

# PHAP Plans

5-Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year: 2003

**HOUSING AUTHORITY OF THE CITY OF: Brookhaven, Ms**

**OCTOBER 1, 2003 TO SEPTEMBER 30, 2004**

June 18, 2003 Version 1

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

## PHA Plan Agency Identification

**PHAName:** Brookhaven Housing Authority

**PHANumber:** MS060

**PHAFiscalYearBeginning:(mm/yyyy)** October 1, 2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
 [24CFRPart903.5]

**A.Mission**

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

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

**B.Goals**

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

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

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

- Provide placement vouchers:
- Other:(list below)

PHAGoal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach effort 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)

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

PHAGoal: Provide an improved living environment

Objectives:

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

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

PHAGoal: Promote self -sufficiency and asset development of assisted households

Objectives:

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

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

PHAGoal: 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: (list below)**

See PHA adopted Five -Year Plan for specific details

PHA Goal 1: To preserve the stock of existing housing owned and/or managed by the PHA.

Objectives:

- 1a. Inspect all housing units annually to ensure they are in decent, safe, and sanitary condition. Complete this process by September 30, 2002.
- 1b. Identify funds and resources that may be available to implement Goal 1.
  - 1. Complete by September 30, 2002 initially and continue in subsequent plan years.
- 1c. Identify capital improvement items in a priority order, which are necessary to accomplish Goal 1. Initial step to be completed by September 30, 2001 and continue in subsequent plan years.
- 1d. Implement Capital Improvement programs that can be funded on the priority basis established in objective 1c.

PHA Goal 2: To increase the availability of decent, safe, affordable housing in the jurisdiction of the PHA.

Objectives:

- 2a. Identify the specific needs for decent, safe, and affordable housing in the jurisdiction of the PHA. Complete this process by Sept. 30, 2000. Continue to monitor this aspect in subsequent years.
- 2b. Identify resources that may be available to provide the needs identified in 2a. Complete the initial step by September 30, 2002 and

continue in subsequent years as the needs arise.

- 2c. Ensure that the housing needs identified in 2a are met using the resources identified in 2b.
- b. Complete the initial process by Sept. 30 2003 and in subsequent years as applicable.

PHAGoal3: To Promote Available, Adequate, Decent, Safe, and Affordable Housing.

Objectives:

- 3a. Maintain a practice of accepting housing discrimination complaints and forwarding these complaints to the proper investigative unit.
- 3b. Monitor housing placement and enforce the 'De-concentration Policy' with a goal of 10% of lower income participants placed into higher income neighborhoods over the next five (5) years.
- 3c. Perform a study to determine the feasibility of converting rental units to home ownership units.
- 3d. Perform an annual review of residents whom maybe interested in home ownership units.

PHAGoal4: To Promote Economic Opportunity and Vitality and Asset Development.

Objectives:

- 4a. Determine the feasibility of implementing flat rents.
- 4b. Implementing a ceiling rent and choice of rent policy that will allow resident asset accumulation.
- 4c. Survey residents to determine the interest in self-sufficiency programs that may be available.
- 4d. Survey residents to determine if any residents are interested in technical, vocational, or job training programs.
- 4e. Survey residents to determine whether any are interested in resident business development activities.
- 4f. Increase the number of households with a working family member 10% by giving preference in housing to families whom are reworking.
- 4g. Employ admission preferences aimed at families with hardships.
- 4h. Employ admission preferences aimed at families that are reworking.
- 4i. Adept rent policies to support and encourage work.

PHAGoal5: To Ensure Equal Opportunity in Housing for all Americans.

Objectives:

- 5a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.
- 5b. 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.

5c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size

required.

#### PHAGoal6: To Provide Suitable Living Environment.

##### Objectives:

6a. Implement measures to de-concentrate poverty by bringing higher higher income public housing households into lower income developments.

6b. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.

6c. Determine whether the dwelling units and facilities meet lead paint, asbestos, and 504 disabled accessibility standards.

6d. Add air conditioning to all dwelling units.

6e. Improve screening procedures for prospective residents.

#### PHAGoal7: To Improve the Physical Condition of the Existing Housing Units.

##### Objectives:

7a. Implement the modernization program as presented in the Five -Year improvement plan which includes air -conditioning needs, structural and dwelling unit upgrades, etc. See Form 52834 & 52837.

7b. Renovate and upgrade major systems.

7c. Perform a 'Physical Needs Assessment' survey annually.

7d. Annually analyze the REACI inspection Survey results and correct any deficiencies as noted.

7e. Implement and review fire, safety, and crime prevention measures.

7f. Determine if any modifications are needed in public housing based on section 504 Needs Assessment for Public Housing.

#### PHAGoal8: To Improve the Service Delivery Efforts of Management and Maintenance.

##### Objectives:

8a. Management will plan program activities according to the needs of the low income residents by communicating and meeting with residents on an annual basis.

8b. Management will improve communications and coordination with local law enforcement agencies.

8c. Management will annually review and scrutinize all policies to

determine if changes are necessary.

8d. Management will prepare a 'Management Needs Assessment' annually to determine changes and improvements that may be necessary.

8e. Management will annually review its administrative and operating practices in an effort to determine where improvements may be made.

8f. Maintenance and management will assess its maintenance delivery and service function for possible areas of improvement.

8g. Maintenance and management will attend appropriate training seminars to improve the maintenance and management functions and service delivery.

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

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies thePHAhasincludedintheAnnualPlan.

ThisAnnualPlanisanupdateoftheFive-YearPlanadoptedin1999.Allmajor componentsarecoveredinthisAnnualPlancommencingforFYEOctober1,2003.Planned modernizationworkthroughoutallofthesitesisdisclosedandtheattachmentsdisclose resultsofthefirstyearactivities,majorpoliciessthathavebeenadoptedinaccordancewith HUDfinancialrules,andresidentboardmemberstatushasbeencompliedwithordisclosed.

### iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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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 filename in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for De-concentration - Attachment **L**
- FY2002 Capital Fund Program Annual Statement - Attachment **B**
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Supporting Documents Available for Review - Attachment **A**

#### Optional Attachments:

- PHA Management Organizational Chart - Attachment **N**
- FY2002 Capital Fund Program 5 -Year Action Plan - Attachment **C**
- Public Housing Drug Elimination Program (PHDEP) Plan - **N/A**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- Attachment **D**-PerformanceandEvaluation – OpenCGP/CFPPPrograms
- Attachment **E**-ResidentsMembersonthePHAGoverningBoard
- Attachment **F**-MembershipontheResidentAdvisoryBoard
- Attachment **G**-ResultsofFirst,SecondandThirdYearActivities
- Attachment **H**-SubstantialDeviationPolicy
- Attachment **I**-ImplementationofCommunityServicePolicy
- Attachment **J**-ResidentSatisfactionFollow -UpPlan
- Attachment **K**-PetPolicyExcerpts
- Attachment **L**-De-concentration
- Attachment **M**-VoluntaryConversionInitialAssessment
- Attachment **N**-OrganizationChart

**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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	1. PHA board certification 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</i> ; <i>Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership	Annual Plan:

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	programs/plans	Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: 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
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 result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

The Quality Housing and Work Responsibility Act of 1998 requires the PHA to set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is a significant need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We gathered data from our waiting lists and the State Consolidated Plan. Then we look at this information from the perspective of the required groups and for the factors in the Interim Rule.

The PHA used this analysis to prepare our Five-Year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum extent practical. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. The PHA does not have the resources to accomplish our objectives. The Federal Government has not made a commitment of its resources to accomplish our objective. The only practical thing we can do is apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development and other housing fund providers over the course of the next year.

**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" 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	391	5	3	4	3	3	3
Income > 30% but <= 50% of AMI	277	4	3	3	3	3	3
Income > 50% but < 80% of AMI	106	3	2	2	2	2	2
Elderly	42	4	3	3	3	3	3
Families with Disabilities	18	4	3	3	3	3	3
Black/Non - Hispanic	611	4	4	4	2	3	3
Hispanic	N/A						
Native American/ Non-Hispanic	N/A						
Asian/Non - Hispanic	N/A						

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995 -2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

Current PHA Waiting List Information

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

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

Housing Need of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	69		80
Extremely low income <= 30% AMI	55	79	
Very low income (> 30% but <= 50% AMI)	14	21	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	37	53	
Elderly families	14	21	
Families with Disabilities	18	26	
Race/ethnicity – White	18	26	
Race/ethnicity – Black	51	74	
Race/ethnicity – Hispanic	0		
Race/ethnicity – Asian	0		
Characteristics by Bedroom Size (Public Housing Only)			

### Housing Needs of Families on the Waiting List

1BR	32	47	36
2BR	17	25	24
3BR	16	24	14
4BR	4	4	6
5BR			
5+BR			

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

**by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effective listing and screening of 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)

**Strategy2: Increase the number of affordable housing units by:**

Select all that apply

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

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

**Strategy1: 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**

**Strategy1: 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**

**Strategy1: Target available assistance to the elderly:**

Select all that apply

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

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

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,shouldtheybecomeavailable
- Affirmativelymarketlocalnon -profitagenciest hatassistfamilieswithdisabilities
- Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfair housing**

Selectallthatapply

- Counselesection8tenantsastolocationofunitsoutsideofareasofpovertyorminorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutside ofareasofpoverty/minorityconcentrations
- Other:(listbelow)  
Providehousingtopersonsonanequalopportunitybasis.

**OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)**

**(2)ReasonsforSelectingStrategies**

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthestrategiesitwillpursue:

- Fundingconstraints
- Staffingconstraints
- Limitedavailabilityofsitesforassistedhousing
- Extenttowhichparticularhousingneedsaremetbyotherorganizationsinthecommunity
- EvidenceofhousingneedsasdemonstratedintheConsolidatedPlanandotherinformationavailabletothePHA
- InfluenceofthehousingmarketonPHAprograms
- Communityprioritiesregardinghousingassistance
- Resultsofconsultationwithlocalorstategovernment
- ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

## 2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing 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 2002 grants)</b>	844,161	Operations & Capital Improvements
a) Public Housing Operating Fund	317,071	
b) Public Housing Capital Fund	527,090	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance		
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>		
CGPFY E2002	18,500	Modernization
		Drug Elimination
<b>3. Public Housing Dwelling Rental Income</b>	500,000	Public Housing Operations
<b>4. Other income (list below)</b>	37,000	
Interest and Other Charges		Public Housing Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
<b>Total resources</b>	1,399,661	Operations and Capital Improvements

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

[24CFR Part 903.79(c)]

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

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

##### (1) Eligibility

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

generally within two weeks of the application

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)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. Incometargeting:

- Yes  No: DoesthePHAplantoexceedthefederaltargetingrequirementsbytargetingmorethan40% ofallnewadmissionstopublichousingtofamili esatorbelow30%ofmedianarea income?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(listbelow)

- Emergencies
- Overhoused
- Underhoused
- Medicaljustification
- AdministrativereasonseterminedbythePHA(e.g.,topermitmodernizationwork)
- Residentchoice:(statecircumstancesbelow)
- Other:(listbelow)

c. Preferences

1.  Yes  No: HasthePHAestablishedpreferencesforadmissiontopublichousing(otherthandate andtimeofapplication)?(If“no”isselected,skiptosubsection **(5)Occupancy**)
2. Whichofthefollowingadmissionpreferencesdoe sthePHAplantoemployinthecomingyear?(select allthatapplyfromeitherformerFederalpreferencesorotherpreferences)

FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owne r,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbe low)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentstholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentl yineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritize byplacinga“1”inthespacethat representsyourfirstpriority,a“2”intheboxrepresentingyoursecondpriority,andsoon.Ifyougiveequal weighttooneormoreofthesechoices(eitherthroughanabsolutehierarchyorthroughapointsystem),p lacementhesamenumbernexttoeach.Thatmeansyoucanuse“1”morethanonce,“2”morethanonce,etc.

1DateandTime

FormerFederalpreferences:

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

Otherpreferences(selectallthatapply)

- 1 Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentstholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincome requirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relations hipofpreferencestoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeetincometargeting requirements

**(5)Occupancy**

a.Whatreferencematerialscanapplicantsandresidentsusetooobtaininformationabouttherulesof occupancyofpublichousing(selectallthatapply)

- ThePHA -residentlease
- ThePHA’sAdmissionsand(Continued )Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

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

- At an annual re-examination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list) Change in a family's income

**(6) De-concentration and Income Mixing \*\*SEE ATTACHMENT L\*\***

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:  
- "Skipping" was adopted so a policy would be in place should this situation occur in the future.
- 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
- Action 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 result 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: result of analysis did not indicate a need for such efforts  
 List (any applicable) developments below:

g. Based on the result 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: result 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 kind of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity  
 Other (describe below)

**(2)WaitingListOrganization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3)SearchTime**

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

If yes, state circumstances below:

**(4)AdmissionsPreferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5.IfthePHAplanstoemploypreferencesfor“residentsholiveand/orworkinthe jurisdiction”  
(selectone)

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

6.Relationshipofpreferencesto incometargeting requirements:(selectone)

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

**(5)SpecialPurposeSection8AssistancePrograms**

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverningeligibility,selection,and admissiontoanyspecial -purpose section8 program administered by the PHA contained?(selectallthat apply)

- The Section 8 Administrative Plan
- Briefings sessions and written materials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purpose section8 program to the public?

- Through published notices
- Other(listbelow)

**4.PH A Rent Determination Policies**

[24CFR Part 903.79(d)]

**A.PublicHousing**

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

**(1)IncomeBasedRentPolicies**

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.Useofdiscretionarypolicies:(selectone)

- 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---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(Ifselected,continueto questionb.)

b. Minimum Rent

1. What amount best reflectsthePHA'sminimumrent?(selectone)

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

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

3. If yestoquestion2, 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 yestoabove, 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 determination:

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)

When the family experiences additional income that increases current income.

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

**(2) Flat Rents**

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

- This 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): calculation of flat rents in accordance with the federal regulations and the HUD notice. Compared to Section 8 rent comparability study.

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

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

**(1) Payment Standards**

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
- \$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**

[24CFR Part 903.79(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:  
- detailed description of the management structure and organization is represented in the PHA's Operations and Management Policy & Plan

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	329	80
Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)	N/A	

**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)

- Management and Operations Policy
- Management and Operations Plan
- Maintenance Plan
- Pest Control Policy
- Safety, Fire, and Crime Policy

(2) Section 8 Management: (list below) n/a

## 6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

-Only PHAs are

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

### B. Section 8 Tenant -Based Assistance

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

If yes, list additions 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)

- PHA main administrative office  
 Other (list below)

## 7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

- 1. Development name:
- 2. Development (project) number:
- 3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(j)]

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

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

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

2. Activity Description

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

**Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- 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, goto block 4; if no, goto block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

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

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

- Units addressed in a pending or approved demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPEVI 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

[24CFR Part 903.79(k)]

## **A. Public Housing**

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

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

### 2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

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

[24 CFR Part 903.79(l)]

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

Also See **Attachment I**

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

1. Cooperative agreements:

Yes  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)? Through the Memorandum of Understanding between TANF and the US Dept of HUD

If yes, what was the date that agreement was signed? 09/01/2000

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) Income Verifications

**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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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



**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**

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8. Only PHAs may skip 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 area 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 level 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 anti-crime/anti-drug programs
- Other (describe below)

3. Which developments are most affected? (list below) generally all developments, but specifically MS060002; MS060005; MS060006 have higher incidences

All developments are affected to various degrees

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

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime prevention activities - and/or drug -
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program
  - Other (describe below)
- PHA is, and will continue to, contracting with local law enforcement to provide patrol services

2. Which developments are most affected? (list below)  
 All developments are affected to various degrees

**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)  
 All developments are affected to various degrees

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

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

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

***The PHA is committing Capital Funds Program monies to continue this program.***

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17. PHA Asset Management**

[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.

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) physical assessments of all public housing buildings, improvements and equipments
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

-The PHA does have an Asset Management Policy

**18. Other Information**

[24CFR Part 903.79(r)]

**A. Resident Advisory Board Recommendations**

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

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

Attached at Attachment (Filename)

Provided below:

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

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

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

Other: (list below)

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

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

2.  Yes  No: Was 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)

**The State of Mississippi is exempt until Oct 1, 2003.**

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

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

1. Consolidated Plan jurisdiction: (provide name here): **STATE OF MISSISSIPPI**

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)
- Other: (list below)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed by its waiting list and the analysis of prior fiscal years' waiting list and application pool.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) Both support housing for low-income people

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

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

### **Required Attachments**

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

- Attachment **B**-FY2003 CFP Annual Statement
- Attachment **C**-FY2003 CFP 5 -Year Action Plan
- Attachment **D**-Performance and Evaluation – Open CGP/CFPP Programs
- Attachment **E**-Residents Members on the PHA Governing Board
- Attachment **F**-Membership on the Resident Advisory Board
- Attachment **G**-Results of First, Second and Third Year Activities
- Attachment **H**-Substantial Deviation Policy
- Attachment **I**-Implementation of Community Service Policy
- Attachment **J**-Resident Assessment Follow -Up Plan
- Attachment **K**-Pet Policy Excerpts
- Attachment **L**-De-Concentration
- Attachment **M**-Voluntary Conversion Initial Assessment
- Attachment **N**-Organizational Chart



**Required Attachment B : FY2003 Capital Fund Program Annual Statement**

**PHA Plan  
Table Library**

**ATTACHMENT B**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program: <b>MS26P06050103</b> Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2003</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	13,690			
3	1408 Management Improvements	85,000			
4	1410 Administration	10,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	78,000			
10	1460 Dwelling Structures	305,400			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling 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				

**ATTACHMENT B**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program: <b>MS26P06050103</b> Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2003</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost
20	Amount of Annual Grant: (sum of lines 21-19)	527,090	
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		

**ATTACHMENT B**

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

PHAName: <b>BROOKHAVEN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program#: <b>MS26P06050103</b> Capital Fund Program Replacement Housing Factor#:			Federal FY of Grant: <b>09/2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	OPERATIONS	1406	---	13,690				
“	POLICE—SECURITY PATROLS	1408	---	85,000				
“	MOD COORDINATOR	1410	---	10,000				
“	A&E/CONSULTANT FEES	1430	---	35,000				
MS060-005	<b>FOUNDATION ENGINEERING STUDY--BROOKWOOD</b>	1450	---	4,000				
MS060-005	<b>SIDEWALK RENOVATIONS:</b> BROOKWOOD OAKVIEW PAVE PARKING BAYS: CLOVERDALE	1450		5,000				
MS060-002				3,000				
MS060-005			10	20,000				
MS060-001	<b>TELEPHONE SYSTEM RENOVATIONS:</b> CARVER HEIGHTS OAKVIEW	1450						
MS060-002			100	11,000				
			34	35,000				
MS060-006	<b>ADDRESS LIGHTING:</b> EASTVIEW CARVER HEIGHTS BROOKWOOD OAKVIEW LINCOLN CLOVERDALE	1460		39	2,000			
MS060-001				100	5,000			
MS060-005				30	1,500			
MS060-002				34	1,700			
MS060-006				40	2,000			
MS060-005				86	4,300			







**Required Attachment\_C\_:FY2003CapitalFundProgram5 -YearActionPlan**  
**CapitalFundProgramFive -YearActionPlan**

**Part I: Summary**

PHA Name <b>BROOKHAVEN</b> <b>PHA</b>		<input checked="" type="checkbox"/> <b>Original 5 -Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 09/2004 PHAFY: 09/30/05	Work Statement for Year 3 FFY Grant: 09/2005 PHAFY: 09/30/06	Work Statement for Year 4 FFY Grant: 09/2006 PHAFY: 09/30/07	Work Statement for Year 5 FFY Grant: 09/2007 PHAFY: 09/30/08
OPERATIONS MGMT IMPROV ADMIN	Annual Statement	10,090 85,000	50,090 85,000	20,090 95,000	20,090 95,000
FEES & COSTS		45,000	45,000	45,000	45,000
SITE IMPRVMTS			215,000		
DWEL STRUCT		387,000	126,000	292,000	255,000
DWELEQ - NONEXP			6,000		112,000
NONDWELEQUIP				35,000	
NONDWELEQUIP STRUCT				40,000	
Total CFP Funds (Est.)		527,090	527,090	527,090	527,090
Total Replacement Housing Factor Funds					

**Capital Fund Program Five -Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 09/2004 PHAFY: 06/30/2005			Activities for Year: <u>3</u> FFY Grant: 09/2005 PHAFY: 06/30/2006		
	HA-WIDE	TRANSFER TO OPERATIONS	10,090	HA-WIDE	TRANSFER TO OPERATIONS	50,090
	HA-WIDE	POLICE-SECURITY PATROLS	85,000	HA-WIDE	POLICE-SECURITY PATROLS	85,000
	HA-WIDE	MODCOORD, A&E FEES	45,000	HA-WIDE	MODCOORD, A&E FEES	45,000
	MS060-005	<b>BROOKWOOD:</b> REPLACE FLOOR TILE; NEW CLOSET DOORS FOUNDATION & WALKWAY LEVELING	60,000 12,000 43,000	MS060-001 MS060-005	INSTALL WROUGHT IRON FENCING FOR <b>CARVER HIGHTS CLOVERDALE</b>	90,000 90,000
	MS060-002	<b>OAKVIEW:</b> BATHROOM RENOVATIONS	126,000	MS060-005	<b>BROOKWOOD-</b> REPLACE STOVES	6,000
	MS060-001 MS060-005 MS060-002	REPLACE WINDOWS: <b>CARVER</b> <b>BROOKWOOD</b> <b>OAKVIEW</b>	85,000 29,000 32,000	MS060-002	<b>OAKVIEW-</b> REPLACE FURNACES FILL DIRT & SOD; REMOVE UNUSED SIDEWALKS;	24,000 3,000 4,000
				MS060-002	<b>OAKVIEW-</b> RENOVATE BATHROOMS	95,000
				MS060-005	<b>BROOKWOOD-</b> FOUNDATION & WALKWAY LEVELING	35,000
			527,090			527,090

**Capital Fund Program Five - Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 09/2006 PHA FY: 06/30/2007			Activities for Year: <u>5</u> FFY Grant: 09/2007 PHAFY: 06/30/2008		
	HA-WIDE	TRANSFERTO OPERATIONS	20,090	HA-WIDE	TRANSFERTO OPERATIONS	20,090
	HA-WIDE	POLICE-SECURITY PATROLS	95,000	HA-WIDE	POLICE-SECURITY PATROLS	95,000
	HA-WIDE	MODCOORD, A&EFEEES	45,000	HA-WIDE	MODCOORD, A&EFEEES	45,000
	HA-WIDE	COMPUTER UPGRADES	10,000	MS060-006	<b>LINCOLN-NEWMETAL ROOFING</b>	120,000
	HA-WIDE	MAINTBLDG ADDITION	40,000	MS060-001	<b>CARVER-REPLACE STOVES/REFRIGERATORS</b>	80,000
	HA-WIDE	NEWAUTO	25,000	MS060-006	<b>LINCOLN-REPLACE STOVES/REFRIGERATORS</b>	32,000
	M060-005	<b>BROOKWOOD-NEWMETAL ROOFING</b>	87,000	MS060-001	<b>CARVER-SELECTIVELY RENOVATE UNITS BASED ON PHYSICAL INSPECTIONS SCORE</b>	70,000
	MS060-006	<b>EASTVIEW-NEWMETAL ROOFING</b>	120,000	MS060-005	<b>CLOVERDALE-SELECTIVELY RENOVATE UNITS BASED ON PHYSICAL INSPECTIONS SCORE</b>	65,000

MS060-002	<b>OAKVIEW- NEWMETAL ROOFING</b>	82,000			
		527,090			527,090

**Required Attachment D : Performance and Evaluation – Open CG P/CFP Programs**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHAName: BROOKHAVEN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: <b>MS26P06050100</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>09/2000</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>03/31/2003</b> <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non -CFP Funds					
2	1406 Operations	0	0	0	0	
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	38,000	38,000	38,000	38,000	
8	1440 Site Acquisition					
9	1450 Site Improvement	50,000	0	0	0	
10	1460 Dwelling Structures	467,657	517,657	517,657	517,657	
11	1465.1 Dwelling Equipment — Nonexpendable					
12	1470 Non dwelling Structures					
13	1475 Non dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	555,657	555,657	555,657	555,657	
22	Amount of line 21 Related to LBP Activities					

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

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: <b>MS26P06050100</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2000</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: **03/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





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

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No : <b>MS26P06050101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2001</b>
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: **03/31/2003**  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	50,000	50,000	50,000	50,000
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	44,433	44,433	44,433
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures	455,657	461,224	461,224	461,224
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	11,365	11,365	11,365	11,365
21	Amount of Annual Grant: (sum of lines 2 – 20)	567,022	567,022	567,022	567,022
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No : <b>MS26P06050101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2001</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: **03/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

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

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No : <b>MS26P06050101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2001</b>
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: **03/31/2003**  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: <b>MS26P06050101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2001</b>
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MS060-2	A&E FEES	1430		20,000	19,433	19,433	19,433	Completed
	UPGRADE BATHROOMS	1460		103,000	107,150	107,150	107,150	Completed
	START AIR CONDITIONING	1460		94,000	95,160	95,160	95,160	Completed
MS060-5	A&E FEES	1430		30,000	25,000	25,000	25,000	Completed
	UPGRADE BATHROOMS	1460		100,000	100,257	100,257	100,257	Completed
	START AIR CONDITIONING	1460		158,657	158,657	158,657	158,657	Completed
HA-WIDE	CONTINGENCY	1502		11,365	11,365	11,365	11,365	Completed
	OPERATIONS-SECURITY SERVICES	1406		50,000	50,000	50,000	50,000	Completed
	TOTAL			567,022	567,022	567,022	567,022	Completed

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

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No : <b>MS26P06050101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2001</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: **03/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended



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

<b>PHAName: BROOKHAVEN HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>MS26P060-50202</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>09/2002</b>
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Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: 1 )  
 Final Performance and Evaluation Report  
 Performance and Evaluation Report for Period Ending: 03/31/2003

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	50,000	50,000	50,000	50,000
3	1408 Management Improvements		40,000		
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages	0	(40,000)		
7	1430 Fees and Costs	50,000	19,497	19,497	997
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	427,090	457,593	457,563	455,687
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	527,090	527,090	527,090	506,684
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				

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

PHAName: BROOKHAVEN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: <b>MS26P060-50202</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/2002</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 1 )  
  Performance and Evaluation Report for Period Ending: 03/31/2003  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: <b>BROOKHAVEN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MS26P060-50202</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>09/2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	LIQUIDATED DAMAGE FUNDS TO BE USED FOR POLICE PATROLS	1408		0	40,000			
HA-WIDE	LIQUIDATED DAMAGE INCOME	1415		0	(40,000)			
MS060-2	CONTINUATION OF FAIR CONDITIONING OF UNITS	1460		179,377	191,933	191,933	191,933	Completed
MS060-5	CONTINUATION OF FAIR CONDITIONING OF UNITS	1460		247,713	265,660	265,660	263,754	Nearly Completed
HA-WIDE								
	TRANSFER TO OPERATIONS FOR FEES PAID TO THE CITY POLICE DEPARTMENT FOR SECURITY SERVICES	1406		50,000	50,000	50,000	50,000	Completed
MS060-2&5	ARCHITECT FEES	1430		50,000	19,497	19,497	997	One payment left to make

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

PHAName: <b>BROOKHAVENHOUSINGAUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MS26P060-50202</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>09/2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>TOTAL</b>			527,090	527,090	527,090	506,684	



**Required Attachment E: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain): Mississippi has an exemption until Oct, 2003. We will inform the Mayor and City Council of the requirement.

B. Date of next term expiration of a governing board member: Jan, 2004

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor and City Council

**Required Attachment F: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide descriptions sufficient to identify how members are chosen.)

Elouise Dixon

Frances Kelly Katie Berry

Lula Williams Carl Nelson

Amanda Jackson Sarah Morgan

## **Required Attachment G: Results of First Year Activities**

PHAGOAL1: We continue to inspect all housing units annually. We have prioritized our needs for CFP monies. We have tested apartments for LBP and asbestos. We are continuing to upgrade the facilities and the dwelling units. Air conditioning is being added to the dwelling units.

PHAGOAL2: We have counseled various residents on homeownership and pledged our support if they choose to pursue homeownership. We do not believe it is feasible at this time to convert any of our rental units to homeownership.

PHAGOAL3: We have implemented flat and ceiling rents and our policy will allow a choice in rent selection. In our new lease and ACOP, preferences in housing will favor working families, homeless, elderly/handicapped and families with hardships.

PHAGOAL4: We continue to ensure Equal Opportunity in housing for all applicants regardless of their needs.

PHAGOAL5: Improving the physical condition of the units and grounds is a constant process. We will upgrade major systems and in the future install air conditioning in units.

PHAGOAL6: The PHA works closely with the city and county law enforcement agencies and obtains arrest information on any tenant for necessary appropriate action. Management and maintenance attend training seminars to improve related skills. PHA assesses and changes/updates policies as needed.

## **ATTACHMENTG:RESULTSOFFSECONDYEARACTIVITIESANDPROGRESSREPORT**

This Annual Plan is an update of the Five -Year Plan adopted in 1999. All major component are covered in this Annual Plan for FYE 2002. Planned modernization work throughout all of the sites is disclosed and the attachments disclose results of the first year activities, major policies that have been adopted in accordance with HUD final rules , and resident board member status. The following policies have been updated: pet, capitalization, flat rents, substantial deviation, and community service. Other policies are under review and appropriate changes are being made based on the latest HUD regulations. The 2002 CFP is being planned.

The changes to policies discussed in last year's PHA Plan are covered in this Update. There have been no changes in the programs of the PHA.

## **ATTACHMENTG:RESULTSOFTHIRDYEARACTIVITIESANDPROGRESSREPORT**

This Annual Plan is an update of the Five -Year Plan adopted in 1999. All major components are covered in this Annual Plan commencing for FYE 2003. Planned modernization work throughout all of the sites is disclosed and the attachments disclose result of the first and second year activities, major policies that have been adopted in accordance with HUD final rules, and resident board member status. Adopted policies are under review and appropriate changes will be made based on the latest HUD regulations, if necessary and appropriate. The 2003 CFP has been planned and is presented herein.

## **Required Attachment\_H\_: Substantial Deviation Policy**

*Policy Defining A Substantial Deviation and Change in the Agency Plan*

*The Housing Quality and Work Responsibility Act of 1998 requires the Housing Authority to notify the Resident Advisory Board, the Board of Commissioners and the US Department of Housing and Urban Development of any "substantial deviation" or "significant amendment" in the Agency's Annual Plan and in the 5 -Year Plan proposed modernization and capital improvement activities that have been previously approved and reported to HUD.*

*The Housing Authority recognizes that it has a duty and responsibility to the residents, to the Resident Advisory Board, to the Commissioners and to the public to advise them of any substantial deviation or substantial change in the overall Plan and any preplanned modernization work items.*

*Therefore, the Housing Authority hereby defines a "substantial deviation" as any deletion or addition of any modernization work item that is greater than \$25,000; the addition or deletion of any new or old program or activity; any changes with regard to demolition, disposition, or designation of housing units; any home ownership programs or conversion activities; and any changes to rent or admission policies (except changes made to reflect changes in HUD regulatory requirements). A "significant amendment" would be changes in the use of replacement reserves under the Capital Fund program or the addition of non -emergency work items not included in the current Annual Plan that is greater than \$25,000.*

*The Executive Director is assigned the responsibility of making the required notifications to all interested and affected parties as described above of any "substantial deviation" or "significant amendment" to the Annual and Five -Year Plans as well as notification to the public of any material change, that is not defined above, that, in his or her opinion, should be made known to the public as good business practice.*

Adopted this  5TH  day of  OCTOBER , 2000

## **Required Attachment I: Implementation of Public Housing Resident Community Service Requirements**

The Brookhaven Housing Authority has suspended its enforcement of the 8-hour community service requirement after a 30-day notice on 6/30/02. The Housing Authority did not enforce this provision of its Admissions and Continued Occupancy Policy as long as Congress provided for the option to not enforce it. However, in early 2003, Congress reinstated this requirement to be effective commencing in October, 2003. The PHA plans to follow the requirement.

## **Required Attachment J\_: Resident Satisfaction Follow -Up Plan**

The Brookhaven Housing Authority scored 86 out of a possible 100 points on its September 30, 2002 Public Housing Assessment. However, in the RASS [resident assessment satisfaction survey] component the Housing Authority's score was 8 out of 10 possible points. A follow-up plan for the following scoring areas are as follows:

**Communications:** The PHA had a score of 69 whereas the national average was 76. The PHA, in the ensuing year, will better communicate with the residents through periodic newsletters and resident meetings.

**Safety:** The PHA had a score of 70 whereas the national average was 76. The PHA is having an open meeting with the residents to discuss their concerns in this area. The PHA provides police patrol to the project sites and will continue to sponsor the patrols with monies provided through the Capital Funds Program.

**Neighborhood Appearance :** The PHA had a score of 65 whereas the national average was 77. The PHA, in the open meeting with the residents, will discuss this apparent problem and determine what are reasonable solutions, as the residents are the ones who litter the sites.

## **Required Attachment\_K\_:Pet Policy**

The Brookhaven Housing Authority has adopted its current pet policy in accordance with the latest requirements of the Final Rule from HUD as issued in the PIH Notice.

The current Pet Policy has reasonable requirements contained therein.

The Pet Policy is currently an addendum to the dwelling lease, and the PHA will be soon incorporating its provisions into the Admissions and Continued Occupancy Policy when it is updated.

The reasonable requirements include:

- Limitation on the number of pets,
- Evidence that the pet is neutered or spayed,
- Evidence of inoculation
- Under the control of an adult member of the household when outside the dwelling unit,
- Prohibits animals considered 'dangerous' by the housing authority,
- Requires a reasonable pet security deposit, and
- Prohibits breeding of pets for commercial purposes.

**Required Attachment L: De-concentration**

**Component 3, (6) De-concentration and Income Mixing**

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

If yes, list these developments as follows:

<b>De-concentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>De-concentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

## **ATTACHMENTM**

### **VOLUNTARYCONVERSIONINITIALASSESSMENT**

#### **PUBLICNOTIFICATION**

ThePHAHousingAuthorityhasmadeaninitialassessmenton           AVoluntaryConversionofDevelopmentsfromPublic HousingStock:RequiredInitialAssessmen   ts@asrequiredbythefinalrule(FederalRegister66FR4476)publishedbythe USDepartmentofHousingandUrbanDevelopmentonJune22,2001.

Baseduponourconsiderationofsuchfactorsasmodernizationneeds,operatingcosts,abilitytooccupythe           developments, FairMarketRentslevels,availabilityoflocalrentalhousingthatmeetsHousingQualityStandards,thewaitinglistof applicantsforpublichousingunits,andthecostsofprovidingtenant           -basedvouchersversuscostsofprovidingdwelling units,theHousingAuthorityhasconcludedthat

- 1)conversionwouldbemoreexpensivethancontinuingtooperatethedevelopmentsaspublichousing;
- 2)conversionwouldnotprincipallybenefitresidentsofthepublichousingdevelopmentstobeconverted           andthe community;and
- 3)conversionwouldadverselyaffecttheavailabilityofaffordablehousinginthecommunity.

Wemadeacommonsensereviewofrelevantfactorsforeachcovereddevelopmenttakingintoaccountsuchfactorsas modernizationneeds,operatingcosts,abilitytooccupythedevelopment,FairMarketRentlevelsandworkabilityof vouchersinthecommunity(includingtheavailabilityofrentalhousinginthecommunitythatmeetsHousingQuality Standards).

**Required Attachment M: Voluntary Conversion Initial Assessments**

a. How many of the PHA's developments are subject to the Required Initial Assessments? **4MS060 -1,2,5,6**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions ( e.g. elderly and/or disabled developments not general occupancy projects)? **0**

c. How many Assessments were conducted for the PHA's covered developments? **4**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **nts:**

Development Name	Number of Units
None	N/A

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Not Applicable**

**ATTACHMENT\_N\_:ORGANIZATIONALCHART**

