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

PHA Plans

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

HUD 50075
OMB Approval No.: 2577-0266
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of Dallas, Texas

PHA Number: TX21P009

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

Public Access to Information

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

X Main administrative office of the PHA
X PHA development management offices
X 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)

x Main administrative office of the PHA
X PHA development management offices
X 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
X PHA website
☐ Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000-2004

[24 CFR Part 903.5]

A. Mission

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.

☐ 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.

X The PHA's mission is:

The Housing Authority of the City of Dallas, Texas (DHA) provides quality, affordable housing to low-income families and individuals through the effective and efficient administration of housing assistance programs and by creating and cultivating opportunities for program participants to achieve self-sufficiency and economic independence.

B. Goals

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

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

X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities:
- X Acquire or build units or developments
- Other (list below)

DHA plans to meet the goal of expanding the supply of assisted housing through the development of the remaining 260 public housing units funded under the 1994 HOPE VI Program, the construction of 310 homeownership units in Lakewest and an additional 3,205 Section 8 vouchers to be provided by HUD under the *Walker* lawsuit (HUD has provided 2,705 of these vouchers.). In addition to these units, DHA will provide housing assistance for an additional 1,239 families through vouchers for which DHA has recently received notification of funding. DHA also plans to construct 87 market rate units on the current Roseland Homes site, of which all units will be affordable for families utilizing Section 8 housing assistance.

Status

Apply for additional rental vouchers

DHA will continue to apply for additional rental vouchers each year from both existing and new grant programs. Since 1997 DHA has received a total of 2,705 vouchers from HUD as part of the *Walker* litigation. A substitution plan for use of the vouchers was approved in 2001. In 2000, DHA applied for and received 75 additional Mainstream rental vouchers for persons with disabilities. DHA applied for another 75 Mainstream vouchers in July 2001 and July 2002. DHA received 900 Fair Share vouchers in 2001 and 1,239 in 2002. DHA applied for 282 Fair Share Vouchers and 25 Reallocated Vouchers in 2002. DHA will continue to

increase the number of rental vouchers by aggressively seeking and applying for all programs that become available.

Maintain High Occupancy (Reduce public housing vacancies)

DHA has implemented a plan to maintain high occupancies and reduce public housing vacancies. This plan includes; 1) leasing units at the time of move-out, not when units are made ready; 2) utilization of outside resources to assist with make-ready workload; 3) overhousing families to occupy vacant units after 15 days of normal occupancy efforts; and 4) offering amenity packages. (i.e.: bath/kitchen towels & toiletries)

Leverage private or other public funds to create additional housing

As shown in the table below, since 1999 DHA has leveraged HUD funds to receive approximately an additional $30 million for the construction of public housing units:

DHA Location	Affordable Housing Program	Low-Income Housing Tax Credits
Roseland Townhomes		$6,915,000
Monarch Townhomes	$480,694	$2,060,115
Carroll Townhomes	$489,403	$2,240,100
Roseland Gardens	$500,000	$6,425,000
Roseland Estates	$500,000	$7,236,302
Lakeview Townhomes	$492,579	$4,950,330
Total – Non-HUD Funds	$2,462,676	$29,826,847

Acquire of build units or developments

The following tables illustrate DHA acquisitions, building projects, and development projected over the next five years.

Roseland Homes	**2000**	**2001**	**2002**	**2003**	**2004**	**Five Year Total**
Roseland Townhomes I Market Rate Units	0	0	38	0	0	38
Roseland Townhomes I Public Housing Units	0	0	114	0	0	114
Carroll Townhomes	0	0	71	0	0	71
Monarch Townhomes	0	65	0	0	0	65
Roseland Gardens (Senior Building)	0	0	100	0	0	100
Roseland Estates Market Rate Units	0	0	0	103	0	103
Roseland Estates Public Housing Units	0	0	0	35	0	35
Scattered Sites	0	0	0	76	0	76
Homeownership	0	0	0	40	0	40
Roseland Estates II Market Rate Units	0	0	0	14	0	14
Roseland Estates II Public Housing Units	0	0	0	42	0	42

1994 HOPE VI Program	**2000**	**2001**	**2002**	**2003**	**2004**	**Five Year Total**
Public Housing Development	0	0	0	0	260	260

Lakewest	2000	2001	2002	2003	2004	Five Year Total
Homeownership	0	0	0	310	0	310
Single Family Homes - Public Housing	0	50	0	0	0	50
Lakewest Townhomes	0	152	0	0	0	152
Lakeview Townhomes II	0	0	0	152	0	152
Remaining Affordable Housing Units	0	0	0	0	175	175

Section 8 *Walker* Litigation	2000	2001	2002	2003	2004	1996 -2004 Total
Total Vouchers received between 1996 - 1999 is 1,285. The total number of vouchers to be awarded by 2007 is 3,205.	320	500	184	183	183	3,205

Public Housing Development Grant Programs	2000	2001	2002	2003	2004	Five Year Total
TX21P009042	0	14	0	11	0	25
TX21P009034	0	0	0	0	53	53
TX21P009038	0	0	0	0	61	61

X **PHA Goal: Improve the quality of assisted housing**
Objectives:

- X Improve public housing management: (PHAS score)
- X Improve voucher management: (SEMAP score)
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units:
- X Demolish or dispose of obsolete public housing:
- X Provide replacement public housing:
- X Provide replacement vouchers:
- _____Other: (list below)

DHA has a comprehensive program in place to monitor its performance under SEMAP and PHAS. In addition to maintaining its current units at a "market" standard, over the five-year planning period DHA will demolish 587 public housing units on the Roseland site and reconstruct 698 units on the original Roseland Homes site and in the surrounding Roseland neighborhood. DHA will also complete demolition of 3,500 units at Lakewest and reconstruct no more than 950 public housing units on-site.

Status

Improved Public Housing Management: (PHAS score)

Between 1991 and 1999 DHA received above 90% on its PHMAP and Public Housing Assessment System (PHAS) scores. The PHAS was designed to evaluate the Agency's overall performance in the areas of housing management. The PHAS score is divided into four separate areas: Physical Assessment Sub-System (PASS), Financial Assessment Sub-System (FASS), Management Assessment Sub-System (MASS) and Residential Assessment Sub-System (RASS). The PHAS scoring is rated from 9 to 100 points, 0 to 60 is considered a high-performer. DHA submitted its 2000 PHAS certification as a high performer.

Improve Voucher Management: (SEMAP score)

DHA submitted its 2001 Section 8 Management Assessment System (SEMAP) certification as a high-performer. The SEMAP consists of 14 separate indicators such as: Selection from the Waiting List; Reasonable Rent; Determination of Adjusted Income; Utility Allowance Schedule; HQS Quality Control Inspections; HQS Enforcement; Expanding Housing Opportunities; Payment Standards; Annual Reexaminations; Correct Tenant Rent Calculation; Pre-Contract HQS Inspections; Annual HQS Inspections; Lease-up and Family Self-Sufficiency Enrollment; and, Deconcentration. It is DHA's goal to continue its tradition of being a high performing housing authority over the next five years and beyond.

Increase Customer Satisfaction

DHA is committed to increasing its overall customer service and satisfaction through strategic enhancements and resident participation. As part of the PHAS, HUD conducts a Customer Service and Satisfaction Survey of DHA residents. The survey requests information from residents in the following categories: Maintenance and Repairs, Communication, Safety, Services, and Neighborhood Appearance. DHA scored above HUD's required standard in all categories except Safety and Neighborhood Appearance. As part of its follow-up plan to improve performance in these areas, DHA has implemented the following eight initiatives to improve safety and four initiatives to improve neighborhood appearance.

Safety Initiatives

1) Police store fronts in or near most housing developments.
2) Criminal activity is reported immediately to the police.
3) Policies and procedures are in place to track criminal activity.
4) Policies and procedures are in place to screen applicants and current residents for criminal history.
5) Additional lighting has been installed in the common areas.
6) Security and off duty police officers are funded through the Public Housing Drug Elimination Program and the Comprehensive Grant/Capital Fund Program.
7) The schedules of resident council and neighborhood crime watch meetings are posted.
8) Police and security officers attend resident council and neighborhood crime watch meetings.

Neighborhood Appearance Initiatives:

1) The Maintenance Department has a policy to remove graffiti within 24 hours after it is reported
2) All residents are given information that contains the telephone number of the Work Order Center. This number is to be called if there are any repairs needed within or outside the unit or development.
3) The Maintenance Department has an extermination policy that requires pest control treatments semi-annually and on an as needed basis.
4) Litter on the grounds is picked up daily and large items twice a week. Tickets are given for areas that are not kept clean.

In conjunction with the Neighborhood Appearance and Safety Initiatives, DHA also provides security services at its resident sites. These services include security guards, off-duty police officers, security cameras and exterior lighting on parking lots and walkways. The Agency currently allocates and budgets money each year from the Capital Fund Program and Public Housing Drug Elimination Program funds for its public housing security. Section 8 properties use an allocation from their operating budgets to fund security. The DHA Resident Services department continues to work with the housing site resident to develop and maintain a Neighborhood Crime Watch. It is DHA's goal over the next 5 years and beyond to provide decent and safe housing for its residents.

Improve Specific Management Functions:

Finance

The DHA management is continuing to seek financing through public and private funding, tax credits and non-HUD funding for the support of its housing and resident programs.

Voucher Unit Inspections

Landlord Services inspectors conduct thorough inspections of each unit based on HUD's Housing Quality Standards (HQS) prior to resident move-in.

Rent Collections

In 2001, DHA achieved an excellent rating of 97.74% in Rent Collections on the PHAS. DHA will continue its programs to maintain this high level.

Security

The security measures DHA takes for its housing developments have been discussed previously. DHA will continue to implement programs and additional improvements to enhance security at its housing sites.

Renovate or modernize public housing

DHA currently has two major modernization projects. The first major modernization is Lakewest. DHA began the redevelopment of the Lakewest Housing site in West Dallas in 1993. Built in 1954, the Lakewest Housing Development provided housing to over 3,500 families. In 1987, the 460 acre Lakewest Housing Development became the center of the *Walker, et al v. HUD, et al* desegregation lawsuit. As a result of this landmark lawsuit DHA will demolish all the existing units and replace

them with up to 950 new public housing units on the Lakewest site. Additional one-for-one replacement units will be located off-site as either public housing units in non-minority, non-poverty impacted areas or Section 8 vouchers. When the Lakewest Revitalization Plan is complete in 2004, there will be multi-family residential sites, single-family homes, parks, schools, a recreation center, and commercial and business areas on the site. To-date, 573 multi-family units and 50 single-family incubator homes have been constructed. DHA is in the demolition phase for the construction of Lakeview Townhomes Phase II, a 152-unit townhome complex. With the completion of Lakewest Townhomes II, DHA may construct up to 175 additional public housing units at Lakewest. DHA is currently reviewing the site and its clients' housing needs to determine if these units will be constructed on site, and if so, how many will be constructed on the site.

For the past several years DHA has worked with Habitat for Humanity and a private homebuilder to develop a single-family home subdivision in Lakewest. DHA will provide the infrastructure improvements for the 310-unit Greenleaf Village subdivision. KB Homes will construct 210 homes for low- and moderate-income families and Habitat for Humanity will construct 100 homes in the subdivision. The first 25 Habitat homes were constructed during a "blitz build" in April 2002.

The second major modernization project is the renovation of the Roseland Homes site. In September 1998, DHA received HOPE VI funding from the Department of Housing and Urban Development ("HUD") for the renovation and reconstruction of the Roseland Homes site and surrounding neighborhood. Working with residents, HUD and the Texas Historical Commission, DHA developed a plan to demolish all but three of the existing buildings and replace them with 698 new housing units. Of these 486 will be located on or adjacent to the existing Roseland Homes site and 212 will be located in the surrounding neighborhood. Four hundred seventy-one (471) of the units will be public housing units, 40 will be homeownership units targeted to public housing eligible families, 100 will be project-based Section 8 voucher units for the elderly and the remaining 87 will be market rate. DHA has completed construction on 250 public housing and 38 market rate units. Construction of the 100 elderly units will be complete by the fall of FY 2002. The remaining 348 units will be complete by late FY 2003.

Other modernization work in FY 2002 includes such work as the exterior painting of Brooks Manor, completion of HVAC installation at Frazier Courts, and replacing the elevators at Park Manor.

Provide replacement housing

As discussed above, DHA is providing replacement housing at Roseland Homes and Lakewest for public housing units that are being demolished. Through the 1994 HOPE VI Program and the 1991 and 1992 Public Housing Development Programs, DHA has funding for 399 public housing replacement units for units demolished in Lakewest. Construction of these units was on hold pending court action, but was released with the April 2001 court order.

Demolish or dispose of obsolete public housing

DHA is presently involved in demolition and disposition projects at Lakewest and at Roseland Homes. The demolition and redevelopment project at Roseland Homes is being completed in several phases and will be complete within the next four years. DHA is also demolishing outdated units at Lakewest and will replace them with up to 950 new public housing units. Several vacant parcels of land at Lakewest have been or will be disposed of for various future projects. In 2002, DHA disposed of approximately 1,400 square feet of vacant land at Barbara Jordan Square to the City of Dallas for the construction of a turnaround at the closure of Country Creek Drive.

Provide replacement vouchers

DHA received 1,335 certificates and vouchers as replacements for public housing units demolished in Lakewest.

X **PHA Goal: Increase assisted housing choices**

Objectives:

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

To accomplish this goal, DHA will continue to provide mobility counseling to approximately 4,500 families per year. In addition, DHA will continue to recruit new landlords using the bonus programs for landlords leasing for the first time to Section 8 families. DHA will also continue to seek exceptions to the Fair Market Rents to allow families a greater choice of housing options.

Status

Provide voucher mobility counseling

The Dallas Housing Authority provides, through the Housing Opportunity Program (HOP), programs designed for its Section 8 participants to assist them to move to areas of low minority and low poverty concentration. The activities of this department are dictated by court orders in the *Walker et al*. housing desegregation lawsuit and include the following:

1) Housing Opportunity Program (HOP)

The primary responsibilities of HOP are to:

- Provide clients with individual counseling and transportation to view dwelling units in areas of low minority and low poverty concentration;
- Provide a means of familiarizing Section 8 participants and applicants with the housing and neighborhood amenities in these areas by providing neighborhood specific information on crime rates, TAAS results for schools in the area, social services, job training and employment opportunities, day care, transportation and environmental hazards or other conditions inimical to family life;
- Work directly with organizations involved in Fair Housing issues within DHA's jurisdiction to assure that all cases of alleged discrimination encountered by DHA staff or program families are investigated and reported to appropriate authorities;

- Conduct outreach to owners of private rental housing with a particular emphasis in areas of low minority and low poverty concentration;
- Prepare quarterly Fair Market Rent and multi-family unit occupancy reports;
- Assist families with social service referrals; and
- Provide post-move support services to families moving to low minority and low poverty areas.

2) Section 8 Briefings

The HOP Department conducts briefings for DHA Section 8 participants. These briefings are scheduled daily for relocation clients by Leased Housing Counselors. HOP Counselors schedule briefings for new clients entering the program. Briefings are conducted at DHA's Central Office. At the briefing clients receive their voucher, and are given pertinent information regarding relocation, fair housing, how to find housing and HUD regulations for the Section 8 Program.

Families are provided assistance in locating housing in areas of low minority and low poverty concentration. Individualized counseling is provided to these families to familiarize them with housing and neighborhood amenities in these areas.

During the briefing, a member from HOP's staff explains the FSS program and encourages families to consider participating in the program. During the follow-up visit by the HOP outreach worker, families are again told about the FSS program and encouraged to participate.

During the briefing families are informed of mobility services provided by DHA including; individualized counseling; information on areas of low minority and low poverty concentration; van tours; assistance in negotiating leases; assistance in completing a fair housing complaint (if needed); and support services following their move to the new homes in the targeted area.

3) Van Tours

During the briefing or any time after the briefing, Section 8 participants and applicants may request a van tour. Tours are conducted Monday through Friday at 8:45 a.m. and 12:45 p.m. The tours take participants to see housing units in the low minority and low poverty areas of the DHA's Section 8 jurisdiction. The tours are scheduled based on the availability of units. HOP counselors conduct daily occupancy surveys to determine the level of vacancies in areas of low poverty and low minority concentration.

HOP will also provide return inspection visits for clients requesting this service to execute leases and other appropriate documents. Return visits are provided upon request.

4) Housing Referrals

In addition to tours, families seeking housing also receive counseling by a HOP counselor, which includes notices of the units available in low poverty and low minority concentrated areas, a description of the area or neighborhood in which suitable units are located and information on the schools, child care facilities, health care and public transportation available in these neighborhoods.

5) Information and Assistance to Participating Households

In addition to the information provided during the briefings, HOP staff members continually assist Section 8 certificate and voucher families by:

a. Providing updated property lists as requested. These lists contain the addresses of units available to program families, as well as the owners' names, addresses, and telephone numbers;
b. Providing referrals to individual units available for lease in areas of low minority and low poverty concentration;
c. Providing counseling to households on program matters and in instances of alleged program discrimination;
d. To provide individual follow-up to Section 8 families when they have relocated to an area of low minority and low poverty concentration;
e. Provide credit counseling for individuals experiencing difficulty in finding suitable housing due to credit problems

6) Housing Complaints

DHA has a Housing Quality Standards Hotline for Section 8 families to register housing complaints. DHA responds to each complaint within 72 hours of receipt to ensure owners honor the HAP contract and maintain dwelling units in decent, safe, and sanitary conditions.

<u>Conduct outreach efforts to potential landlords</u>

Through the Housing Opportunity Programs the Dallas Housing Authority conducts outreach to owners of private rental housing in neighborhoods throughout the Dallas metropolitan area, including parts of Tarrant, Ellis, Denton and Collin counties as well as Dallas County. Emphasis is placed on recruiting landlords from areas with low poverty and minority concentrations. Local media, professional real estate

organizations, the Apartment Listing Network, Cole Indices and the apartment Association of Greater Dallas are used as resources to increase the interest of private landlords within DHA's jurisdiction, which includes all cities located in whole or in part in Dallas county and the City of Plano. HOP also conducts landlord workshops and provides information and assistance on program guidelines, HUD's regulations and Fair Housing laws. A listing of available units in areas of low poverty and low minority concentration is prepared twice monthly by HOP staff members and is available to all Section 8 families seeking housing.

The Housing Opportunity Programs publishes a newsletter for landlords participating in the Section 8 program. These newsletters provide information regarding housing quality standards, the Bonus Incentive program and other vital program information. The newsletters are mailed to approximately 5,000 current and potential landlords.

Landlord briefings are held four times a month. A HOP Real Estate Specialist conducts these meetings. During the workshop, HOP staff members provide each landlord with an information packet containing the HUD guidelines on landlord participation in the Section 8 voucher programs, and DHA's policies and procedures for the programs. Landlords are provided an information packet, which includes information relative to the programs, and HUD, as well as sample copies of forms used in the administration of the programs.

Increase voucher payment standards

DHA currently sets its voucher payment standard at 110% of the FMR. In addition, DHA will continue to request approval of Exception Rents from HUD. The purpose of the higher rents is to increase housing opportunities in low minority, low poverty areas. Clients receiving a *Walker* settlement voucher are eligible for exception rents at 125% of the FMR Use of these vouchers is limited by the court to low minority, low poverty concentrated areas. There are 3,205 Settlement Vouchers to be issued.

Implement public housing or other homeownership programs

DHA through its FSS program plans to increase assisted housing choices to eligible residents by offering prerequisite counseling classes on credit repair and money management. Also included in the pre-requisites are a number of seminars offered by Consumer Credit Counseling Services of Greater Dallas, Inc. These seminars include: Dollars and Sense, which teaches the basics of money management in a simple four-step process; So You Want To Be a Homeowner, which covers the responsibilities of homeownership and renting vs. buying; A Worry Free Future, which covers the basics of personal financial planning and setting long-term financial goals; The Credit Fix Mix-Up; which covers Demystifying Consumer Credit and Credit Repair; Fundamentals of Good Credit; which involves a six-week workshop designed to help participants learn how to use credit wisely and re-enter the credit mainstream. Once the participants have successfully completed the

required prerequisites program, they are then referred to Enterprise Foundation, Inc. for referral to bank(s) and realtors.

In addition to this training, DHA anticipates selling all its remaining Turnkey III homes and developing homeownership program at Roseland Homes. DHA is in the process of developing a Section 8 Homeownership Program.

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

PHA Goal: Provide an improved living environment
Objectives:

X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

X Implement public housing security improvements:

X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

DHA will provide an improved living environment by implementing admissions preferences to deconcentrate the number of families with incomes below the poverty-level living in its family housing developments. In conjuction with the Dallas Police Department, DHA will continue crime prevention and anti-drug programs through the Drug Elimination Program. Through its Resident Employment and Training Center, DHA will provide educational, employment and skills training annually to over 1,000 Section 8 and Public Housing residents.

Status

<u>Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.</u>

DHA has implemented a preference program to help deconcentrate poverty by bringing higher income public housing households into lower income developments. The program was designed to increase and encourage employment among applicants seeking public housing. Applicants placed in the preference programs must be employed for at least six consecutive months prior to receiving housing assistance or be currently enrolled and one-half completed with an economic self-sufficiency program. As part of its deconcentration of poverty policy, DHA will target housing developments with low average incomes for capital improvements.

<u>Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income development.</u>

In addition to the admissions preferences described above, DHA works with its current families to increase their incomes so there is an income mix at DHA's housing sites. Low-income families are encouraged to

participate in DHA's Resident Employment and Training Center as well as other community job training programs. In addition, families are also offered extensive counseling to help with certain economic challenges.

Implement public housing security improvements

DHA is constantly seeking and implementing various programs to improve housing security. DHA increased security guards and off-duty police officers work hours at its housing sites especially the sites with a high population of elderly persons and persons with disabilities. In addition to increasing security personnel hours, DHA has also adjusted their workdays to match the times when most crimes are likely to occur. DHA is currently upgrading and increasing the number of surveillance cameras at its resident sites to better monitor entrance and exit doors. Additional external lighting is being installed around DHA resident parking lots and sidewalk areas to increase safety. DHA has also implemented a Neighborhood Crime Watch along with the resident council at its housing sites to allow residents to actively participate in improving security.

Designate developments or buildings for particular resident groups (elderly person with disabilities)

DHA has developed and upgraded its public housing units to be handicap accessible. At least five percent of the housing units are handicap accessible. DHA has designated Park Manor and Audelia Manor as elderly only sites. These two sites have been developed with additional safety features and have been renovated with a fire emergency protection program. Forest Green Manor, a Section 8 property, has also been designated primarily for elderly residents under the Section 8 regulations.

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

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

Objectives:

X Increase the number and percentage of employed persons in assisted families:

X Provide or attract supportive services to improve assistance recipients' employability:

X Provide or attract supportive services to increase independence for the elderly or families with disabilities.

X Other: (list below)

X Provide additional services and assistance for persons living in developments for the elderly and disabled. This support will include a closer working relationship with those organizations who assist persons with mental disabilities.

X Increase the assistance and awareness of assistance DHA provides to help elderly persons and persons with disabilities to obtain job training and employment.

Status

DHA intends to meet these goals through the following measures:

<u>Successfully graduate 1,500 Family Self-Sufficiency Program participants from the program.</u>

DHA is committed in achieving its five-year goal of successfully graduating 1,500 families enrolled in the FSS Program between FY 2000 and FY 2004. DHA's FSS Program has enrolled more than 4,000 eligible candidates since its start date in 1992. Since June 1, 2000, 198 public housing residents and 885 Section 8 participants have completed the Program; 63 and 328 received escrow payments upon graduation, respectively. DHA is striving to achieve and exceed its goal of 1,500 graduates over the next five years by offering employment and educational training and home buying seminars to participants.

<u>Increase employment opportunities for DHA housing assistance recipients so that 20% of FSS enrolled participants who are unemployed are provided priority access to employment opportunities.</u>

DHA has determined that it will monitor all non-working clients and increase outreach to this client group. DHA has examined the needs of clients and amended this goal to better serve all clients seeking employment placement

assistance. As a result, clients identified as unemployed as of September 1999 and who are enrolled in the FSS program will be included in the general pool of clients outreached to and recruited for employment. FSS Program case managers contact non-working Program participants monthly to increase client awareness and participation in employment recruitment. The Resident Employment and Training (RET) Center increased employer partnerships among employers who will hire DHA clients directly from skills training and apprenticeship programs or thosewith minimal education. The Resident Services Division has placed resident coordinators in all developments to increase client awareness of all services, including job placement and job training opportunities.

Assist 25 public housing families to purchase their own homes.

DHA has assisted ten public housing families in purchasing their own homes as of June 1, 2002. DHA expects to assist at least 25 public housing families with the purchase of their first home by the year 2004.

Reduce reported crime at DHA's housing developments by 10 percent over the next five years.

DHA is continuing its efforts to reduce reported crime by providing additional security guards and police officers at resident sites. DHA has also installed security features such as cameras. The Police Department and DHA's Resident Services Department continue to work with the residents in developing Neighborhood Crime Watch programs.

Provide additional support services and assistance for persons living in developments designated for the elderly and/or disabled. This support will include a closer working relationship with those organizations who assist persons with mental disabilities

A Mental Health Task Force has been established. The Task Force compiled a list of resources and service providers into booklet form to assist persons with mental health issues. Although the Task Force has been designed for mental health, information will also focus on drug and alcohol resources and services providers. These resource booklets are distributed to Managers, the Resident Advisory Board, the Council of Presidents, and Resident Service Coordinators.

Since FY 2000, DHA has contracted with The Cedars Hospital to provide mental health, drug, and alcohol counseling to the residents in all four of DHA's public housing developments designated for the elderly and disabled.

Increase the assistance and awareness of assistance DHA provides to help elderly persons and person with disabilities to obtain job training and employment

1) In February 2001, the RET Center conducted and graduated clients from a banking and computer program for clients 50 years and older. An MOA was established between DHA and Green Thumb to provide training at the RET Center. Thirteen clients completed the training and eight obtained employment.

2) Since 1996, DHA has partnered with Senior Citizens of Greater Dallas to provide four senior companions to senior residents in the Lakewest developments. These are part-time positions (20 hours per week) and all four are DHA Lakewest residents 60 years of age or older.

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

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

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Other: (list below)

Through its outreach programs, DHA will continue to promote its housing and support services programs to all persons regardless of race, color, religion, national origin, sex, familial status, or disability.

Status

The DHA has undertaken affirmative measures to promote and advertise suitable living environments for all nationalities (regardless of race, color, religion, national origin, sex, familial status and disability) by posting information notices and taking applications at Dallas Life, Salvation Army and Day Resource Centers. In addition, DHA promotes its housing programs throughout the Dallas community at various meetings and service fairs.

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

PHA Plans

5 Year Plan for Fiscal Years 2000 – 2004
Annual Plan for Fiscal Year 2003

HUD 50075
OMB Approval No.: 2577-0266
Expires: 03/31/2002

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

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Dallas, Texas (DHA) was created in 1938 to provide affordable housing for low income families and individuals. Currently DHA provides housing assistance to more than **18,000** families through its more than 4,200 public housing units, 1,268 Section 8 project based assisted units, and **13,000** Section 8 vouchers.

As the largest owner of affordable housing in the City of Dallas, DHA has extensive experience in development, renovation and management of residential rental property. DHA began the redevelopment of the Lakewest Housing site in West Dallas in 1993. Built in 1954, the Lakewest Housing Development provided housing to over 3,500 families. In 1987, the 460 acre Lakewest Housing Development became the center of the *Walker, et al v. HUD, et al* desegregation lawsuit. As a result of this landmark lawsuit DHA will demolish all the existing units and replace them with up to 950 new public housing units on the Lakewest site. Additional one-for-one replacement units will be located off-site as either public housing units in non-minority, non-poverty impacted areas or Section 8 vouchers. When the Lakewest Revitalization Plan is complete in 2004, there will be multi-family residential sites, single-family homes, parks, schools, a recreation center, and commercial and business areas on the site. To-date, 573 multi-family units and 50 single-family incubator homes have been constructed. DHA is in the demolition phase for the construction of Lakeview Townhomes Phase II, a 152-unit townhome complex. With the completion of Lakewest Townhomes II, DHA may construct up to 175 additional public housing units at Lakewest. DHA is currently reviewing the site and its clients' housing needs to determine if these units will be constructed on site, and if so, how many will be constructed on the site.

For the past several years DHA has worked with Habitat for Humanity and a private homebuilder to develop a single-family home subdivision in Lakewest. DHA will provide the infrastructure improvements for the 310-unit Greenleaf Village subdivision. KB Homes will construct 210 homes for low- and moderate-income families and Habitat for Humanity will construct 100 homes in the subdivision. The first 25 Habitat homes were constructed during a "blitz build" in April 2002.

In September 1998, DHA received HOPE VI funding from the Department of Housing and Urban Development ("HUD") for the renovation and reconstruction of the Roseland Homes site and surrounding neighborhood. Working with residents, HUD and the Texas Historical Commission, DHA developed a plan to demolish all but three of the existing buildings and replace them with 698 new housing units. Of these, 486 will be located on or adjacent to the existing Roseland Homes site and 212 will be located in the surrounding neighborhood. Four hundred seventy-one (471) of the units will be public housing units, 40 will be homeownership units targeted to public housing eligible

families, 100 will be project-based Section 8 voucher units for the elderly and the remaining 87 will be market rate. DHA has completed construction of 250 public housing and 38 market rate units. Construction of the 100 elderly units will be complete by the fall of 2002. The remaining 348 units will be complete by late 2003. DHA has received Low-Income Housing Tax Credits and Affordable Housing Program (AHP) funds through the Federal Home Loan Bank and Private Activity Bonds to supplement the HOPE VI funds dedicated to this project.

In 1998, DHA completed the development of the 76 unit Frankford Townhomes in far North Dallas. These apartments were the first public housing units to be constructed in a predominantly white area of the City of Dallas, and were designed with extensive input from an advisory board composed of representatives for various homeowner associations in the community. Total development cost for this project was $6.3 million.

In addition to new construction activities, DHA expends approximately $7 million annually for renovations and repairs for its housing developments. Since 1992 DHA has completed comprehensive renovations at three of its 23 multi-family housing developments. These renovations included a $10 million renovation of Cedar Springs Place, a 182 unit multi-family housing development constructed in 1937 and is listed on the National Register for Historic Places. For this renovation, DHA not only worked closely with representatives from HUD, but also with the Texas Historical Commission as the development was the first public housing development constructed west of the Mississippi River and was designed by the same architects that designed many of the buildings in Fair Park, the site of the annual Texas State Fair.

Another recent project was the comprehensive renovation of Little Mexico Village. This 102 unit multi-family housing development was completely gutted and renovated. The renovations included new unit configuration, the installation of HVAC systems, a complete renovation of the exterior of the buildings and the construction of a clubhouse and management building. In 1997, DHA received the Dallas Urban Design Award for Renovation of Little Mexico Village.

In 1996, DHA completed a mini-modernization of Brackins Village which is located in the Eighth Street Corridor. The renovations for this $2 million project included new cabinets, new sinks, new bathroom fixtures and cabinets, air conditioning, and new flooring and staircases.

In 1995, DHA acquired Cedar Glen Apartments and Estell Village, two multi-family properties, from HUD. After expending almost $7 million (raised through tax-exempt bond proceeds) for renovation, the two apartment complexes are fully leased and provide housing for approximately 540 families.

As the largest provider of low income and affordable housing in the Dallas metropolitan area, DHA recognizes the need to address community and economic development issues in Dallas' low-income neighborhoods. It is not enough to address only housing needs if

basic services are not available within the community to serve the neighborhood. In 1992, in recognition of this fact, DHA purchased Lakewest Town Center. A retail center, Lakewest Town Center was experiencing decline and was no longer providing adequate services to the community. Since the purchase, DHA has invested more than $2 million in renovations and has recruited Carnival Grocery Store, Auto Zone and Taco Bell to the Center. A similar, although smaller, project is currently being planned near Brackins Village in Oak Cliff. The purchase of the retail center is a reflection of DHA's commitment to improve people's lives by providing more than just bricks and mortar.

In 1992, long before the Federal welfare reform push, DHA began the Family Self-Sufficiency (FSS) Program to assist families in the move from welfare to work. Through this program, DHA provides case managers to work with families to develop a comprehensive plan to move them from dependency to self-sufficiency and to independence from government assistance. The FSS case manager helps the family access job training, childcare, transportation, and other assistance they may need to meet their goal of self-sufficiency. DHA has also created a one-stop center that provides resident employment and training programs, including access to computers for training, development of resumes, and other correspondences for obtaining a job. DHA also provides an extensive program of youth activities to help young people living in its developments to succeed in school and move from assisted housing when they become adults.

DHA's expertise in development and management of affordable housing and its commitment to its residents has been recognized by HUD. DHA has been designated a high performing housing authority under HUD's Public Housing Management Assessment Program (PHMAP) each year since 1992 when the program first began and under the current PHAS (Public Housing Assessment System). DHA is one of the very few large housing authorities in the nation to attain high performer status for nine consecutive years. In October 1997, DHA received special recognition from HUD for this accomplishment. In addition, both former President George Bush and former HUD Secretary Henry Cisneros noted that DHA is one of the best-run housing authorities in the country.

Agency Plan

This Annual Plan covers many of DHA's housing and support services activities including discretionary policies of the Housing Authority. The Plan was developed over several months with the assistance of DHA residents and staff. Listed below are the major components in which there are discretionary policies.

Preferences for admission

The Dallas Housing Authority (DHA) has adopted preferences for admission to DHA housing developments for 1) families who are currently employed (and have been employed for a minimum of six months) or who are unable to work due to

age or disability or 2) families who are currently in a job training program and have completed 50 percent of the training. These preferences became effective January 1, 2000.

Capital Improvements Needs

DHA has included both an annual plan and a five-year plan for the Capital Fund Program. Based upon prior years' funding under the Capital Fund Program, DHA estimated that approximately $7.4 million would be available annually from this fund. Work items in the five-year plan were determined based on previous year's plans, a resident and staff survey completed in June 2000, recurring maintenance needs and input from the Resident Advisory Board. A significant portion of the funds for 1999 and 2000 were allocated for the construction of 152 public housing units in Lakewest. As noted above, DHA has also received Low-Income Housing Tax Credits, Private Activity Bonds, and Affordable Housing Program funds for these units.

Demolition and Disposition

Roseland Homes

As part of DHA's 1998 HOPE VI Program, DHA applied for and received approval from HUD to demolish all but three buildings on the Roseland Homes site. In an agreement with the Texas Historical Commission, DHA will restore the Community Building and two residential buildings to preserve the historic nature of the first public housing site built specifically for African-Americans in Dallas.

DHA has completed construction on 250 public housing and 38 market rate units. Construction of the 100 elderly units will be complete by the fall of 2002. The remaining 348 units will be complete by late 2003.

Lakewest

In January 2000, DHA submitted a request to HUD to dispose of three separate parcels of property at Lakewest. One site, approximately 15 acres, was leased to a partnership for the development of the 152 unit Lakeview Townhomes. The second site, approximately 68 acres, was sold to a partnership for the development of 310 single family homes. The third site, approximately seven acres was sold to the West Dallas Community Church for expansion of its private school that serves primarily children from low-income families. This request for disposition was approved by HUD on April 21, 2000.

In FY 2000, DHA submitted and HUD approved a request for the disposition of approximately two acres at Lakewest for the construction of a HUD 202 housing project for the elderly. DHA sold the land to Southern California Presbyterian Homes for this project.

Barbara Jordan Square

In FY 2001, DHA submitted a request to HUD to dispose of approximately 1,400 square feet of property at Barbara Jordan Square to the City of Dallas for construction of a turnaround at the street closure of Country Creek Drive. This transaction was completed in May 2002.

Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

X Admissions Policy for Deconcentration - Attachment A
X FY 2003 Capital Fund Program Annual Statement - Attachment B
N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
N/A Implementation of Public Housing Resident Community Service Requirements
X Pet Policy
X Resident Membership o the PHA Governing Board – Attachment C
X Membership of the Resident Advisory Board – Attachment D

Optional Attachments:

X PHA Management Organizational Chart – Attachment E
X FY 2003 Capital Fund Program 5 Year Action Plan – Attachment B
N/A Public Housing Drug Elimination Program (PHDEP) Plan – Attachment F
------ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
X Other (List below, providing each attachment name)
- X Statement of Admissions and Occupancy Policy, Methods of Administration and Tenant Selection and Assignment Plan for the Low Rent Public Housing Program – Attachment G
- X Definition of Terms for Housing Assistance Programs Owned or Operated by the Dallas Housing Authority or the Dallas Housing Corporation – Attachment H
- X Administrative Plan for the Section 8 Rental Certificate, Rental Voucher and Rental Rehabilitation Programs – Attachment I
- X Definition of Terms for Housing Assistance Programs Administered by the Dallas Housing Authority – Attachment J
- X PHA Agency Plan Certification – Attachment K
- X Certification for a Drug-Free Workplace (HUD-50070) – Attachment L
- X Certification of Payments to Influence Federal Transactions (HUD-50071) and Disclosure of Lobbying Activities (SF-LLL) – Attachment M
- X Certification Regarding Consistency with the Consolidated Plan- Attachment N
- X Section 8 Homeownership Capacity Statement – Attachment O
- X Certification Regarding Conversion of Public Housing Units to Tenant-Based Assistance – Attachment P

X Dallas Housing Authority's Definition of "Substantial Deviation" and Significant Amendment or Modification of the Agency Plan - Attachment Q

X FY 2001 Capital Fund Performance and Evaluation Report – Attachment R

X Section 8 Project-Based Assistance – Attachment S

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plan
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plan
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 Plan
This document is available from the City of Dallas, TX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
1. X 2. X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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	Annual Plan: Operations and

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	of pest infestation (including cockroach infestation)	Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ____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
N/A	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
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program ___check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	66,005	5	5	4	5	3	5
Income >30% but <=50% of AMI	49,776	5	5	4	4	3	4
Income >50% but <80% of AMI	80,175	1	1	1	1	1	1
Elderly	90,497	5	5	4	5	3	5
Families with Disabilities	N/A	5	5	4	5	3	5
White	501,163	3	3	2	2	2	1
African American	310,429	5	5	4	5	3	5
Hispanic	213,301	5	5	5	5	5	5
Asian/Pacific Islander	21,572	5	5	4	5	3	5
American Indian	3,788	5	5	4	5	3	5

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

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
Section 8 tenant-based assistance
X Public Housing
Combined Section 8 and Public Housing
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	7,036		
Extremely low income <=30% AMI	6,600	93.80%	
Very low income (>30% but <=50% AMI)	361	5.13%	
Low income (>50% but <80% AMI)	69	.98%	
Families with children	1,915	27.22%	
Elderly families	302	4.29%	
Families with Disabilities	1,219	17.33%	
White	477	8.20%	
African American	5,755	81.79%	
American Indian	26	.37%	
Asian/Pacific Islander	67	.95%	
Hispanic	611	8.68%	
Characteristics by Bedroom Size (Public Housing Only)		% of total families	Annual turnover
1 BR	4,044	57.48%	.27
2 BR	2,363	33.58%	.45
3 BR	538	7.65%	.37
4 BR	83	1.18%	.38
5+ BR	8	.11%	.35

Is the waiting list closed (select one)? X No ☐ Yes
If yes:
How long has it been closed (# of months)? **Not Applicable**
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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
X Section 8 tenant-based assistance
Public Housing
Combined Section 8 and Public Housing
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	8,661		
Extremely low income <=30% AMI	8,204	94.72%	
Very low income (>30% but <=50% AMI)	393	4.54%	
Low income (>50% but <80% AMI)	55	.64%	
Families with children	2,917	33.68%	
Elderly families	1,028	11.87%	
Families with Disabilities	2,810	32.44%	
White	919	10.61%	
African American	6,660	76.90%	
American Indian	22	.25%	
Asian/Pacific Islander	330	3.81%	
Hispanic	730	8.43%	

Is the waiting list closed (select one) X NO YES
If yes:
How long has it been closed (# of months)? **NOT APPLICABLE**
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

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

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

Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

_____ Seek designation of public housing for families with disabilities
X Carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
X Apply for special-purpose vouchers targeted to families with disabilities, should they become available

X Affirmatively market to local non-profit agencies that assist families with disabilities
_____ Other: (list below)

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	$ 11,193,168.00	
b) Public Housing Capital Fund	$ 7,409,989.00	
c) HOPE VI Revitalization (Frazier)	$ 20,000,000.00	
d) HOPE VI Demolition	$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	$120,406,421.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	$0.00	
g) Resident Opportunity and Self-Sufficiency Grants	$ 530,000.00	
h) Community Development Block Grant	$0.00	
i) HOME	$0.00	
Subtotal	**$159,539,578.00**	
Other Federal Grants (list below)		

Financial Resources:
Planned Sources and Uses

2.Prior Year Federal Grants (unexpended funds only)(list below)*	Planned $	Planned Uses
a) 2001 Capital Fund Program	$3,000,000.00	Modernization and self-sufficiency programs
b) 2002 Capital Fund Program	$7,409,989.00	Modernization and self-sufficiency programs
c) 2001 Public Housing Drug Elimination Program	$796,124.00	Drug Elimination Programs
d) 2001 Elderly Service Coordinator Program Program	$54,554.00	Elderly Service Coordinator
e) 1994 HOPE VI Program – Lakewest	$14,365,542.00	Replacement housing for units demolished in Lakewest
f) 1998 HOPE VI Program – Roseland	$11,372,750.00	Renovation of Roseland Homes area
g) 1991 PH Development Project TX21P009032	$2,396,989.00	50 single family homes in Lakewest
h) 1991 PH Development Project TX21P009033	$6,290,000.00	100 multi-family units
i) 1991 PH Development Project TX21P009034	$3,267,250.00	53 multi-family units
j) 1992 PH Development Project TX21P009038	4,082,900.00	61 multi-family units
k) 1991-1992 PH Development Project TX21P009042	721,217.00	25 single-family
SUBTOTAL	**$53,757,315.00**	
3. Public Housing Dwelling Rental Income	$6,952,413.00	Operation of housing
Subtotal	**$6,952,413.00**	
4. Other income (list below)		
Excess Utilities	$1,387,824.00	Operation of housing
Non-Dwelling	$20,380.00	Operation of housing
Miscellaneous Charges	$10,000.00	Operation of housing
Late Charges	$130,000.00	Operation of housing
Subtotal	**$1,548,204.00**	
5. Non-federal sources (list below)		
a) Turnkey Sales Proceeds	$117,855.00	Operation of housing
b) Low-Income Housing Tax Credits	$16,165,545.00	Construction of housing
Subtotal	**$16,283,400.00**	
Total Resources	**$238,080,910.00**	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

____When families are within a certain number of being offered a unit: (state number)
X When families are within a certain time of being offered a unit: (state time)
_____Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
X Criminal or Drug-related activity
X Rental history
X Housekeeping
____ Other (describe)

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

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
X Community-wide list
_____ Sub-jurisdictional lists
_____ Site-based waiting lists
X Other (describe)

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

_____ PHA main administrative office
_____ PHA development site management office
X Other (list below):

Edgar Ward Place Community Building - 3901 Holy Stone, Dallas, Texas 75212, DHA Applications and Assignments Office – 3131 Fishtrap Road, Dallas, Texas 75212, Day Resource Center - 901 S. Ervay, Dallas, Texas 75215, Dallas Life Foundation - 1100 Cadiz Dallas, Texas 75215, Salvation Army - 6500 Harry Hines, Dallas, Texas 75235.

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

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

2. X 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? One (1)

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

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
X Other (list below): DHA Applications Office located at 3131 Fishtrap Road – Dallas, Texas 75212

(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)

X One
☐ Two
☐ Three or More

Per the Admissions and Occupancy Policy, applicants may decline an offer and remain at the top of the waiting list for a variety of reasons.

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Per DHA's Admissions and Continued Occupancy Policy, one resident initiated transfer is allowed per every two admissions.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below):

X Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
X 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.

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):

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. X Yes ☐ No: Does the PHA have any general occupany (family public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to next question.

b. X 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:

SEE FOLLOWING PAGE

Deconcentration Policy for Covered Developments
Outside the Income Range

Development Name	Number Of Units	Above Or Below Income Range	Explanation (if any ([see step 4 at 24 CFR 903.2 (c)(1)((iv)]	Deconcentration policy (if no explanation see step 5 at 24 CFR 903. 2 (c)(1)(v))
Roseland Homes		Y	HOPE VI	
Monarch Homes	71	Y	HOPE VI	
Little Mexico	102	Y		
Cedar Springs	220	N		Target capital improvements to this development
Frazier Courts	250	Y	Future HOPE VI	
Brackins Village	300	Y		
Turner Courts	102	N		
Rhoads Terrace	294	Y		
Roseland Townhomes	152	Y	HOPE VI	
Carroll Townhomes	65	N	HOPE VI	
Elmer Scott	210	Y	Proposed Demolition	
The Hamptons	225	Y		
Kingbridge Crossing	196	Y		
Lakewest Townhomes	152	Y		
Lakewest Village	50	N		
Conner Drive	76	Y		
Kelly	76	Y		
Larimore	76	N		
Military	76	Y		
Barbara Jordan Square	100	Y		
Pebbles Apartments	42	N		
TX 9-29	22	N		
TX 9-30	20	N		
TX 9-37	15	N		
TX 9-40	18	N		
TX 9-42	25	N		
Frankford Townhomes	75	N	FSS Site	

B. Section 8

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

(1) Eligibility

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

X Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

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

(2) Waiting List Organization

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

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

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

☐ PHA main administrative office
X Other (list below):
Applications and Assignments Office located at
3131 Fishtrap Road
Dallas, Texas 75212

(3) Search Time

a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit? If yes, state circumstances below:

Families searching for housing in predominately white areas as defined by the Court in the Walker, et al. housing desegregation lawsuit are provided extra time and assistance to locate housing.

(4) Admissions Preferences

a. Income targeting

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

d. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

1. 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.

- ☐ 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)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

Walker Settlement Voucher Plan

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

X Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
X $1-$25
☐ $26-$50

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

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

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

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

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

Families paying flat rents could be at less than 30 percent of their adjusted income. Families pay 10% of their gross income or $25 minimum rent.

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
X Other (describe below):
For families entering DHA's public housing program, who have earned income, 50% of the earned income will not be included in the calculation of rent for 6 months. For the subsequent 6 months families with earned income will have an exclusion of 25% of their earned income for purposes of rent calcuation.

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
X No

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

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

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

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

f. Rent Re-Determinations:

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

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Other (list below)

g. X 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.)

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
X Above 100% but at or below 110% of FMR
X Above 110% of FMR (if HUD approved; describe circumstances below):
DHA has requested and HUD has approved FMRs at 120% for areas of low poverty and low minority concentration. In addition HUD has approved FMRs at 125% in areas of low minority, low poverty concentration for class members receiving Settlement Vouchers.

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)

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

d. How often are payment standards reevaluated for adequacy? (select one)
☐ Annually
X Other (list below):
DHA reviews the payment standards quarterly and adopt annual payment standards.

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

X Success rates of assisted families
X Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
X $1-$25
☐ $26-$50

b. ☐ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

As a high performing housing authority, DHA is not required to complete this section.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

As a high performing housing authority DHA is not required to complete this section.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at 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. X 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:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Lakewest
2. Development (project) number: TX21P009011
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - X Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

1. Development name: Roseland Homes
2. Development (project) number: TX21P009001
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
   - X Activities pursuant to an approved Revitalization Plan underway

X Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

In FY 2002, DHA will request HOPE VI funds for Frazier Courts. Should this application not be successful, DHA will again request HOPE VI funds in FY 2003 if HOPE VI funds are available.

X Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

9% tax credits for Roseland Estates
4% tax credits for the 1994 HOPE VI Program

X 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:

Continuation of Roseland Homes HOPE VI

Continuation of Lakewest HOPE VI Program

Construction of Lakeview Townhomes II

Implementation of Frazier Courts HOPE VI Program if funded

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

Demolition/Disposition Activity Description
1a. Development name: Roseland Homes 1b. Development (project) number: TX21P009001
2. Activity type: Demolition X Disposition X
3. Application status (select one) Approved X Submitted, pending approval _____ Planned application _____
4. Date application approved, submitted, or planned for submission: January 7, 2000
5. Number of units affected: 587 6. Coverage of action (select one) X Part of the development ___ Total development
7. Timeline for activity: a. Actual or projected start date of activity: January 10, 2000 b. Projected end date of activity: 2003

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

[24 CFR Part 903.7 9 (i)]

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

Pursuant to 24 CFR §903.11, the Dallas Housing Authority, as a high performing housing authority, is not required to complete this section.

10.Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

The required certification is included as Attachment P.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Roseland Homes 1b. Development (project) number: 9-1
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☒ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☒ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (05/30/2003)
5. Number of units affected: 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12.PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

As a high performing housing authority, DHA is not required to complete this section.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

As a high performing housing authority, DHA is not required to complete sections A, B, C or D.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Pet Policy is attached.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)

2. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes X No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain?____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

As a high performing housing authority, DHA is not required to complete this section.

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

☐ Attached at Attachment (File name)
☐ Provided below:

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 X No: Does the PHA meet the exemption criteria provided section (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 X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

   City of Dallas, Texas

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

   X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
   X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
   X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
   X 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)

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

The City of Dallas Consolidated Plan notes that more than 28 percent of all households in Dallas are extremelylow (0-30% MFI) or low-income (31-50% MFI) and over half (55.5%) of these households are extremely low income. In addition 61 percent of the elderly renter households in Dallas are extremely low or low income and a large portion have poverty-level incomes. There are 19,439 elderly renter households in Dallas, of which 8,215 or 42.3% are in the extremely poor income category.

The Dallas Housing Authority's (DHA's) Agency Plan includes the processes DHA will use to help meet the City's housing needs by providing housing for approximately 15,000 extremely low, very low and low income families. DHA will provide housing for families, the elderly and persons with disabilities.

The City of Dallas' Consolidated Plan notes that "[t]he first priority is to comply with all City legal commitments including the Walker Consent Decree entered into on September 24, 1990. The Decree includes several areas with a housing emphasis." Many of the neighborhoods in which the City is required to conduct specific activities under the Decree include areas in which DHA owns housing developments. The City's work in

these neighborhoods, including code enforcement, housing repair, and additional police services, support DHA's efforts as described in the Agency Plan.

D. Other Information Required by HUD

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

None required or requested**.**

Attachment A

Admissions Policy for Deconcentration

Attachment B

FY 2003 Capital Fund Program Annual Statement

Attachment C

Resident Membership of the PHA Governing Board

The resident member of the Dallas Housing Authority Board of Commissioners is appointed to a two-year term by the Mayor of the City of Dallas. Adrona Johnson, a resident of Rhoads Terrace, has served on the Board since 1997.

Attachment D

Membership of the Resident Advisory Board

Attachment E

PHA Management Organizational Chart

Attachment F

Public Housing Drug Elimination Program (PHDEP) Plan

NOT APPLICABLE

Attachment G

Statement of Admissions and Occupancy Policy, Methods of Administration and Tenant Selection and Assignment Plan for the Low Rent Public Housing Program

Attachment H

Definition of Terms for Housing Assistance Programs Owned or Operated by the Dallas Housing Authority or the Dallas Housing Corporation

Attachment I

Administrative Plan for the Section 8 Rental Certificate, Rental Voucher and Rental Rehabilitation Programs

Attachment J

Definition of Terms for Housing Assistance Programs Administered by the Dallas Housing Authority

Attachment K

PHA Agency Plan Certification

Attachment L

Certification of a Drug-Free Workplace (HUD-50070)

Attachment M

Certification of Payments to Influence Federal Transactions (HUD-50071) and Disclosure of Lobbying Activities (SF-LLL)

Attachment N

Certification Regarding Consistency with the Consolidated Plan

Attachment O

Section 8 Homeownership Capacity Statement

The Dallas Housing Authority is in the process of developing its Section 8 Homeownership Program. As such, the current Section 8 Administrative Plan does not include provisions for the Homeownership Program. DHA plans to implement the program in late 2002. The Homeownership Program will require a minimum down payment requirement of at least three (3) percent and will require at least one (1) percent of the down payment come from the family's resources

Attachment P

Certification Regarding Conversion of Public Housing Units to Tenant-Based Assistance

Attachment Q

Definition of “Substantial Deviation” and “Significant Amendment or Modification” for the Agency Plan

Attachment R

FY 2001 Capital Fund Performance and Evaluation Report

Attachment S

Section 8 Project-Based Assistance

The DHA plans to use up to 10 percent of its Section 8 Housing Vouchers to implement a Section 8 Project-Based Voucher Assistance Program. The proposed units may be located throughout DHA's jurisdiction. The use of the Section 8 Project-Based Assistance is consistent with DHA's Agency Plan as such use will provide quality affordable housing to low-income families and will increase housing choices for these families.

Dallas Housing Authority
Pet Policy

Section I. General

Section 227 of the Housing and Urban-Rural Recovery Act of 1983 provides for the ownership of "common household pets" in Federally assisted rental housing projects designated for occupancy by the elderly or handicapped. These regulations set forth the requirements and procedures to be complied with in order for residents of the Dallas Housing Authority to own and maintain a "common household pet." Except as provided under Section II below, pets may not be kept by any resident of any housing project other than residents of the elderly housing listed in Exhibit A. Residents of the elderly housing projects may keep only common household pets as defined herein.

The responsibilities of owning a pet intensify when the owner resides in multistory, high density housing. The needs of the pet, its owner and the other residents of the housing project must be recognized and have been considered in developing these regulations for pet ownership. These regulations are intended to give clear guidance concerning the issue of pets and to aid the staff of the Authority in the performance of their duties.

Section II. Definition of Qualified Animals

Only common household pets as defined herein may be kept by residents. The term "common household pets" is defined for the purpose of these regulations, as follows:

A. Fish, excluding carnivorous species.

B. Hamster, gerbils, guinea pigs, excluding rabbits.

C. Birds, excluding pigeons and birds of prey.

D. Dogs

E. Cats

For purposes of the DHA dwelling lease "pets" as listed in Section II, Sub-section A, B, and C, which are kept in accordance with the provisions of Section III, shall not be considered pets which require management preapproval and may be kept by residents.

Section III. Pets Requiring No Approval

A. Fish, excluding carnivorous species, not more than three inches long; provided, however, that the capacity of the aquarium or other container in which the fish are

kept is no larger than then gallons.

B. Hamsters, gerbils or guinea pigs not to exceed two in number, provided, however, that they are kept in a cage.

C. Birds, not to exceed two in number, excluding pigeons and birds of prey, provided however, that they are kept in a cage at all times.

Section IV. Pets Requiring Approval

A. One dog or one cat which when finally grown does not exceed 15 inches in height as measured from the ground to the shoulder, and will not weigh more than 15 pounds.

B. An amendment to the lease (Pet Permit), DHA Form 620-1, Exhibit B, for a dog or cat must be completed and shall be maintained in the resident's file. Documentation which must accompany the Pet Permit includes:

1. Completed Veterinarians Statement, DHA Form 620-2, Exhibit C, verifying that the dog or cat:

   a. has been neutered or spayed;

   b. is in good health;

   c. if free of all internal and external parasites (such as fleas, ticks and worms) and;

   d. Has received all inoculations required by state and local law.

   e. does not exceed 15 inches in height as measured from the ground to the shoulder and weighs no more than 15 pounds. In the event that the dog or cat is not fully grown, the veterinarian shall state whether he or she believes that the dog or cat will not exceed these height and weight limitations when fully grown.

2. Proof that the dog or cat is properly licensed in Dallas, Texas.

3. Pet Sponsor Agreement, DHA form 620-3, Exhibit D. This form gives the name, address and telephone number of a individual who does not reside in any project owned by the Dallas Housing Authority and who agrees to be responsible for the resident's pet should the resident be unable, for any reason, to care for the pet.

4. A pet deposit for dogs and cats in the sum of $200.00, payable in full or in cases of hardship, payable $50.00 down and $15.00 per month until paid,

shall be retained by the Authority during the pet's residency. This deposit may be used in the following manner.

a. to pay for the cost of repairing any and all damages to the apartment resulting from the housing of the resident's dog or cat.

b. payment of expenses for boarding residents' dog or cat in a kennel if resident is unable to care for the pet and the sponsor cannot be reached.

c. payment of the cost of having the apartment treated for infestation of fleas, ticks and lice and having apartment deodorized.

Section V. General Provisions

A. Leashes

A dog or cat may only be outside of the resident's apartment when accompanied by a member of the resident's household and when kept on a leash not to exceed five feet in length. Dogs and cats are not allowed in the lobby, elevators, hallways or stairways except when they are being taken between the resident's apartment and outside of the building in which the apartment is located. Dogs and cats are not allowed, at any time, in other common areas in the building such as the laundry room, craft room and libraries and they may not, at any time, be chained or tied-up outside of the building. Residents must hold the dog or cat in their arms when transporting the animal in an elevator.

B. Waste

Pet owners will be responsible for the immediate disposal of all animal waste excreted inside the building in which their apartment is located or on the grounds surrounding the building. The pet owner shall pickup and dispose of all animal droppings in accordance with the following:

1. Waste must be placed in a plastic bag, tightly secured and deposited in a dumpster, garbage can or other receptacle designated by the Authority for animal waste.

2. The owners of cats must provide a litter box for it and must clean it out on a daily basis.

3. No animal waste or the contents of litter boxes may, at any time, be placed in trash chutes.

4. A waste removal fee of $5.00 will be charged for each occurrence that DHA must remove waste of a pet where the owner has neglected to do so. At any project the Housing Authority may designate a specific "pet area"

on the grounds to which pets are limited.

C. Abandonment

No dog or cat may be left unattended overnight. If pet owners are hospitalized, go on a trip or are absent from their apartments overnight, the pet must be removed from the apartment until the owner returns. The Authority will retain the right to contact the person named as the pet sponsor to remove the pet in the event the pet is left alone overnight. If for some reason the Authority is unable to contact the pet sponsor, the Authority may enter the apartment, remove the pet and place the pet in a kennel at the pet owner's expense. After 10 days in a kennel, the animal will be disposed of or given away if not claimed by the pet owner or sponsor.

D. Death or Incapacity

If the pet owner dies or is physically incapable of properly caring for the pet, the Authority may contact the pet sponsor to remove the pet from the apartment. If the Authority is unable to contact the pet sponsor, the pet will be placed in a kennel at the resident's expense. At the end of ten days, the pet may be disposed of at the resident's expense or given away if the pet sponsor has not been contacted.

E. Visitation

No guests or visitors are allowed to bring dogs or cats into the development or building. No DHA resident may "pet sit" or temporarily house a dog or cat for another resident or any other person.

F. Maintenance Work

The Authority shall not be required to do maintenance in the apartment of a resident who has a dog or cat unless the pet owner is present and the pet is under the resident's control.

G. Nuisance or Threat

Nothing in the Authority's Pet Regulations or any other Authority policy shall prohibit the Authority or an appropriate community authority from requiring the pet owner to remove pets or take other action under this lease if the pet's conduct or condition is determined to constitute a nuisance or threat to the health or safety of other residents of the building or area or the Authority staff.

H. Termination

In the event that a pet owner violates any of the terms and conditions of the Pet Regulations, the Authority may:

1. Terminate the resident's pet ownership agreement and require the removal of the pet within 14 days after written notice to the resident; or

2. Terminate the resident's lease for the apartment with DHA.

I. Admission to DHA Elderly Housing

Any applicants for DHA housing for the elderly and handicapped who wish to keep a pet will be required to comply with the terms and conditions of these Regulations as a condition of admission.

J. Exclusions

These regulations incorporate the provisions of Sections 121.001 through 121.005 of Title 8, Rights and Responsibilities of the Handicapped, Texas Human Resources Code, attached as Exhibit E. The provisions thereof relating to support dogs apply in place of these regulations.

K. Annual Recertification

Dogs and Cats must be re-registered annually with proof of all inoculations at the time of the resident's annual income reexamination. Exhibit C, the Veterinarian Statement, must be completely filled out at the time of the annual recertification by a licensed veterinarian as proof that the pet remains in good health and has current inoculations.

Dallas Housing Authority
Deconcentration of Poverty
Approved

September 27, 2001

To be included in the Admissions and Occupancy Policy.

Section I <u>Conditions Governing Eligibility for Admissions</u>

I. Preferences/Deconcentration of Poverty

To achieve the goals of the Quality Housing and Work Responsibility Act of 1998 (Reform Act) to deconcentrate families with incomes below poverty level, DHA will implement the following policies regarding offers of housing, admission preferences and targeting of capital improvements.

1. Determination of Average Income

Each year on July 1 DHA will determine the average income of families at each public housing family development and the average income of families at all public housing developments. Based on this data, DHA will determine the Established Income Range (EIR) for the following fiscal year.

2. Deconcentration of Poverty Efforts

a. Incentives

DHA shall include in its unit make-ready, incentives to encourage families above the established income range to accept units in developments with incomes below the range or the reverse situation. These incentives shall include, but are not limited to, affirmative marketing plans and added amenity packages.

b. Target Investment and Capital Improvements

To encourage applicant families whose income is above this range to accept units in those developments, DHA shall make recommendations and seek funding for capital improvements at developments with an average income below the Established Income Range.

c. Admissions Preferences

i. Working Families

Working Families (Families whose head, spouse or sole member is employed). An Applicant will also be given a working preference if the head, spouse, or sole member is age 62 or older or is a person with a disability. To qualify for this preference, Families must have at lease one adult member employed for six (6) consecutive months.

ii. Families Enrolled in a Self-Sufficiency Program

Families currently enrolled in a DHA approved educational or job training program. To qualify for this preference, Families must have successfully completed a minimum of 50 percent of the training program.

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Dallas, Texas	Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**FY 2003**

X **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	$0			
2	1406 Operations	$1,000,000			
3	1408 Management Improvements	$1,148,144			
4	1410 Administration	$740,998			
5	1411 Audit	$0			
6	1415 Liquidated Damages	$0			
7	1430 Fees and Costs	$50,000			
8	1440 Site Acquisition	$0			
9	1450 Site Improvement	$0			
10	1460 Dwelling Structures	$3,896,047			
11	1465.1 Dwelling Equipment—Nonexpendable	$139,800			
12	1470 Nondwelling Structures	$325,000			
13	1475 Nondwelling Equipment	$110,000			
14	1485 Demolition	$0			
15	1490 Replacement Reserve	$0			
16	1492 Moving to Work Demonstration	$0			
17	1495.1 Relocation Costs	$0			
18	1499 Development Activities	$0			
19	1501 Collaterization or Debt Service	$0			
20	1502 Contingency	$0			

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2003

X **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
21	Amount of Annual Grant: (sum of lines 2 – 20)	$7,409,989			
22	Amount of line 21 Related to LBP Activities	$0			
23	Amount of line 21 Related to Section 504 compliance	$0			
24	Amount of line 21 Related to Security – Soft Costs	$300,000			
25	Amount of Line 21 Related to Security – Hard Costs	$0			
26	Amount of line 21 Related to Energy Conservation Measures	$0			

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2003		
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	
TX21P00901 Roseland Homes				$0				
TX21P009002 Little Mexico Village				$0				
TX21P009003 Cedar Springs Place Addition	1) Engineering for replacement of underground utilities.	1430	1	$50,000				
TX21P009005 Frazier Courts				$0				
TX21P009006 Frazier Courts Addition				$0				
TX21P009007 Brackins Village				$0				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
TX21P009008 Turner Courts				$0				
TX21P009009 Rhoads Terrace	1) Remodel community building.	1470	1	$325,000				
TX21P009011 Lakewest	1) Architectural and engineering. 2) Sitework 3) Dwelling Structures 4) Dwelling Equipment 5) Non-Dwelling Structures 6) Non-Dwelling Equipment 7) Demolition 8) Relocation 9) Paint exterior of Kingbridge	1430 1450 1460 1465.1 1470 1475 1485 1495 1460	43	$238,478				
TX21P009012 Cedar Springs Place				$0				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
TX21P009013 Park Manor	1) Paint interior common areas.	1460	1	$30,000				
TX21P009014 Brooks Manor	1) Replace dwelling unit VCT (including asbestos abatement). 2) Replace kitchens and bathrooms in all units and restrooms in the community room. 3) Replace all appliances.	1460 1460 1465.1	227 227 454	$750,000 $943,134 $139,800				
TX21P009015 Turnkey Homes				$0				
TX21P009016 Turnkey Homes				$0				
TX21P009017 Cliff Manor	1) Replace HVAC in all dwelling units.	1460	180	$1,592,435				
TX21P009022 Audelia Manor	1) Replace VCT in units and common areas.	1460	123	$305,000				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
TX21P009023 Scattered Sites				$0				
TX21P009025 Barbara Jordan Square	1) Reroof as necessary.	1460	1	$25,000				
TX21P009028 Pebbles Apartments				$0				
TX21P009029 Single Family Homes	1) Install or replace air conditioning as needed.	1460		$12,000				
TX21P009030 Single Family Homes				$0				

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2003		
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	
TX21P009037 Single Family Homes				$0				
TX21P009040 Single Family Homes				$0				
TX21P009042 Single Family Homes				$0				
TX21P009047 Frankford Townhomes				$0				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
PHA-Wide	1) Operating Transfer.	1406			$1,000,000			
	2) Drug Elimination and Self Sufficiency.	1408			$363,662			
	3) Resident Employment and Training Center – staff.	1408			$198,450			
	4) Resident Employment and Training Center – equipment and supplies.	1408			$65,000			
	5) Child Care Program.	1408			$65,000			
	6) Security.				$300,000			
	7) Staff Training.	1408			$20,000			
	8) Upgrade computer software.	1408			$12,500			
	9) Program Auditor – TIP.	1408			$58,153			
	10) PC Network Technician.	1408			$65,379			
	11) CFP Admin Costs.	1410			$30,000			
	12) Tech and Non-Tech Staff.	1410			$680,998			
	13) Bid Advertising – Various Projects.	1410			$30,000			
	14) Replace Computer Equipment.	1475			$100,000			
	15) Office Equipment.	1475			$10,000			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P00901 Roseland Homes	09/30/05			09/30/07			
TX21P009002 Little Mexico Village	09/30/05			09/30/07			
TX21P009003 Cedar Springs Place Addition	09/30/05			09/30/07			
TX21P009005 Frazier Courts	09/30/05			09/30/07			
TX21P009006 Frazier Courts Addition	09/30/05			09/30/07			
TX21P009007 Brackins Village	09/30/05			09/30/07			
TX21P009008 Turner Courts	09/30/05			09/30/07			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009009 Rhoads Terrace	09/30/05			09/30/07			
TX21P009011 Lakewest	09/30/05			09/30/07			
TX21P009012 Cedar Springs Place	09/30/05			09/30/07			
TX21P009013 Park Manor	09/30/05			09/30/07			
TX21P009014 Brooks Manor	09/30/05			09/30/07			
TX21P009015 Turnkey Homes	09/30/05			09/30/07			
TX21P009016 Turnkey Homes	09/30/05			09/30/07			
TX21P009017 Cliff Manor	09/30/05			09/30/07			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009022 Audelia Manor	09/30/05			09/30/07			
TX21P009023 Scattered Sites	09/30/05			09/30/07			
TX21P009025 Barbara Jordan Square	09/30/05			09/30/07			
TX21P009028 Pebbles Apartments	09/30/05			09/30/07			
TX21P009029 Single Family Homes	09/30/05			09/30/07			
TX21P009030 Single Family Homes	09/30/05			09/30/07			
TX21P009037 Single Family Homes	09/30/05			09/30/07			
TX21P009040 Single Family Homes	09/30/05			09/30/07			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009042 Single Family Homes	09/30/05			09/30/07			
TX21P009047 Frankford Townhomes	09/30/05			09/30/07			
PHA-Wide Programs	09/30/05			09/30/07			
1) Drug Elimination & Self Sufficiency	09/30/05			09/30/07			
2) RET-Staff	09/30/05			09/30/07			
3) RET- Equipment and Supplies	09/30/05			09/30/07			
4) Child Care Program	09/30/05			09/30/07			
5) Security	09/30/05			09/30/07			
6) Staff Training	09/30/05			09/30/07			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
7) Upgrade Computer Software	09/30/05			09/30/07			
8) Program Auditor	09/30/05			09/30/07			
9) CFP Admin Cost	09/30/05			09/30/07			
10) Tech and Non Tech	09/30/05			09/30/07			
11) Bid Advertising Various Projects	09/30/05			09/30/07			
12) Replace computer equipment	09/30/05			09/30/07			
13) Office Equipment	09/30/05			09/30/07			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Dallas, Texas				**X Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
TX21P00901/ Roseland Homes	Annual Statement	$0	$0	$0	$0
TX21P00902/ Little Mexico Village		$0	$0	$0	$10,000
TX21P00903/ Cedar Springs Place Addn.		$455,106	$0	$0	$25,000
TX21P00905/ Frazier Courts		$0	$1,375,000	$652,100	$2,678,256
TX21P00906/ Frazier Courts Addition		$0	$1,669,834	$791,913	$115,225
TX21P00907/ Brackins Village		$340,000	$0	$0	$60,000
TX21P00908/ Turner Courts		$0	$35,000	$250,000	$600,000
TX21P00909/ Rhoads Terrace		$3,311,903	$0	$50,000	$0
TX21P00911/ Lakewest		$273,825	$0	$0	$0
TX21P00912/ Cedar Springs Place		$0	$0	$630,000	$126,000
TX21P00913/ Park Manor		$0	$15,000	$390,000	$40,000
TX21P00914/ Brooks Manor		$0	$0	$0	$0
TX21P00915/16/ Turnkey Homes		$0	$0	$0	$0
TX21P00917/ Cliff Manor		$0	$1,141,515	$0	$0
TX21P00922/ Audelia Manor		$0	$0	$442,017	$0
CFP Funds Listed for 5-year planning		$7,409,989	$7,409,989	$ 7,409,989	$7,409,989
Replacement Housing Factor Funds		$0	$0	$0	$0

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Dallas, Texas				**Xoriginal 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
TX21P00923/ Scattered Sites	Annual Statement	$0	$0	$597,500	$240,000
TX21P00925/ Barbara Jordan Square		$0	$0	$500,000	$54,200
TX21P00928/ Pebbles Apartments		$0	$0	$0	$0
TX21P00929/ Single Family Homes		$0	$69,702	$0	$15,400
TX21P00930/ Single Family Homes		$0	$0	$0	$119,000
TX21P00937/ Single Family Homes		$0	$0	$0	$85,000
TX21P00940/Single Frankford Townhomes		$0	$0	$0	$102,600
TX21P00947/ Frankford Townhomes		$0	$0	$0	$0
PHA Wide- Management Improvement		$1,178,157	$1,212,940	$1,249,461	$1,287,810
PHA Wide – Administrative Expenses		$740,998	$740,998	$740,998	$740,998
PHA Wide- Equipment		$110,000	$150,000	$110,000	$110,000
PHA Wide- Operating		$1,000,000	$1,000,000	$1,000,000	$1,000,000

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00901 Roseland Homes			TX21P00901 Roseland Homes		
Annual	TX21P00902 Little Mexico Village			TX21P00902 Little Mexico Village		
Statement	TX21P00903 Cedar Springs Place Addition.	1) Replace water lines. 2) Replace sewer lines.	$200,000 $255,106	TX21P00903 Cedar Springs Place Addition.		
	TX21P00905 Frazier Courts			TX21P00905 Frazier Courts	1) Remodel Bathrooms 2) Remodel Kitchens	$687,500 $687,500
	TX21P00906 Frazier Courts Addition			TX21P00906 Frazier Courts Addition	1) Remodel Bathrooms 2) Remodel Kitchens	$834,917 $834,917

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00901 Roseland Homes			TX21P00901 Roseland Homes		
Annual	TX21P00902 Little Mexico Village			TX21P00902 Little Mexico Village	1) Playground equipment	$10,000
Statement	TX21P00903 Cedar Springs Place Addition			TX21P00903 Cedar Springs Place Addition	1) Playground upgrades	$25,000
	TX21P00905 Frazier Courts	1) Repair streets 2) Replace doors and door jambs.	$277,100 $375,000	TX21P00905 Frazier Courts	1) Construct a storage building. 2) Construct a multi-purpose facility. 3) Replace Floors. 4) Paint Exteriors 5) Playground upgrades	$30,000 $1,329,455 $1,203,576 $90,225 $25,000
	TX21P00906 Frazier Courts Addition	1) Repair streets. 2) Replace doors and door jambs.	$372,913 $419,000	TX21P00906 Frazier Courts Addition	1) Paint exteriors 2) Play ground upgrades	$90,225 $25,000

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00907 Brackins Village	1) Repair/replace streets, parking, sidewalks and curbs as needed	$340,000			
Annual	TX21P00908 Turner Courts				1) Screening fence around dumpsters	$35,000
Statement	TX21P00909 Rhoads Terrace	1) Upgrade kitchens 2) Upgrade bathrooms. 3) Replace front and back doors and jambs. 4) Replace storm doors and window screens. 5) Install carpet in dwelling	$1,182,000 $985,000 $394,000 $394,000 $356,903			

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00907 Brackins Village			1) Landscape Improvements		$60,000
Annual	TX21P00908 Turner Courts	1) Engineering service for replacement of underground utilities. 2) Upgrade sidewalks.	$100,000 $150,000	1) Replace water and sewer lines.		$600,000
Statement	TX21P00909 Rhoads Terrace	1) Upgrade playground				

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00911 Lakewest	1) Architectural and engineering 2) Sitework 3) Dwelling structures 4) Dwelling equipment 5) Non-dwelling structures 6) Non-dwelling equipment 7) Demolition 8) Relocation 9) Paint exterior Hamptons	$0 $0 $0 $0 $0 $0 $0 $0 $273,825	TX21P00911 Lakewest	1) Architectural and engineering 2) Sitework 3) Dwelling structures 4) Dwelling equipment 5) Non-dwelling structures 6) Non-dwelling equipment 7) Demolition 8) Relocation	$0 $0 $0 $0 $0 $0 $0 $0
Annual	TX21P00912 Cedar Springs Place			TX21P00912 Cedar Springs Place		
Statement	TX21P00913 Park Manor			TX21P00913 Park Manor	1) Upgrade landscaping.	$15,000

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

Activities for Year 1	Activities for Year :4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00911 Lakewest	1) Architectural and engineering 2) Sitework 3) Dwelling structures 4) Dwelling equipment 5) Non-dwelling structures 6) Non-dwelling equipment 7) Demolition 8) Relocation	$0 $0 $0 $0 $0 $0 $0 $0	TX21P00911 Lakewest		
Annual	TX21P00912 Cedar Springs Place	1) Replace appliances 2) Install double pane windows	$180,000 $450,000	TX21P00912 Cedar Springs Place	1) Expand maintenance area. *2)* Replace dumpsters.	$120,000 $6,000
Statement	TX21P00913 Park Manor	1) Replace VCT in dwelling units	$396,000	TX21P00913 Park Manor	1) Additional security lighting	$40,000

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00914 Brooks Manor			TX21P00914 Brooks Manor		
Annual	TX21P00915,16 Turnkey			TX21P00915,16 Turnkey		
Statement	TX21P00913 Cliff Manor2			TX21P00913 Cliff Manor2	1) Paint interior of common areas. 2) Upgrade gate system. 3) Replace cabinets, tops, sinks, faucets, in all units. *4)* Replace VCT in all areas (including asbestos abatement).	$25,000 $50,000 $487,500 $579,015

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00914 Brooks Manor			TX21P00914 Brooks Manor		
Annual	TX21P00915,16 Turnkey			TX21P00915,16 Turnkey		
Statement	TX21P00917 Cliff Manor			TX21P00917 Cliff Manor		

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00922 Audelia Manor			TX21P00922 Audelia Manor		
Annual	TX21P00923 Scattered Sites			TX21P00923 Scattered Sites		
Statement	TX21P00925 Barbara Jordan Square			TX21P00925 Barbara Jordan Square		
	TX21P00928 Pebbles Apartments			TX21P00928 Pebbles Apartments		

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00922 Audelia Manor	1) Upgrade landscaping 2) Upgrade bathrooms	$15,017 $427,000	TX21P00922 Audelia Manor		
Annual	TX21P00923 Scattered Sites	3) Modernize kitchens and bathrooms 4) Re-roof as necessary	$547,500 $50,000	TX21P00923 Scattered Sites	1) Dwelling unit heaters 2) Upgrade playground	$200,000 $40,000
Statement	TX21P00925 Barbara Jordan Square	5) Replace air conditioning as needed 6) Replace floor tiles in the dwelling units	$250,000 $250,000	TX21P00925 Barbara Jordan Square	3) Repair second floor porch 4) Replace dumpsters	$50,000 $4,200
	TX21P00928 Pebbles			TX21P00928 Pebbles		

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P00929 Scattered Single Family Homes			TX21P00929 Scattered Single Family Homes	1) Replace Roofing 2) Paint Exterior 3) Replace Fencing	$55,000 $5,702 $9,000
Annual	TX21P00930 Scattered Single Family Homes			TX21P00930 Scattered Single Family Homes		
Statement	TX21P00937 Scattered Single Family Homes			TX21P00937 Scattered Single Family Homes		

	TX21P00940 Scattered Single Family Homes			TX21P00940 Scattered Single Family Homes		
	TX21P00947 Frankford Townhomes			TX21P00947 Frankford Townhomes		

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TX21P009029 Scattered Single Family Homes			TX21P009029 Scattered Single Family Homes	1) Replace appliances	$15,000
Annual	TX21P009030 Scattered Single Family Homes			TX21P009030 Scattered Single Family Homes	1) Replace Roofing 2) Paint Exterior 3) Replace fences 4) Replace appliances	$50,000 $33,000 $22,000 $14,000
Statement	TX21P00937 Scattered Single Family Homes			TX21P00937 Scattered Single Family Homes	5) Replace Roofing 6) Paint Exterior 7) Replace fences 8) Replace appliances	$37,500 $22,500 $15,000 $10,500
Statement	TX21P00940 Scattered Single Family Homes			TX21P00940 Scattered Single Family Homes	1) Replace Roofing 2) Paint Exterior 3) Replace fences 4) Replace appliances	$45,000 $27,000 $18,000 $12,600

Statement	TX21P00947 Frankford Townhomes			TX21P00947 Frankford Townhomes		

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	1) Drug Elimination & Self Sufficiency		$380,845	1) Drug Elimination & Self Sufficiency		$398,887
	2) Resident Employment and Training Center-staff		$208,373	2) Resident Employment and Training Center-staff		$218,791
	3) Resident Employment and Training Center-equipment and supplies		$65,000	3) Resident Employment and Training Center-equipment and supplies		$65,000
	4) Child Care Program		$65,000	4) Child Care Program		$65,000
	5) Security		$300,000	5) Security		$300,000
	6) Staff training.		$20,000	6) Staff training.		$20,000
	7) Upgrade Computer Software.		$12,500	7) Upgrade Computer Software.		$12,500
	8) Program Auditor-TIP		$61,061	8) Program Auditor-TIP		$64,114
	9) PC Network Technician		$65,379	9) PC Network Technician		$68,648
	1) CFP Admin Costs.		$30,000	1) CFP Admin Costs.		$30,000
	2) Tech and Non-Tech Staff.		$680,998	2) Tech and Non-Tech Staff.		$680,998
	3) Bid Advertising-various projects		$30,000	3) Bid Advertising-various projects		$30,000
	1) Replace Computer Equipment		$100,000	1) Replace Computer Equipment		$100,000
	2) Office Equipment		$10,000	2) Office Equipment		$10,000
						$40,000
	Operating		$1,000,000	Operating		$1,000,000

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

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
1) Drug Elimination & Self Sufficiency		$417,831	1) Drug Elimination & Self Sufficiency		$437,723
2) Resident Employment and Training Center-staff		$229,731	2) Resident Employment and Training Center-staff		$241,217
3) Resident Employment and Training Center-equipment and supplies		$65,000	1) Resident Employment and Training Center-equipment and supplies		$65,000
4) Child Care Program		$65,000	2) Child Care Program		$65,000
5) Security		$300,000	3) Security		$300,000
6) Staff training.		$20,000	4) Staff training.		$20,000
7) Upgrade Computer Software.		$12,500	5) Upgrade Computer Software.		$12,500
8) Program Auditor-TIP		$67,319	6) Program Auditor-TIP		$70,685
9) PC Network Technician		$72,080	7) PC Network Technician		$75,684
10) CFP Admin Costs.		$30,000	1) CFP Admin Costs.		$30,000
11) Tech and Non-Tech Staff.		$680,998	2) Tech and Non-Tech Staff.		$680,998
12) Bid Advertising-various projects		$30,000	3) Bid Advertising-various projects		$30,000
1) Replace Computer Equipment		$100,000	1) Replace Computer Equipment		$100,000
2)Office Equipment		$10,000	2)Office Equipment		$10,000
Operating		$1,000,000	Operating		$1,000,000

Dallas Housing Authority
Council of Presidents

Title	Name	Address	Office Phone # Home Phone #
President	Carolyn Jarrett	2521 Keeler Dallas, TX 75215	O/ 214.426.5824 H/ 214.421.4023
Vice President	Vacant		
Secretary	Ella Waters	5921 Highland Hills # B Dallas, TX 75241	O/ 214.374.0777 H/ 214.376.0305
Treasurer	Marilyn Miller	18110 Mariah Lane #1604, Dallas, TX 75287	O/ 972.306.2191 H/ 972.306.1308
Sgt-at-Arms	Bettye Brown	2425 Bickers # 203 Dallas, TX 75212	O/ 214.688.1555 H/ 214.631.0781
Chaplain	Vacant		

Development	Member	Address	Office Phone # Home Phone #
Brackins Village	Inactive (Contact COP)		214.583.2020
Brooks Manor	Derray Hughes	520 W. Page # 135 Dallas, TX 75208	O/ 214.942.2565 H/ 214.941.4750
Cedar Glen	Johnetta Powell	2906 E. Kiest Apt. G-12 Dallas, TX 75216	O/ 214.371.1510 H/ 214.375.5483
Cedar Springs	Pattie Brooks	2708 Hawthorne # 161 Dallas, TX 75219	O/ 214.559.2556 H/ 214.526.0607
Cliff Manor	Inactive (Contact COP)		214.583.2020
Elmer Scott	Ruthie Davis	2499 Shaw St Dallas, TX 75212	O/ 214.638.7875 H/ 214.630.1589
Estell Village	Ella Waters	5921 Highland Hills # B Dallas, TX 75241	O/ 214.374.0777 H/ 214.376.0305
Forest Green	Pearl Dixon	9730 Shepherd Rd. # 337 Dallas, TX 75243-4152	O/ 214.340.8571 H/ 214.221.6385
Frankford Townhomes	Marilyn Miller	18110 Marsh Lane # 1604 Dallas, TX 75287	O/ 972.306.2191 H/ 972.306.1308
Frazier Court	Geraldine Fuller	2919 Bentow # 244 Dallas, TX 75211	O/ 214.421.9097 H/ 214.421.4703
Hampton @ Lakewest	Bettye Brown	2425 Bickers St. # 203 Dallas, TX 75212	O/ 214.688.1555 H/ 214.631.0781
Kingbridge Crossing	Ruby Ross	3131 Kingbridge # 202 Dallas, TX 75212	O/ 214.631.4095 H/ 214.630.4069
Lakeland Manor	Robert Warren	3105Peavy Rd. # 216 Dallas, TX 75228	O/ 214.328.0348 H/ 214.324.3990

Little Mexico Village	Shirley Brice	1804 Camacho # 52 Dallas, TX 75201	O/ 214.871.2974 H/ 214.871.0152
Oakland Apts.	Mary Sanders	4011 S. Malcolm X Blvd. # 111, Dallas, TX 75215	H/ 214.565.0757
Park Manor	Evelyn Massey	3333 Edgewood # 403 Dallas, TX 75215	O/ 214.421.2055 H/ 214.421.3523
Pebbles Apts.	Susan Douglas	8320 Park Lane # 210 Dallas, TX 75231	O/ 214.363.4519 H/ 214.739.8088
Roseland Homes	Venora Summons	1943 Washington # 1564 Dallas, TX 75204	O/ 214.824.4479 H/ 214826.1581
Town Park	Marie Growe	7150 –A Lindsley Ave. Dallas, TX 75223	O/ 214.321.4799 H/ 214.324.0211
Turner Courts	Inactive (Contact COP)		214.583.2020

STATEMENT OF ADMISSIONS AND CONTINUED OCCUPANCY POLICY METHODS OF ADMINISTRATION AND TENANT SELECTION AND ASSIGNMENT PLAN FOR THE PUBLIC HOUSING PROGRAM

Section I. Conditions Governing Eligibility for Admissions

The U.S. Department of Housing and Urban Development (HUD) has established certain regulatory requirements applicable to the Public Housing Program, which are generally set forth in 24 CFR Parts 5 and 960. If there is any conflict between the regulations and this Policy, the regulations will govern.

The Remedial Order entered into in the record of Debra Walker, et al. v. HUD, et al., on February 7, 1995, hereinafter referred to as the Remedial Order, is incorporated into the Admissions and Continued Occupancy Policy for the Public Housing Program by reference and is made a part of this Policy. Where there is conflict between the Remedial Order and the Policy provisions, the Remedial Order will govern.

Definitions of terms used in this Policy are included in DHA Policy 600-5, Definition of Terms for Housing Assistance Programs Owned or Operated by The Housing Authority of the City of Dallas, Texas (DHA) or The Dallas Housing Corporation (DHC).

A. Nondiscrimination

The Housing Authority of the City of Dallas, Texas (DHA) does not discriminate on the basis of race, color, national origin, religion, sex, handicap, familial status or age (except for eligibility requirements) in the leasing, rental, or other disposition of housing or related facilities (including land) included in any project or projects under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof. DHA will not deny, on account of race, color, national origin, religion, sex, handicap, family status or age, any eligible Applicant the opportunity to lease or rent dwellings in any such housing suitable to the family's needs.

DHA's records for admission to any low-income housing assisted under the United States Housing Act of 1937, as amended, will indicate for each application: 1) the date and time the application was completed; 2) DHA's determination of eligibility or non-eligibility of the Applicant and local preferences (if applicable); 3) the unit size for which the Applicant is eligible; 4) the date, location, identification and circumstances of each vacancy offered; and 5) the status of the offer (e.g., unit accepted or rejected).

B. Application Procedures

1. Individuals applying for admission to the Public Housing Program must submit a written application, in person or by mail to DHA's Applications and Assignments Division. Individuals applying for admission may also apply in

person to any other site authorized by DHA for intake of applications. Applications will be accepted by mail from elderly, near elderly and as a reasonable accommodation for the disabled, and or care givers to the elderly, near elderly and disabled Applicants who, because of age or physical disability, are unable to appear in person. Applications must be signed by the Head of the Household, who must be at least 18 years of age or an Emancipated Minor. (Evidence of emancipation may be submitted by proof of a prior valid marriage of the minor or by prior court order removing the disabilities of minority of the Applicant.)

2. All complete applications will be date and time stamped when received.

3. Any incomplete or illegible application will be returned to the Applicant.

4. Upon acceptance of an application, the application's counselor will review the application and enter the information into DHA's computer system.

5. Using Verification Procedure, 610-1.2, DHA will verify all information necessary to determine the Applicant's eligibility for housing and any applicable local preferences. All verification documents will be placed in the Applicant's file.

6. Social Security numbers will be verified in accordance with Verification Procedure, 610-1.2. Prior to admission, Applicants must provide Social Security numbers for all Family members six (6) years of age and older who have been issued a number by the Social Security Administration. All members of the Family must either submit Social Security number documentation, or execute a statement certifying that they have not been assigned a Social Security number. The Head of Household must execute the certification for minor children not legally emancipated.

   If an Applicant or Family member who has signed a certification form later obtains a Social Security number, the number must be disclosed at the next regularly scheduled income reexamination conference.

7. Applicants providing false information regarding their Family Income, composition or other circumstances affecting their eligibility or rent level will be rejected. In the event the Applicant has been assigned a unit, the lease will be terminated and DHA will pursue any and all lawful civil claims and criminal actions, including the recoupment of back rent.

C. Suspension of Application Process

When it becomes evident that the number of eligible Applicants on the waiting list has increased to the extent that there is no reasonable prospect of housing additional Applicants within 36 months, the President/CEO may suspend the taking of further applications. This suspension may be for all or part of the Public Housing Program

based upon the availability of suitably sized units. Such suspension will be announced publicly. The decision to resume accepting applications will also be announced publicly.

D. Outreach Procedures

DHA may designate satellite sites for accepting applications. DHA staff will be available at these sites to assist Applicants in completing the housing application documents.

If additional applications are required to attain any of the objectives established in this Policy, DHA will engage in outreach efforts directed toward potential Applicants who might fulfill the need. DHA will avoid any outreach methods, which are likely to result in the receipt of applications from large numbers of Applicants that DHA will be unable to serve within a reasonable period of time.

E. Income Targeting Requirements

At least 40 percent of families admitted to public housing in any year by DHA must have incomes at or below 30 percent of the area median income.

F. Eligibility for Admission

DHA will consider all Applicants for admission to its housing programs who, at the time of application, meet all of the following conditions and requirements:

1. The Applicant must qualify as a Family, Elderly Family, (including Handicapped and Disabled individuals), or a Single Person as defined in DHA Policy 600-5;

2. The Applicant's Family Income (as defined in Policy 600-5) must not exceed the Income Limits (Exhibit A) for Admission as published by the U. S. Department of Housing and Urban Development (HUD). These Income Limits will be adjusted periodically by HUD;

3. The Applicant must satisfy in full any overdue accounts or indebtedness owed to DHA resulting from previous tenancies in any housing program administered or managed by DHA or another housing authority;

4. The Applicant's lease must not have been terminated for cause by DHA within the previous twenty-four (24) months;

5. In accordance with 24 CFR 5 Subpart E, DHA must document the citizenship or immigration status and, if applicable, must verify the immigration status for each family member, regardless of age. DHA is prohibited from making any housing assistance available for the benefit of non-citizens with ineligible immigration status;

6. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not have been convicted of manufacturing or producing methamphetamine on the premises of a public housing development. A conviction of this nature permanently prohibits occupancy in any public housing unit;

7. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not be subject to a lifetime registration requirement under a state sex offender registration program. A criminal conviction which requires an individual to register under a state sex offender registration program permanently prohibits occupancy in a federally housing unit;

8. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not have been evicted, because of drug-related criminal activity, from housing assisted under the U.S. Housing Act of 1937, for a minimum of a ten (10) year period beginning on the date of such eviction. This requirement may be waived if:

   a. since the eviction, the Applicant has successfully completed a rehabilitation program approved by DHA; or

   b. the circumstances leading to the eviction no longer exist (for example, the individual involved in drugs is no longer in the household due to incarceration).

9. The Applicant, nor any member of the Applicant Family who will be included on the lease, may not engage in the illegal use of controlled substances, nor engage in a course of conduct that presents a pattern of illegal use of controlled substances. This requirement may be waived if the Applicant demonstrates to DHA's satisfaction that he or she no longer engages in the illegal use of the controlled substance(s).

10. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not misuse or abuse alcohol in any way that interferes or may interfere with the health, safety, or rights of others. This requirement may be waived if: the Applicant demonstrates to DHA's satisfaction that he/she no longer abuses or misuses alcohol; engages in the illegal use of a controlled substance(s) and:

    a. has successfully completed a supervised drug or alcohol rehabilitation program; or

    b. has otherwise been rehabilitated successfully; or

    c. is participating in a supervised drug or alcohol rehabilitation

program.

11. In accordance with HUD guidelines and in order to avoid admitting Applicants whose presence might threaten the health, safety and welfare of all of the residents, DHA will screen all Applicants and members of their households using the following additional criteria:

    a. Evidence of disturbing neighbors, destroying property, or living and housekeeping habits at prior and current residences that might adversely affect the health and welfare of other residents;

    b. Recent history of criminal activity involving crimes to persons or property and/or other criminal acts that would adversely affect the health, safety or welfare of other residents or DHA personnel;

    c. Poor performance in meeting financial obligations, especially rent or a record of eviction from housing or termination from residential programs;

    d. Ability and willingness to comply with the terms of DHA lease; and

    e. Willful misrepresentation of any information relative to eligibility, allowances, family composition or rent.

    f. History of behavior or conduct that suggests the Applicant or a member of his/her Family has a history of misusing alcohol or engaging in illegal use of controlled substance(s).

G. Determination of Eligibility and Notification of Applicants

All applications will be processed according to the date and time the application was received and any applicable local preference(s). Once DHA staff receives a completed application, the eligibility of the Applicant will be determined by DHA Screening Procedure, 600-4.1.

Each Applicant determined to be eligible will receive written notification of his/her eligibility and will be informed, if possible, of the approximate date he/she will be offered housing. A copy of this notification will be retained in the Applicant's file.

Each Applicant determined to be ineligible will be notified in writing. The notice will state the reason(s) for the determination of ineligibility and will explain the Applicant's right to submit a written request for a review of the determination, within 14 calendar days of the date of the notice. If the determination of ineligibility is based on a criminal record, DHA will provide the Applicant with a copy of the criminal record upon request. The Applicant will be given an opportunity to dispute the accuracy and the relevancy of the record at an informal hearing. The review and

hearing procedures are described in the DHA Screening Procedure, 600-4.1, Section V.B., Applicant Review.

Applications which are withdrawn by the Applicant, ineligible applications and the notice of ineligibility, will be retained in DHA files for at least three (3) years following the date of the withdrawal of the application.

H. Resident Orientation

Eligible Applicants selected for admission will be required to participate in an orientation program conducted by DHA. The orientation program will acquaint new Families with the policies herein, the lease agreement, maintenance procedures, services provided by DHA, and Family responsibilities and obligations for the units.

I. Preferences/Deconcentration of Poverty

To achieve the goals of the Quality Housing and Work Responsibility Act of 1998 (Reform Act) to deconcentrate Families with incomes below poverty level, DHA will implement the following policies regarding offers of housing, admission preferences and targeting of capital improvements.

1. Determination of Average Income

Each year on July 1, DHA will determine the average income of Families at each public housing family development and the average income of Families at all public housing developments. Based on this data, DHA will determine the Established Income Range (EIR) for the following fiscal year.

2. Deconcentration of Poverty Efforts

a. Incentives

DHA shall include in its unit make-ready, incentives to encourage Applicants above the established income range to accept units in developments with incomes below the range. These incentives shall include, but are not limited to, affirmative marketing plans and added amenity packages.

b. Target Investment and Capital Improvements

To encourage Applicant Families whose income is above this range to accept units in lower-income developments, DHA shall make recommendations and seek funding for capital improvements at developments with an average income below the Established Income Range.

c. Admissions Preferences

I. Working Families

Families whose head, spouse or sole member is employed are eligible for a Working Families preference. An Applicant will also be given a working preference if the head, spouse, or sole member is age 62 or older or is a person with a disability. To qualify for this preference, Families must have at least one adult member employed for six (6) consecutive months.

ii. Families Enrolled in a Self-Sufficiency Program

Families currently enrolled in a DHA approved educational or job training program are eligible for a Self-Sufficiency preference. To qualify for this preference, Families must have successfully completed a minimum of 50 percent of the training program.

J. Admission to Elderly Developments

DHA has designated Audelia Manor and Park Manor developments for Elderly Persons only. Clients assigned to these developments are Elderly Persons as defined in DHA Policy 600-5.

K. Admission of Single Persons

DHA will admit Single Persons as defined in DHA Policy 600-5. In determining priority for admission to housing, DHA will give priority to Single Persons who are Elderly, Disabled, or displaced persons before Single Persons who are eligible under this section. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a Family may not be provided a housing unit with two or more bedrooms.

Section II. Tenant Selection and Assignment Plan

Tenant selection and assignment to dwelling units is based upon a one offer one refusal plan. DHA maintains a combined waiting list for the Public Housing Family Program. These housing developments include: Roseland Homes, Roseland Townhomes, Carroll Townhomes, Monarch Townhomes, Little Mexico Village, Cedar Springs Place, Frazier Courts, Frazier Courts Addition, Brackins Village, Turner Courts, Rhoads Terrace, Elmer Scott Place, The Hamptons at Lakewest, Kingbridge Crossing, Lakeview Townhomes, Cedar Springs Place Addition, Pebbles Apartments, Larimore Lane Scattered Site, and Barbara Jordan Square.

A separate list for transfers only (transfer list) is maintained for the Conner Drive, Military Parkway, Kelly Boulevard scattered sites, the Single Family Homes (TX 9-29, TX 9-30, TX 9-37, TX 9-40 and TX 9-42), and Lakewest Village.

A site-based waiting list is maintained for Frankford Townhomes. Families moving to Frankford Townhomes must enroll in the Family Self-Sufficiency Program.

A combined waiting list is maintained for the housing developments designated for the elderly and/or disabled, Cliff Manor and Brooks Manor. A separate combined waiting list is maintained for the sites designated as elderly only, Park Manor and Audelia Manor.
An Applicant who has met all requirements for eligibility is placed on all appropriate waiting lists for which he/she applies and is ready for assignment to a unit in one of DHA's housing developments. Each Applicant will be assigned to the waiting list in sequence determined by the date and time the application was filed, the type or size of unit, special needs of the Applicant, local preference(s) for which the Applicant is qualified, and any priority(ies) established by DHA policy.

A. Offer of Housing

An offer of housing is made to an eligible Applicant when his/her name reaches the top of the waiting list and a suitable unit is available for occupancy. An Applicant's name is placed on the waiting list in sequential order as follows: by unit type according to the date and time of receipt of a completed application; by bedroom size and in accordance with any applicable local preference(s). The Applicant is forwarded an offer letter, which identifies the name of the development, the unit number, the rent and the security deposit required to lease the unit. The letter also provides the Applicant with instructions for accepting the offer. The Applicant has three (3) working days from the date of the letter to respond in person to the development.

Each tenant selection and assignment will be made from the pool of all appropriately sized units, which are vacant and in the process of being made ready. The pool does not include units being held vacant for scheduled modernization or transfers. Assignments are subject to the factors affecting priority and local preferences, as set forth in DHA policy (see Section I. I., J. and K.).

1. Racial Identity of Housing Developments

The racial characteristics of DHA's developments on the date that regular automated offers are made will be used to determine the "racial identity" status for assignments. This status will remain in effect until updated during the next regular offer process. The selection of Applicants and the assignment of units will be as follows:

a. An eligible Applicant at the top of the waiting list with an applicable local preference will be offered an appropriately sized unit from the pool of units available for occupancy. When more than one such unit exists and the race of the Applicant does not predominate, the Applicant will be granted a double offer (the unit of the non-predominate race, and the unit that is minority predominate).

b. If more than one such unit by racial type with the same vacate

date is available, then an automated random selection will be made of the units.

2. Accepting an Offer of Housing

An Applicant must accept all offers in writing. Acceptance must be received by DHA within three (3) working days from the date of the letter. Applicants are required to visit the development and view the apartment being offered. Applicants are encouraged to call the development's manager to make an appointment to view the apartment prior to visiting the development.

3. Declining an Offer of Housing

The Applicant must decline the offer in person at the development for which the offer was made. Declines must be submitted in writing by the Applicant to the development manager. An Applicant may decline an offer of housing and still maintain his/her position on the waiting list for the following reasons:

a. The Applicant is white and the unit offered is in a non-minority identified development. The Applicant will maintain the same position on the waiting list until a minority or neutral identified unit becomes available. While on this list, the Applicant will not be offered another non-minority unit;

b. The Applicant is offered a unit in one of the Lakewest Developments;

c. The Applicant is offered a handicapped accessible unit when the Applicant has not requested or indicated the need for an accessible unit;

d. The Applicant is offered a unit which will result in undue hardship not related to race, religion, color, sex, or national origin, (e.g. if the Applicant accepted the unit, employment, transportation or day care facilities would be inaccessible); or

e. The Applicant is unable to move at the time of the offer and presents clear evidence which substantiates this to the satisfaction of DHA (e.g. A doctor verifies the Applicant has just undergone major surgery and needs a period to recuperate; or a court verifies that the Applicant is serving on a jury which has been sequestered).

Declining an offer for one of the above reasons does not result in the Applicant losing his/her position on the waiting list. The Applicant is given priority based on application date and time and any applicable local preference(s). The Applicant will be offered the next available unit that is

ready for offer and which meets the Applicant's housing requirements.

4. Refusing an Offer of Housing

The Applicant refuses an offer by rejecting the unit for any reason other than the reasons noted in Section II.A.2. noted above. Additionally, failure of the Applicant to respond to an offer of housing will be deemed a refusal.

If the Applicant refuses an offer, the Applicant's name will be removed from the waiting list. Each Applicant who refuses an offer will receive written notice of the refusal stating that the Applicant's name has been removed from the waiting list. A record of the Applicant's refusal of the offer will be entered into DHA computerized record keeping system. The development manager must return any Applicant file folder for which the Applicant has refused an offer to the Applications and Assignment Division by the next business day following the refusal.

B. Special Conditions

Each person who accepts an offer of a Public Housing unit excluding DHA's designated sites for the elderly and/or disabled (Park Manor, Brooks Manor, Cliff Manor and Audelia Manor) will be placed on the waiting list for DHA's Section 8 Housing Choice Voucher Program, with an application date corresponding to the date the Family moved into the public housing development. If the Family already has an active Section 8 application, DHA will use the existing application to establish the application date for the Section 8 Housing Choice Voucher Program. The Family will be notified that he/she has been placed on the Section 8 Waiting List via a copy of DHA's From 600-21, Section 8 Notice. When the Family reaches the top of the Section 8 Waiting List, he/she will be offered a Section 8 Housing Choice Voucher. The Family may remain in the public housing unit while looking for housing in the private rental market using the voucher.

C. System for Monitoring Tenant Selection and Assignments

Detailed records of units offered, including the location, date, and circumstances surrounding each acceptance, decline, or refusal of an offer will be maintained and monitored through the following methods:

1. Daily Tracking

Each housing manager will update occupancies and vacancies daily. Applicant folders should be returned from the housing development to the Applications office on the first working day following a refusal or decline. Applicant folders are reviewed by Applications and Assignments daily to ensure a timely re-entry into the pool of units available for leasing. Applications personnel will review and correct, if necessary, the returned folders to ensure that Resident Housing has properly coded the Resident Selection and Assignment form. The Director of Applications and Assignment or his/her designee will

review the Eligibility Specialist's work to verify its accuracy.

Applications and Assignments will assign the appropriate tracking code and submit DHA Form 600-26, Information Services Transmittal Form for Returned Client Folders, to Information Services.

2. Quarterly Reporting

Applications and Assignment will prepare a quarterly report, indicating the division's compliance with the Remedial Order affecting DHA.

The report will contain documentation of the racial identity of DHA developments as well as documentation verifying that each Applicant accepting a Low Rent Public Housing unit was placed on the Section 8 Waiting List.

3. Yearly Reporting

Random audits of DHA's offer process will be conducted by the Compliance Office to verify the accuracy of procedures and documentation used in the Tenant Selection and Assignment.

D. Fair Housing

DHA will respond to all complaints received from or submitted on behalf of Applicants who believe that their fair housing rights have been violated. A record of each complaint including the date; name of the person making the complaint, names of all person(s) involved; investigation of the facts; record of the hearing and the final decision regarding the complaint will be made and maintained by DHA. Each complainant will be furnished a written notice of the decision or action taken.

The Applicant will be advised of his/her right to file a compliant with the HUD Fair Housing and Equal Opportunity Office. Information outlining how to file complaints with HUD is posted in all DHA housing developments.

Section III. Total Tenant Payment Determination

The initial amount of the Total Tenant Payment will be based on the information verified during the application process provided the information is not over 90 days old. If the information is over 90 days old, income and other information will be re-verified prior to calculation of the initial Total Tenant Payment level. Income will be calculated based on the definition of Annual Income included in DHA Policy 600-5.

A. Total Tenant Payment Calculation

The monthly rent charged to a Family by DHA will be the highest of the following, rounded to the nearest dollar:

1. ten percent (10%) of the Family's Unadjusted Income; or

2. thirty percent (30%) of the Family's Adjusted Income; or

3. $25.00 minimum monthly rent; or

4. at the Family's election, the flat rent (Exhibit B). Families electing to pay the flat rent will have their income(s) reviewed not less than once every three (3) years. The Family may elect to revert to an income-based rent at any time.

B. Exception to Minimum Rent Requirement

Families paying the minimum rent may request an exception to the minimum rent requirements for hardship circumstances. Financial hardship situations include the following:

1. the Family has lost eligibility for, or is awaiting an eligibility determination for Federal, State, or local assistance program; or

2. the Family would be evicted as a result of the imposition of the minimum rent requirement; or

3. the income of the Family has decreased because of changed circumstances, including loss of employment; or

4. a death in the Family (as defined in DHA Policy 600-5) has occurred.

C. Family Choice of Rental Payment (Flat Rent)

Families in Public Housing must annually be given the opportunity to select to pay rent based on income or a flat rent.

1. Flat rents shall be based on the rental value of the unit as determined by a study of rents for comparable unassisted units.

2. Designed so that rent structures do not create a disincentive for continued residency in Public Housing by Families that are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency.

3. Flat rents may not exceed the actual monthly cost attributable to providing and operating the units.

D. Treatment of Income Changes Resulting from Welfare Assistance

1. Families whose welfare assistance is reduced specifically because of

fraud or non-cooperation with the Title IV-A or Title IV-D Agency will not have their rent reduced based on the benefit reduction.

2. Families whose income is reduced due to a reduction in benefits as a result of the expiration of a lifetime time limit may have their rent reduced accordingly.

E. Earned Income Disallowance

Qualified Families will receive an Earned Income Disallowance as described below. A Qualified Family is one residing in Public Housing (i) whose annual income increase as a result of employment of a Family member who was unemployed for one or more years previous to employment; (ii) whose annual income increases as a result of increased earnings by a Family member during participation in any economic self-sufficiency or other job training program; or (iii) whose annual income increases, as a result of new employment or increase earnings of a Family member during or within six month after receiving assistance, benefits or services under any state program for temporary assistance for need families funded under Part a of Title IV of the Social Security Act.

1. Initial Twelve Month Exclusion

During the cumulative 12 month period beginning on the date a member of the Family is first employed or the Family first experiences an increase in annual income attributable employment, DHA will exclude from Annual Income any increase in income of the Family member as a result of employment over prior income of that Family member.

2. Second Twelve Month Exclusion and Phase In

During the second cumulative 12 month period after the date a member of the Family is first employed or the Family first experiences an increase in annual income attributable employment, DHA will exclude from Annual Income 50 percent of any increase in income of the Family member as a result of employment over prior income of that Family member prior to the beginning of such employment.

3. Maximum Four Year Disallowance

The disallowance of increased income is limited to a lifetime 48 month time period.

Section IV. Continued Occupancy, Occupancy Standards and Transfers

A. Family Self-Sufficiency Program

DHA has established a Family Self-Sufficiency (FSS) Program. The objective of this

program is to provide supportive services to program participants, which will allow them to become self-sufficient within five (5) years. A detailed description of the DHA Family Self-Sufficiency (FSS) Program is included in the FSS Action Plan (DHA Policy 400-1).

As an incentive for Families participating in the FSS Program, DHA has designated public housing developments for FSS participants only. Families transferring to one of DHA's single family homes (TX 9-29, TX 9-30, TX 9-37, TX 9-40 and TX 9-42) the Conner Drive, Kelly Boulevard, and Military Parkway Scattered Site Developments; Lake West Village; or Frankford Townhomes will be required to enroll in the FSS Program and have a signed Contract of Participation.

Families living in one of the developments listed above prior to its being designated an FSS site will not be required to move, however, FSS participants who transfer to one of these developments as part of the incentive housing may be required to move should they be terminated from the FSS Program for failure to comply with the Contract of Participation. Such Families will be required to transfer to one of DHA's other public housing developments as soon as an appropriately sized unit becomes available.

B. Adding Adults to the Lease

1. Adults will be added to the lease only in the instance of marriage to the Head of Household or a demonstrated and documented hardship to the Head/Co- Head. The Vice President of Resident Housing must approve requests for hardship consideration.

2. Adults requesting an addition or additions to a lease who qualify for assisted housing in their own right, will be encouraged to apply for housing rather than being added to the lease.

3. Adults being considered for addition to a lease must meet all of DHA's eligibility requirements for admission (Section I.F.) as verified by DHA Procedure 610-1.2.

C. Occupancy Standards

The unit will be used as the principle residence for the Family as represented on the application and lease. With the consent of DHA, members of the Family may engage in legal profit making activities in their dwelling unit.

The following standards will govern the number of bedrooms required to accommodate a Family of a given size and composition.

Unit Size	Number of Persons Per Unit	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	7	10

The following will also apply:

1. At least one person must occupy each bedroom;

2. A maximum of two (2) persons may occupy a bedroom;

3. Dwelling units will be assigned so that persons of the opposite sex will not occupy the same bedroom (except married couples and children under five years of age);

4. A single parent and child may occupy the same bedroom until the child reaches five years of age;

5. Only bedrooms will be used as regular sleeping quarters.

D. Transfer Policy

A Family may be transferred to another unit subject to either a Family or a DHA initiated request for transfer. DHA initiated transfers will take precedence over all other approved transfers on the waiting list.

1. DHA Initiated Transfers

DHA reserves the right to require Families transfer to another unit for reasons including, but not limited to, the following:

a. Structural emergency; or

b. Modernization; or

c. Over- or under-housed; or

d. Failure of a FSS participant Family to comply with its Contract of Participation.

2. FSS Designated Units

Families in the FSS Program may transfer to an FSS designated unit as an incentive for participation in the Program. Families will be asked their choice among the FSS designated developments (Conner Drive, Kelly Boulevard, Military Parkway or Frankford Townhomes). Participants will be offered a transfer to a unit in the development of their choice when such a unit becomes available and their name reaches the top of the transfer list for that development. Participants will be placed on the transfer list in order by the date and time of their FSS Contract of Participation.

All participants in the program who express an interest in a single family home will be placed on a transfer list for a home at one of the Single Family Homes or at Lake West Village.

3. Family Initiated Transfers

DHA will consider Family initiated requests for transfer due to personal emergencies, medical emergencies, Family splits, to accommodate the

transportation needs of the resident, and as a reasonable accommodation for a Family with a disability. DHA reserves the right to request verification of all claims for these Family initiated transfers. DHA reserves the right to refuse to transfer any Family whom, under the terms of their lease is not in "Good Standing" (as defined in DHA Policy 600-5).

4. Limitations on Transfers

a. Occupancy Standards – All transfers are subject to occupancy standards.

b. Unit Availability - Transfers initiated by DHA as a result of the Family being over or under-housed, and transfers initiated by the Family are subject to unit availability.

c. Development Transfers – Except for DHA initiated transfers in emergencies or for modernization, there will be only one development transfer per site for every two move-ins from the Application and Assignment Waiting list.

d. Notwithstanding the above, there are no limitations on transfers initiated by DHA for the reasons indicated in Section IV.D.1.

At the discretion of the Vice President of Resident Housing, DHA may approve additional transfers.

E. Family Splits

1. Justification

DHA will split a Family and assign separate units under the following conditions: ÷

a. The current Family's living conditions cannot be accommodated under DHA occupancy standards (e.g., the Family has grown too large for the current unit size); or

b. The Family is required to move due to modernization and an appropriately sized unit is not available; or

c. Family members are forced to leave the unit as a result of actual or threatened physical violence against Family members by a spouse or other member of the household; or

d. Married couples obtain a divorce.

2. Approval

All Family splits must have the written approval of the Vice President of Resident Housing. This approval will be included in the Family's file and a copy maintained by the Vice President of Resident Housing.

3. Process

The new Head of Household will be given a new client number by Information Services upon receipt of a signed transfer approval from the Vice President of Resident Housing.

The Family member receiving the new client number must pay a security deposit and sign a new lease.

F. Community Service Requirement

Adult Family members that live in a DHA HOPE VI site must contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides or participate in an economic self-sufficiency program for eight (8) hours per month, unless the adult is:

1. 62 years of age or older; or

2. blind or disabled or is the primary caretaker of such individual; or

3. engaged in a work activity; or

4. meets the requirements for being exempted from having to engage in a work activity under the TANF regulations; or

5. a family receiving TANF assistance and has not been found by the State to be in noncompliance with the TANF program.

Failure of a Family member to comply with the community service requirement will result in non-renewal of the Family's lease.

DHA's HOPE VI sites are: Frankford Townhomes, Lakeview Townhomes, Kingbridge Crossing, Hamptons at Lakewest, Lake West Village, Elmer Scott Place, Roseland Homes, Roseland Townhomes, Monarch Townhomes, and Carroll Townhomes.

Section V. Leasing

A. General

The Head of the Household and the Spouse will be required to sign the lease on behalf of the Family. The lease will be kept current at all times and must be compatible with DHA Policy, as well as State and Federal law.

B. Security Deposits

The Family must pay a $50.00 security deposit prior to move in. When the Family's lease is terminated, whether voluntarily or involuntarily, the security deposit will be returned to the Family subject to charges owed to DHA and/or costs of repairing damages to the housing unit beyond ordinary wear and tear. DHA will provide written notice of any charges withheld from the Family's deposit within 30 days of the date of termination of the lease or conclusion of eviction proceedings whichever is later, or as otherwise required by law. Notice will be forwarded to the Family via the United States Mail addressed to the Family at the most recent address provided to DHA by the Family or the Families' last known address.

Section VI. Periodic Reexaminations

A. General Reexamination Procedures

DHA will conduct annual, provisional and interim reexaminations of all public housing Families in accordance with DHA policy and procedures and HUD rules and regulations. At the time of the annual reexamination, the Head of the Household will be required to complete an Application for Continued Occupancy along with verification and documentation of income, Family composition, assets and employment. All household members 18 years of age or older will be required to sign an Authorization to Release Information and Privacy Statement. Failure to provide reexamination information as requested may result in termination of the lease.

In addition, DHA will conduct criminal background checks of all Family members who are 18 years of age or older, Emancipated Minors or juveniles certified and tried as adults in a criminal proceeding. Criminal history information will be reviewed by the appropriate DHA personnel and action will be taken to terminate assistance if grounds for denial or termination of the lease exists.

If applicable, the development manager will confirm that the Family has met the community service requirement as described in Section IV.F. Any Family who has not met its community service requirement will be required to execute a statement agreeing to complete all remaining hours. Continued failure of the Family to complete community service hours will result in non-renewal of the Family's lease.

Following receipt of the above documentation, a determination of eligibility for continued occupancy will be made. This determination is conditioned upon whether the Family continues to qualify as a Family as defined in DHA Policy 600-5 and the Family remains in compliance with the obligations and responsibilities detailed in the lease.

Families will be notified in writing of any changes affecting their Total Tenant Payment. Decreases in rent are effective on the first day of the month following the month in which the change occurred. Increases in rent are effective 30 days after the Family receives written notification of the rent increase.

B. Annual Reexaminations

DHA will examine the Family's continued eligibility on an annual basis. Increases or decreases in the Total Tenant Payment as a result of r reexaminations will be effective on the Family's Anniversary Date as defined in DHA Policy 600-5.

C. Provisional Reexaminations

If DHA is unable to project the Family's income at the time of admission or reexamination or a Family claims to have no regular, recurring source of income, the Family will be placed on minimum rent. When this occurs, the Family will be placed on a provisional status and a provisional reexamination will be scheduled every thirty (30) days until a reasonably accurate estimate of income can be projected.

D. Interim Reexaminations

Families are required to report all changes in income within ten (10) working days. All changes must be reported to the management staff in person by completing DHA Form 2761-071 Report of Change. Changes in medical and other qualified expenses must be reported within thirty (30) days. Upon notification of the change, management staff will ~~re~~adjust rent according to the process outlined in Section III. of this Policy.

E. Family Misrepresentations

If a Family fails to report changes in income within 10 days of the change, which causes a Family to pay a lower rent than should have been paid, the Family will be notified in writing and required to pay the difference between the rent paid and that which should have been paid, retroactive to the date the change in rent would have been effective. In the event the Family fails to report correct income at the time of admissions, annual or interim reexamination, DHA will terminate the Family's lease.

Section VII. Lease Termination and Eviction

A. Notice of Lease Termination

In the event DHA decides to terminate the lease contract, the Family will be provided a written Notice of Lease Termination. The Notice of Lease Termination will provide the reason(s) for the termination. DHA will follow the eviction procedures as defined in DHA Procedure 325-1.1, Lease Enforcement. In all cases except where there is an immediate threat (e.g., drug or criminal related activity) to the health, safety and right to peaceful enjoyment of the premises by other families, their guests, or DHA employees; DHA will advise the Family of its right to make a written request for a hearing in accordance with DHA Policy 645-1, Resident Grievance Policy. Following delivery of the Notice of Lease Termination, the Family may request a written reply or explanation concerning DHA's reasons for terminating the lease.

Judicial eviction proceedings will be initiated in the event the Family fails to move within the period specified in the Notice of Lease Termination. In no event will DHA initiate judicial eviction proceedings before the period specified in the Notice of Lease Termination has expired and the grievance procedure completed.

B. Judicial Eviction

A judicial eviction occurs when the Family has been dispossessed from the dwelling unit as a result of a forcible entry and detainer suit filed in and heard by a court of competent jurisdiction. Families failing to comply with the provisions of their lease regarding rent, miscellaneous charges or other obligations contained therein and who fail to honor the Notice of Lease Termination will be subject to judicial eviction proceedings.

C. Eviction Due To Conviction of Manufacturing or Producing Methamphetamine

Any Family convicted of manufacturing or producing methamphetamine on the premises of a public housing development will have his/her lease terminated and will not be eligible for readmission to any Federally assisted housing program.

Section VIII. Regulatory Compliance

DHA will periodically review its practices to ensure they conform with its obligations under the regulations and requirements of the U.S. Department of Housing and Urban Development.

Exhibit A

Income Limits
for the
DHA Public Housing Program

Number of Persons in the Family		Maximum Annual Income Limit
1	Low Income	$37,250.00
	Very Low Income	$23,300.00
	Extremely Low	$13,950.00
2	Low Income	$42,550.00
	Very Low Income	$26,600.00
	Extremely Low	$15,950.00
3	Low Income	$47,900.00
	Very Low Income	$29,950.00
	Extremely Low	$17,950.00
4	Low Income	$53,200.00
	Very Low Income	$33,250.00
	Extremely Low	$19,950.00
5	Low Income	$57,450.00
	Very low Income	$35,900.00
	Extremely Low	$21,550.00
6	Low Income	$61,700.00
	Very Low Income	$38,550.00
	Extremely Low	$23,150.00
7	Low Income	$65,950.00
	Very Low Income	$41,250.00
	Extremely Low	$24,750.00
8	Low Income	$70,200.00
	Very Low Income	$43,900.00
	Extremely Low	$26,350.00

Effective 1/31/02

Exhibit B

PUBLIC HOUSING
FLAT RENTS

DEVELOPMENT NAME	EFFICIENCY	1 BDRM.	2 BDRM.	3 BDRM.	4 BDRM.
Roseland Townhomes		618	746	870	988
Monarch Townhomes		529	746	870	988
Carroll Townhomes		529	746	870	988
Little Mexico Village		656	665	775	856
Cedar Springs Place		551	555	577	673
Frazier Courts		479	552	650	767
Brackins Village		571	657	756	920
Turner Courts		558	666	765	934
Rhoads Terrace		605	696	795	934
Kingbridge Crossing		664	698	754	979
Hamptons at Lakewest		573	677	731	1017
Elmer Scott Place		547	566	576	679
Lakeview Townhomes		572	626	709	804
Lake West Village				758	803
Park Manor	510	559	637		
Brooks Manor	447	535	703		
Cliff Manor	353	560	627		
Conner Drive				678	717
Audelia Manor		500	642		
Kelly Blvd.				1351	
Larimore Lane				829	1250
Military Parkway				722	785
Barbara Jordan Square				829	
Pebbles Apartments		514	700	1021	1434
Frankford Townhomes		691	818	1351	1163
Scattered Site Tex 9-29			1042	973	
Scattered Site Tex 9-30			487	1029	
Scattered Site Tex 9-37			827	1030	
Scattered Site Tex 9-40				1162	
Scattered Site Tex 9-42				1197	

Definition of Terms for Housing Assistance Programs Administered by The Dallas Housing Authority

The following are terms used in the administration of housing assistance programs administered by the Dallas Housing Authority (DHA).

1. Agreement to Enter into Housing Assistance Payments Contract - A written agreement between the Owner and DHA that, upon satisfactory completion of the rehabilitation in accordance with requirements specified in the Agreement, DHA will enter into a Housing Assistance Payments Contract with the Owner.

2. Adjusted Income - Annual Income less the following deductions:

   a) $480 for each Dependent;

   b) $400 for any Elderly Family or Disabled Family:

   c) For any Family that is not an Elderly Family or Disabled Family but has a member (other than the Head of Household or Spouse) who is a person with a disability, Disability Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by Family members who are 18 years of age or older as a result of the assistance to the person with disabilities;

   d) For any Elderly Family or Disabled Family:

      1) That has no Disability Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;

      2) That has Disability Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Disability Assistance Expenses computed in accordance with paragraph (c) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses;

      3) That has Disability Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Disability Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and

   e) Child Care Expenses.

3. Annual Income (Total Family Income) -

a) All amounts, monetary or not which:

1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or

2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

3) Which are not specifically excluded in paragraph (c) of this section.

4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

b) Annual Income includes, but is not limited to:

1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

2) The net income from operation of business or profession. Expenditures for business expansion or amortization of capital indebtness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family;

3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the Family has Net Family Assets in excess of $5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types or periodic receipts including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included shall consist of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratable reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage.

7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; and

8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

c) Annual Income does not include the following:

1) Income from employment of children (including foster children) under the age of 18 years;

2) Payments received for the care of foster children or foster adults (usually persons with disabilities that are unrelated to the tenants family and who are unable to live alone);

3) Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or

property losses (except as provided in paragraph (b)(5) of this section);

4) Amounts received by the Family that are specifically for or in reimbursement of the cost of medical expenses for any Family member;

5) Income of a live-in aide, as defined in 24 CFR 5.403;

6) The full amount of student financial assistance paid directly to the student or to the educational institution;

7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;

8) i) Amounts received under training programs funded by HUD;

ii) Amounts received by a Person with a Disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;

v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a Family member as a resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

9) Temporary, nonrecurring or sporadic income (including gifts);

10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

11) Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

12) Adoption assistance payments in excess of $480 per adopted child:

13) Deferred periodic amounts of supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

14) Amounts received by the Family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

15) Amounts paid by a State agency to a Family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled Family member at home; or

16) Amounts specifically excluded by other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHA's and housing owners identifying the benefits that qualify for this exclusion. Currently, this list includes the following:

    i) The value of coupon allotments for the purchase of food in excess of the amount actually charged an eligible Family pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2017(b)).

    ii) Payments received by Families or volunteers in programs pursuant to the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058);

    iii) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));

    iv) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

    v) Payments of allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program

(42 U.S.C. 8624(f));

vi) Payments received under programs funded in whole or in part the Job Training Partnership Act (29 U.S.C. 1552(b));

vii) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540 90 Stat. 2503-2504);

viii) The first $2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117(B), 1407);

ix) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal Work-Study or under the Bureau of Indian Affairs Student Assistance Programs (20 U.S.C. 1087uu);

x) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f));

xi) Payment received after January 1, 1989, from the Agent Orange settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. NO. 381 (E.D.N.Y.);

xii) Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 94 Stat. 1785);

xiii) The value of any child care provided or arranged (or amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q); and

xiv) Earned Income Tax Credit Refunds (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32 (j)).

4. Applicant - A person or family that has applied for housing assistance.

5. Assets - Include, but are not limited to, cash, stocks, bonds, savings or equity in real property, excluding the value of personal property such as furniture, automobiles and household effects.

6. Child Care Expenses - Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek

employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in Annual Income.

7. Counselor - Any person(s) responsible for determining the eligibility of an applicant.

8. Dependent - A member of the Family (except foster children and foster adults) other than the Family head or spouse, who is under 18 years of age, or is a Person with a Disability, or is a Full-time Student.

9. Disability Assistance Expenses - Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that are necessary to enable a Family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

10. Displaced Family - A Family or individual who has received official notification he/she is to be displaced by any low rent housing program or by a public slum clearance, re-development or urban renewal program, or through action of a public body or court, either through the enforcement of housing standards or improvement of dwelling units, or who were so displaced prior to making application for admission.

11. Drug-related criminal activity - one of the following:

    a) The felonious manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances act (21 U.S.C. 802));

    b) The felonious use, or possession (other than with intent to manufacture, sell, or distribute), of a controlled substance, except that such use or possession must have occurred within one year before the date that DHA provides notice to an applicant or participant Individual of DHA's determination to deny admission or terminate assistance. Drug-related criminal activity does not include this use or possession, if the Individual can demonstrate that he or she:

        - Has an addiction to a controlled substance, has a record of such an impairment, or is regarded as having such an impairment; and

        - Has recovered from such addiction and does not currently use or possess controlled substances.

12. Elderly Family - A Family whose Head or Spouse member is at least sixty-two years of age, or Disabled as defined in Paragraph 39 of this Exhibit, or Handicapped as defined in Paragraph 25 of this Exhibit. It may include two or more Elderly, Disabled, or Handicapped persons living together, or one or more such persons living with a live-in.

13. Elderly Person - A person who is at least 62 years of age.

14. Eligible - An applicant that meets all of the eligibility requirements of the housing assistance program for which an application is made.

15. Eligible Individual ("Individual") - An individual who, taking into account the supportive services available to the individual, is capable of independent living and is authorized for admission to assisted housing under 24 CFR, Part 5, subpart F.

16. Eviction - the dispossession of the Individual from the dwelling unit pursuant to State or local court action.

17. Family - one or more persons sharing residency whose income and resources are available to meet the Family's needs and who are related by blood, marriage or operation of law; or an Elderly Family; or the remaining adult member of a resident Family (who meets all other eligibility criteria); or a Displaced Person. Other persons: Family members temporarily absent may be considered a part of the Family group if they are living or will live regularly with the Family. All members of the Family must be named on the application or lease, whichever is applicable. A single person in the process of receiving legal custody of individuals under 18 years of age. A Family also includes a Single Person as defined herein.

18. Family Income - see Adjusted Income

19. Family of Veteran or Serviceman - A Family is a "Family of a Veteran or Serviceman" when the head or any member of the Family is a Veteran or Serviceman.

20. Felonious - criminal activity that is classed as felony under Federal, State, or local law.

21. Full Time Student - a person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

22. Good Standing - a resident is in good standing under the terms of the DHA lease if the rent or other payments due under the lease are current and there is no evidence of lease violations which would constitute grounds for termination.

23. Handicapped Person - a person having an impairment which (a) is expected to be of long and continued duration, (b) substantially impedes his or her ability to live independently, and (c) is of such a nature that such disability could be improved by more suitable housing conditions.

24. Head of Household - The Family member who is held responsible and accountable for the Family.

25. Homeless Individual - An individual who -

    a. is an Eligible Individual

    b. lacks a fixed, regular, and adequate nighttime residence; and

    c. has a primary nighttime residence that is:

        i) a supervised public or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

        ii) an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "Homeless Individual" does not include any individual imprisoned or otherwise detained under an Act of the Congress or a State law.

26. Household - Same as Family.

27. Landlord - The owner of the property or the owner's authorized agent.

28. Lower Income Family - A Family whose Total Family Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low Family incomes.

29. McKinney Act - The Stewart B. McKinney Homeless Assistance Act (P.L. 100-77, approved July 22, 1987), as amended by the Stewart B. McKinney Homeless Assistance Amendments Act of 1988 (P.L. 100-628, approved November 7, 1988).

30. Medical Expenses - Medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and are not covered by insurance.

31. Military or Naval Service of the United States - Only the Army, Navy, Air Forces, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.

32. Minor - a person less than eighteen (18) years of age.

33. Moderate Rehabilitation - Rehabilitation involving a minimum expenditure of $3,000 per unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe and sanitary condition to comply with the Housing

Quality Standards or other standards approved by HUD, from a condition below those standards (improvements being of a modest nature and other than routine maintenance).

34. Monthly Adjusted Income - One twelfth of Adjusted Income.

35. Monthly Income - One twelfth of Annual Income.

36. Net Family Assets -

(a) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded

(b) In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under 24 CFR 5.609.

(c) In determining Net Family Assets, DHA shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years proceeding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as a part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

37. Person with a Disability - Disabled person is defined in Section 223 of the Social Security Act (42 USC 423) or in Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendment of 1970. 42 USC 6001 (7) Section 223 of the Social Security Act defines disability as:

a. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or,

b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (I) (1) of this title), "inability by reason of such blindness to engage in substantial, gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time."

Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

"a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which constitutes substantial handicap to such individual."

38. Predominantly White - A census-tract in which the population, using the most current U.S. Census, is less than 37% total non-Hispanic African American, Hispanic, or other minority persons and the poverty level does not exceed the county wide average.
39. Serviceman - a person (man or woman) now in the active military or naval service of the United States.

40. Single Person - a person living alone or intending to live alone if qualified as (i) an Elderly Person, (ii) a Disabled person, (iii) a displaced person, (iv) the remaining member of a tenant Family, and (v) any other single persons. In no event may any single person under clause (v) of the first sentence be provided a housing unit of 2 or more bedrooms. In determining priority for admission to housing, DHA shall give priority to single persons who are Elderly, Disabled, or displaced persons before single persons who are eligible under clause (v) of the first sentence.

41. Single Pregnant Women - Single, pregnant women with no other children, constitute a Family and have the same status as a Family consisting of two or more persons. When a pregnancy is the sole basis for determining eligibility, the pregnancy must be verified.

42. Single Room Occupancy (SRO) Housing - A unit for occupancy by a single Eligible Individual capable of independent living which may not contain food preparation and/or sanitary facilities in accordance with 24 CFR 882 Subpart H.

43. Spouse - the husband or wife of the head of household.

44. Statement of Family or Individual Responsibility - An agreement, in the form prescribed by HUD, between DHA and a Family to be assisted under the Section 8 Program, stating the obligations and responsibilities of the two parties.

45. Supportive Services (for SRO's) - Services that may include outpatient health services; employment counseling; nutritional counseling; information on obtaining furniture or clothing; security arrangements necessary for the protection of residents of facilities to assist the homeless; other services essential for maintaining independent living; assistance to homeless individuals in obtaining other Federal, State, and local assistance available for such individuals, including mental health benefits, employment counseling, medical assistance, and income support assistance, such as Supplemental Security Income benefits, General Assistance, and Food Stamps; and residential supervision necessary to facilitate the adequate provision of supportive services to the residents. The term does not include major medical equipment.

46. Total Family Income - See Annual Income.

47. Total Tenant Payment -

a) Total Tenant Payment for families whose lease is effective on or after August 1, 1982.

(1) Total Tenant Payment is the amount calculated under section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)). If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under paragraph (C) of section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)(C)) shall be the amount resulting from one application of the percentage.

(2) Total Tenant Payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges (see 24 CFR 966.4).

b) Total Tenant Payment for families residing in public housing whose initial lease was effective before August 1, 1982. Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996 (contained in the April 1, 1995 edition of 24 CFR, parts 900 to 1699), will continue to govern the Total Tenant Payment of families, under a housing program whose initial lease was effective before August 1, 1982.

48. Utility Allowance - If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by DHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

49. Very Low Income Family - A Low Income Family whose Total Family Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

50. Veteran - A person (man or woman) who has served in the active military or naval service of the United States at any time and who shall have been discharged or released there from under conditions other than dishonorable.

51. Violent criminal activity - includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

52. Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

TAB 6

BOARD INFORMATION

Administrative Plan for the

Section 8 Housing Choice Voucher

Programs

The Housing Authority of the City of Dallas

3939 N. Hampton Road

Dallas, Texas 75212

Administrative Plan for the
Section 8 Housing Choice Voucher Program

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Introduction

The Housing Authority of the City of Dallas (DHA) administers the Section 8 Housing Choice Voucher Programs. Effective October 1, 1999, the Quality Housing and Work Responsibility Act merged the Section 8 tenant-based programs into the Housing Choice Voucher (Voucher) Program. Administration of these programs is in compliance with the U.S. Department of Housing and Urban Development (HUD) regulations for each Section 8 Program, as specified in 24 Code of Federal Register (CFR), HUD directives, DHA policy and this Plan. DHA complies with all Federal, State and local housing regulations. Definitions of terms used in this Administrative Plan are included in Policy 500-6, Definition of Terms for Housing Assistance Programs administered by DHA.

Section I. Special Conditions related to the Walker et al. v. HUD et al. Lawsuit

A. Special Conditions and Arrangements

1. Debra Walker, et al. v. HUD et al.

The Remedial Order Affecting DHA entered into the record of Debra Walker et al. v. HUD et al. (Walker) on February 7, 1995, hereinafter referred to as the Remedial Order, and any Court approved modifications to the Remedial Order, are incorporated into this Administrative Plan by reference. Where there is conflict between the Remedial Order and the Administrative Plan, the Remedial Order shall govern.

2. Public Housing Desegregated Housing Opportunities

Every Applicant that accepts an offer of a unit at a DHA Public Housing development that is designated neither elderly nor disabled, will be placed on the Waiting List for DHA's Section 8 Housing ChoiceVoucher Program, with an application date corresponding to the date the Family moved into the development, unless the Family already has an active Section 8 application. In this case, the Applicants will retain their existing application date. When their name reaches the top of the Section 8 Waiting List, they will be given the opportunity to look for acceptable housing under the Section 8 Voucher Program while living in the Public Housing development.

When a Voucher becomes available for the Families, DHA shall notify the Families in writing. The Family shall have fourteen (14) calendar days from the daate of the letter to accept or reject the offer of the Voucher.

B. Objectives of Section 8 Programs

The objective of the Dallas Housing Authority is to provide decent, safe and sanitary housing to low-income Families otherwise unable to obtain adequate housing. The number of Families served is limited only by the funding available through local, state and federal programs, DHA's budget, and the availability of adequate housing.

The Section 8 Programs provide participating Families with a greater choice of housing opportunities by subsidizing rent payments to private Landlords. Through these programs, DHA helps low-income Families obtain quality housing within DHA's geographical jurisdiction. DHA's jurisdiction refers to all cities located in whole or in part in Dallas County and the City of Plano, Texas.

Through program administration, DHA will:

1. ensure Housing Quality Standards are enforced for all units under contract in the Section 8 Program;

2. offer all current and future Section 8 Voucher Program Families counseling and referral assistance on the following priority basis:

   a. all Section 8 Families residing in a unit that is located in an area within which there is an uncorrected perimeter inspection or a unit in which payment to the Landlord is abated because of a failed inspection; and

   b. all other Section 8 Families;

3. make every good faith effort to locate a substantial percentage of its Section 8 Voucher Families in geographical targeted areas specified in the Remedial Order; and

4. limit occupancy of Section 8 Families to no more than 30% of the total number of units at any apartment community. DHA will not approve new leases for anyone (other than current Section 8 Families) at any property where there are Section 8 tenant-based Families in more than 30% of the units.

Section II. Departmental Responsibilities

The Housing Choice Voucher Program requires the cooperation of several DHA departments to successfully move Families from the point of making an application to leasing an affordable unit.

A. Resident Housing

The Vice President of Resident Housing is responsible for all housing program applications and Family eligibility. This position is accountable to a Senior Vice President and Chief Operating Officer.

1. The Applications and Assignment office is a division of Resident Housing. The division is headed by a director who is accountable to the Vice President of Resident Housing. This division is responsible for the following:

    a. Conducting outreach to potential Applicants;

    b. Receiving applications for housing programs administered by DHA;

    c. Determining the eligibility of Applicants applying for DHA programs;

    d. Making housing assignments to appropriate programs for eligible applicants;

    e. Determining the special housing needs of elderly and handicapped Applicants; and

    f. Supplying a sufficient number of Applicants to ensure 98% of the vouchers received from HUD are utilized.

B. Leased Housing

The Vice President of Leased Housing is responsible for ensuring that all units meet Housing Quality Standards before Families are assisted in the Section 8 Program; executing the Housing Assistance Payment contract on behalf of assisted Families, and conducting annual and interim examinations of Families to ensure that all Families remain eligible for rental assistance. This position is accountable to a Senior Vice President and Chief Operating Officer.

1. The Landlord Services office is a division of Leased Housing. The division is headed by a director who is accountable to the Vice President of Leased Housing. This division is responsible for:

    a. Receiving and reviewing Applicant's Requests For Tenancy Approval (RFTAs) from Families participating in the Section 8 Program;

b. Conducting HQS inspections to ensure all Section 8 units meet HUD requirements;

c. Conducting Perimeter Inspections for all Section 8 units at least twice annually, reporting all obvious code violations to appropriate city code officials;

d. Conducting Quality Control Inspections for 10% of the Section 8 units as required by the Remedial Order;

e. Monitoring and responding to all requests for Complaint Inspections received from Section 8 Families;

f. Reviewing rent requested by Landlords to ensure it is reasonable for the rental market;

g. Processing eligible special claims requested by Landlords; and

h. Ensuring the Families' portion of the rent on the initial contract does not exceed 40% of their monthly-adjusted income.

2. The Section 8 office is a division of Leased Housing. The division is headed by a director who is accountable to the Vice President of Leased Housing. This division is responsible for the following:

a. Coordinating and overseeing all Section 8 tenant-based programs;

b. Processing and executing Section 8 Housing Assistance Payment (HAP) contracts;

c. Conducting annual and interim reexaminations;

d. Ensuring Families and Landlords are in compliance with program requirements;

e. Maintaining files of participating Section 8 Families;

f. Monitoring and evaluating leasing activity;

g. Administering all portable Vouchers;

h. Conducting home visits as needed for the homebound and Persons with Disabilities;

i. Collecting debts owed in connection with Families' participation in DHA's Section 8 Programs; and

j . Maintaining a list of available rental units in non-targeted areas within DHA's jurisdiction.

C. Housing Opportunity Programs (HOP)

The Vice President of HOP is responsible for the mobility services defined in the Remedial Order. This position is accountable to a Senior Vice President and Chief Operating Officer. The mobility services provided include:

1. Mobility services and counseling to Families seeking housing in Predominantly White Areas, in accordance with the Remedial Order and the Settlement Stipulation and Order filed March 8, 2001;

2. Providing a means of familiarizing Families with the housing and neighborhood amenities in the Predominantly White Areas by providing neighborhood specific information on crime rates, TAAS results for the schools in the area, social services, job training and employment opportunities, day care, transportation and environmental hazards or other conditions inimical to Family life;

3. Providing Families with individual counseling and transportation to view dwelling units in the Predominantly White Areas;

4. Maintaining a list of available rental units in the Predominantly White Areas for program participants;

5. Providing outreach to Landlords of private rental housing in Predominantly White Areas within DHA's jurisdiction;

6. Working directly with organizations involved in Fair Housing issues within DHA's jurisdiction to ensure all cases of alleged discrimination encountered by DHA staff or program Families are investigated and reported to appropriate authorities;

7. Analyzing Fair Market Rents and Voucher Payment Standards on a quarterly basis;

8. Administering the bonus incentive program for the City of Dallas; and

9. Providing post-move support services to Families moving to Predominantly White Areas.

Section III. HUD Eligibility Standards

Families are eligible for assistance under the Section 8 Program, according to 24 CFR 982.201, if at the time they receive assistance, the Families:

A. have been continuously assisted under the 1937 Housing Act with no breaks in assistance exceeding six consecutive months; or

B. qualify as a Very Low-Income Family (including Extremely Low-Income) under HUD's approved Income Limits; or

C. qualify as a Lower Income Family (other than Very Low-Income) and is displaced by Rental Rehabilitation or Development activities assisted under section 17 of the 1937 Act (42 U.S.C.), or as a result of activities under the Rental Rehabilitation Demonstration Program; or

D. qualify as a Moderate Income Family and is displaced while living in housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990.

In accordance with HUD regulations, DHA will document the citizenship or immigration status of each Family member, and, if applicable, verify the non-citizen eligibility status for each Family member, regardless of age. DHA is prohibited from making housing assistance available for the benefit of non-citizens with ineligible immigration status.

Section IV. Application Intake

Applications for the Section 8 Program are accepted continuously. Specific dates, times and locations are announced by public notice in area newspapers, on local radio stations and posted in DHA's Administrative Offices.

A. Outreach to Lower Income Families

DHA will engage in outreach efforts directed toward potential Applicants, including Families that do not generally apply for assisted housing. DHA will conduct outreach on a continuous basis using the following marketing methods:

1. Advertise in the Dallas Morning News, local minority papers and local radio stations to advise the public of available housing opportunities;

2. Publish brochures, leaflets and/or handouts describing DHA's available housing assistance and make these publications available to the public;

3. Contact community groups/organizations and neighborhood papers to promote available housing programs; and

4. Conduct quarterly outreach meetings and seminars targeted to Hispanic, white and Asian populations (Dallas' Hispanic and Southeast Asian populations are less likely to apply for DHA housing assistance); and

5. Designate a day for taking applications from Persons who are Elderly, Handicapped or Disabled. As a reasonable accommodation for Persons with a Disability or Handicap, DHA may take applications at alternate sites.

B. Completion of Applications

DHA accepts applications for all programs on a continuous basis at a designated facility. Applicants must appear in person. One day is set aside for the elderly and disabled to apply. Such Applicants may assign a representative power of attorney if unable to appear due to the age or disability.

The application constitutes the basic record of Families applying for admission; therefore, Applicants must supply complete information and sign the application attesting to its accuracy. The application, together with all other materials relating to the Applicants' eligibility, will be placed in the Applicants' file.

Applicants are placed on the Section 8 Waiting List based on the date and time DHA receives the completed application. Applicants are told the approximate date they may receive a Voucher following the conclusion of their eligibility determination. A general assessment of the Applicants' eligibility is determined based on the application data. If a member of the Family has a special need, or meets the qualifications for targeted housing programs, it is noted in the Families' profile.

Section V. Selection From the Waiting List and Verification Standards

A final determination of eligibility is made when the Applicants are selected from the waiting list, and the income and Family composition is verified using third-party methods. At that time, the Family's total household income may not exceed the current HUD Income Limits (Exhibit A) for the Family size.

In accordance with Income Targeting requirements, seventy-five percent (75%) of the new admissions to the Section 8 Voucher Program each year must have incomes at or below thirty percent (30%) of the area median income (Extremely Low-Income). DHA verifies the income of Families when they reach the top of the Waiting List to ensure that the Family's income is in the Extremely Low category. .

Applicants are selected from the waiting list in sequential order and sent an appointment letter with a date and time to appear for final eligibility. Appointments are given according to the date and time of application.

A. Required Documents of Citizenship/Immigration

DHA will provide housing assistance to United States citizens and eligible immigrants only. A household with at least one ineligible member is considered a "Mixed Family." The subsidy standard will be based on the actual household members; but the Housing Assistance Payment (HAP) will be calculated to assist only the eligible members of the Family.

Familiesmust provide the following documents for each member as evidence of citizenship:

1. United States Citizens

   a. A written and signed Declaration (Exhibit B) by each Family member; and

   b. An original social security card, if one has been issued; or

   c. A United States passport; or

   d. A Registration Card

2. Eligible Immigrants

   a. A written and signed Declaration by each Family member; and

   b. Authorization for the Release of Information (Exhibit C); and

   c. A signed Verification Consent Form (Exhibit D); and

   d. One of the original INS documents listed on the Declaration.

B. Required Documentation of Eligibility

All Applicants must sign the HUD's Authorization to Release Information and disclose the social security number for each Family member over the age of 6. If a social security number has never been issued for a Family member, the member must sign the certification statement (Exhibit E). The parent or guardian of a child or disabled adult must sign the certification statement for each person.

If a Family member does not have the original Social Security card issued by the SSA, DHA will accept photo identification and one or more of the following documents that include the social security number:

1. A state driver's license, if it includes the social security number;

2. Identification card issued by a federal, state or local agency;

3. Identification card issued by an employer;

4. Internal Revenue Form 1099; and/or

5. Benefit award letter from a government agency.

C. Documentation of Familial Relationships

DHA considers a Family to be made up of members related by blood, marriage or operation of law as defined in DHA Policy 500-6. Each Family member must provide documentation to verify the relationship to the Head-of-Household. Acceptable documents include:

1. Birth Certificate;

2. Certificate of birth issued by a physician, midwife, or hospital;

3. Guardianship papers issued by a magistrate or judge;

4. Benefit Award Letter on behalf of a minor or disabled adult;

5. Divorce decree; and/or

6. A notarized Durable Power of Attorney.

D. Admission Standards

Applicants that do not meet the basic eligibility requirements below at the time of selection from the waiting list will be removed from the list.

1. Income

The gross annual household income must be documented and may not exceed the HUD-determined Income Limits for the Family size.

2. Eligible Family Member

At least one Family member must be a documented U.S. Citizen or Eligible Immigrant.

3. Background Screening

DHA will conduct a criminal background check for every member of the Family age 18 and over. The DHA will screen to ensure that no member of the Family has engaged in criminal activity that threatened the health and safety of the public.

4. Debts Owed to DHA

Applicants to the Section 8 program must be free of any debts to DHA or another housing authority before being admitted to the program.

Participants in DHA's rental assistance programs may be indebted to DHA or another housing authority as a result of unreported income, overpaid subsidies, utility allowance reimbursements, vacancy loss, damages, and/or unpaid rent claims. In some instances, participants may be able to repay their debt in installments by signing a promissory note.

Families that owe a debt to DHA in excess of $500 will be offered an opportunity to enter into a repayment agreement at the annual reexamination under the following terms and conditions:

a. A minimum down payment of 25% of the total debt is required; and

b. The balance must be paid over a period of twelve (12) consecutive months; and

c If the monthly payment becomes the equivalent of two (2) months delinquent, the agreement will be nullified, and the entire balance will be due upon demand from DHA; and

d. Families with a debt must be current on any repayment agreement or pay the entire balance in full before being eligible to relocate with continued assistance; and

e. Families will be offered only one repayment agreement.

Section VI. Screening Criteria

In accordance with 24 CFR.982. 982.553, DHA will conduct criminal background checks on all Applicants age 18 and above. The criminal screening will cover a period of five (5) years prior to the application date; and a residency check for the past ten (10) years. DHA will use the following standards to deny admission to the Section 8 Housing Choice Voucher Program.

A. Drug-Related Eviction

DHA will review residential history to determine if the Family has lived in federally assisted housing, and deny admission if any Family member was evicted from a federally assisted housing unit for drug-related or violent criminal activities within ten (10) years of the eligibility date. An exception may be made if the member responsible for the eviction is no longer a member of the household due to imprisonment or death.

B. Illegal Drug Use

DHA will deny admission to any Family if there is reason to believe that a Family member uses or sells any illegal drugs; or that a Family member's use or pattern of use of drugs will threaten other residents, cause damage to property, or generate police activity on or near the premises

C. Conviction for Methamphetamine Production

DHA will permanently deny admission to Families if a member has been convicted for the manufacture of Methamphetamine (speed) on the premises of a federally assisted unit.

D. Sex Offenders

DHA will use the services of state and private agencies to check state registers for each state that the Family resided to ensure that no registered sex offenders are admitted to the program.

E. Alcohol Program Abuse

The DHA will deny admission if there is reason to believe that any Family member has a pattern of abusing alcohol to the extent that it is a threat to other residents, will cause property damage, or generate police activity on or near the premises.

F. Violent Criminal Activity

The DHA will deny admission to any Family if there is reason to believe that a Family member engaged in any of the following acts:

1. Crimes involving extreme physical force, such as forcible rape, murder, armed robbery, assault and battery through use of a weapon; or

2. Any activity involving the use of weapons against persons or property.

G. Crimes that Threaten the Health and Safety of Others

1. Voluntary Manslaughter

The unlawful taking of human life under circumstances falling short of willful or deliberate intent to kill.

2. Kidnapping

Taking and carrying away a human being by force and against his will.

3. Mayhem

Inflicting an injury that permanently renders the victim less able to fight offensively or defensively; dismemberment or disablement of a limb; or bodily disfigurement.

4. Burglary

Unlawful entry to a building or occupied structure for the purpose of committing a crime.

5. Arson

Starting a fire or explosion with the purpose of destroying a building or occupied structure of another; or destroying or damaging any property to collect insurance for the loss.

6. Terrorist Threats

Threatening to commit any crime of violence with the purpose of terrorizing another or causing evacuation of a building, place of assembly, or facility of public transportation.

H. Public Housing Residents and Former Program Participants

Applicants transferring from DHA's public housing developments will be screened using the same processes as Applicants to the Section 8 program. Additionally, the record of former Section 8 participants will be researched for possible program violations. The following violations are grounds for denial of admission:

1. While participating in the Section 8 Program the Family must not have violated any Family Obligation, as set forth in 24 CFR 982.551 as amended. An exception may be granted by DHA if the Family member

who violated the Family Obligation is not a current member of the household on the application.

2. No Family member may have committed Misrepresentation, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five years.

3. The Family must have paid any outstanding debt owed DHA or another housing authority as a result of prior participation in any federal housing program.

4. Families entering the Section 8 Voucher Program from DHA's conventional housing programs must be in good standing, as defined in the Admissions and Occupancy Policy (600.1), under the terms of the DHA lease. The rent and other payments due under the lease must be current, and there must be no evidence of lease violations that would constitute grounds for termination.

5. Families assessed a debt to DHA after being issued a voucher, but prior to a Section 8 HAP being executed on their behalf will be requested to pay the public housing debt in full. If a Family is unable to pay a debt in excess of $500, the Family may be offered the opportunity to enter into an agreement to repay the amount owed. Under such an agreement, DHA will require 25% of the debt at the execution of the agreement, and offer the Family a promissory note to repay the remaining balance within twelve (12) months.

6. No Family member may have been evicted from public housing for non-payment of rent during the past 24 months.

7. No Family member may have engaged in or threatened abusive or violent behavior toward DHA personnel during the past 60 months.

I.. Notification of Ineligibility

DHA will notify all Applicants determined to be ineligible for assistance. Applicants will be notified in writing of the reason(s) for the determination. The letter will notify the Applicants of the right to request an Informal Review of the determination. All requests for Informal Reviews must be requested within fourteen (14) calendars days of the notification letter. Upon request, Applicants subject to denial for criminal activity will be provided a copy of the criminal records and an opportunity to dispute the charge prior to the denial.

J. Informal Review

Applicants that refute a denial for admission to DHA housing programs will have the

opportunity to present information and evidence to the Director of Applications and Assignments in an Informal Review.

If the Director determines that the Applicant is eligible, the Family's name will be placed on the Section 8 Waiting List without loss of position during the period of ineligibility, or issued a Voucher, whichever is appropriate.

Section VII. Purging the Section 8 Waiting List

When it appears that the wait for housing will be more than twenty-four (24) months, DHA will confirm Applicants' continued interest in the Section 8 Program and purge the Waiting List accordingly. The DHA will contact Section 8 Applicants at their last known address to determine their continued interest in the program. Applicants not responding to the inquiry within fourteen (14) calendar days, or responding negatively, will be removed from the Section 8 Waiting List. Once Applicants are removed from the waiting list, they will be required to re-apply for assistance.

Section VIII. Subsidy Standards

The DHA will determine the Family bedroom size and Family contribution to rent in accordance with 24 CFR Subpart E and Subpart G, using third party, independent verification. The Applications and Assignments Director will determine the initial income and Family composition.

A. Family Subsidy Standards

The DHA will exercise prudence in the determination and administration of housing Subsidy Standards. An eligible Family is determined based upon the members included on the original application. All adult members must appear in person with photo identification. Members that are not identified will not be considered as a member of the assisted household.

Once the Family composition has been determined, the only additions to the household will be minor children by birth, adoption or guardianship. The only adult addition will be a spouse of the Head-of-Household upon approval of DHA staff.

In an effort to effectively administer the federal funds, DHA takes a conservative and stringent approach in determining the unit size for the Voucher holder. DHA will issue a Voucher for the smallest sized unit possible using the following standards:

1. No more than two (2) persons will occupy a bedroom.

2. A separate bedroom will be allowed for members of the opposite sex over the age of five (5).

3. A single Head-of-Household will share a room with a child under age 5.

4. Family members of the same sex and generation will share a bedroom.

5. A bedroom will be allocated for an approved live-in-aide to provide continuous medical assistance to an elderly or disabled Family member. No space will be considered for the live-in-aide's family. (The live-in-aide must meet DHA's screening criteria as defined in this policy, Section VI; and be qualified to provide the services required by the elderly or disabled Family member.)

6. A bedroom will not be allocated to house medical equipment or furniture.

B. Remaining Family Member

Under certain circumstances the original Family composition may alter due to the Head-of-Household leaving the household. A Remaining Family Member, as defined by HUD, is an adult Family member living in the household at the time the Head-of-Household permanently leaves the household.

If the Head-of-Household dies, or otherwise permanently leaves the household, and there is another adult Family member capable of assuming the Head-of-Household position, the Voucher assistance will pass to that Remaining Family Member, who will then become the Head-of-Household. Another client number will be issued to the new Head-of-Household.

C. Split Family

In cases of divorce or separation under a settlement or judicial decree, DHA will follow a court's ruling in determining which Family members continue to receive Section 8 assistance. In all cases, DHA will review:

1. The interest of any minor children, or ill, elderly or disabled Family members;

2. Consideration for Family members forced to leave a unit as a result of actual or threatened physical violence against Family members by a spouse or other Family members of the household; and

3. Consideration for the Family member retaining custody of the minor children; and

4. In the case of joint custody, consideration will be given to the Family member that provides housing for the minor children 51% or more of the

time.

D. Caregiver

If the Head-of-Household with minor children temporarily leaves the unit due to a critical illness, or military deployment, and there is no adult remaining in the household to care for the minor children, DHA will allow another eligible adult (i.e. caregiver) to temporarily move into the unit and assume the Head-of-Household role. Such adults must meet DHA's eligibility standards, and their income will be used to determine the Family's share of rent. Such adults may assume permanent status as the Head-of-Household if the initial Head-of-Household does not return to the unit.

E. Total Tenant Payment (TTP)

The Family's contribution to the rent will be based upon the verified Annual Adjusted Income after consideration of earned income, benefits, allowances, assets, Mandatory Earned Income Disallowance (MEID), medical deductions and HUD designated income exclusions for all Family members.

The amount of the Total Tenant Payment will be calculated based on the highest of:

1. ten percent (10%) of the monthly Family Income; or

2. thirty percent (30%) of the Family's monthly adjusted income; or

3. Preservation minimum rent; or

4. DHA minimum rent ($25.00).

F. Adjustments to Income

Adjusted income is the annual income of all household members after making the mandatory deductions as identified in 24 CFR. 5.611 and 5.617.

1. Mandatory Deductions include:

   a. $480 for each dependent;

   b. $400 for an elderly or disabled Family;

   c. Unreimbursed medical expenses of elderly or disabled Family;

   d. Unreimbursed costs for disabled Family members; and

e. Reasonable child care expenses to allow a disabled member to work or attend school.

2. Mandatory Earned Income Disallowance (MEID)

In accordance with the HUD definition of a disabled Family, a Section 8 assisted Family may qualify for a disallowance of an increase in annual income under one of the conditions stipulated in 24 CFR 5.617.

The qualified Family member will receive an initial disallowance of one hundred percent (100%)of increased earnings for one year; fifty percent (50%) of the increase in earnings for the second year. DHA will allow up to 48 months for the disabled member to use the full disallowance.

G. Verification of Income, Assets and Deductions

DHA will attempt to acquire third-party written verification of reported income, the value of assets, and justification for deductions from income.

1. Award letters provided by Families and issued by the Texas Department of Human Services, the Social Security Administration and other governmental entities are considered third-party verifications.

2. Signed receipts for expenses directly from the provider and paid invoices from pharmacies and medical providers are considered third-party verifications for purposes of giving deductions.

3. Up-Front Verification Techniques

DHA will utilize the following automated services and specialized agencies to obtain income verification:

a. The Work Number

This is an automated service that provides access to a national database of employment and income records. This service is provided free of charge to public housing authorities. It may be accessed by phone or the Internet.

b. Tenant Assessment Sub-System (TASS)

This system matches Social Security (SS) and Supplemental Security Income (SSI) to information supplied by the Family and reported to HUD through MTCS reports.

c. Credit Bureau Reports

The DHA maintains membership in a credit-reporting agency to obtain credit profiles of Families that report no continuing source of income, and those that have a pattern of reporting job losses and reduced income.

H. Maximum Initial Rent Burden

A Family must not initially pay more than 40% of their monthly-adjusted income toward their portion of the rent and utility allowance for occupancy of a Section 8 unit. This rent burden is applied when DHA executes a new HAP contract on behalf of the Family and the gross rent exceeds the payment standard.

Section IX. Special Programs

DHA operates Section 8 Programs under special allocations and regulations. Applicants are admitted to these programs based on the special criteria of each program. All Applicants for a special program must be pulled from the Waiting List and may be selected before other Applicants.

Applicants are admitted as a special admission when HUD awards funding that is targeted for specific types of Families. The programs are outlined below.

A. U.S. Department of Housing and Urban Development - Veterans Affair Supportive Housing Program (HUD - VASH)

Under the HUD - VASH Program, Families are admitted based on selection by the local Veterans Affairs (VA) Office for participation in the HUD - VASH initiative. Participants are homeless veterans who initially agree to work with the VA Office to receive support services to assist with becoming self-sufficient. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations. This program is covered in full in Addendum Number 1 of this Administrative Plan.

B. Family Unification

Under the Family Unification Program, Families are admitted based on referrals from the Child Protective Services Department of the Texas Department of Protective and Regulatory Services (CPS). Families admitted to this program are either in imminent danger of losing their child(ren) to foster care due to the lack of adequate housing; or the lack of housing is the sole reason for continued placement of the child(ren) in foster care. CPS provides supportive services to the participating Families. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations. This program is covered in Addendum Number 2 of this Administrative Plan.

C. Mainstream Housing for Persons With Disabilities

Mainstream tenant-based Vouchers are available for Persons with Disabilities who have moved out of one of DHA's two elderly-only high rises, or Applicants on the Section 8 Waiting List who have a disability. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations.

D. Project-Based Vouchers for Persons with Disabilities

Participants in the Project-Based Voucher for Persons with Disabilities Program agree to move into units designated for this program. The housing assistance is tied to the unit and participants who move out of their units lose their housing assistance. This program is covered in the Administrative Plan for the Section 8 Voucher Program Assistance Attached to Units (Project-Based Voucher Assistance, Policy 500-3).

E. Shared Housing Program

Under the Section 8 Voucher Program, DHA permits the use of Individual Lease Shared Housing. 24 CFR 982.615, as amended, defines the Shared Housing Program and the regulations for administering the program.

This program is available only for Families that include a member with a disability. As a reasonable accommodation, two unrelated Families may share a housing unit, each utilizing an individual voucher.

The disabled Family may select a house or apartment that will be accessible and usable by the disabled member. The unit must provide adequate bedrooms for the Family members of each Family, as well as a living room, food preparation area and sanitary facilities.

The Landlord may occupy the assisted unit if not related by blood or marriage to any of the assisted Family members.

F. Preservation Program

Subject to funding availability from HUD, DHA will issue Special Admission vouchers targeted to Families that are affected by HUD or Landlord actions in HUD multi-Family projects.

Under this program, eligible Families residing in an eligible preservation project on the date of the Landlord's prepayment or voluntary termination are offered Family-based assistance under Section 8 if, as the result of a rent increase no later than one year after the date of the Landlord's prepayment or voluntary termination, the Family's rent exceeds thirty percent (30%) of the adjusted income.

Special Admission vouchers under this Program are made available for Families under the following conditions:

1. Landlord Opt-Outs

Landlords who choose not to renew an expiring Section 8 or Section 23 project-based contract;

2. Preservation Pre-Payments

Landlords choose to pre-pay the HUD insured mortgage or voluntarily terminates the mortgage insurance;

3. HUD Enforcement Actions

HUD terminates the HAP contract or does not offer the Landlord the opportunity to renew the expiring HAP contract for failure to comply with the terms of the contract; and

4. HUD Property Disposition

HUD becomes the Landlord of the property through foreclosure and is either selling or closing the property.

G. Project-Based Vouchers for the Elderly/Roseland Gardens

Participants in the Project-Based Housing for the Elderly will incclude Families originally displaced from the Roseland Townhomes development and other one and two person Families with all members 62 years of age or older. The Vouchers are specifically tied to the Roseland Gardens facility, and may not be utilized in the private market. This program is covered in full in the Administrative Plan for the Section 8 Voucher Program Assistance Attached to Units (Project-Based Voucher Assistance) (DHA Policy 500-3).

H. Tenant-Based Vouchers for Disabled Individuals with Medicaid Waivers

DHA will provide housing opportunities in assisted living facilities for disabled individuals identified by the Social Security Administration (SSA) as being entitled to a Medicaid waiver of medical expenses. The housing assistance allows these individuals to live in assisted living facilities rather than being moved to nursing homes or other medical facilities.

I. Walker Settlement Voucher

DHA will receive a total of 3,205 Section 8 Vouchers pursuant to the Settlement and Stipulation Order filed on March 8, 2001. Implermentation of these Vouchers is described in the Settlement Voucher Implementation Plan filed August 10, 2001. The Plan is included as Addendum 3 to this Plan.

J. Fair Share Vouchers for Disabled Families

As part of its Fail Share allocation, DHA has received Vouchers for use by Families that include a member with a disability. These Vcouchers will only be offered to such Families. Following admission to the Section 8 program, all other program requirements will apply.

Section X. Briefing and Voucher Issuance

The Housing Opportunity Programs (HOP) Department briefs all Families that are entering the Section 8 Voucher Program for the first time, and Portable Families (Section 8 participants that transfer from another housing authority) entering DHA's jurisdiction.

A. Conducting a Briefing Session and Issuing Materials to Voucher Holders

HOP schedules and conducts briefings for all Applicants. Applicants are allowed two (2) appointments to attend a briefing session. Any Applicant that does not attend one of the two sessions will be denied assistance. Briefings are normally conducted as group sessions. When necessary, HOP staff members will conduct individual briefings to accommodate the needs of the homebound or Persons with Disabilities. All Section 8 Applicants are briefed in accordance with 24 CFR 982.301, as amended.

Fair housing and social service organizations may provide presentations at the briefings with prior approval of the Vice President of HOP.

B. Information and Assistance for Participating Families

In addition to the information provided during the briefings, HOP staff members will continually assist Section 8 Voucher Families seeking housing in Predominantly White Areas, as defined in Addendum 3, by providing:

1. up-dated property lists as requested, which contain the addresses of units available to Section 8 Families, as well as the Landlords' name, and telephone numbers;

2. information on individual units available for lease;

3. individual counseling and transportation to view units;

4. information on neighborhood amenities including information on crime, schools, day care, health care, and public transportation;

5. counseling to Families on program matters and in instances of alleged program discrimination; and

6. follow-up services to Section 8 Families when they have relocated to a

Predominantly White Area.

C. Procedures for Extending Vouchers

Section 8 Vouchers expire at the end of sixty days from the date of issuance unless the Family submits a Request for Tenancy Approval (RFTA) and other appropriate documents, or DHA extends the Voucher in writing.

A request for an extension must be submitted in person to the HOP Department prior to the expiration of the voucher, with a list of no less than twenty-five (25) verifiable Landlord contacts.

Staff members will review, together with the Family, the efforts made by the Family to find a suitable dwelling unit and the types of problems encountered during the search. If the staff member believes there is a reasonable possibility that the Family can, with additional assistance from DHA, find a suitable unit, DHA will grant an extension.

Class members of the Walker litigation actively searching for housing in Predominantly White areas will be given a maximum of one hundred twenty (120) days to find suitable housing. All other Section 8 Families will be given a maximum ninety (90) days. Special consideration will be given to Families who are having difficulty finding suitable housing because of the special needs of a Family member with a disability.

Families will be considered successful in a housing search should they submit a Request for Tenancy Approval (RFTA) prior to the expiration date on their Section 8 Voucher. The Family may submit only one RFTA at a time. Once the documents are received, DHA will suspend (i.e., toll) the term of the Family's Voucher. Should the Family be required to resume their search for housing (e.g., the unit selected fails inspection), the Family will be allowed to resume their search for housing using the remainder of the time left on their Voucher.

The Voucher will be withdrawn if Families fail to lease suitable housing during the term of the Voucher. Expiration or withdrawal of a Voucher does not preclude the Family from filing a new application for another Voucher, provided DHA has not suspended the taking of applications.

Section XI. Deconcentration

DHA seeks to increase the participation of Landlords with units located outside of areas with a high concentration of low-income and minority Families. To accomplish this goal, DHA's Housing Opportunity Programs Department (HOP) conducts outreach to Landlords with

properties in Predominantly White Areas and encourages them to accept Voucher holders. The local media, professional real estate organizations, Apartment Listing Network and the Cole Indices are used as resources to increase the interest of private Landlords within DHA's jurisdiction.

As part of this outreach effort, the HOP Department prepares and distributes information packets, brochures, leaflets, and handouts outlining the benefits of the Section 8 Program. HOP staff provides Landlords with information regarding HUD regulations, Section 8 Program guidelines, fair housing, housing quality standards, and other Landlord related issues. In addition, the HOP Department conducts Landlord workshops, corporate briefings and property visits; and initiates telephone contact with Landlords owning housing units in Predominantly White Areas.

The HOP Department also works jointly with the City of Dallas to promote housing opportunities to Section 8 Families by offering a one time financial incentive to Landlords leasing threeand four-bedroom units in the Predominantly White Areas of DHA's jurisdiction.

The methodology for promoting deconcentration of Section 8 Voucher holders is addressed in procedure 510-1.1.

Section XII. Illegal Discrimination

Families who believe they have been discriminated against by a Landlord or potential Landlord may contact the Dallas Housing Authority HOP Department. Staff members receive ongoing training in the fair housing laws. Families will be provided with HUD's Fair Housing Complaint Form and staff members will assist the Family in completing the form.

Additionally, DHA may refer Families to the City of Dallas' Fair Housing Organization or other Fair Housing Organizations that may be able to provide assistance.

Section XIII. Reexamination and Occupancy

A. Annual Reexaminations

The DHA will reexamine income, assets, allowances, deductions and Family composition for all Section 8 Families at least annually to determine continued eligibility for Section 8 rental assistance.

DHA will also review and collect all delinquent balances owed to DHA by the Family. Such balances include but are not limited to:

1. Payments made under a special claim to a Section 8 Landlord on behalf of the Family;

2. Back-rent agreements made by the Family during participation in any of DHA's programs; and

3. Charges incurred by the Family when they moved from a unit owned or operated by DHA.

All payments must be paid promptly as required under the repayment agreement. Families failing to pay the entire amount of the debt within the twelve-month period will be terminated from the Section 8 program at the next reexamination.

B. Interim Reexamination

Families are required to report changes in the source of income, decreases in Family income and changes in Family composition within thirty (30) days of the change. When Families report a change that will affect the Families' share of rent, DHA will make interim reexaminations of the amount of the Total Family Payment and the amount of the HAP. Increases in Families income must be reported at the annual reexamination, with one exception: Families participating in the Family Self-Sufficiency Program (FSS), must report all changes in income within thirty (30) days of the event in order to realize the benefit of an escrow account. Families are advised of this requirement at the time of their briefing and annual reexamination.

The DHA requires a reasonable amount of time to process interim reexaminations. Changes in Family composition or income that result in a decrease in the Family's share of the rent will require fifteen (15) days to review, verify and initiate the new payments to the Landlord. The new HAP payment will take effect the first of the month following this 15-day processing period. Families must continue to pay their original tent portion to the Landlord until such time as the new rent takes effect.

New income that increases the Family's share of the rent will become effective the first of the month following a 30-day notice to the Family and the Landlord.

C. Special Reexaminations

For Families reporting no continuing source of income, the DHA will make a special review of the households' income once every ninety (90) days until it can be established that the household has a continuing source of income. The quarterly review will include credit bureau inquiries, reports from DHA's Resident Employment and Training (RET) Division, and any other resource that may provide income information. If at any time during the special review a continuing source of income is established, the DHA will adjust the Families' share of rent and the HAP to the Landlord.

D. Exception to Minimum Rent Requirement

Families paying the minimum rent required by DHA may request an exception to the

minimum rent requirements for hardship circumstances. Such financial hardship situations include the following:

1. The Family has lost eligibility for, or is awaiting an eligibility determination for Federal, State, or local assistance program; or

2. The income of the Family has decreased because of changed circumstances, including loss of employment; or

3. A death in the Family (as defined in DHA Policy 500-6) has occurred.

E. Treatment of Income Changes Resulting from Welfare Assistance

Reduction in welfare assistance will not reduce the Family contribution if the reduction in benefits is because of Misrepresentation by a Family member in connection with a welfare program; or specifically for failure of a Family member to comply with a work activities program.

Families whose income is reduced due to a reduction in Temporary Assistance for Needy Families (TANF) benefits as a result of the expiration of a lifetime term limit; or Families that have complied with the State's requirements, but cannot find a job, may have their rent reduced accordingly.

Section XIV. Housing Quality Standards

Housing used in the Section 8 Housing Programs for the Dallas Housing Authority will meet the standards and acceptability criteria set forth in 24 CFR 982.401, as amended. The Landlord will, at a minimum, maintain the unit(s) in compliance with those requirements during the term of the contract. Annual inspections will be made of all units on the program to ensure compliance with HUD's requirements. Landlords and Families will be notified of the repairs necessary for compliance.

The DHA will inspect all units prior to entering into a HAP contract. A detailed review of at least ten percent (10%) of the units passing inspection on the Section 8 Voucher program will be conducted to ensure the quality of the inspections.

The DHA will document violations of HUD's Housing Quality Standards (HOS). When units are found to be in violation, DHA will take steps in accordance with HUD regulations. DHA will notify the code enforcement office of the city where the unit is located when code violations are observed and not corrected.

The DHA shall conduct perimeter inspections of all Section 8 units and complexes at least twice annually, noting obvious code violations on surrounding properties. DHA will report these violations to the appropriate city officials for follow-up code enforcement.

A. Inspection Process

Before approving a lease, DHA will ensure the dwelling unit is inspected for compliance with Housing Quality Standards (HQS). All inspections of units shall be conducted within seven days of the request using a HUD approved inspection form. A copy of the

Landlord's notice of failed inspection will be left with the Landlord and Family and mailed to both. A report for every inspection will be prepared and maintained in the Family's file in the Section 8 division. Each report will specify the defects or deficiencies, if any, which must be corrected by the Landlord before the contract will be executed.

1. Initial Inspection

If, as a result of the initial inspection, DHA determines violations exist, DHA will notify the Landlord and the Family in writing, and require the defects be corrected. A copy of this notification will be retained in the Family's file in the Section 8 division. If DHA determines, as a result of the re-inspection, that the Landlord has satisfactorily corrected all defects or deficiencies, DHA will execute the HAP Contract.

If Landlords fail to make the required repairs within the time frame provided by DHA, the Landlords and Families will be notified that the RFTA has been denied. Families may then be issued new paperwork to search for alternate housing, provided there is time left on the Voucher to search for housing.

2. Annual Inspection

Regular annual inspections will be made of each unit prior to the anniversary date of the last passed initial or annual inspection. If the unit passes the inspection, DHA will continue payments.

3. Emergency Inspections

Emergency Inspections will be conducted when there are deficiencies in a unit that are considered to be life-threatening. The deficiencies must be corrected within 24 to 72 hours of the inspection date.

4. Complaint Inspections

The DHA will respond to all Families reporting violations of Housing Quality Standards in their units. Requests for complaint inspections are made to Landlord Services. Families may call the HQS Hotline or submit a written request.

Once the complaint is received, DHA will notify the Landlord of the complaint

and give the Landlord a reasonable amount of time to address the complaint and make necessary repairs. If the compliant is not addressed appropriately within the time frame specified, DHA will perform an inspection of the unit and staff will take the steps outlined for such situations according to the terms of the HAP contract.

DHA will determine "reasonable time" based upon the following conditions:

a. Any hazard that represents an immediate threat to the health and safety of the Family must be corrected within twenty-four (24) hours.

b. Any hazards that represent a potential threat to the health and safety of the Family must be corrected with three days.

c. Any violations that pose no threat to the health and safety of Families must be corrected within 21 days unless the Director of Landlord Services grants an extension.

B. Failed Housing Quality Standards Inspections

In cases where Families are issued a Voucher for relocation because the HQS inspection revealed the unit is no longer in decent, safe and sanitary condition due to poor Landlord maintenance, DHA will immediately notify the appropriate city for code enforcement. The city will be given the property address and Landlord's name. If the unit is located in the City of Dallas, DHA will notify the City of Dallas Street Sanitation and Code Enforcement Services.

C. Abatement

DHA will abate payments to Landlords for units that fail HQS and the Landlords fail to make acceptable corrections within the required time frame. However, Landlords are not responsible for damages to the unit that are caused by Families' abuse. Upon initiation of abatement, DHA will provide housing mobility services to Families.

DHA will automatically abate housing assistance payments when:

1. the unit fails a re-inspection for a violation of HQS that is the responsibility of the Landlord; or

2. Landlords fail to properly request a re-inspection through the automated voice response phone line within the time allowed.

D. Move Family

Landlord Services Division may, with the Director's approval, override automatic abatements.

Once an automatic abatement has occurred, a letter will be generated informing Landlords of the abatement and the fifteen (15) day compliance time. If the Landlords do not bring the unit into compliance after fifteen (15) days of abatement, DHA will begin the process

of relocating the Families. DHA will cancel the HAP Contract when Families move from the unit or sixty (60) days after the abatement date, whichever comes first.

After the Move Family notice is given, Families must move from the unit or both parties must sign the Continued Occupancy (Exhibit G) form and present it to the Section 8 staff. Landlords must correct all deficiencies and pass the inspection before the HAP terminates. DHA will reinstate the HAP payments when the unit passes inspection, but will not make any retroactive payments for any period the unit did not meet HQS.

If the unit does not pass inspection prior to the HAP termination date, and the Family decides not to move, but to instead enter into a separate lease with the Landlord, DHA will terminate the assistance to the Family in accordance with the HAP Contract.

In either instance, Landlord Services will notify the Finance Department to either withhold or abate HAP to the Landlord. The Finance Department will retrieve any overpayment of the HAP from the Landlord's other assisted properties, or from the first HAP for any property leased under the program.

E. Family HQS Breach

In accordance with the HUD Tenancy Addendum (HUD-52641-A), a breach of the HQS caused by Families is not the responsibility of Landlords; DHA will terminate assistance to Families because of failure to correct the HQS breach caused by any Family member or by a guest.

The following actions constitute a Family breach of the HQS:

1. Failure to pay for any utilities that are to be paid by the Family; or

2. Failure to provide and maintain any appliances that are to be provided by the Family; or

3. Damage to the unit beyond normal wear and tear.

Section XV. Determination of Contract Rent/Rent Reasonableness

DHA's Section 8 Program operates in a market that does not function normally due to its expanded jurisdiction. DHA's expanded jurisdiction makes it difficult to obtain a Payment Standard reflective of the entire jurisdiction. DHA will monitor the rents within its jurisdiction and disapprove a lease for a rent that is not reasonable, based on the rents charged for comparable rental units in the immediate area. DHA will exercise this authority for all Section 8 tenant-based program participants.

DHA uses a computer-based databank of unassisted housing units to determine rents for comparable units for the initial contract rent at move in, when a rent increase is requested.

Addresses of unassisted units throughout DHA's jurisdiction are continuously added to the databank. The reasonable rent for subject units is determined by pulling five (5) units from the databank that match the subject unit's census tract, bedroom and bath size and square footage. The program will select the units that most closely match the subject unit. The comparable data includes the value of utilities included in the rent, the value of amenities, and the monthly rent. If the requested rent for the subject unit is within the range of the rent of the comparables, the rent is reasonable. If the subject is outside the comparables, the amenities value will be added to the subject rent to arrive at a reasonable rent.

Section XVI. Term of Housing Assistance Payment (HAP) Contract

The initial term of the Lease and the HAP contract shall be 12 months. After such time, the HAP contract shall extend automatically to coincide with the term of the lease. Any changes to the lease must be approved by DHA, and Landlords must provide DHA with a copy of the new lease.

Section XVII. Lease Form

The DHA prefers the lease used by Landlords participating in the Section 8 Program be the latest version of the lease used by the Apartment Association of Greater Dallas or the Greater Dallas Association of Realtors. If the Landlord is not a member of either of these organizations, DHA will accept a form lease that complies with all Federal, State and local laws.

Section XVIII. Security Deposit

DHA encourages all Landlords to screen all Applicants. Landlords need not accept Families that have a history of damaging units or vacating without giving proper notice. Effective November 1, 1995, the Section 8 Program will not provide for reimbursement to Landlords in cases where there are damages caused by the Section 8 Families or their guests; where Families vacate without giving proper notice; and/or paying rent owed under the lease.

Landlords executing HAP contracts on or after November 1, 1995 may collect a reasonable security deposit from Families. Security deposits that DHA determines to be in excess of

private market practice, or in excess of amounts charged by the Landlord to unassisted Families are prohibited. When Families moves out of the dwelling unit, Landlords, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the Families, damages to the unit or for other amounts owed to the Landlord under the lease.

Landlords must give Families a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the Landlord, Landlords must refund promptly the full amount of the unused balance to the Families in

accordance with State law. If the security deposit is not sufficient to cover amounts the Families owe under the lease, Landlords may seek to collect the balance from the Family.

DHA will not relocate Families if Landlords provide documentation of debts owed due to nonpayment of rent or damages beyond normal wear and tear.

Section XIX. Payments to Landlords

A new HAP contract may begin when all program requirements have been met. DHA monitors its housing assistance payments to ensure system accuracy, timeliness and integrity. All payments to Landlords and Families are made by check or direct deposit, processed and prepared through DHA's Finance Department, independent of the Leased Housing Department. Payments are computed according to HUD approved formulas and schedules. The Landlord Services division keeps on file a copy of each Landlord's Tax Identification Number or Social Security number.

A. Monthly Housing Assistance Payment (HAP)

HAP disbursements that exceed $4,000 are deposited directly into the Landlord's bank account the first week of every month. All other payments are mailed to the Landlord the first week of every month. A computerized statement detailing payment activity accompanies the payment. Utility payments to Families are mailed directly to the Family at the assisted address.

All HAPs made by DHA to the Landlord are deemed received by the Landlord when the check is deposited by DHA into the U.S. Mail, Postage Pre-Paid or, in cases where payments are made pursuant to a Direct Deposit Agreement, when the funds are wired by DHA to the Landlord's bank.

B. Late Payments

The first HAP for a new contract will be received no later than two calendar months following the execution of the HAP contract. All other payments will be received by the fifth day of each calendar month. DHA shall pay a late fee of $25.00 for HAPs not received (as defined above), due to factors within DHA's control. No other late fees will

be paid. This payment is made upon request from Landlords, provided the Landlords have a policy and practice of collecting late fees from private market Families residing in his/her units.

No late fee will be assessed or paid by DHA if the payment is received late due to factors beyond DHA's control or receipt of the late payment is due to an adjustment in either the amount of contract rent to the Landlord or the HAP to be made by DHA.

C. Rent Increases to Landlords

The Housing Assistance Payment (HAP) Contract requires the Landlord to notify the Family, in writing, of proposed rent increases, and the date the increase will go into effect. A copy of this letter must be sent to DHA at least sixty (60) days prior to renewal. All proposed rent increases must be approved by DHA as reasonable and cannot exceed rents charged for comparable unassisted units in the same complex.

DHA will conduct a rent reasonable survey using the computer databank of unassisted units to select comparable units. If the requested increase is determined reasonable, the approved increase will become effective the first day of the month following the 60-day notice.

Section XX. Release of Family Information to Landlords/Prospective Landlords

DHA will conduct criminal background checks on all Applicants and existing Families upon notice of possible criminal involvement by any member of the household. Applicants with a history of drug-related or violent criminal activity may be determined ineligible for the Section 8 Program. DHA may also conduct rental history checks for new Applicants, however a negative rental history will not preclude eligibility for the Section 8 Program. The rental information may be shared with the Landlord.

DHA will provide the Landlord with the Families' current address, as shown in DHA's records, and the name and address, if known, of the Families' current and previous Landlord.

Section XXI. Relocating Families

Families on the Section 8 program may move anywhere within the United States and U.S. territory. Families who wish to move out of DHA's jurisdiction may do so utilizing the portability feature of their Voucher. The Family must provide a minimum of thirty (30) days advance notice to the Dallas Housing Authority and to their Landlord before moving.

A. Families Eligible for Relocation

Families who are currently receiving subsidy may relocate under any of the following conditions:

1. Families have resided in their present unit for at least twelve (12) months; or

2. Families have resided in their present unit for the time required under the most recent lease provided to DHA, and have given a 30 day written notice of their intent to vacate to their Landlord and DHA; or

3. Families have not resided in their present unit for the required amount of time under their current lease, but have obtained the Landlord's written approval to terminate the lease due to extenuating circumstances that require Families to move. Such moves are based on conditions that threaten the safety and welfare of Families (e.g., domestic violence) and require the review and approval of the Director of Section 8; or

4. The unit has failed a Housing Quality Standards (HQS) inspection and the Landlord failed to correct the deficiencies within the timeframe allowed for correcting identified problems and/or failed to request a re-inspection of the unit; or

5. The unit has been damaged or destroyed by fire or natural disaster; or

6. Families no longer eligible for their unit in accordance with existing subsidy standards; or

7. The Landlord does not wish to continue participation in the Section 8 Program (Federal regulations prohibit a Landlord from leaving the Section 8 Program during the first year of occupancy by a Section 8 recipient); or

8. DHA determines the Landlord has breached the contract; or

9. Families have been evicted by the Landlord for reasons that do not violate the terms of their Family obligations as set forth in 24 CFR 982.551, as amended.

All relocating Families are scheduled by the assigned Section 8 Counselor to attend a briefing session. Families that DHA determines must relocate are allowed two appointments to attend a briefing session.

B. Restriction on Relocations

1. DHA will limit the number of times Families may search for housing to once every 12 months, except:

a. in circumstances where the unit is in violation of the Landlord's responsibilities under Housing Quality Standards; or

b. Families can no longer reside in the unit due to medical conditions verified by a physician.

2. Families in non-compliance with a promissory note and/or an agreement to repay a bad debt with DHA will not be permitted to move until the debt is brought current under the terms of the agreement.

3. DHA will not relocate Families evicted by a Landlord for serious or repeated violations of their lease agreement.

C. Portability

In accordance with 24 CFR. 982.353 (b)-(f) and 982.355, DHA will offer portability assistance to eligible Families to move outside its jurisdiction and administer portability vouchers of Families moving to DHA's jurisdiction from other jurisdictions.

1. Families Porting Out of DHA's Jurisdiction

Families living in DHA's jurisdiction at the time of initial application for Section 8 assistance may move out of the jurisdiction with the initial voucher.

Families living outside DHA's jurisdiction at the time of initial application must lease within DHA's jurisdiction for at least one year before being eligible for portability assistance.

2. Families Porting into DHA's Jurisdiction

DHA will provide assistance to Families moving into DHA's jurisdiction in accordance with 24 CFR.982.355. Families will be issued a DHA Voucher to search for housing; however, the term of the Voucher will coincide with the voucher issued by the initial housing authority.

DHA will bill the initial housing authority for HAP payments made on behalf of portable Families.

Section XXII. Housing Integrity Program

Initial examination and reexaminations of Families' income and composition are conducted for all Families assisted through a DHA assisted housing program. In addition, Families are required to report changes in the source of income or Family composition within thirty days of the event. During these reexaminations, all Family members must disclose all sources of income and identify the household composition. Failure to accurately report and provide documentation of

this information is a violation of the Family Obligations as stipulated in 24 CFR 982.551.

A. Misrepresentation and Program abuse

Program abuse occurs when Families fail to report a change in the source of income or Family composition within thirty (30) days of the event; realize a financial benefit from the change; and report it at the next annual reexamination.

Misrepresentation is defined as deceit or trickery deliberately practiced in order to gain some advantage dishonestly; or willful and intentional deception. Misrepresentation generally occurs when false statements or documents are submitted to avoid an increase in rent or reduce the current rent amount. Misrepresentation also is defined as failure to report changes in household income or composition during an annual reexamination.

B. Common Abusive Practices

The most common type of program abuse results from failure to report changes in income or Family composition within the required thirty-day period. The failure to report may be considered program abuse if it is a first occurrence; and the participant has not undergone a recertification or interim examination since the change occurred.

Other examples of Program abuse include failure to disclose all income sources; and failure to report extended absence of a household member.

C. Acts of Misrepresentation

The common practice of failing to report income changes is considered Misrepresentation if the change was not reported during one or more annual recertifications or interim examinations; or there has been a previous incident of program abuse under similar circumstances.

Other types of potential Misrepresentation by participants include:

1. Subletting a unit;

2. Having an ownership interest in the unit;

3. Living in more than one unit; and

4. Receiving more than one type of housing subsidy under any duplicative federal, state, or local housing assistance program.

D. Resolving Abusive and Misrepresentation Practices

Each report of potential program abuse or Misrepresentation will be reviewed and documented on the Allegations of Program Abuse Form (Exhibit G).

Information in the Families' files will be compared with the allegations. No action will be taken if no discrepancies are found.

If the reported information does not match the information in the Families' file and concerns a matter other than "Unreported Income" between recertifications; Families will be subject to termination.~~.~~ Information gathered and verified during the recertification or interim revision period will be compared with information in the Families' files to determine if there are any discrepancies. In addition, DHA will use other resources to obtain verification of income that may not have been reported.

1. Social Security Discrepancy Reports

The Social Security Administration (SSA) provides public housing authorities with Income Discrepancy reports on recipients of Social Security and Supplemental Security Income (SSI) that do not report all benefits to the housing authority.

2. Credit Reporting Agency

The DHA retains membership with a credit reporting agency to obtain credit reports for Families suspected of misrepresenting income.

3. Shared Participant Program

TenantCheck™ is a free internet service utilized by housing authorities to record the names of program participants that were terminated for violating the Family Obligations as stipulated in 24 CFR 982.551.

E. Resolution of Program Abuse Cases

Families that are determined to have committed a case of program abuse may be allowed to correct the oversight by repaying to DHA all the funds that were overpaid on behalf of the Family. Families will be given a maximum of ninety (90) days to pay the entire amount. DHA may not recover the overpayment by withholding the Housing Assistance Payment or the Utility Allowance Payment (UAP). Failure to repay the overpayment within the time allowed will result in termination From the Section 8 program.

F. Resolving Misrepresentation Cases

If an internal file review indicates that Misrepresentation has occurred, DHA will terminate assistance and offer Families an opportunity for a hearing. The Landlord will be given a thirty-day (30) notice of termination of the Housing Assistance Payment (HAP).

The overpayment made on behalf of Families must be repaid to DHA. Termination for Misrepresentation carries a permanent ban from participation in DHA's housing programs. Terminated Families' names will be added to TenantCheck for distribution among other housing authorities.

G. Landlord Program Abuse

The actions by Landlords that are considered a breach of the HAP contract are identified in 24 CFR. 982.453(a). As stated in 24 CFR. 982.453(b), housing authorities are authorized to exercise specific remedies against any Landlord that breaches the contract. DHA will place housing units on HAP abatement; place housing units on probation; place Landlords on probation; or ban Landlords from participation in the Section 8 program, based upon the nature and extent of the breach.

1. Leased Housing Department

The Landlord Services division will identify Landlords' violations of Housing Quality Standards during annual and complaint inspections. The HAP will be suspended (abated) for up to sixty (60) days if Landlords fail to correct HQS deficiencies in the required time frame.

Units that continuously fail the annual inspection for the same or similar violations may be placed on probation for up to six (6) months. During the probationary period, no new units will be assisted under the Section 8 program.

The Director of Landlord Services will conduct inspections of probationary units upon the request of the Landlord or one month prior to the end of the scheduled probation period, whichever comes first. The Director will determine if the development has complied and can maintain continuous HQS.

The Section 8 division will initiate investigations into allegations of Landlord Misrepresentation, bribery, drug-related and criminal acts, and refer the cases to the Legal Department if Misrepresentation or criminal acts are discovered.

2. The Housing Opportunity Program (HOP)

The Housing Opportunity Program (HOP) will monitor instances where the Landlord takes unfair advantage of the assisted Family. The Leased Housing Department will maintain a database of probationary and banned Landlords.

H. Failure to Maintain Housing Quality Standards (HQS)

The Landlord must maintain the assisted unit and premises in accordance with HQS, and supply all utilities needed to comply with HQS. Units that consistently fail HQS, or that have structural, site or mechanical problems may be placed on probation for up to one year.

I. Abatement

The DHA will not make housing assistance payments to Landlords for units that do not meet HQS, unless the Landlord corrects the defects within the time allowed for completion.

J. Move Family

After thirty-six (36) continuous days of non-compliance, DHA will offer Families a voucher to move from an abated unit. The HAP contract will be terminated the last day of the month following the sixty-day (60) abatement period, or when the Family moves, whichever comes first.

If Families choose to remain in the abated unit, Landlords must correct the deficiencies before the HAP contract is cancelled. DHA will inspect the unit again when Landlords call to request a reinspection. DHA will not pay the HAP for any period the unit did not meet HQS.

K. Violations That Permanently Ban Landlords

The Landlord must comply with all provisions of the HAP contract to receive Housing Assistance Payments. If DHA has reason to believe that Landlords have engaged in any of the following activities, DHA will refuse to accept any additional Requests For Tenancy Approval from the Landlord, or the Landlord's agents, and will cancel the HAP for any units owned or managed by the Landlord when the lease expires.

1. Landlord Involvement in Drug-Related or Violent Criminal Activity

If DHA has reason to believe that Landlords of property assisted through the Section 8 program have engaged in drug-related or violent criminal activity, DHA will give Landlords and Families a sixty-day (60) written notice of termination of HAP. The eligible Families will be required to move from the units or remain without rental assistance. DHA will permanently ban Landlords from participation in its housing programs and refer the case to the HUD Office of Inspector General (OIG).

2. The Landlord Charges Additional Payments for Rent

The Landlord may charge a reasonable contract rent for the assisted unit. This amount may not be altered without the written consent of DHA, and the Landlord may not collect any additional amount from the Family or any other source while receiving Section 8 rental assistance.

3. Landlord Charges or Evicts Family for Nonpayment of DHA HAP

DHA will not make any housing assistance payments if the contract unit does not meet Housing Quality Standards (HQS). During the period in which rental payments are abated, Landlords may not charge Families for the HAP portion; nor may Landlords evict Families for nonpayment of rent if Families have paid their portion of rent during the abatement period.

2. The Landlord has Committed Bribery or Misrepresentation

If DHA has reason to believe that Landlords have falsified any documents to participate in the program, offered incentives to any DHA staff in exchange for preferential treatment, or misrepresented themselves in any manner in order to receive a benefit from the program, DHA will permanently ban the Landlords from participation in its housing programs.

L. Violation of Landlord's Obligations That Carry a One Year Ban

DHA will recover overpayments to Landlords for violation of the HAP Contract. Depending on the actual offense, Landlords may be put on probation for up to one year and DHA will not accept additional units during the probationary period.

If DHA has reason to believe that Landlords have overcharged the resident for the security deposit, DHA will request that the overpayment be returned to Families. If the overpayment is not returned, no additional Requests For Tenancy Approval will be accepted from the Landlord/manager.

If the subject unit is the only unit the Landlord makes available for the Section 8 program, the Housing Assistance Payment (HAP) contract will be terminated at the end of the first lease period, and the Landlord will be banned from participation in the Section 8 program.

1. Overcharge of Security Deposit

Landlords may not charge an assisted Family more for security deposit than that charged an unassisted Family. If the Landlord has only one single-family unit, the security deposit must be reasonable in comparison with that charged in the private market for comparable units.

2. Landlords Knowingly Lease to a Non-Disabled Relative

Landlords may not be the parent, child, grandparent, grandchild, spouse, sister or brother of any member of the Family, unless the unit provides a reasonable accommodation for a disabled Family member. DHA requires written documentation of the disability.

3. Landlords Have a History of Not Enforcing the Lease

Landlords that have a history or practice of not terminating Families when the Head-of-Household, household member, guest or a person under the control of the household engages in activity that:

a. threatens the right to peaceful enjoyment of the premises by other residents; or

b. threatens the health or safety of other residents, or Landlord's employees or managers of Landlord's property; or

c. threatens the health or safety of other residents, or the right to peaceful enjoyment of their residences, by persons living in the immediate vicinity of the premises.

Section XXIII. Termination of Participation

DHA will terminate the participation of Families for the following reasons:

A. Families move out of their dwelling unit without giving proper written notice to the DHA and their Landlord;

B. DHA determines that the Landlord is entitled to payments due to non-payment of rent, damages, or other amounts owed under the Landlord's lease by the Family, and the Family has failed to satisfy any such liabilit;

C. Fsmilies notify DHA that they wish to voluntarily terminate their assistance;

D. Any member of the Family has engaged in drug related criminal activity, or violent criminal activity as defined in 24 CFR 982.553, as amended;

E. Any member of the Family has violated any Family Obligation under the Section 8 Program as outlined in 24 CFR 982.551, as amended;

F. DHA has reason to believe a member of the Family is illegally using a controlled substance;

G. DHA has reason to believe any member of the Family is using alcohol to such an extent that it would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;

H. Any member of the Family misrepresents, bribes or commits any other corrupt or criminal act in connection with any federal housing program;

I. Families participating in the Family Self Sufficiency (FSS) Program fails to comply, without good cause, with the Families' FSS contract of participation;

J. Any member of the Family fails to sign and submit the HUD or DHA required consent form(s) for obtaining information;

K. One hundred and eighty (180) days has elapsed since the last housing assistance payment was made on behalf on the Family;

L. Any member of the Family illegally uses, manufactures or possesses a controlled substance;

M. DHA has reason to believe any member of the Family engages in or has engaged in violent criminal activity or other criminal activity that threatens the safety of other residents, staff or other persons;

N. Any member of the Family engaged in any criminal activity that resulted in a felony conviction;

O. Any member of the Family is convicted of manufacturing or producing methamphetamine on the premises of a federally assisted property.

Section XXIV. Conducting Informal Hearings

The DHA will conduct Informal Reviews and Informal Hearings as required at DHA's Administrative office facility . The Head-of-Household must appear in person. Requests for postponement of a Review or Hearing shall be granted by the Director/Hearing Officer only upon showing of good cause by the Family.

If Families choose, they may also have an attorney or their representative(s) present at the Review or Hearing; however, an attorney or representative is not required.

Families and/or the Families' representative may examine all documents prior to the hearing. Copies of the documents, records, and policies of DHA that are relevant to the hearing may be made at the Families' expense. Any document not made available at the Families' request may not be referred to by DHA in the hearing, with the exception of confidential medical records.

The DHA may examine records and documentation provided by Families prior to the hearing. DHA may make copies of this documentation at no charge. In the hearing, Families may not refer to any document not made available at DHA's request.

A. Matters That Applicants May Appeal

Applicants for the Section 8 Program who are withdrawn prior to admission into the program may appeal the decision. Admission is the point at which the DHA initially executes a HAP contract with Landlords on behalf of Families.

DHA will give Applicants an opportunity for an Informal Review when they are determined ineligible for assistance in the Section 8 program.

B. Matters Not Subject to Appeal by Applicants

DHA will not provide an opportunity for an Informal Review to:

1. review discretionary administrative determinations by DHA, or to consider general policy issues or class grievances;

2. review a determination of Families' unit size under DHA's subsidy standards;

3. review DHA's determination not to approve leasing a unit under the Section 8 Program, or approve a proposed lease;

4. review DHA's determination that a unit selected does not comply with HQS;

5. review DHA's determination that a unit selected is not in accordance with HQS because of the size of the Family;

6. review DHA's determination to refuse to extend Families' Voucher past the maximum time allowed under DHA's policy.

C. Applicants' Informal Review

The request for the Informal Review must be made in writing within fourteen (14) calendar days from the date of the written determination. An Applicant that fails to respond to the written notice within fourteen (14) calendar days will be ineligible for an Informal Review and/or appeal. Should the Applicant fail to appear for a scheduled appointment, withdrawal will stand. The Director may schedule a second appointment at his/her discretion. The Director of the Applications and Assignment division or his/her designee will review decisions regarding the Applicant's eligibility for the Section 8 Program. The Director of HOP will review decisions regarding extensions or withdrawals of a Voucher. All reviews will be conducted within thirty (30) calendar days of the request.

Once the appointment date has been scheduled, Applicants or Applicant's representative may request to examine and have copies made of all documents, records, and DHA policies that are relevant to the complaint. The copies will be made by DHA at the Applicant's expense. Any document not made available after request by the Applicant may not be used or referred to by DHA during the Informal Review.

The appropriate Director or his/her designee will review the files; document facts presented and determine the disposition of the case. The outcome of the Informal Review will be recorded in the Applicant's file.

The Director will notify the Applicant of the outcome, in writing, within ten (10) calendar days after the Applicant's appointment.

D. Appeals by Participating Families

DHA will give Families in its Section 8 Program an opportunity for an Informal Hearing to consider whether decisions relating to Families' subsidy are in accordance with the law, HUD regulations, and DHA policy. Participating Families may request a hearing in the following cases:

1. A determination of the amount of Families share of the rent and resulting HAP;

2. A determination of the Family's utility allowance for Family-paid utilities, from the utility allowance schedule;

3. A decision to terminate assistance on behalf of Families, because of Families' action, or failure to act;

4. A determination that Families certified for a unit with a larger number of bedrooms than appropriate under DHA standards and DHA's determination to deny Families' request for an exception from the subsidy standards;

5. A decision to terminate assistance to Families because of Families absence from the unit for a period longer than three (3) weeks.

If DHA decides to terminate the HAP on behalf of Families under an outstanding contract (if DHA is required to give Families an Informal Hearing on the decisionFamilies shall be offered the opportunity for an informal hearing before the termination of the HAP.

E. Matters That Participants May Not Appeal

DHA is not required to provide a hearing to:

1. review discretionary administrative determinations by DHA, or to consider general policy issues or class grievances;

2. review the determination of the DHA's utility allowance schedule for participating Families;

3. review DHA's determination that a unit does not comply with HUD's Housing Quality Standards, or the rental unit is not adequate because of an increase in Family size or a change in the Family's composition;

4. review a decision by DHA to exercise any remedy against the Landlord under an outstanding Contract, including the termination of HAP to the Landlord;

5. review DHA's decision not to approve a Family's request to extend or suspend the term of the Voucher past the maximum time allowed under DHA's policy; or

6. review a decision not to approve a lease.

F. Informal Hearing for Participating Families

The Director of the Section 8 division, or a person or persons designated by DHA to fulfill the duties of the Hearing Officer will conduct an Informal Hearing. In no event shall a person or persons who made or approved the decision under review, or who are subordinate to the person(s) who made the decision under review conduct the Hearing.

1. Requests for Informal Hearings

Requests for an Informal Hearing must be submitted, in writing, to the Director of the Section 8 division within fourteen (14) days of the notification of termination. When amilies reequest a Hearing, DHA will schedule the Hearing within fourteen (14) calendar days of the receipt of the Families' request. The scheduled hearing date, time and place will be sent to the Family's mailing address on record.

2. Assignment of Request for Informal Hearings

Request for hearings will be directed to the Director of Section 8. The Director will review the request and assign it to the appropriate staff person for consideration.

a. A Senior Counselor in the Section 8 division will hear appeals to review housing assistance payments or the Family's share of the rent.

b. A Senior Counselor for the Section 8 division will hear appeals for failure to supply information for the Annual Reexamination.

c. The Hearing Officer will hear appeals for termination for program abuse.

d. The Hearing Officer will hear appeals for termination for serious or repeated lease violation.

e. The Hearing Officer will hear appeals for termination for drug-

related criminal activity.

f. The Hearing Officer will hear appeals for termination for violation of the Family's obligations under the Voucher Program.

Section XXV. Decision of Hearing Officer

The Director/Hearing Officer shall act to maintain decorum and assure that all Families in the Hearing have a reasonable opportunity to present relevant oral and documentary evidence. The Director/Hearing Officer may exclude any persons from the hearing for behavior that seriously obstructs the hearing. DHA may designate a staff person to present the facts in support of the adverse determination and examine witnesses. DHA has the burden of explaining the factual basis for its adverse decision.

The hearing need not be conducted strictly according to rules of law relating to the examination of witnesses or presentation of evidence. The hearing will be conducted in such a manner to ensure the Family's due process. Each party shall, prior to or during the hearing, be entitled to submit memoranda concerning any issue of law or fact and such memoranda shall become a part of the hearing record. The Director/Hearing Officer shall require that oral evidence be taken only on oath or affirmation administered by any person designated by the Director/Hearing Officer.

During the hearing each side shall have the right to:

A. call and examine witnesses. The Family shall be permitted to present any and all evidence that supports its contention that DHA acted improperly;

B. present documentary evidence which may be introduced orally or in writing;

C. cross examine any witness on any matter relevant to the issues. The Director/Hearing Officer will determine the order of the witnesses and testimony. However, DHA staff members and the Family should present testimony prior to questions from the Director/Hearing Officer; and

D. rebut any evidence. DHA and the Family will have the opportunity for rebuttal of evidence or testimony presented by the other party.

The decision of the Hearing Officer shall be final. The Hearing Officer shall prepare a written decision with the reason(s) for the decision within ten (10) days after the hearing. The Hearing Officer will reaffirm or reverse DHA's determination. The decision shall be based upon facts presented at the hearing and upon applicable DHA and HUD regulations as they relate to the reason(s) for the determination.

The Hearing Officer will forward one copy of the written decision to the Family; the Family's representative; the Family's file and the Director of the Section 8 division.

DHA is not bound by a hearing decision in matters:

A. for which DHA is not required to provide an opportunity for an informal hearing or otherwise in excess of the authority of the person conducting the hearing under the hearing procedures; or

B. contrary to HUD regulations or requirements, or otherwise contrary to Federal, State or local law.

If DHA determines that it is not bound by a hearing decision, DHA shall promptly notify the Family of the determination, and of the reasons for the determination.

Section XXVI. Voucher Payment Standards

To provide Families with the greatest choice of housing opportunities, DHA adjusted the Payment Standard (Exhibit H) for its Voucher Program to one hundred ten percent (110%) of HUD's current Fair Market Rents (FMR); to one hundred twenty percent (120%) of the FMR for the HUD approved exception rent areas, and to one hundred twenty-five percent (125%) of the FMR for targeted areas identified under the Walker Settlement Program.

Section XXVII. Threshold for Operating Reserves Expenditures

During the annual budget cycle the Board of Commissioners approves a combined operating budget for all Section 8 Programs, including an approved total for capital expenditures and operating transfers to other programs for eligible purposes. The Vice President of Leased Housing approves all routine budgeted expenditures. The CFO or his/her designee approves all non-routine expenditures, which are defined as individual equipment purchases in excess of $175.00.

Exhibit A

Income Limits for Admittance to the
Section 8 Voucher Programs

Number of Persons in Family	Maximum Annual Income Limit	
1	Lower Income -	$37,250
	Very Low Income -	$23,300
	Extremely Low -	$13,950
2	Lower Income -	$42,550
	Very Low Income -	$26,600
	Extremely Low-	$15,950
3	Lower Income -	$47,900
	Very Low Income -	$29,950
	Extremely Low -	$17,950
4	Lower Income -	$53,200
	Very Low Income -	$33,250
	Extreme Low -	$19,950
5	Lower Income -	$57,450
	Very Low Income -	$35,900
	Extremely Low-	$21,550
6	Lower Income -	$61,700
	Very Low Income -	$38,550
	Extremely Low-	$23,150
7	Lower Income -	$65,950
	Very Low Income -	$41,250
	Extremely Low -	$24,750
8	Lower Income -	$70,200
	Very Low Income -	$43,900
	Extremely Low -	$26,350

Effective 12/10/01

Exhibit H

Payment Standards

(110% of FMR)

0	Bedroom	$ 603.00
1	Bedroom	$ 694.00
2	Bedroom	$ 891.00
3	Bedroom	$ 1,232.00
4	Bedroom	$ 1,458.00
5	Bedroom	$ 1,677.00
6	Bedroom	$ 1,895.00

Effective 10/01/01

Addendum #1

Dallas Housing Authority

Section 8

Section 8 Set Aside for the

HUD-Veterans Affairs Supportive Housing (VASH) Program

Addendum #1
HUD - Veterans Affairs Supportive Housing (VASH) Program

Introduction

The U.S. Department of Housing and Urban Development (HUD) has long encouraged the use of Section 8 housing assistance as a tool to enable individuals and Families to become self-sufficient. The Department of Veterans Affairs (VA) has a strong commitment to providing quality care services to homeless veterans who have psychiatric or medical disabilities. In 1991, HUD and the VA entered into a cooperative venture in which HUD would offer "set-aside" Vouchers to the VA that would provide intensive case management services to homeless veterans who have psychiatric disabilities. This venture is known as the HUD/VASH Program. The Dallas Housing Authority (DHA) has received twenty-seven (27) one-bedroom housing vouchers for this program.

The strength of the VASH case management program is a formalized consortium of VA homeless programs called the VA Comprehensive Homeless Center (CHC). These programs have formally agreed to specify their commitment to working together to address the problems of homeless veterans in the Dallas Veterans Administration Medical Center (VAMC) catchment area of operation.

This addendum to the Administrative Plan for the Section 8 Housing Choice Voucher Program describes the VASH program. The administration of the VASH Rental Vouchers will follow the Administrative Plan. The primary difference will be that twenty-seven (27) vouchers are specifically available to homeless veterans.

The initial goals of the VASH program are to help fifty percent (50%) of the individuals participating in the program to attain employment or job training. All of the individuals will successfully complete a residential program and will be involved in a case management treatment plan. In addition, seventy-five (75%) of the individuals will be capable of paying thirty percent (30%) of their rent. The ultimate goal is to assist participants to function with little or no assistance.

Section I. Needs and Objectives

One of the primary causes of homelessness is the lack of affordable housing. In addition, homeless individuals also have a high incidence of psychiatric and substance abuse disorders. These psychiatric impairments often result in an individual not having the skills needed to retain and maintain housing on a permanent basis. The VASH program addresses both of these issues.

The VASH program will subsidize homeless veterans to the point where they can afford housing without Section 8 assistance, but this is not a requirement. If a veteran is considered stable, but

still needs the Section 8 assistance, the housing subsidy will continue. An individual will lose their assistance if he/she violates DHA policies regarding participation in the Section 8 Program.

A. General Characteristics of Homeless Veterans

On any given night in Dallas, there are an estimated 2,000 homeless individuals residing in night shelters, transitional living units, doubled up with relatives or friends, or "living" in cars and abandoned buildings. Studies show that thirty to fifty percent of homeless men are veterans and are also eligible for VA services. The majority of these men are in their 40's and are Vietnam Era veterans. Sixty percent of these veterans have alcohol problems and another fourteen percent (14%) have substance abuse (drug) problems. Of these veterans, forty-two percent (42%) are Caucasian, forty-three percent (43%) are African-American, and the remainder are Hispanic or Native American.

A common characteristic of all the homeless veterans is the length of time spent without a fixed nighttime residence. The majority has been homeless for six to twelve months with brief stays in night shelters or transitional housing programs.

The reasons most often cited for the causes of homelessness include the following:

1. Chemical abuse (including alcohol);
2. Mental/emotional problems;
3. Unemployment;
4. Lack of financial resources;
5. No Family support (due to violence, dysfunction, etc.);
6. Physical/health problems;
7. Divorce/separation; and
8. Institutionalization in a prison or hospital.

B. Needs

The most recognized needs of homeless veterans include:

1. Employment training;
2. Assistance with job search;
3. Legal assistance;

4. Affordable permanent housing;

5. Financial assistance in obtaining documentation;

6. Psychological services;

7. Health care for acute illness and routine preventative care; and

8. Substance abuse treatment.

C. Objectives

The overall objective of the VASH Program is to provide services to homeless veterans that will give them the opportunity and skills to become self-sufficient and end the cycle of homelessness. The Section 8 Vouchers will provide the housing component that will allow these individuals to participate in an intensive case management process intended to assist in stabilizing their lives. The VASH case management program will provide these services for a minimum of one year and up to five years.

Section II. Eligibility and Applications

Veterans eligible for the VASH Program:

A. must have been homeless, in a shelter or on the street, a minimum of thirty (30) days prior to identification by a VA outreach clinician; or

B. must have a psychiatric or substance abuse disorder; or

C. must have successfully completed a residential treatment program, i.e., Homeless Domiciliary program, Homeless Chronically Mentally Ill (HCMI) program).

If an individual has a past history of criminal activity, or substance abuse is preventing stabilization, the individual must show a willingness to be rehabilitated. Some evidence of motivation to change must be present. Individuals who have a felony conviction within the past five years will be ineligible for the program.

Potential clients will be screened and referred by the VA Comprehensive Homeless Center programs to VA case managers assigned to the VASH Program. These case managers will conduct an in-depth assessment of the potential client and present that case to the CHC screening committee. Members of the CHC Clinical Council will decide if the client is a candidate to receive Section 8 assistance, and, if approved, will be assigned to a VASH case manager. The Clinical Council of the CHC is comprised of program directors of the various VA homeless programs. The Clinical Council meets on the 1st and 3rd Thursday of every month and will

review applications for admission to the VASH Program and provide or suggest resources to meet the diverse needs of program clients. Any Clinical Council member may present potential candidates for the program. Only individuals approved by CHC Clinical Council members are program eligible. All referrals must qualify and be eligible for Section 8 assistance as per DHA's Administrative Plan for the Housing Choice Voucher Program.

VASH case managers will refer veteran clients to the Dallas Housing Authority's Applications and Assignments division to apply for a Section 8 Housing Choice Voucher. At the time of referral, the VASH case manager will ensure that the veteran has all documentation necessary to complete the application.

Section III. Case Management and Program Participation Contract

Once a candidate is accepted for the program, the individual will be assigned to one of two VASH clinicians providing case management services. The VASH case manager will be responsible for developing a contract and written treatment plan which outlines the client's rehabilitation and responsibilities. The VASH case manager will be responsible for implementation of the treatment plan. The case manager provides ongoing monitoring in conjunction with programs of the CHC.

Case managers will advocate for their clients and present an accurate assessment of needs. Case managers, on a regular basis, will present problems and needs of clients to the Director of the Dallas VA Comprehensive Homeless Center. Clinical Council members have the authority to commit their program's resources in order to respond to problems or meet needs that are presented.

Section IV. Applicability of DHA's Section 8 Administrative Plan

DHA's Section 8 Administrative Plan's operational directives regarding DHA's Section 8 program are applicable to VASH participants with the exception of twenty-seven (27) vouchers that are set aside specifically for VASH referrals. Other individuals on DHA's Section 8 Program will not use these Vouchers unless VASH does not make a sufficient number of eligible referrals to fully utilize the vouchers.

Section V. Program Evaluation and Monitoring

The VA Clinical Council of the CHC is responsible for directing and monitoring the local HUD-VASH Program. This includes local program review and assessment, effectiveness of resource development, community education, and related issues. Their case managers will report clients' progress.

Addendum #2

Dallas Housing Authority

Section 8 Housing Choice Voucher
Programs

Family Unification Program

Addendum #2
Family Unification Program

Introduction

The U.S. Department of Housing and Urban Development (HUD) has long encouraged the use of Section 8 housing assistance as a tool to enable individuals and Families to become self-sufficient. The Texas Department of Protective and Regulatory Services, Dallas County Child Protective Services Division (CPS) provides case management to Families who are threatened with being separated from their children. CPS is mandated by State and Federal law to provide services that protect children under the age of 18 from physical, emotional, and sexual abuse, and from neglect alleged or perpetrated by a person responsible for the child's care, custody or welfare.

The Family Unification Program (FUP) was designed to test the effectiveness of promoting Family unification by providing housing assistance to Families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their Families. The Dallas Housing Authority (DHA) has received Section 8 Vouchers for this program.

The administration of the FUP's housing vouchers will follow the Administrative Plan for the Section 8 Housing ChoiceVoucher Program. The primary difference will be that Rental Vouchers outlined in this addendum to the Administrative Plan describes Vouchers that are specifically available to Families for whom CPS has determined the lack of adequate housing is a primary factor in the imminent placement of the Family's child(ren) in out-of-home care, or in the delay of discharge of a child(ren) to the Family from out-of-home care.

Section I. Needs and Objectives

A. Needs

CPS receives calls and referrals daily regarding Families at homeless shelters who are abusing or neglecting their children. There has also been an increase in cases where the parent has walked off and left their child(ren) in a grocery store, clinic, or children's emergency shelter with a note saying they are unable to provide for the child(ren). The breakdown of the extended Family network has placed many Families in substandard housing. They can no longer rely on relatives to assist in providing shelter as they seek employment or training. In many instances they do not know where to turn for temporary assistance until they can receive training to help them return to self-sufficiency.

B. Objectives

The overall objective of the FUP is to provide housing assistance and supportive services to Families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their Families. The Section 8 Housing Choice Vouchers will provide the housing component that will allow these Families to participate in an intensive case management process intended to preserve the Family and aid them in becoming self-sufficient.

Section II. Eligibility and Applications

A. Eligibility

Families eligible for the Family Unification Program must meet the following criteria:

1. Households must have a minimum of one child and ongoing involvement with CPS as a result of a referral being received for abuse and/or neglect of the child(ren) in the home;

2. Households must have either used short-term (less than 12 months) emergency housing assistance, shelter, or transitional housing in the last 12 months or presently find themselves in need of the above assistance due to unemployment or underemployment;

3. Households that have deficiencies that hinder their ability to maintain self-sufficiency and have resulted in the abuse/neglect of the child(ren) in the home. These deficiencies may include chemical abuse/addiction, chronic unemployment, lack of marketable job skills, chronic mental/health problems, confinement of spouse to a penal institution, or victim of domestic violence; and

4. Households must be eligible for the Section 8 Program.

B. Initial Identification of Eligible Families

1. CPS will provide DHA with a list of Families currently being served to determine if they are on the Section 8 Waiting List.

2. CPS will certify those Families and encourage them to apply for the Family Unification Program.

3. If the Voucher is not used by Families on the waiting list, DHA will admit the FUP Families as a special admission.

4. CPS in turn will establish an eligibility pool that will consist of Families that will initially be certified eligible for the program. Establishment of the pool will be as follows:

   a. Each CPS caseworker for the Dallas area will review their open cases and investigations for Families that meet the criteria for certification established by DHA.

   b. Any Families that appear eligible will be immediately submitted for the certification process.

   c. The list of certified Families will be compiled by the coordinator and provided to DHA.

   d. DHA will review the list of certified Families against the existing Section 8 Waiting List.

   e. Any certified Families also on the waiting list will immediately be reviewed for Section 8 eligibility by DHA.

   f. Families on the CPS list will be included among those considered for placement on the Section 8 waiting list when DHA opens it for the FUP.

C. Ongoing Identification of Eligible Families

CPS caseworkers will identify Families that appear to meet the FUP eligibility criteria. The caseworker will submit a request for review for certification of each identified Family.

D. Certification Process

The criteria for removal of children from their homes involve the immediacy and severity of the risk of harm in the home based on the professional judgment of the caseworker, supervisor and program director.

1. Certification that a Family's housing situation is a primary factor in the imminent placement of the child(ren), or is causing delay in discharge from out-of-home care of the child(ren) will be provided to DHA via a form letter. Provision of the form, signed by the CPS-FUP coordinator, to DHA certifies or denies the Family's eligibility for the program based on the established criteria. Eligibility for Section 8 housing will be determined by DHA. Steps in the certification process are as follows:

a. CPS caseworker identifies a Family as fitting one of the criteria outlined in this Addendum.

b. CPS caseworker notifies the supervisor that the Family appears to meet the criteria.

c. CPS supervisor reviews the case and concurs with the caseworker (if the supervisor does not concur, the case is dropped for consideration until Family circumstances change, or the caseworker and supervisor can review the case with the coordinator who will make the final decision regarding certification).

d. CPS supervisor notifies the coordinator that the Family has been selected for consideration and concurs with the recommendation;

e. CPS coordinator reviews the case to determine whether the criteria accurately apply to the Family.

f. CPS coordinator certifies the Family and routes the certification form to the caseworker with a copy routed to DHA and a copy for the coordinator's files.

2. For Families that have been placed on DHA's waiting list, certification will be renewed or denied based on the criteria applied to current Family circumstances when the Family comes up for consideration of an available Voucher. In these situations the following will occur:

a. DHA will notify the coordinator that the Voucher is available for the particular Family.

b. the CPS coordinator will contact the supervisor and caseworker and request information on the current Family circumstances related to the criteria.

c. the CPS coordinator will certify or deny the Family's CPS eligibility for the program and notify DHA via the certification or denial form.

3. For Families that are not current clients of CPS, the CPS supervisor will gather information on Family circumstances related to the criteria.

DHA will designate a member of its staff as the program liaison for CPS who will be the primary contact for the CPS-FUP coordinator.

Section III. Assistance Provided Eligible Families

A. Supportive Services

CPS case managers will assist clients to obtain Temporary Assistance to Needy Families (TANF), parenting classes, job skills training, bus passes, psychological/ psychiatric services, provide homemakers to teach clients household maintenance and cleanliness, and all other resources that will enable the Family to be preserved and reach a self-sufficiency level independent of outside support.

CPS will also provide childcare for children while parents are learning job skills/training that will aid them in the goal to become self-sufficient. Referrals will be made and funding provided to allow clients to receive counseling for addictive behavior. CPS will coordinate services with other community resources to provide furniture, dishes and bedding to help Families set up households. The case managers will train Families in budgeting and money management. Families will be assisted in obtaining needed medical and dental care to insure full functioning capabilities for job maintenance.

B. Assistance Provided in Locating Housing Units

CPS case managers will attend the DHA briefing sessions with eligible Families to assist the Families to find an acceptable housing unit according to Section 8 Housing Quality Standards. The case manager will also ensure the Family attends the required briefings and other appointments. CPS will work closely with DHA's Housing Opportunity Program (HOP) staff to aid the Family in finding a housing unit.

The case manager will assist the Family in determining what areas need to be explored for residency. This will include an assessment of the client's transportation needs, work schedule, child care needs, and the nearness of relatives/associates who have had a negative influence on the Family being able to achieve and maintain a level of self-sufficiency independent of long-term outside resources.

Section IV. Agency Responsibilities

A. Child Protective Services (CPS)

CPS will obtain systems verification as to whether the client has been certified to receive TANF or if he/she is receiving Supplemental Security Income. CPS will also check with the Texas Rehabilitation Commission to determine if the client is in need of assistance in obtaining skills training to procure employment and to aid the self-sufficiency of the client.

The Family must sign an agreement (case plan) with the case manager that outlines its rehabilitation. Each case manager will be responsible for contacting the DHA liaison to apprise him/her of a certifiable client who meets the criteria of the program. The notification to DHA will initially be made by telephone and will be followed by a copy of the agreement being sent to the liaison with copies of all other documentation necessary to complete the application and certification process.

B. Dallas Housing Authority (DHA)

DHA will work with CPS in identifying eligible Families on the Section 8 Waiting List, and will CPS will assist program participants to find housing..

DHA will carry out all administrative responsibilities regarding operation of the Section 8 assistance.

Section V. CPS Staff Resources Committed to the Program

Three levels of CPS staff are directly involved with decisions regarding client Families. The Child Protective Services (CPS) Specialist, or caseworker, is the direct service provider. The CPS Supervisor is the line manager for the CPS Specialist, managing workload and the activities of the CPS Specialist. The Program Manager is the mid-level manager responsible for the CPS program in a given geographic area, and manages several CPS supervisors. Decisions about separation and reunification of Families are made jointly among these three levels of staff to insure adequate consideration of all factors related to child safety and the least intrusive alternatives.

For purposes of the Family Unification Program (FUP), staff responsibilities will be assigned based on the current CPS structure, with the addition of a FUP Coordinator.

The Coordinator is responsible for providing final certification of CPS eligibility for the program; the oversight of the program within CPS; and will act as the liaison with DHA.

The CPS Supervisor is responsible for assisting caseworkers with identifying possible Families for the program; reviewing information on Families submitted for the certification process by the caseworkers; and assisting or ensuring casework staff actively work with Families in their search for housing.

The CPS caseworkers are responsible for assessing the housing needs of the Families; referring Family information for consideration of certification if they appear eligible; and helping Families in their search for housing. Other staff will be assigned as appropriate.

Definition of Terms for Housing Assistance Programs Owned or Operated by The Dallas Housing Authority or The Dallas Housing Corporation

The following are terms used in the administration of housing assistance programs owned or managed by the Dallas Housing Authority (DHA) or the Dallas Housing Corporation (DHC).

1. Adjusted Income - Annual Income less the following deductions:

   a) $480 for each Dependent;

   b) $400 for any Elderly Family or Disabled Family:

   c) For any Family that is not an Elderly Family or Disabled Family but has a member (other than the Head of Household or Spouse) who is a person with a disability, Disability Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by Family members who are 18 years of age or older as a result of the assistance to the person with disabilities;

   d) For any Elderly Family or Disabled Family:

      1) That has no Disability Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;

      2) That has Disability Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Disability Assistance Expenses computed in accordance with paragraph (c) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses;

      3) That has Disability Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Disability Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and

   e) Child Care Expenses.

2. Anniversary Date - The anniversary date of each resident will be the first day of the month of the date of move-in.

3. Annual Income (Total Family Income) -

a) All amounts, monetary or not which:

1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or

2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

3) Which are not specifically excluded in paragraph (c) of this section.

4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

b) Annual Income includes, but is not limited to:

1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

2) The net income from operation of business or profession. Expenditures for business expansion or amortization of capital indebtness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family;

3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the Family has Net Family Assets in excess of $5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and

other similar types or periodic receipts including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included shall consist of:

(i) The amount of the allowance or grant is exclusive of the amount specifically designated for shelter or utilities; plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratable reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage.

7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; and

8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

c) Annual Income does not include the following:

1) Income from employment of children (including fostering children) under the age of 18 years;

2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenants' family, who are unable to live alone);

3) Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

4) Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any Family member;

5) Income of a live-in aide, as defined in 24 CFR 5.403;

6) The full amount of student financial assistance paid directly to the student or to the educational institution;

7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;

8) i) Amounts received under training programs funded by HUD;

ii) Amounts received by a Person with a Disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

iv) Amounts received under a resident service stipend. An resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative's coordination. No resident may receive more than one such stipend during the same period of time;

v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a Family member as a resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

9) Temporary, nonrecurring or sporadic income (including gifts);

10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

11) Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

12) Adoption assistance payments in excess of $480 per adopted child:

13) Earned Income Exclusion - Families receiving housing assistance from DHA may receive an earned income exclusion as described below.

Families eligible for the earned income exclusion are those:

a) whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years; or
b) whose earned income increases during the participation of a family member in a family self-sufficiency or other job training program; or
c) who is or was, within the past six months, receiving TANF assistance and whose earned income increases.

The earned income exclusion is:

During the first 12 months after a family member (meeting the requirements above) becomes employed, DHA will not use his/her income from employment in the determination of rent.

For the following 12 months, DHA will only use one half (50%) of the family member's earned income to determine the amount of rent.

14) Deferred periodic amounts of supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

15) Amounts received by the Family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

16) Amounts paid by a State agency to a Family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled Family member at home; or

17) Amounts specifically excluded by other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Currently, this list includes the following:

i) The value of coupon allotments for the purchase of food in excess of the amount actually charged an eligible Family pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2017(b)).

ii) Payments received by Families or volunteers in programs pursuant to the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058);

iii) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));

iv) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

v) Payments of allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));

vi) Payments received under programs funded in whole or in part the Job Training Partnership Act (29 U.S.C. 1552(b));

vii) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540 90 Stat. 2503-2504);

viii) The first $2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117(B), 1407);

ix) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal Work-Study or under the Bureau of Indian Affairs Student Assistance Programs (20 U.S.C. 1087uu);

x) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f));

xi) Payment received after January 1, 1989, from the Agent Orange settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. NO. 381 (E.D.N.Y.);

xii) Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 94 Stat. 1785);

xiii) The value of any child care provided or arranged (or amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q); and

xiv) Earned Income Tax Credit Refunds (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32 (j)).

d) For Public Housing only, in addition to the exclusions from annual income covered in paragraph c) above, the Dallas Housing Authority will exclude the following from annual income:

For families who have earned income entering DHA's Public Housing Program on or after July 1, 1997, fifty percent (50%) of the family's earned income will be excluded for a period of six months. Following this period, twenty-five percent (25%) of the family's earned income will be excluded for a period of six months. After the family has resided in public housing for 12 months, DHA will no longer exclude the family's earned income.

The earned income exclusion will be effective for only 12 consecutive months beginning with the date of move-in. The 50 and 25 percent exclusions will be based upon a single calender year, not the number of months in which the exclusion is actually received by the family.

4. Applicant - A person or family that has applied for housing assistance.

5. Assets - Include, but are not limited to, cash, stocks, bonds, savings or equity in real property, excluding the value of personal property such as furniture, automobiles and household effects.

6. Child Care Expenses - Amounts anticipated being paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek employment, be

gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in Annual Income.

7. Counselor - Any person(s) responsible for determining the eligibility of an applicant.

8. Dependent - A member of the Family (except foster children and foster adults) other than the Family head or spouse, who is under 18 years of age, or is a Person with a Disability, or is a Full-time Student.

9. Disability Assistance Expenses - Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that is necessary to enable a Family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

10. Displaced Family - A Family or individual who has received official notification he/she is to be displaced by any low rent housing program or by a public slum clearance, redevelopment or urban renewal program, or through action of a public body or court, either through the enforcement of housing standards or improvement of dwelling units, or who were so displaced prior to making application for admission.

11. Drug-related criminal activities - the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.

12. EHPA- Earned Home Payments Account - An account established and maintained by HA for each Home buyer in the Turnkey III Program, pursuant to Paragraph 10 of HUD Handbook 7495.3, dated November, 1974.

13. Elderly Family -means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

14. Elderly Person - A person who is at least 62 years of age.

15. Eligible - An applicant that meets all of the eligibility requirements of the housing assistance program for which an application is made.

16. Eviction - the dispossession of the Individual from the dwelling unit pursuant to State or local court action.

17. Extremely Low Income Family - A family whose income does not exceed 30 percent of the median income for the area.

18. Family - one or more persons sharing residency whose income and resources are available to meet the Family's needs and who are related by blood, marriage or operation of law; or an Elderly Family; or the remaining adult member of a resident Family (who meets all other eligibility criteria); or a Displaced Person. Other persons: Family members temporarily absent, may be considered a part of the Family group if they are living or will live regularly with the Family. All members of the Family must be named on the application or lease, whichever is applicable. A single person in the process of receiving legal custody of individuals under 18 years of age. A Family also includes a Single Person as defined herein.

19. Family Income - see Adjusted Income

20. Family of Veteran or Serviceman - A Family is a "Family of a Veteran or Serviceman" when the head or any member of the Family is a Veteran or Serviceman.

21. Felonious - criminal activity that is classed as felony under Federal, State, or local law.

22. Full Time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

23. Good Standing - A resident is in good standing under the terms of the DHA lease if the rent or other payments due under the lease are current and there is no evidence of lease violations which would constitute grounds for termination.

24. Handicapped Person - A person having an impairment which (a) is expected to be of long and continued duration, (b) substantially impedes his or her ability to live independently, and is of such a nature that such disability could be improved by more suitable housing conditions.

25. Head of Household - The Family member who is held responsible and accountable for the Family.

26. Home buyer - Member or members of a low-income family who have executed a Home buyer's Ownership Opportunity Agreement with the Dallas Housing Authority under the Turnkey III Program.

27. Low Income Family - A Family whose Total Family Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low Family incomes.

28. Medical Expenses - Medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and are not covered by insurance.

29. Military or Naval Service of the United States - Only the Army, Navy, Air Forces, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.

30. Minor - A person less than eighteen (18) years of age.

31. Monthly Adjusted Income - One twelfth of Adjusted Income.

32. Monthly Housing Cost - For the Turnkey III Program, the sum of: (a) the monthly debt service amount shown on the Purchase Price Schedule for each home: (b) one twelfth of the annual real property taxes which the Home buyer will be required to pay as Homeowner of one twelfth of the P.I.L.O.T. attributable to fire and extended coverage of insurance carried by DHA with respect to the home; (d) the current monthly per unit amount maintenance-common property; and (e) the monthly utility allowance.

33. Monthly Income - One twelfth of Annual Income.

34. Monthly Operating Expense - The amount that is needed for administration of, Home buyer services, utilities, routine maintenance of common property, protective services, general expense and nonroutine maintenance of common property, all as defined by HUD.

35. Near Elderly Family - A family whose head or spouse or sole member is at least 50 years of age but below the age of 62 years.

36. Net Family Assets -

    (a) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

    (b) In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under 24 CFR 5.609.

(c) In determining Net Family Assets, DHA shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years proceeding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as a part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

37. NRMR - Non Routine Maintenance Reserve - The currently monthly per unit amount budgeted for routine maintenance and routine maintenance for common property.

38. Person with a Disability - Disabled person is defined in Section 223 of the Social Security Act (42 USC 423) or in Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendment of 1970. 42 USC 6001 (7) Section 223 of the Social Security Act defines disability as:

a. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or,

b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (I) (1) of this title), "inability by reason of such blindness to engage in substantial, gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time."

Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

"a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which constitutes substantial handicap to such individual."

39. Required Monthly Payment - In the Turnkey III Program, the amount the Home buyer is required to pay DHA on or before the first day of each month (as with lease rentals).

40. Serviceman - A person (man or woman) now in the active military or naval service of the United States.

41. Single Person - A person living alone or intending to live alone if qualified as (i) an Elderly Person, (ii) a Disabled person, (iii) a displaced person, (iv) the remaining member of a tenant Family, and (v) any other single persons. In no event may any single person under clause (v) of the first sentence be provided a housing unit of 2 or more bedrooms. In determining priority for admission to housing, DHA shall give preference to single persons who are Elderly, Disabled, or displaced persons before single persons who are eligible under clause (v) of the first sentence.

42. Single Pregnant Women - Single, pregnant women with no other children, constitute a Family and have the same status as a Family consisting of two or more persons. When a pregnancy is the sole basis for determining eligibility, the pregnancy must be verified.

43. Spouse - The husband or wife of the head of household.

44. Tenant Rent - The amount payable monthly by the family as rent to DHA. Where all utilities (except telephone) and other essential housing services are supplied by DHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are supplied by DHA and the cost thereof is not in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

45. Total Family Income - See Annual Income.

46. Total Tenant Payment -

a) Total Tenant Payment for families whose lease is effective on or after August 1, 1982.

(1) Total Tenant Payment is the amount calculated under section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)). If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under paragraph (C)of section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)(C)) shall be the amount resulting from one application of the percentage.

(2) Total Tenant Payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges (see 24 CFR 966.4).

b) Total Tenant Payment for families residing in public housing whose initial lease was effective before August 1, 1982. Paragraphs (b) and (c) of 24 CFR 5, as it existed immediately before November 18, 1996 (contained in the April 1, 1995 edition of 24 CFR, parts 900 to 1699), will continue to govern the Total Tenant Payment of families, under a housing program whose initial lease was effective before August 1, 1982.

48. Utility Allowance - If the cost of utilities (except telephone) and other housing service for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by DHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

49. Very Low Income Family - A Low Income Family whose Total Family Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

50. Veteran - A person (man or woman) who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

51. Violent criminal activity - includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

52. Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Dallas, Texas	Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:	FFY 2002

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☐Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 06/30/2002 ☐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	$0	$0	$0	$0
2	1406 Operations	$1,000,000	$100,000	$0	$0
3	1408 Management Improvements	$1,116,447	$1,116,447	$0	$0
4	1410 Administration	$740,998	$740,447	$0	$0
5	1411 Audit	$0	$0	$0	$0
6	1415 Liquidated Damages	$0	$0	$0	$0
7	1430 Fees and Costs	$0	$0	$0	$0
8	1440 Site Acquisition	$0	$0	$0	$0
9	1450 Site Improvement	$70,000	$70,000	$0	$0
10	1460 Dwelling Structures	$4,186,892	$4,186,892	$0	$0
11	1465.1 Dwelling Equipment—Nonexpendable	$0	$0	$0	$0
12	1470 Nondwelling Structures	$35,652	$35,652	$0	$0
13	1475 Nondwelling Equipment	$160,000	$160,000	$0	$0
14	1485 Demolition	$0	$0	$0	$0
15	1490 Replacement Reserve	$0	$0	$0	$0
16	1492 Moving to Work Demonstration	$0	$0	$0	$0
17	1495.1 Relocation Costs	$100,000	$100,000	$0	$0
18	1499 Development Activities	$0	$0	$0	$0
19	1501 Collaterization or Debt Service	$0	$0	$0	$0
20	1502 Contingency	$0	$0	$0	$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	$7,409,989	$7,409,989	$0	$0

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Dallas, Texas	Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:	**FFY 2002**

☐**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☐**Revised Annual Statement (revision no:)**
X Performance and Evaluation Report for Period Ending: 06/30/2002 ☐**Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	**Revised**	**Obligated**	**Expended**
22	Amount of line 21 Related to LBP Activities	$0	$0	$0	$0
23	Amount of line 21 Related to Section 504 compliance	$0	$0	$0	$0
24	Amount of line 21 Related to Security – Soft Costs	$300,000	$300,000	$0	$0
25	Amount of Line 21 Related to Security – Hard Costs	$0	$0	$0	$0
26	Amount of line 21 Related to Energy Conservation Measures	$0	$0	$0	$0

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
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	
TX21P00901 Roseland Homes	Subtotal			$0	$0	$0	$0	
TX21P00902 Little Mexico Village	Subtotal			$0	$0	$0	$0	
TX21P00903 Cedar Springs Place Addn.	1) Modernize bathrooms 2) Modernize kitchens Subtotal	1460 1460	220 220	$770,000 $770,000 $1,540,000	$770,000 770,000 $1,540,000	$0 $0 $0	$0 $0 $0	Funds not yet received
TX21P00905 Frazier Courts	Subtotal			$0	$0	$0	$0	
TX21P00905 Frazier Courts	Subtotal			$0	$0	$0	$0	
TX21P00907 Brackins Village	Subtotal			$0	$0	$0	$0	
TX21P00908 Turner Courts	1) Upgrade playground equipment Subtotal	1475	1	$50,000 $50,000	$50,000 $50,000	$0 $0	$0 $0	Funds not yet received
TX2100911 Rhoads Terrance	Subtotal			$0	$0	$0	$0	

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
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	
TX21P00911 Lakewest	1) Architectural and engineering	1430		$0	$0	$0	$0	Funds not yet received
	2) Sitework	1450		$0	$0	$0	$0	
	3) Dwelling structures	1460		$0	$0	$0	$0	
	4) Dwelling equipment	1465.1		$0	$0	$0	$0	
	5) Non-dwelling structures	1470		$0	$0	$0	$0	
	6) Non-dwelling equipment	1475		$0	$0	$0	$0	
	7) Demolition	1485		$0	$0	$0	$0	
	8) Relocation	1495		$100,000	$100,000	$0	$0	
	Subtotal			$100,000	$100,000	$0	$0	
TX21P00912 Cedar Springs Place	Subtotal			$0	$0	$0	$0	
TX21P00913 Park Manor	1) Replace kitchen cabinets, tops,	1460	196	$320,000	$320,000	$0	$0	Funds not yet
	sinks, etc., in all units	1460	196	$500,000	$500,000	$0	$0	received
	2) Upgrade bathrooms			$820,000	$820,000	$0	$0	
	Subtotal							
TX21P009014 Brooks Manor	1) Replace air conditioning units	1460	227	$1,750,000	$1,750,000	$0	$0	Funds not yet
	2) Paint community room and	1460	3	$35,652	$35,652	$0	$0	received

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
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	
	common areas 3) Install automatic doors to the courtyard Subtotal	1460	2	$76,892 $1,862,544	$76,892 $1,862,544	$0 $0	$0 $0	
TX21P00915, 16 Turnkey	Subtotal			$0	$0	$0	$0	
TX21P00917 Cliff Manor	1) Replace, repair parking Subtotal	1450	1	$70,000 $70,000	$70,000 $70,000	$0 $0	$0 $0	Funds not yet received
TX21P00922 Audelia Manor	Subtotal			$0	$0	$0	$0	
TX21P00923 Scattered Sites	Subtotal			$0	$0	$0	$0	
TX21P00925 Barbara Jordan Square	Subtotal			$0	$0	$0	$0	
TX21P00928 Pebbles Apartments	Subtotal			$0	$0	$0	$0	
Tx21P00929 Scattered Sites Single Family Homes	Subtotal			$0	$0	$0	$0	
TX21P00930								

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
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	
Scattered Single Family Homes	Subtotal			$0	$0	$0	$0	
TX21P00937 Scattered Single Family Homes	Subtotal			$0	$0	$0	$0	
TX21P00940 Scattered Single Family Homes	Subtotal			$0	$0	$0	$0	
TX21P00947 Frankford Townhomes	Subtotal			$0	$0	$0	$0	

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
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	
TX21P009 PHA-Wide	Operating	1406		$1,000,000	$1,000,000	$0	$0	Funds not yet received
	Subtotal			$1,000,000	$1,000,000	$0	$0	
	1) Drug Elimination & Self Sufficiency	1408		$347,297	$347,297	$0	$0	
	2) Resident Employment and Training Center – staff.	1408		$189,000	$189,000	$0	$0	
	3) Resident Employment and Training Center – equipment and supplies.	1408		$65,000	$65,000	$0	$0	
	4) Child Care Program	1408		$65,000	$65,000	$0	$0	
	5) Security	1408		$300,000	$300,000	$0	$0	
	6) Staff training.	1408		$20,000	$20,000	$0	$0	
	7) Upgrade Computer Software.	1408		$12,500	$12,500	$0	$0	
	8) Program Auditor – TIP	1408		$55,384	$55,384	$0	$0	
	9) PC Network Technician	1408		$62,266	$62,266	$0	$0	
	Subtotal			$1,116,447	$1,116,447	$0	$0	
	1) CFP Admin Costs.	1410		$30,000	$30,000	$0	$0	
	2) Tech and Non-Tech Staff.	1410		$680,998	$680,998	$0	$0	
	3) Bid Advertising-various projects	1410		$30,000	$40,000	$0	$0	
	Subtotal			$740,998	$740,998	$0	$0	

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

PHA Name: Housing Authority of the City of Dallas, Texas		**Grant Type and Number** Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
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	
TX21P009 PHA-Wide	1) Replace Computer Equipment. 2) Office Equipment Subtotal	1475 1475		$100,000 $10,000 $110,000	100,000 10,000 $110,000	$0 $0 $0	$0 $0 $0	Funds not yet received

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:	**Federal FY of Grant:** 2002

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P00901 Roseland Homes	09/30/04			09/30/06			
TX21P00902 Little Mexico Village	09/30/04			09/30/06			
TX21P00903 Cedar Springs Place Addn	09/30/04			09/30/06			
TX21P00905 Frazier Courts	09/30/04			09/30/06			
TX21P00906 Frazier Courts	09/30/04			09/30/06			
TX21P00907 Brackins Village	09/30/04			09/30/06			
TX21P00908 Turner Courts	09/30/04			09/30/06			
TX21P00909 Rhoads Terrace	09/30/04			09/30/06			
TX21P009011 Lakewest	09/30/04			09/30/06			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:	**Federal FY of Grant:** 2002

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TXP21P009012 Cedar Springs Place	09/30/04			09/30/06			
TX21P009013 Park Manor	09/30/04			09/30/06			
TX21P009014 Brook Manor	09/30/04			09/30/06			
TX21P009017 Cliff Manor	09/30/04			09/30/06			
TX21P009022 Audelia Manor	09/30/04			09/30/06			
TX21P009023 Scattered Sites	09/30/04			09/30/06			
TX21P009025 Barbara Jordan	09/30/04			09/30/06			
TX21P009028 Pebbles Apartments	09/30/04			09/30/06			
TX21P009029 Scattered Sites Family Homes	09/30/04			09/30/06			
TX21P009030 Scattered Single Family Homes	09/30/04			09/30/06			
TX21P009037 Scattered Single Family Homes	09/30/04			09/30/06			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:	**Federal FY of Grant:** 2002

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009040 Scattered Single Family Homes	09/30/04			09/30/06			
TX21P009047 Frankford Townhomes	09/30/04			09/30/06			
PHA-Wide							
1) Drug Elimination & Self-Sufficiency	09/30/04			09/30/06			
2) RET – Staff	09/30/04			09/30/06			
3) RET – Equipment and Supplies	09/30/04			09/30/06			
4) Child Care Program	09/30/04			09/30/06			
5) Security	09/30/04			09/30/06			
6) Staff Training	09/30/04			09/30/06			
7) Upgrade Computer Software	09/30/04			09/30/06			
8) Program Auditor	09/30/04			09/30/06			
9) CFP Admin Cost	09/30/04			09/30/06			
10) Tech and Non-Tech Staff	09/30/04			09/30/06			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Dallas, Texas	**Grant Type and Number** Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:	**Federal FY of Grant:** 2002

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
11) Bid Advertising Various Projects	09/30/04			09/30/06			
12) Replace computer equipment	09/30/04			09/30/06			
13) Office Equipment	09/30/04			09/30/06			

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2001

☐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	$0			
2	1406 Operations	$1,000,000		$1,000,000.00	
3	1408 Management Improvements	$1,344,533		$619,409.00	
4	1410 Administration	$822,795		$315,537.00	
5	1411 Audit	$0			
6	1415 Liquidated Damages	$0			
7	1430 Fees and Costs	$630,000		$744,747.00	
8	1440 Site Acquisition	$0			
9	1450 Site Improvement	$862,200		$453,196.00	
10	1460 Dwelling Structures	$2,449,742			
11	1465.1 Dwelling Equipment—Nonexpendable	$100,000			
12	1470 Nondwelling Structures	$336,700			
13	1475 Nondwelling Equipment	$131,975		$63,520.00	
14	1485 Demolition	$550,000		$290,486.00	
15	1490 Replacement Reserve	$0			
16	1492 Moving to Work Demonstration	$0			
17	1495.1 Relocation Costs	$0			
18	1499 Development Activities	$0			
19	1501 Collaterization or Debt Service	$0			
20	1502 Contingency	$0			

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2001

☐ **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
21	Amount of Annual Grant: (sum of lines 2 – 20)	$8,227,945			
22	Amount of line 21 Related to LBP Activities	$0			
23	Amount of line 21 Related to Section 504 compliance	$0			
24	Amount of line 21 Related to Security – Soft Costs	$500,000			
25	Amount of Line 21 Related to Security – Hard Costs	$0			
26	Amount of line 21 Related to Energy Conservation Measures	$55,000			

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

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P00901 Roseland Homes	Subtotal			$0				
TX21P00902 Little Mexico Village	1) Community Room Equipment	1475	1	$5,000	$5,000	$200	$200	1) Planned
	Subtotal			$5,000	$5,000	$200	$200	1) Planned
TX21P00903 Cedar Springs Place Addn.	1) Replace Appliances	1465.1	440	$100,000	$100,000	$0	$0	1) Planned
	Subtotal			$100,000	$100,000	$0	$0	
TX21P00905 Frazier Courts	1) Installation of HVAC	1460	1	$97,750	$97,750	$0	$0	1) Carryover from 2000 in process
	Subtotal			$97,750	$97,750	$0	$0	

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

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P00905 Frazier Courts	1) Enlarge kitchen in community room and enstall appliances.	1470	1	$60,000	$60,000	$0	$0	1) Planned
	2) Office furniture for Resident Council and Management Offices.	1470	1	$8,700	$8,700	$0	$0	1) Planned
	3) Tables and chairs for community room.	1470	1	$15,500	$15,500	$0	$0	1) Planned
	4) PA system for community room.	1470	1	$2,500	$2,500	$0	$0	1) Planned
	5) Installation of HVAC	1460	1	$117,365	$117,365	$0	$0	1) Carryover from 2000 in process
	Subtotal			$204,065	$204,065			
TX21P00907 Brackins Village	1) Paint exterior of buildings	1460		$100,000	$100,000	$0	$0	1) In process
	Subtotal			$100,000	$100,000	$0	$0	

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

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P00908 Turner Courts	1) Community room furniture	1475	1	$2,500	$2,500	$0	$0	1) Planned
	2) Replace front/back doors	1460	588	$294,000	$294,000	$0	$0	1) Planned
	3) Replace front/back stormdoors	1460	588	$147,000	$147,000	$0	$0	1) Planned
	4) Paint exterior of buildings	1460	1	$200,000	$200,000	$0	$0	1) Planned
	Subtotal			$643,500	$643,500	$0	$0	
TX2100911 Rhoads Terrance	1) Install fence around back of site	1450	1	$20,000	$20,000	$0	$0	
	Subtotal			$20,000	$20,000	$0	$0	
TX21P00911 Lakewest	1) Architectural and engineering	1430	1	$600,000	$600,000	$452,120	$452,120	1) In process
	2) Sitework	1450	1	$453,200	$453,200	$453,196	$453,196	2) In process
	3) Dwelling structures	1460	152	$1,135,000	$1,135,000	$0	$0	3) Planned
	4) Dwelling equipment	1465.1	152	$0	$0	$0	$0	
	5) Non-dwelling structures	1470	1	$250,000	$250,000	$0	$0	4) Planned
	6) Non-dwelling equipment	1475	1	$14,475	$14,475	$0	$0	5) Planned
	7) Demolition	1485	1	$550,000	$550,000	$290,486	$290,486	6) In progress
	8) Relocation	1495	1	$0	$0	$0	$0	
	Subtotal			$3,002,675	$3,002,675	$1,195,802	$1,195,802	
TX21P00912 Cedar Springs Place	Subtotal			$0				

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P00913 Park Manor	1) Replace Elevators 2) Repair, Replace Parking Lot Subtotal	1460 1450	2 1	$210,000 $40,000 $250,000	$210,000 $40,000 $250,000	$0 $0 $0	$0 $0 $0	1) Planned 2) Planned
Brooks Manor	1) Repair, Replace Parking Lot Subtotal	1450	1	$55,000 $55,000	$55,000 $55,000	$0 $0	$0 $0	1) Planned
TX21P00915, 16 Turnkey	Subtotal			$0				
TX21P00917 Cliff Manor	1) Extend canopy over drive 2) Architectural and Engineering for Canopy Subtotal	1460 1430	1 1	$150,000 $30,000 $180,000	$150,000 $30,000 $180,000	$0 $0 $0	$0 $0 $0	1) Planned 2) Planned
TX21P00922 Audelia Manor	Subtotal				$0	$0 $0	$0 $0	

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PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P00923 Scattered Sites	Subtotal				$0			
TX21P00925 Barbara Jordan Square	Subtotal				$0			
TX21P00928 Pebbles Apartments	Subtotal				$0			
Tx21P00929 Scattered Sites Single Family Homes	Subtotal				$0			
TX21P00930 Scattered Single Family Homes	Subtotal				$0			

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Part II: Supporting Pages

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P00937 Scattered Single Family Homes	Subtotal				$0			
TX21P00940 Scattered Single Family Homes	Subtotal				$0			
TX21P00947 Frankford Townhomes	Subtotal				$0			

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PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P009 PHA-Wide	Operating	1406		$1,000,000	$1,000,000	$1,000,000	$1,000,000	
	Subtotal			$1,000,000	$1,000,000	$1,000,000	$1,000,000	
	1) Drug Elimination & Self Sufficiency	1408		$413,711	$413,711	$9,894	$9,894	
	2) Resident Employment and Training Center – staff.	1408		$180,000	$180,000	$75,284	$75,284	
	3) Resident Employment and Training Center – equipment and supplies.	1408		$65,000	$65,000	$45,585	$45,585	
	4) Child Care Program	1408		$65,000	$65,000	$10,666	$10,666	
	5) Security	1408		$500,000	$500,000	$420,527	$420,527	
	6) Staff training.	1408		$15,000	$15,000	$5,750	$5,750	
	7) Upgrade Computer Software.	1408		$50,000	$50,000	$48,258	$48,258	
	8) Program Auditor – TIP.	1408		$55,822	$55,822	$3,445	$3,445	
	Subtotal			$1,344,533	$1,344,533	$619,410	$619,410	
	1) CFP Admin Costs.	1410		$40,000	$40,000	$39,098	$39,098	
	2) Tech and Non-Tech Staff.	1410		$752,795	$752,795	$276,393	$276,393	
	3) Bid Advertising-various projects	1410		$30,000	$30,000	$46	$46	
	Subtotal			$822,795	$822,795	$315,537	$315,537	

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PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
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	
TX21P009 PHA-Wide	1) Replace Computer Equipment. 2) Office Equipment	1475 1475						
	Subtotal			$110,000	$110,000	$63,320	$63,320	
	1) Emergency Air Condition Expense	1430		$292,627	$292,627	$292,627	$292,627	
	Subtotal			$292,627	$292,627	$292,627	$292,627	

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P00901 Roseland Homes	09/30/04			09/30/06			
TX21P00902 Little Mexico Village	09/30/04			09/30/06			
TX21P00903 Cedar Springs Place Addn	09/30/04			09/30/06			
TX21P00905 Frazier Courts	09/30/04			09/30/06			
TX21P00906 Frazier Courts	09/30/04			09/30/06			
TX21P00907 Brackins Village	09/30/04			09/30/06			
TX21P00908 Turner Courts	09/30/04			09/30/06			
TX21P00909 Rhoads Terrace	09/30/04			09/30/06			
TX21P009011 Lakewest	09/30/04			09/30/06			
TXP21P009012 Cedar Springs Place	09/30/04			09/30/06			

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009013 Park Manor	09/30/04			09/30/06			
TX21P009014 Brook Manor	09/30/04			09/30/06			
TX21P009017 Cliff Manor	09/30/04			09/30/06			
TX21P009022 Audelia Manor	09/30/04			09/30/06			
TX21P009023 Scattered Sites	09/30/04			09/30/06			
TX21P009025 Barbara Jordan	09/30/04			09/30/06			
TX21P009028 Pebbles Apartments	09/30/04			09/30/06			
TX21P009029 Scattered Sites Family Homes	09/30/04			09/30/06			
TX21P009030 Scattered Single Family Homes	09/30/04			09/30/06			
TX21P009037 Scattered Single Family Homes	09/30/04			09/30/06			

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009040 Scattered Single Family Homes	09/30/04			09/30/06			
TX21P009047 Frankford Townhomes	09/30/04			09/30/06			
PHA-Wide							
1) Drug Elimination & Self-Sufficiency	09/30/04			09/30/06			
2) RET – Staff	09/30/04			09/30/06			
3) RET – Equipment and Supplies	09/30/04			09/30/06			
4) Child Care Program	09/30/04			09/30/06			
5) Security	09/30/04			09/30/06			
6) Staff Training	09/30/04			09/30/06			
7) Upgrade Computer Software	09/30/04			09/30/06			
8) Program Auditor	09/30/04			09/30/06			
9) CFP Admin Cost	09/30/04			09/30/06			

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
10) Tech and Non-Tech Staff	09/30/04			09/30/06			
11) Bid Advertising Various Projects	09/30/04			09/30/06			
12) Replace computer equipment	09/30/04			09/30/06			
13) Office Equipment	09/30/04			09/30/06			