

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2003-2007  
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

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## **PHAPlan AgencyIdentification**

**PHAName:** WaltonCountyHousingAgency

**PHANumber:** FL110

**PHAFiscalYearBeginning:(10/2003)**

### **PublicAccestoInformation**

**Informationregardinganyactivitiesoutlinedinthisplancanbeobtainedby contacting:(selectallthatapply)**

- X MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices

### **DisplayLocationsForPHAPlansandSupportingDocuments**

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectall thatapply)

- X MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices
- Mainadministrativeofficeofthelocalgovernment
- MainadministrativeofficeoftheCountygovernment
- MainadministrativeofficeoftheStategovernment
- Publiclibrary
- PHAwebsite
- Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthatapply)

- X MainbusinessofficeofthePHA
  - PHAdevelopmentmanagementoffices
  - Other(listbelow)
-

**5-Year Plan**  
**PHA Fiscal Years 2003-2007**  
[24CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: (state mission here)

**B. Goals**

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

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:  
X Apply for additional rental vouchers:  
Reduce public housing vacancies:  
Leverage private or other public funds to create additional housing opportunities:  
Acquire or build units or developments  
Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:  
Improve public housing management: (PHAS score)  
X Improve voucher management: (123)  
X Increase customer satisfaction:  
X Concentrate one effort to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
-

Renovateormodernizepublichousingunits:  
Demolishordisposeofobsoletepublichousing:  
Providereplacementpublichousing:  
Providereplacementvouchers:

Other:(listbelow)

- X PHAGoal:Increaseassistedhousingchoices  
Objectives:  
X Providevoucher mobilitycounseling:  
X Conductoutreacheffortstopotentialvoucherlandlords  
Increasevoucherpaymentstandards  
Implementvoucherhomeownershipprogram:  
Implementpublichousingorotherhomeownershipprograms:  
Implementpublichousing site-basedwaitinglists:  
Convertpublichousingtovouchers:  
Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

- PHAGoal:Provideanimprovedlivingenvironment  
Objectives:  
Implementmeasurestodeconcentratepovertybybringinghigherincome  
publichousinghouseholdsin tolowerincomedevelopments:  
Implementmeasurestopromoteincomemixinginpublichousingby  
assuringaccessforlowerincomefamiliesinto higherincome  
developments:  
Implementpublichousingsecurityimprovements:  
Designateddevelopmentsorbuildingsforparticularresidentgroups  
(elderly, personswithdisabilities)  
Other:(listbelow)

**HUDStrategicGoal:Promoteself-sufficiencyandassetdevelopmentoffamilies  
andindividuals**

- X PHAGoal:Promoteself-sufficiencyandassetdevelopmentofassisted  
households  
Objectives:  
X Increasethenumberandpercentageofemployedpersons inassisted  
families:
-

- X Provideorattractsupportiveservicestoimproveassistancerecipients' employability:
  - X Provideorattractsupportiveservicestoincreaseindependenceforthe elderlyorfamilieswithdisabilities.
- Other:(listbelow)

**HUDStrategicGoal:EnsureEqualOpportunityinHousingforallAmericans**

- X PHAGoal:Ensureequalopportunityandaffirmativelyfurtherfairhousing Objectives:
    - X Undertakeaffirmativemeasurestoensureaccesstoassistedhousing regardless ofrace,color,religionnationalorigin,sex,familialstatus,and disability:
    - X Undertakeaffirmativemeasurestoprovideasuitablelivingenvironment forfamilieslivinginassistedhousing,regardless ofrace,color,religion nationalorigin,sex,familialstatus,anddisability:
    - X Undertakeaffirmativemeasurestoensureaccessiblehousingtopersons withallvarietiesofdisabilitiesregardless ofunitsizerequired:
- Other:(listbelow)

**OtherPHAGoalsandObjectives:(listbelow)**

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

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

**HighPerformingPHA**

**SmallAgency(<250PublicHousingUnits)**

- X **AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

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[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,inclodinghighlightsofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

### **iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocuments availableforpublicinspection .

#### **TableofContents**

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#### **Attachments**

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A,B, etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**files submissionfromthePHAPlansfile,providethefilenameinparenthesesinthespaceto therightofthetitle.

#### **RequiredAttachments:**

- AdmissionsPolicyforDeconcentration
  - FY2000CapitalFundProgramAnnualStatement
  - Mostrecentboard-approvedoperatingbudget(RequiredAttachmentforPHAs)
-

that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PH Management Organizational Chart
- FY2000 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)

**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>
•	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
•	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
•	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
•	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
•	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

	<p>1. PHAboardcertificationsofcompliancewithdeconcentrationrequirements(section16(a)oftheUSHousingActof1937,asimplementedinthe2/18/ 99 <i>QualityHousingandWorkResponsibilityActInitial Guidance;Notice</i> andanyfurtherHUDguidance)and</p> <p>2. Documentationoftherequireddeconcentrationand incomemixinganalysis</p>	Policies
	<p>Publichousingrentdeterminationpolicies,includingthe methodologyforsettingpublichousingflatrents X checkhereifincludedinthepublichousing A&amp;OPolicy</p>	AnnualPlan:Rent Determination
	<p>Scheduleofflatrentsofferedateachpublichousing development X checkhereifincludedinthepublichousing A&amp;OPolicy</p>	AnnualPlan:Rent Determination
•	<p>Section8rentdetermination(paymentstandard)policies X checkhereifincludedinSection8 AdministrativePlan</p>	AnnualPlan:Rent Determination
	<p>Publichousingmanagementandmaintenancepolicy documents,includingpoliciesforthe preventionor eradicationofpestinfestation(includingcockroach infestation)</p>	AnnualPlan:Operations andMaintenance
	<p>Publichousinggrievanceprocedures checkhereifincludedinthepublichousing A&amp;OPolicy</p>	AnnualPlan:Grievance Procedures
•	<p>Section8informalreviewandhearingprocedures X checkhereifincludedinSection8 AdministrativePlan</p>	AnnualPlan:Grievance Procedures
	<p>TheHUD-approvedCapitalFund/ComprehensiveGrant ProgramAnnualStatement(HUD52837)fortheactive grantyear</p>	AnnualPlan:CapitalNeeds
	<p>MostrecentCIAPBudget/ProgressReport(HUD52825)for anyactiveCIAPgrant</p>	AnnualPlan:CapitalNeeds
	<p>Mostrecent,approved5YearActionPlanfortheCapital Fund/ComprehensiveGrantProgram,ifnotincludedasan attachment(providedatPHAOption)</p>	AnnualPlan:CapitalNeeds
	<p>ApprovedHOPEVIapplicationsor,ifmore recent, approvedorsubmittedHOPEVIRevitalizationPlansorany otherapprovedproposalfordevelopmentofpublichousing</p>	AnnualPlan:CapitalNeeds
	<p>Approvedorsubmittedapplicationsfordemolitionand/or dispositionofpublichousing</p>	AnnualPlan:Demolition andDisposition
	<p>Approvedorsubmittedapplicationsfordesignationofpublic housing(DesignatedHousingPlans)</p>	AnnualPlan:Designationof PublicHousing
	<p>Approvedorsubmittedassessmentsofreasonable revitalizationofpublichousingandapprovedorsubmitted conversionplanspreparedpursuanttosection202ofthe 1996HUDAppropriationsAct</p>	AnnualPlan:Conversionof PublicHousing
	<p>Approvedorsubmittedpublichousinghomeownership programs/plans</p>	AnnualPlan: Homeownership

	PoliciesgoverninganySection8Homeownershipprogram checkhereifincludedintheSection8 AdministrativePlan	AnnualPlan: Homeownership
	AnycooperativeagreementbetweenthePHAandtheTANF agency	AnnualPlan:Community Service&Self-Sufficiency
•	FSSActionPlan/sforpublichousingand/orSection8	AnnualPlan:Community Service&Self-Sufficiency
	Mostrecentself-sufficiency(ED/SS,TOPorROSSorother residentservicesgrant)grantprogramreports	AnnualPlan:Community Service&Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
•	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)
•	Mission & Goal Statement	Annual Plan

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

[24CFR Part 903.79(a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the „Overall“ Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on 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.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford-	Supply	Quality	Access-	Size	Loca-ti
Income<=30% ofAMI	113	3	4	3	3	3	3
Income>30% but <=50%ofAMI	32	3	4	3	3	3	3
Income>50% but <80%ofAMI	0	3	4	3	3	3	3
Elderly	8	3	4	3	3	3	3
Familieswith Disabilities	13	3	4	3	3	3	3
Race/Ethnicity W	105	3	4	3	3	3	3
Race/EthnicityB	39	3	4	3	3	3	3
Race/EthnicityO	1	3	4	3	3	3	3
Race/Ethnicity							

\*Atthetimeofthesurveynoootheragencyhasanyoneontheirwaitinglist.

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat  
apply;allmaterials mustbemadeavailableforpublicinspection.)

- X ConsolidatedPlanoftheJurisdiction/s  
Indicateyear: 1990  
U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(„CHAS“)  
dataset  
AmericanHousingSurveydata  
Indicateyear:  
Otherhousingmarketstudy  
Indicateyear:
- X Othersources:(listandindicateyearofinformation)  
*PHAlocalsurveyoffurisdiction2000/StateofFloridaConsolidatedPlan  
LatestAvailableinformation*

## **B. HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists**

StatethehousingneedsofthefamiliesonthePHA'swaitinglist/s .Completeonetableforeachtypeof  
PHA-widewaitinglistadministeredbythePHA. PHA may provide separatetablesforsite-basedor

sub-jurisdictionalpublichousingwaitinglistsattheiropion.

<b>HousingNeedsofFamiliesontheWaitingList</b>			
Waitinglisttype:(selectone) <input checked="" type="checkbox"/> Section8tenant-basedassistance <input type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite-Basedorsub-jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	165		31
Extremelylow income<=30% AMI	121	74%	
Verylowincome (>30%but<=50% AMI)	41	25%	
Lowincome (>50%but<80% AMI)	3	01%	
Familieswith children	95	58%	
Elderlyfamilies	11	07%	
Familieswith Disabilities	14	09%	
Race/ethnicityB	41	25%	
Race/ethnicityW	124	75%	
Race/ethnicityA	0		
Race/ethnicityO	0		
Characteristicsby BedroomSize (PublicHousing Only)			
1BR			
2BR			
3BR			
4BR			

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

### C. Strategy for Addressing Needs

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

*The Agency will assist all eligible families within the constraints of the housing units under the Agency control. The PHA will work with all housing agencies within the jurisdiction to provide housing to those in need.*

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X 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
- X 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

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X 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
- X 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
- X 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
  - X Apply for special-purpose voucher targeted to the elderly, should they become available  
Other: (list below)
-

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504NeedsAssessmentforPublicHousing
- X Applyforspecial-purposevoucherstargetedtofamilieswithdisabilities,shouldtheybecomeavailable
- X Affirmativelymarkettolocalnon-profitagenciesthatassistfamilieswithdisabilities
- Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicitieswithdisproportionateneeds:**

Selectifapplicable

- X Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- X Counselesection8tenantsastolocationofunitsoutsideofareasofpovertyorminorityconcentrationandassistthemtolocatethoseunits
- X Marketthesection8programtoownersoutsideofareasofpoverty/minorityconcentrations
- Other:(listbelow)

**OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)**

**(2)ReasonsforSelectingStrategies**

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthestrategiesitwillpursue:

- X Fundingconstraints
  - X Staffingconstraints
-

Limitedavailabilityofsitesforassistedhousing  
Extenttowhichparticularhousingneedsaremetbyotherorganizationsinthe  
community  
EvidenceofhousingneedsasdemonstratedintheConsolidatedPlanandother  
informationavailabletothePHA  
InfluenceofthehousingmarketonPHAprograms  
Communityprioritiesregardinghousingassistance  
Resultsofconsultationwithlocalorstategovernment  
ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard  
Resultsofconsultationwithadvocacygroups  
Other:(listbelow)

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## **2. Statement of Financial Resources**

[24CFRPart903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,679,820.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>3.PublicHousingDwellingRental Income</b>		
<b>4.Otherincome (listbelow)</b>		
<b>5.Non-federalsources (listbelow)</b>		
<b>Totalresources</b>	<b>\$1,679,820.</b>	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredtocompletesubcomponent3A.

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

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)

Whenfamiliesarewithinacertainimeofbeingofferedaunit:(statetime)

Other:(describe)

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

CriminalorDrug-relatedactivity

Rentalhistory

Housekeeping

Other(describe)

c. YesNo:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d. YesNo:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e. YesNo:DoesthePHAaccessFBIcriminalrecordsfromtheFBIforscreening purposes?(eitherdirectlyorthroughanNCIC-authorizedsource)

#### **(2)WaitingListOrganization**

---

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

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

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

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

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

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

2. Yes/No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously 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 transfer take precedence over new admissions? (list below)

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

---

Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbelow)

Workingfamiliesandthoseunabletoworkbecauseofageordisability

Veteransandveterans'families

Residentswholiveand/orworkinthejurisdiction

Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms

Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)

Householdsthatcontributetomeetingincomerequirements(targeting)

Thosepreviouslyenrolledineducational,training,orupwardmobility

programs

Victimsofreprisalsorhatecrimes

Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga,,1“in the space that represents your first priority,a,,2“in the box representing your second priority,andsoon.Ifyougiveequalweighttooneormoreofthesechoices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernextto each.Thatmeansyoucanuse,,1“morethanonce,,,2“morethanonce,etc.

DateandTime

FormerFederalpreferences:

InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing  
Owner,Inaccessibility,PropertyDisposition)

Victimsofdomesticviolence

Substandardhousing

Homelessness

Highrentburden

Otherpreferences(selectallthatapply)

Workingfamiliesandthoseunabletoworkbecauseofageordisability

Veteransandveterans'families

Residentswholiveand/orworkinthejurisdiction

Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms

Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)

Householdsthatcontributetomeetingincomerequirements(targeting)

Thosepreviouslyenrolledineducational,training,orupwardmobility

programs

---

Victimsofreprisalsorhatecrimes  
Otherpreference(s)(listbelow)

4.Relationshipofpreferencetoincometargetingrequirements:

ThePHAappliespreferenceswithinincometiars

Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet  
incometargetingrequirements

**(5)Occupancy**

a.Whatreferencematerialscanapplicantsandresidentsusetooobtaininformationabout  
therulesofoccupancyofpublichousing(selectallthatapply)

ThePHA-residentlease

ThePHA'sAdmissionsand(Continued)Occupancypolicy

PHAbriefingseminarsorwrittenmaterials

Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (select  
allthatapply)

Atanannualreexaminationandleaserenewal

Anytimefamilycompositionchanges

Atfamilyrequestforrevision

Other(list)

**(6)DeconcentrationandIncomeMixing**

a. YesNo:DidthePHA'sanalysisofitsfamily(generaloccupancy)developmentsto  
determineconcentrationsofpovertyindicatetheneedformeasures  
topromotedeconcentrationofpovertyorincomemixing?

b. YesNo:DidthePHAadoptanychangestoits **admissionspolicies** basedonthe  
resultsoftherequiredanalysisoftheneedtopromote  
deconcentrationofpovertyortoassureincomemixing?

c.Iftheanswertobwasyes,whatchangeswereadopted?(selectallthatapply)

Adoptionofsite-basedwaitinglists

Ifselected,listtargeteddevelopmentsbelow:

---

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

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

Other (list policies and development targeted below)

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

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

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

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

*Difficulty in finding a unit.*

**(4) Admissions Preferences**

a. Income targeting

X 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 X 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)
-

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga,,1“in the space that represents your first priority,a,,2“in the box representing your second priority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernextto each.Thatmeansyoucanuse,,1“morethanonce,,2“more thanonce,etc.

DateandTime

FormerFederalpreferences

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

Otherpreferences(selectallthatapply)

Workingfamiliesandthoseunabletoworkbecauseofageordisability  
Veteransandveterans’families  
Residentswholiveand/orworkinyourjurisdiction  
Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms  
Householdsthatcontributeetomeetingincomegoals(broadrangeofincomes)  
Householdsthatcontributeetomeetingincomerequirements(targeting)  
Thosepreviouslyenrolledineducational,training,orupwardmobility

programs

Victimsofreprisalsorhatecrimes  
Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwithethequalpreferencestatus,howare applicantsselected?(selectone)

Dateandtimeofapplication  
Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor,,residentstholiveand/orworkinthe jurisdiction“(selectone)

ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD  
ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

---

6. Relationship of preferences to income targeting requirements: (select one)  
The PHA applies preferences within income tiers  
Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- X The Section 8 Administrative Plan
  - X Briefing sessions and written materials
  - Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- X Through published notices
  - Other (list below)

**4. PHA Rent Determination Policies**

[24CFR Part 903.79(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 :

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:

---

- Forhouseholdheads
- Forotherfamilymembers
- Fortransportationexpenses
- Forthenon-reimbursedmedicalexpensesofnon-disabledornon-elderly families
- Other(describewhatbelow)

e.Ceilingrents

1. Doyouhaveceilingrents?(rentssetatalevellowerthan30%ofadjustedincome)  
(selectone)

- Yesforalldevelopments
- Yesbutonlyforsomeddevelopments
- No

2. Forwhichkindsofdevelopmentsareceilingrentsinplace?(selectallthatapply)

- Forallddevelopments
- Forallgeneraloccupancydevelopments(notelderlyordisabledorelderlyonly)
- Forspecifiedgeneraloccupancydevelopments
- Forcertainpartsofdevelopments;e.g.,thehigh-riseportion
- Forcertainsizeunits;e.g.,largerbedroomsizes
- Other(listbelow)

3. Selectthespaceorspaceshatbestdescribehowsyouarriveatceilingrents(selectall thatapply)

- Marketcomparabilitystudy
  - Fairmarketrents(FMR)
  - 95<sup>th</sup>percentilerents
  - 75percentofoperatingcosts
  - 100percentofoperatingcostsforgeneraloccupancy(family)developments
  - Operatingcostsplusdebt service
  - The„rentalvalue“oftheunit
  - Other(listbelow)
-

f. Rentre-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

Anytime the family experiences an income increase

Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_

Other (list below)

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

**(2) Flat Rents**

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

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies .

---

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

---

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

b. YesXNo: HasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

**5. OperationsandManagement**

[24CFRPart903.79(e)]

ExemptionsfromComponent5:HighperformingandsmallPHAsarenotrequiredto completethis section.Section8onlyPHAsmustcompletepartsA,B,andC(2)

**A. PHAManagementStructure**

DescribethePHA’smanagementstructureandorganization. (selectone)

- AnorganizationchartshowingthePHA’smanagementstructureandorganization isattached.
- X AbriefdescriptionofthemanagementstructureandorganizationofthePHA follows:

*ExecutiveDirector  
DirectorofSection8  
Secretary,Inspector,FileClerk*

**B. HUDProgramsUnderPHAManagement**

– ListFederalprogramsadministeredbythePHA,numberoffamilieservedatthebeginningofthe upcomingfiscalyear,andexpectedturnoverineach.(Use,,NA“toindicatethatthePHAdoesnot operateanyoftheprogramslistedbelow.)

ProgramName	UnitsorFamilies ServedatYear Beginning	Expected Turnover
PublicHousing		

---

Section8Vouchers	357	31
Section8Certificates		
Section8ModRehab		
SpecialPurpose Section8 Certificates/Vouchers (listindividually)		
PublicHousingDrug EliminationProgram (PHDEP)		
OtherFederal Programs(list individually)		

**C.ManagementandMaintenancePolicies**

ListthePHA’spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooks thatcontaintheAgency’srules,standards,andpoliciesthatgovernmaintenanceandmanagementofpublic housing,includngadescriptionofanymeasuresnecessaryfortheventionoreradicationofpest infestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow)

AdministrativePlan

**6. PHAGrievanceProcedures**

---

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section 8-OnlyPHAsareexemptfromsub-component6A.

**A. PublicHousing**

1. YesNo:Has the PHA established any writtengrievanceproceduresin addition to federal requirements found at 24CFRPart966, SubpartB, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicant 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. YesXNo: 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 addition to federal requirements below:

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

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

## **7. Capital Improvement Needs**

[24CFRPart903.79(g)]

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

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

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

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

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

---

## **B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non-CapitalFund)**

Applicabilityofsub-component7B:AllPHAsadministeringpublichousing.IdentifyanyapprovedHOPE  
VIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFundProgram  
AnnualStatement.

YesNo:a)HasthePHAreceivedaHOPEVIrevitalizationgrant?(ifno,skipto  
questionc;ifyes,provideresponsestoquestionbforeachgrant,  
copyingandcompletingasmanytimesasnecessary)  
b)StatusofHOPEVIrevitalizationgrant(completeonesetof  
questionsforeachgrant)

- 1.Developmentname:
- 2.Development(project)number:
- 3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent  
status)
  - RevitalizationPlanunderdevelopment
  - RevitalizationPlansubmitted,pendingapproval
  - RevitalizationPlanapproved
  - ActivitiespursuanttoanapprovedRevitalizationPlan  
underway

YesNo:c)DoesthePHAplantoapplyforaHOPEVIRevitalizationgrantinthe  
Planyear?  
Ifyes,listdevelopmentname/sbelow:

YesNo:d)WillthePHAbengaginginanymixed-financedevelopmentactivities  
forpublichousinginthePlanyear?  
Ifyes,listdevelopmentsoractivitiesbelow:

YesNo:e)WillthePHAbconductinganyotherpublichousingdevelopmentor  
replacementactivitiesnotdiscussedintheCapitalFundProgram  
AnnualStatement?  
Ifyes,listdevelopmentsoractivitiesbelow:

---

**8. DemolitionandDisposition** -

[24CFRPart903.79(h)]

Applicabilityofcomponent8:Section8onlyPHAsarenotrequiredtocompletethissection.

1. YesNo: Does the PHA planto 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

YesNo: 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 Disposition	
3. Application status (select one) Approved Submitted, pending approval Planned application	
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) Part of the development Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

**9. DesignationofPublicHousingforOccupancybyElderlyFamiliesor FamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities**

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. YesNo: 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

YesNo: 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 Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA’s Designation Plan Submitted, pending approval

Planned application	
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one) New Designation Plan 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**

[24CFR Part 903.79(j)]

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

#### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD 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? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)	
3. Yes/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)

ConversionPlanindevelopment

ConversionPlansubmittedtoHUDon:(DD/MM/YYYY)

ConversionPlanapprovedbyHUDon:(DD/MM/YYYY)

ActivitiespursuanttoHUD-approvedConversionPlanunderway

5.DescriptionofhowrequirementsofSection202arebeingsatisfiedbymeansother thanconversion(selectone)

Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved:

UnitsaddressedinapendingorapprovedHOPEVIDemolitionapplication (datesubmittedorapproved: )

UnitsaddressedinapendingorapprovedHOPEVIREvitalizationPlan(date submittedorapproved: )

Requirementsnolongerapplicable:vacancyratesarelessthan10percent

Requirementsnolongerapplicable:sitenowhaslessthan300units

Other:(describebelow)

**B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof 1937**

**C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof 1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. YesNo: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPEIprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z-4).(If,,No“,skipto component11B;if,,yes“,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmayskip tocomponent11B.)

2.ActivityDescription

YesNo: HasthePHAprovidedallrequiredactivitydescriptioninformation forthiscomponentinthe **optional**PublicHousingAsset ManagementTable?(If,,yes“,skiptocomponent12.If,,No“, completetheActivityDescriptiontablebelow.)

**PublicHousingHomeownershipActivityDescription  
(Completeoneforeachdevelopmentaffected)**

1a.Developmentname:

1b.Development(project)number:
2.FederalProgramauthority: HOPEI 5(h) TurnkeyIII Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) Approved;includedinthePHA'sHomeownershipPlan/Program Submitted,pendingapproval Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) Partofthedevelopment Totaldevelopment

## B.Section8TenantBasedAssistance

1. YesXNo: Does the PHA planto 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“, skipto 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 skipto component 12.)

2. Program Description:

a. Size of Program

YesNo: 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

YesNo: Will the PHA's program have eligibility criteria for participation in its Section

---

8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

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

[24CFR Part 903.79(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 X No: Has the PHA entered into a cooperative agreement with the TANF

Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

DD/MM/YY

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

Client referrals

Information sharing regarding mutual clients (for rent determinations and otherwise)

Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

Joint administration of other demonstration program

Other (describe)

---

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

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- X 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

X 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>Walton County Family SSP</i>	<i>28</i>	<i>Specific Criteria</i>	<i>Main Office</i>	<i>Section 8</i>


**(2)FamilySelfSufficiencyprogram/s**

a.ParticipationDescription

<b>FamilySelfSufficiency(FSS)Participation</b>		
Program	RequiredNumberofParticipants (startofFY2001Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing		
Section8	28	2505/01/02

b.XYesNo: IfthePHAisnotmaintainingtheminimumprogramsizerequired byHUD,doesthemostrecentFSSActionPlanaddressthesteps thePHAplantotaketoachieveatleasttheminimumprogram size?  
Ifno,liststepsthePHAwilltakebelow:

**C.WelfareBenefitReductions**

- 1.ThePHAiscomplyingwiththestatutoryrequirements ofsection12(d)oftheU.S.HousingActof1937(relatingtothetreatmentofincomechangesresultingfromwelfareprogramrequirements)by:(selectallthatapply)
  - AdoptingappropriatechangestothePHA’spublichousingrentdetermination policiesandtrainstafftocarryoutthosepolicies
  - Informingresidentsofnewpolicyonadmissionandreexamination
  - Activelynotifyingresidentsofnewpolicyattimesinadditiontoadmissionand reexamination.
  - EstablishingorpursuingacooperativeagreementwithallappropriateTANF agenciesregardingtheexchangeofinformationandcoordinationofservices
  - EstablishingaprotoolforexchangeofinformationwithallappropriateTANF agencies
  - Other:(listbelow)

<b>D.ReservedforCommunityServiceRequirementpursuanttosection12(c)ofthe U.S.HousingActof1937</b>
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### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand  
Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAsthatareparticipatingin  
PHDEPandaesubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub-componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(select  
allthatapply)

Highincidenceofviolentand/or drug-relatedcrimeinsomeorallofthePHA's  
developments

Highincidenceofviolentand/or drug-relatedcrimeintheareassurroundingor  
adjacenttothePHA'sdevelopments

Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren

Observedlower-levelcrime,vandalismand/orgraffiti

Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto  
perceivedand/oractuallevelsofviolentand/or drug-relatedcrime

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Other(describewhatbelow)

2.WhatinformationordataidthePHAusedtodeterminetheneedforPHAactionsto  
improvesafetyofresidents(selectallthatapply).

Safetyandsecuritysurveyofresidents  
Analysisofcrimestatisticsovertimeforcrimescommitted,,inandaround“  
publichousingauthority  
Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti  
Residentreports  
PHAemployeeereports  
Policereports  
Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug  
programs  
Other(describewhatbelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

**B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto  
undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:  
(selectallthatapply)

Contractingwithoutsideand/orresidentorganizationsforthe provisionofcrime-  
and/or drug-preventionactivities  
CrimePreventionThroughEnvironmentalDesign  
Activitiestargetedtoat-riskyouth,adults,orseniors  
VolunteerResidentPatrol/BlockWatchersProgram  
Other(describewhatbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

**C.CoordinationbetweenPHAandthepolice**

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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**

PHA eligible for FY2000 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 FY2000 in this PHA Plan?

Yes/No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

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## **15.CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewith  
thePHAPlansandRelatedRegulations.

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## **16.FiscalAudit**

[24CFRPart903.79(p)]

1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
  3. Yes X 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**

[24CFR Part 903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

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1. YesXNo: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
Attached at Attachment (Filename)  
Provided below:

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

Other: (list below)

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

1. XYesNo: 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. YesNo: 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)

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AlladultrecipientsofPHAassistance(publichousingandsection8tenant-based assistance)  
RepresentativesofallPHAresidentandassistedfamilyorganizations  
Other(list)

### **C.StatementofConsistencywiththeConsolidatedPlan**

ForeachapplicableConsolidatedPlan,makethefollowingstatement(copyquestionsasmanytimesas necessary).

1.ConsolidatedPlanjurisdiction:(providenamehere)

*StateofFlorida*

2.ThePHAhastakenthefollowingstepstoensureconsistencyofthisPHAPlanwith theConsolidatedPlanforthejurisdiction:(selectallthatapply)

- X ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdictiononthe needsexpressedintheConsolidatedPlan/s.
- X ThePHAhasparticipatedinanyconsultationprocessorganizedandofferedby theConsolidatedPlanagencyinthedevelopmentoftheConsolidatedPlan.
- X ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthe developmentofthisPHAPlan.
- X ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwiththe initiativescontainedintheConsolidatedPlan.(listbelow)

*Theagencywillutilizethecurrenthousingunitandworkwithotherlocalhousing agenciestomeettheinitiativesfoundintheStateofFloridaConsolidatedPlan.*

Other:(listbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

*Toprovidehousingtoeligibleprospectiveresidentthatissafe,sanitaryand decent.Toprovideeconomicopportunitytotheprospectiveresidentand workwithotherhousingagencieswithinthejurisdiction.*

### **D.OtherInformationRequiredbyHUD**

UsethisspacetoprovideanyotherinformationrequiredbyHUD.

## **MISSION&GOALStatement**

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TheWaltonCountyHousingAgencyismetingthemission&GoalsintheannualPlan



**WaltonCountyBoardofCommissioners**

LarryJones,Chairman	Termexpireson11/2004*
TimPauls,ViceChairman	Termexpireson11/2004*
LaneRees	Termexpireson11/2004*
KennethPtidgen	Termexpireson11/2006*
RosierCuchens	Termexpireson11/2006*

\*TheBoardofCommissionersoftheWaltonCountyHousingAgencyistheWalton  
CountyBoardofCommissioners.ElectedbythePopulationsoftheCountyof  
Walton.ThereisNoresidentCommissioners.

**MayoroftheCityofDeFuniakSprings**

JohnV.Lawson	Elected4/8/01
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**ResidentAdvisoryBoardMembers**

ElizabethCarnley  
LindaPhillips  
GailHolmes

