but <=50% AMI)	97	20%	
Low income (>50% but <80% AMI)	0	0	
Families with children	171	37%	
Elderly families	171	37%	
Families with Disabilities	124	26%	
Race/ethnicity	Black -243	52%	
Race/ethnicity	White - 222	48%	
Race/ethnicity	Other - 1	--	
Race/ethnicity			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 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)
- Acquire and develop adjacent vacant property for homeownership opportunities for low and moderate income families.**

**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 vouchers targeted to the elderly, should they become available
- Other: (list below)

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

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

Select all that apply

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

Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan

year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$500,971	
b) Public Housing Capital Fund	\$370,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,800,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant		
i) HOME	0	
Other Federal Grants (list below)		
Capital fund 2001 & 2002	\$730,000	Acquisition, Capital Improvements, Resident Initiatives, Operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
NONE		
<b>3. Public Housing Dwelling Rental Income</b>		
	\$300,000	Operating
<b>4. Other income (list below)</b>		
Interest Income	\$20,000	Operating
<b>5. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	\$8,706,540	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing 13**

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: **DBHA owns only one development, however “skipping” of working families is employed.**

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

Other (list policies and developments targeted below)

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity – Upon Request
- Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- \*Extenuating circumstances such as hospitalization or family emergencies
- \*The DBHA is satisfied that the family has made a reasonable effort to locate a unit throughout the 60-day period.

\*The family was prevented from finding a unit due to disability accessibility requirements or large size bedroom unit requirement.

\*A high vacancy rate within the area (more than 30%) allows for automatic extension.

#### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **The DBHA will immediately grant an exemption from application of the minimum rent to any family making a proper request in writing who is unable to pay because of financial hardship including:**

- a) **The family lost eligibility for any federal, state or local assistance program:**
  - b) **The family would be evicted as a result of the increase in the minimum rent;**
  - c) **Decrease in income except for those who voluntarily quit their jobs;**
  - d) **A death in the family which affects household income;**
  - e) **Other circumstances on a case by case basis.**
- c. Rents set at less than 30% than adjusted income

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR  
 100% of FMR  
 Above 100% but at or below 110% of FMR (for a specific geographic area)  
 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)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **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	197	63
Section 8 Vouchers	906	50
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Family Self-Sufficiency	82	10

### **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)
  1. **Maintenance Operations Manual, January 1998**
    - a) **Pest Control**
    - b) **Routine Maintenance**
    - c) **Preventative Maintenance**
  2. **Admissions and Continued Occupancy Policy, Revised 12/2002**
    - a) **Rent Determination**
    - b) **Eligibility, Selection Admissions**
    - c) **Pet Policy, Revised 4/2002**
  3. **Personnel Policy, February 1999**
    - a) **Family Medical Leave**
    - b) **Americans with Disability Act**
    - c) **Sexual Harassment**

- 4. **Procurement Policy, Revised 01/2000**
  - a) **Capitalization**
  - b) **Purchase Order**
- 5. **Trespassing Policy, 01/2000**
- 6. **Deconcentration July 1999**

(2) Section 8 Management: (list below)  
**Section 8 Administrative Plan, Revised 12/2002**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

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

**Annual Statement**

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

Capital Fund Grant Number FL14P08350102 FFY of Grant Approval: (10/2002)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$50,000
4	1410 Administration	\$39,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	\$250,000
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$51,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	

13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$390,000</b>
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

**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
FI083 Carver Estates	<b>MANAGEMENT IMPROVEMENTS</b> Funding is made available to provide for resident management opportunities including Business Development support for Section 3 opportunities.	1408	<b>\$50,000</b>
	<b>ADMINISTRATION</b> Off set the costs associated with the salary of the Maintenance Director	1410	<b>\$39,000</b>
	<b>SITE ACQUISITION</b> Funds made available in accordance with 5-year Plan to develop property as part of Mixed Financed affordable housing project. \$200,000 have been deposited into escrow by the City of Delray Beach's HOPE III Program in support of the same initiative. Project to include multi-	1450	<b>\$250,000</b>

**purpose community center. Details included in Annual Statement/P & E Report Attachment**

**DWELLING STRUCTURES**

1460

**\$51,000**

**Funds made available to provide for general unit improvements associated with vacant unit turnaround, i.e. repairs to walls, floors, bathrooms. Funding also will be made available this program year to rewire all units for telephone service. Current wiring is severely deteriorated.**

**TOTAL GRANT**

**\$390,000**

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
FL083 CARVER ESTATES	3/31/2005	12/31/2007

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

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name fl083b02

-or-

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

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

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: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	

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

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

[24 CFR Part 903.7 9 (j)]

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

In Accordance with **24 CFR 972 Subpart B(c)** The Delray Beach Housing Authority  
**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD  
 FY 1996 HUD Appropriations Act**

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

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

<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	

- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below: **The program description is yet to be developed, however we will participate in a pilot program now being considered by the non-profit Housing Partnership, Inc. an affiliate of the Neighborhood Reinvestment Corporation and local Housing Authorities of Palm Beach County.**

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

**The DBHA participates in a monthly interagency meeting with TANF agency and other agencies serving mutual customers.**

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
<i>Carver Estates Youth Program (CEYP, Inc)</i>	60	<i>Waiting List</i>	<i>Carver Estates Youth Program, Inc.</i>	<i>Public Housing</i>
Alpha Time Child Care Center	99	Very Low Income Family	Alpha Time Children’s Center	Both
I Have A Dream Foundation	6	Closed to new	I Have A Dream	Public Housing

		participants	Foundation	
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**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	14	16 (12/31/2002)
Section 8	52	47 (12/31/2002)

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
 If no, list steps the PHA will take below: We recently began the process of moving applicants from the FSS waiting list to active participation. The wait list had been established due to inadequately program funds.

**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. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design

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

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

**C. Coordination between PHA and the police**

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The DBHA Pet Policy is included in the Admissions/Continued Occupancy Policy. Chapter 10

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below: **The Resident Advisory Board expressed general satisfaction with the plans as drafted. Their only comment relating to capital improvements had to do with the need to address telephone wiring. Funding has been allocated for that purpose.**
  
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: Funds allocated to address telephone wiring.  
 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 the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)
  
- b. Eligible candidates: (select one)  
 Any recipient of PHA assistance  
 Any head of household receiving PHA assistance

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: City of Delray Beach

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

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

**\*The Consolidated Plan identifies the following Priority Needs that are consistent with the strategies outlined in this Plan:**

- **Renter Housing Needs - Medium Priority (Section 8/Public Housing Activities)**
- **Crime Awareness - High Priority (PHDEP Activities)**
- **Youth Services - High Priority (PHDEP Activities)**
- **Employment Training - Medium Priority (FSS Activities)**

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **The City of Delray Beach has committed both human and financial resources to assist in our improvement efforts.**

**D. Other Information Required by HUD**

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

## Attachments

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

### **IMPLEMENTATION OF PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS.**

#### **THIS POLICY IS ON-HOLD UNTIL FURTHER NOTICE FROM HUD COMMUNITY SERVICE POLICY OF THE DELRAY BEACH HOUSING AUTHORITY**

**I. PURPOSE:** The purpose of this policy is to provide procedures to implement the requirement relating to the performance by certain Public Housing Residents of Community Service. Community Service is performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase self-responsibility in the community. Community Service is not employment and may not include political activities. This policy is developed in accordance with 24 CFR 960.600.

**II. ADMINISTRATION:** The Delray Beach Housing Authority shall administer the Community Service Program. Established partnerships with the Carver Estates Residents Association, the Children's Case Management Organization and MADDAD's of Delray Beach will be utilized to assist in carrying out the goals and objectives of the program.

#### **III. EXEMPTIONS:**

A. The following individuals shall be exempt from the requirements of this policy. Any adult who:

1. Is 62 years or older;
2. (a) Is blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this policy, or (b) is a primary caretaker of such individual(s).
3. Is engaged in work activities;
4. Meets the requirements for being exempted from having to engage in a work activity under the State Temporary Assistance to Needy Families (TANF) program or other welfare to work program; or under part A of title IV of the Social Security Act; or
5. Is a member of a family receiving assistance, benefits or services under a state program funded under part A of title IV of the Social Security Act or WAGES and has not been found to be in noncompliance with such a program.

B. Determining Exemptions:

1. Documentation Requirements  
Family members claiming exemptions must provide documentation of qualifications for exemptions outlined in paragraph A. Documentation of exemptions must be provided from The Florida Department of Children & Families, or authorized administrators of the State WAGES program, the Social Security Administration, and/or employers. Birth Certificates or other official forms of age documentation must be provided for those seeking exemptions due to age.

2. Changes to Exemption Status

Family members must notify Housing Authority personnel of changes to exempt status and documentation substantiating such a change.

**IV. NOTIFICATION OF SERVICE REQUIREMENT**

The Delray Beach Housing Authority shall notify the family of the requirements of community service and of the criteria and procedure for claiming exemptions. Additionally, the DBHA shall notify the family of its determination of those family members who are subject to the requirements and those who have been determined exempt.

**V. VERIFICATION OF COMPLIANCE**

Annually, at the time of recertification for continued occupancy, the tenant/family member must provide written verification of completion of service requirements. This verification must be signed by an appropriate authority of the agency for which the family member provided the service.

**VI. QUALIFYING COMMUNITY SERVICE ACTIVITIES**

Family members may perform community service at a public facility or program of his/her choosing, but must first get the program pre-approved by the Housing Authority. Qualifying Programs include but are not limited to: the Carver Estates Youth Program, Carver Estates Volunteer Tenant Patrol, the I Have A Dream Foundation, Alpha Time Children's Center, Palm Beach County Schools, Homeless programs, MADDADS Street Patrol.

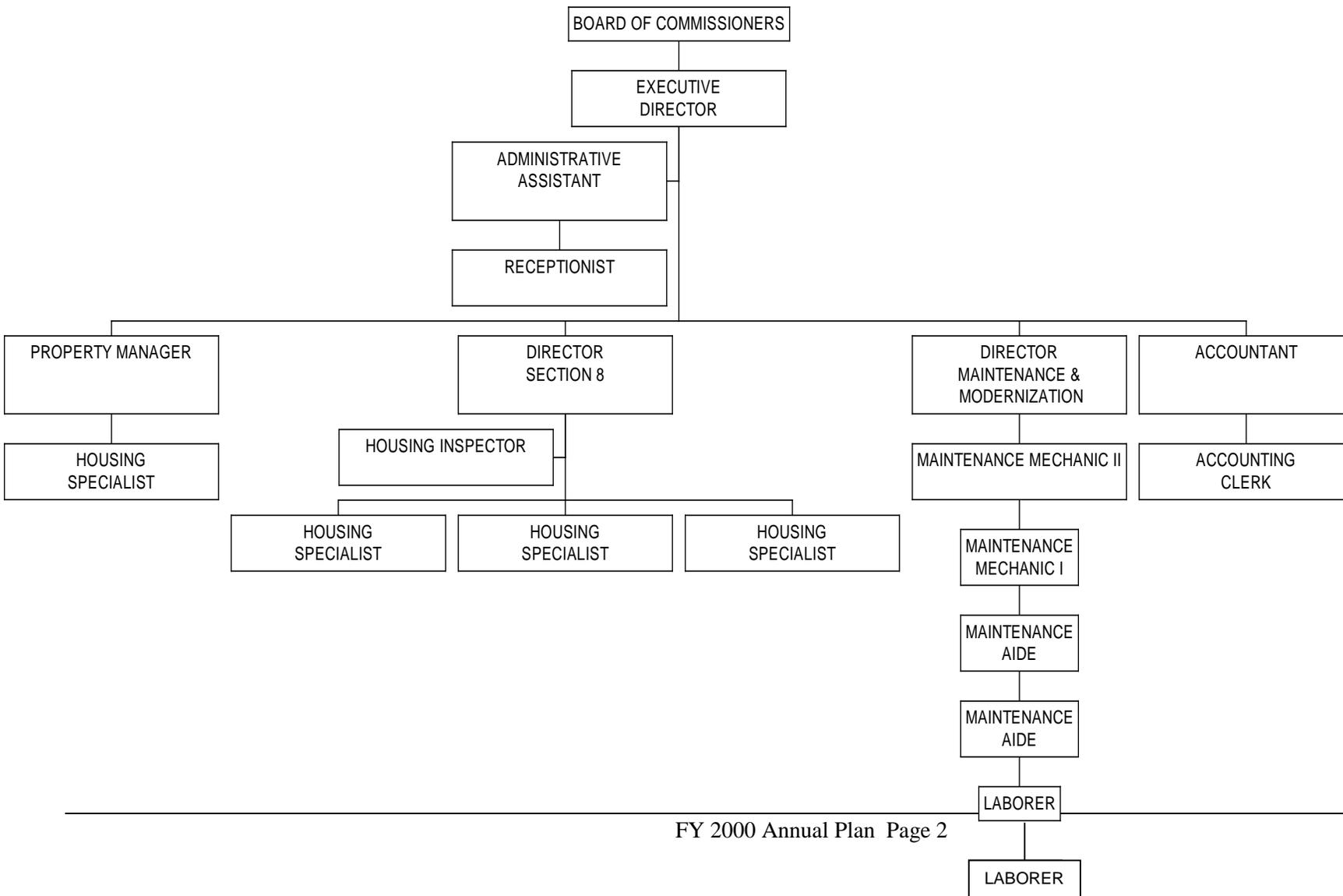
**VII. NOTICE OF NONCOMPLIANCE**

If it is determined that the family member is in violation of the obligation to perform Community Service, the DBHA will provide written notification of the noncompliance. The notice will inform the tenant that the DBHA will not renew the lease. The family shall be entitled to a grievance hearing in accordance with the DBHA Grievance Procedure.

The Tenant's lease shall not be renewed unless: (1) the tenant enters into a written agreement obligating the non-compliant family member to provide community service hours sufficient enough to make up the number of hours necessary to comply with the previous twelve-month hourly requirement; (2) all members of the family subject to the service requirement continue to be in compliance, or no longer reside in the unit.

Approved by Board 2/13/2001

DELRAY BEACH HOUSING AUTHORITY ORGANIZATIONAL CHART



**Delray Beach Housing Authority**  
**Statement Of Progress in Meeting the 5-Year Mission and Goals 2002**

The following outlines the progress made during the Fiscal Year ending 3/31/2003:

**DBHA Goal to Expand the Supply of Assisted Housing**

We continued our efforts to acquire property located adjacent to Carver Estates to be used for the development of owner-occupied units for low and moderate income families. A Alternative Site Study, Space Study and Phase I Environmental Study were completed.

**DBHA Goal to Improve the Quality of assisted Housing**

- a. Upgraded the sidewalks in Carver Estates. Poured concrete sidewalks in areas that were determined to be natural pathways.
- b. Installed new windows in the administrative buildings
- c. Addressed productivity improvements by assisting with the establishment of a resident-owned business charged with unit prep. All start-up costs including business plan development, insurance and training associated with this business is being charged to Management Improvement line item of Capital fund.

**(Strategy II) DBHA Goal to Form Partnerships with Others by 2003**

Participated in the development of the Southwest Neighborhoods Plan, ensuring the DBHA's interests and role in the redevelopment of the surrounding area are protected.

**HUD Strategic Goal to Promote Self-Sufficiency**

1. Assisted 4 Section 8 Participants and 1 Public Housing Participant in purchasing a home through the Family Self-Sufficiency Program. (Two closed on homes).
2. Provided case management (including substance abuse counseling, job counseling, goal setting services, homeownership counseling) for 45 Section 8 families and 15 Public Housing families through the FSS Program.
3. 50 FSS participants are working (40 Section 8 and 10 Public Housing)
4. 14 FSS Section 8 participants are in College or Trade School; two Public Housing Participants are in College or Trade School. Two Section 8 participants are enrolled in a GED program.
5. Currently on deposit is an amount in excess of \$55,000 in Section 8 FSS Escrow Accounts and over \$32,000 in Public Housing Escrow Accounts.

**(Strategy III) Objective III-4 Create Educational Opportunities for Residents**

1. Opened the SeedTech Computer Lab with new furniture and computers.
2. Continued the financial support for I Have A Dream and Carver Estates Youth Program and initiated a new program for children – Carver Kids of Character.



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Delray Beach Housing Authority				<b>X Original 5-Year Plan</b>	
		<b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY:2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	
FL083 Carver Estates	Annual Statement				
HA Wide		\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00
Homeownership		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Community Center		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
Total CFP Funds (Est.)		\$ 390,000.00	\$ 390,000.00	\$ 390,000.00	\$ 390,000.00
Total Replacement Housing Factor Funds					

Work Statement for Year 5
FFY Grant: 2007
PHA FY: 2007
\$ 140,000.00
\$ 100,000.00
\$ 150,000.00
\$ 390,000.00

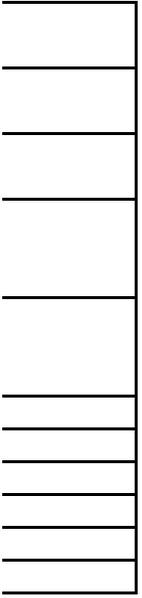
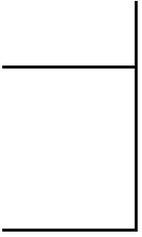
## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2			Activities for Year: _3_		
	FFY Grant: 2004 PHA FY: 2004			FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Costs	Major Work Categories	Estimated Costs	
	FL083 Carver Estates	Upgrade Maintenance Facility	\$ 25,000.00	Change-out Closet Doors	\$ 10,000.00	
		Upgrade Unit Lighting (Interior)	\$ 25,000.00	Management Improvements	\$ 35,000.00	
		Management Improvements	\$ 25,000.00	Upgrade Administrative Office Lighting	\$ 25,000.00	
		Bathrooms 25 Units	\$ 25,000.00	Upgrade Administrative Office Restrooms	\$ 45,000.00	
		A/C Installation - Older Units	\$ 40,000.00	Bathrooms - 25 Units	\$ 25,000.00	
	Homebuying Program	Site Improvements	\$ 100,000.00	Site Improvements	\$ 100,000.00	
	Community center	New construction Costs	\$ 150,000.00	New Construction Costs	\$ 150,000.00	
	Total		\$ 390,000.00		\$ 390,000.00	

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5_ FFY Grant: 2007 PHA FY: 2007	
	Development Name/Number	Major Work Categories	Estimated Costs	Major Work Categories	Estimated Costs
	FL083 Carver Estates	Roofs	\$ 50,000.00	Roofs	\$ 50,000.00
		Electrical Upgrade	\$ 40,000.00	Bathrooms - 25 Units	\$ 25,000.00
		Bathrooms 25 Units	\$ 25,000.00	Construct New Pump House	\$ 25,000.00
		Management Improvements	\$ 25,000.00	Management Improvements	\$ 40,000.00
	Homebuying Program	Site Improvements Infrastructure	\$ 100,000.00	Site Improvements-Infrastructure	\$ 100,000.00
	Community center	New construction Costs	\$ 150,000.00	New Construction Costs	\$ 150,000.00
	Total		\$ 390,000.00		\$ 390,000.00



**PET POLICY-FAMILY PROJECTS**  
**24 CFR 960.701**

**SECTION XXV. PET RULE**

1. The purpose of this policy is to establish the Delray Beach Housing Authority's policy and procedures for ownership of pets in family projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

**Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the Delray Beach Housing Authority. This does not apply to animals that are used to assist, support or provide service to persons with disabilities.**

**Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist, support or provide service to them.**

**A. MANAGEMENT APPROVAL OF PETS**

Families residing in the Carver Estates Community are allowed to keep common household pet in their apartments as stated in their Lease and in accordance with the Code of Federal Regulations.

Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

**There is a person with disabilities in the household.**

**The animal has been trained to assist with the specified disability.**

**All other pet must be approved in advance by the Delray Beach Housing Authority's management.**

**The pet owner must submit and enter into a Pet Agreement with the Delray Beach Housing Authority.**

**Registration of Pets**

**Pets must be registered with the Delray Beach Housing Authority before they are**

brought onto the premises.

**Registration must include the following:**

**A certificate signed by a licensed veterinarian or State/local authority that the common household pet has timely received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.**

**Dogs and cats must be spayed or neutered.**

**Current license for the pet in compliance with local ordinances and requirements.**

**A picture of the common household pet must be provided at time of registration.**

**Name, address and phone number of person to be responsible for pet in resident's absence.**

**Execution of a Pet Agreement with the Delray Beach Housing Authority stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet.**

**Registration must be renewed and will be coordinated with the annual recertification date.**

**Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

**No animal or pet may be kept in violation of humane or health laws.**

**Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor will be required.**

**The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.**

### **Refusal To register Pets**

The Delray Beach Housing Authority may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the Delray Beach Housing Authority refused to register a pet, a written notification will be sent to the owner stating the reason for denial and shall be served in

accordance with HUD Notice requirements.

The Delray Beach Housing Authority will refuse to register a pet if:

The pet is not a common household pet as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The Delray Beach Housing Authority reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

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

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

## **B. STANDARDS FOR PETS**

**Pet rules will not be applied to animals that assist persons with disabilities.**

**No pet will be allowed if weight exceeds 25 pounds.**

**No dangerous animals or pet will be allowed. Dangerous pets or animals include, but are not limited to:**

**Vicious or intimidating animal or pet.**

**No pets will be allowed in buildings or at which there is not green space.**

### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

**Residents are not permitted to have more than one type of pet.**

**1. Dogs**

**Maximum number :1**

**Maximum adult weight: 25 pounds**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be licensed as specified now or in the future by State law and local ordinance**

**2. Cats**

**Maximum number : 1**

**Must be declawed**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be trained to use a litter box or other waste receptacle**

**Must be licensed as specified now or in the future by State law or local ordinance**

**3. Birds**

**Maximum number 2**

**Must be enclosed in cage at all times, cage must remain inside unit at all times.**

**4. Fish**

**Maximum aquarium size 50**

**Must be maintained on an approved stand**

**5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)**

**Maximum number 2**

**Must be enclosed in an acceptable cage at all times.**

**Must have any or all inoculations as specified now or in the future by State law or local ordinance.**

**6. Turtles**

**Maximum number 1**

**Must be enclosed in an acceptable cage or container at all times.**

**7. Dangerous animals will not be allowed. For example, Rotweillers, Pit Bulls, Huskies, Chows, German Shepherds, and Malamutes, whether pure bred or mixed, are not allowed.**

**8. Exotic pets such as snakes, reptiles, monkeys, etc., not allowed.**

**9. Any other pet not listed must be pre-approved by the Housing Authority, and Pet Agreement signed before pat may be harbored.**

**C. PETS TEMPORARILY ON THE PREMISES**

**Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.**

**Residents are prohibited from feeding or harboring stray animals.**

**Pets that are not owned and registered to Residents will be reported to the appropriate animal control agency.**

**D. DESIGNATION OF PET-FREE AREAS**

**The following areas are designated pet-free areas:**

**Pets must be maintained within the resident's unit. When outside of the unit on the grounds dog and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.**

**Pets are not permitted in the community rooms or the office of the Delray Beach Housing Authority.**

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

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

**Tenants with animals must pay a pet deposit. The full pet deposit is payable on or prior to the date the pet is properly registered and brought into the apartment.**

**The Delray Beach Housing Authority will charge a non-refundable nominal fee of \$300.00 for each household with a pet. This fee is intended to cover the reasonable operating cost relating to the presence of pets.**

**An annual renewal fee, payable at the time of recertification is \$25.00**

**The Housing Authority reserves the right to change or increase the required deposit by the amendment to these rules.**

**All reasonable expenses incurred by the Housing Authority as a result of damages directly attributable to the presence of the pet in the unit will be the responsibility of the resident, including:**

**The cost of repairs and replacements to the resident's dwelling unit;**

**Fumigation of the dwelling unit;**

**Common areas of the property.**

**The expense of flea deinfestations shall be the responsibility of the resident.**

**If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

**If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit. Pet Deposits and refundable nominal fees are not a part of rent payable by the resident.**

**F. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

**G. PET WASTE REMOVAL CHARGE**

**A separate pet waste removal charge of \$15.00 per occurrence will be assessed against the resident for violations of the pet policy.**

Pet waste removal charges are not part of rent payable by the resident.

#### **H. PET AREA RESTRICTIONS**

**Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.**

**A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.**

**Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.**

**An area of the development grounds has been designated as the areas in which to exercise animals and to permit dogs to relieve themselves of bodily wastes. This area includes:**

**The fenced area around the perimeter of the property.**

**Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.**

#### **I. NOISE**

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

#### **J. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.**

**Litter shall not be disposed of by being flushed through a toilet.**

Litter boxes shall be stored inside the resident's dwelling unit.

**REMOVAL OF WASTE FROM OTHER LOCATIONS.** The Resident/pet Owner shall be responsible for the removal of waste from any animal or pet animal exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin immediately.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated at a charge to the vacating owner.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Tenants are prohibited from feeding stray animals.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

#### **K. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

#### **L. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

#### **M. INSPECTIONS**

The Housing Authority may, after reasonable notice to the tenant during

reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

The Housing Authority may also enter and inspect the unit if a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

#### **N. PET RULE VIOLATION NOTICE**

The authorization for a common household pet may be4 revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 15 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

#### **Lease Termination Proceedings.**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has 2 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of

procedures to terminate the pet owner's tenancy.

**If the pet owner requests a meeting within the 10 day period, the meeting will be scheduled no later than 5 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.**

**O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the Housing Authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation I the time period allotted by the Housing Authority, the Housing Authority may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the Housing Authority determination of the Pet Rule that has been violated;

The requirement that the resident/pet owner must remove the pet within 15 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**P. TERMINATION OF TENANCY**

The Delray Beach Housing Authority may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the Housing Authority after reasonable efforts cannot contact the responsible party, the Housing Authority may contact the appropriate State or local agency and request the removal of the pet.

**If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

**R. EMERGENCIES**

The Housing Authority will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

**This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the Lease.**

Management and resident agree to utilize the grievance Procedure described in the Lease Agreement to resolve any dispute between the resident and management regarding a pet.

**Note:**

**Nothing in this policy limits or impairs the rights of persons with disabilities.**

**RESIDENT COMMISSIONER  
CARVER ESTATES  
770 SW 12<sup>TH</sup> TERRACE  
DELRAY BEACH FLORIDA**

Yvonne Wilson  
1200 SW 7<sup>th</sup> Street #F-20

Term  
Begins  
7/2/2002

Term  
Ends  
7/14/2006

The Resident Commissioner is appointed for a 4-year term by the Mayor of the City of Delray Beach. She/He may serve for two consecutive terms.

# **CARVER ESTATES RESIDENT ASSOCIATION**

**770 SW 12<sup>TH</sup> TERRACE  
DELRAY BEACH, FL. 33444  
TEL. (561) 272-6766  
MAY 8, 2002 – May 14, 2003**

## **Members of the Carver Estates Resident Advisory Board**

<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>
❖ JANERA EDGECOMB PRESIDENT	1161 SW 7 <sup>th</sup> St. #S-22 Delray Beach, Fl. 33444 Phone #
❖ MR. RAYMOND ORR VICE-PRESIDENT	791 SW 12 <sup>th</sup> TERRACE #A26 Delray Beach, Fl. 33444 Phone #
❖ JANICE BUSH TRESURY	1111 SW 7 <sup>th</sup> Ct. Q-24 Delray Beach, Fl. 33444 (561) 276-4375
❖ JANEVA BUSH SECRETARY	780 SW 10 <sup>th</sup> Ave. #N-3 Delray Beach, Fl. 33444 (561) 279-8247
CALLIA DEW-CADET ADVISORY BOARD	1140 SW 7 <sup>TH</sup> STREET UNIT H-6 Delray Beach, Fl. 33444 Phone #

BETTY WASHINGTON  
ADVISORY BOARD

1120 SW 7<sup>th</sup> STREET  
UNIT # J-9  
Delray Beach, Fl. 33444  
(561) 276-0136

SYLVIA MORRIS  
ADVISORY BOARD

790 SW 10<sup>TH</sup> AVENUE  
UNIT #P-21  
Delray Beach, Fl. 33444  
(561) 278-7812

SHARON TERRY  
ADVISORY BOARD

1100 SW 7<sup>TH</sup> STREET  
UNIT #K-26  
Delray Beach, Fl. 33444  
(561) #

March 3, 2003

Ms. Karen Cato-Turner  
Director Office of Public Housing  
Florida State Office, Southeast/Caribbean  
909 Southeast First Avenue  
Room 500  
Miami, Florida 33131-3028

Subject: **CERTIFICATION OF INITIAL ASSESSMENT OF VOLUNTARY  
CONVERSION OF DEVELOPMENTS FROM PUBLIC HOUSING  
TO TENANT-BASED ASSISTANCE**

Dear Ms. Cato-Turner:

The Delray Beach Housing Authority certifies that it has:

1. Reviewed the Carver Estates Development's operation as public housing;
2. Considered the implications of converting the public housing development to tenant based assistance.

The Delray Beach Housing Authority has concluded that the conversion of F1083, Carver Estates may be inappropriate because removal of this development would not meet the necessary conditions for voluntary conversion as outlined in 24 CFR Part 972, subpart B(c).

It is our conclusion from the assessment that the conversion to tenant based assistance would adversely affect the availability of affordable housing in the Delray Beach area. The Delray Beach Housing Authority has retained its assessment documentation with respect to Carver Estates.

Sincerely,

DOROTHY ELLINGTON  
Executive Director