

*PHA Plans for the
Housing Authority of the
City of Del Rio*

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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

**PHA Plan
Agency Identification**

PHAName: *Housing Authority for the City of Del Rio*

PHANumber: *TX016*

PHAFiscal Year Beginning:(mm/yyyy) *07/2003*

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

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

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

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

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

A.Mission

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

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

*The Housing Authority's mission is to serve the needs of low -income, very low -income and extremely low -income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self -sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability . **In addition, the Housing Authority is to operate as a business, meeting a social need by providing affordable, safe, sanitary and decent housing opportunities to all eligible low -income residents; and, to the extent permissible, providing assistance through model and loan guarantee programs.***

Progress Statement : *The PHA was very successful in achieving this Mission. During FYB 2002, the PHA successfully assisted additional families to achieve their goal of becoming homeowners. The Housing Authority is committed to assisting more public housing residents to become homeowners during the coming year.*

The PHA successfully built and sold a new home to a resident. We will continue our efforts to provide opportunities for our residents to become homeowners. This past year the PHA was funded \$500,000 from TDHCA for down payment assistance.

In addition, the PHA was approved by USDA to construct 50 dwelling units for farm and migrant workers.

B.Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: *as NOFA's are published*
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: *The PHA will work with its non-profit to assist the residents with Homeownership opportunities.*
 - Acquire or build units or developments *The PHA will build additional homes during the coming year.*
 - Other (list below)

Progress Statement : *During FY2002, the PHA built one home and is in the process of building additional homes during the coming year. The PHA continues to administer the Homeownership program.*

- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) *Strive to achieve high performer status*
 - Improve voucher management: (SEMAP score) *Maintain passing score*
 - Increase customer satisfaction: *The Executive Director meets with resident officer's quarterly to get input on issues affecting residents. The PHA Housing Manager and maintenance staff meet with residents on a monthly basis.*
 - Concentrate effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: *Continue to upgrade units to compete with the public market.*
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

ProgressStatement :ThePHAwillstrivetoachieveHighPerformerstatuswith upcomingPHAPlansubmission.TheExecutiveDirectorandHousingM anagerwill continuetoworkwithresidents.Upgradingofunitsisbeingcompletedonacontinuous basis.ForFYB2001,unitupgradesincludedA/C,driveways,andceilingfans.

- PHAGoal:Increaseassistedhousingchoices
Objectives:
- Providevoucher mobilitycounseling: *Newandcurrentparticipants*
 - Conductoutreacheffortstopotentialvoucherlandlords *Advertiseinarea newspaper every6months.*
 - Increasevoucherpaymentstandards *,if needed .*
 - Implementvoucherhomeownershipprogram: *Throughnon -profitbyJuly 1,2003.*
 - Implementpublichousingorotherhomeownershipprograms: **Through non-profitasofJuly1,2000.**
 - Implementpublic housing site -basedwaitinglists:
 - Convertpublichousingtovouchers:
 - Other:(listbelow)

ProgressStatement : DuringFYB2002,thePHAdecreasedthepaymentstandardto 90%.ThroughtheHomebuyerAssistanceProgram,w ehavebeenabletoassist8 familiesachievetheirdreamsbecomingahomeowners.

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- PHAGoal:Provideanimprovedlivingenvironment
Objectives:
- Implementmeasurestodeconcentratepovertybybringinghigherincome publichousinghouseholdsin tolowerincomed developments: *On-going throughbroadrangeofincome*
 - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesinto higherincome developments: **on-going**
 - Implementpublichousingsecurityimprovements: *Currentlycontracted withthelocalSheriff'sDepartmentforsecurity.*
 - Designated developmen tsorbuildingsforparticularresidentgroups (elderly, personswith disabilities)
 - Other:(listbelow) *ApplyforfundingunderSection811SpecialNeeds forthementallydisabled*

ProgressStatement : DuringFYB2002,theRotaryClubwill beginconstructiononthe 12additionalunitsundertheSection202Program.Theseunitswillbemanagedbythe DRHA.

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families **At least 5 families annually.**
- Provide or attract supportive services to improve assistance recipients' employability: **On-going, as a staff person is assigned to visit neighborhood to assess resident's need to determine supportive services available.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Will apply for additional funding to provide and attract supportive services as NOFA's are published.**
- Other: (list below)

Progress Statement: *The PHA was successful in achieving these objectives. We will continue to increase the percentage of families assisted in finding employment. During FYB 2002, 9 residents have gained employment through the Economic Development Center, surpassing our goal of 5.*

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: **On-going**
- 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: **On-going**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **On-going**
- Other: (list below)

Progress Statement: *During FY2002, the PHA was successful in achieving these objectives and will continue the activities on an on-going basis.*

Other PHA Goals and Objectives: (list below)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies thePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheCityofDelRio, TXhaspreparedthisAnnualPHAPlan incompliancewithSection511oftheQualityHousingandWorkResponsibilityActof 1998andtheensuingHUDrequirements.

ThepurposeoftheAnnualPlanistoprovideaframeworkforlocalaccountabilityand an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenants selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the City of Del Rio during FY2003 include:

- *Implement the Homeownership Program that will assist qualified families with monies towards down payment and/or closing costs;*
- *Preserve and improve the public housing stock through the Capital Funds activities;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low -income families to become self-sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Del Rio to meet the housing needs of the full range of low -income residents. The Housing Authority of the City of Del Rio, in partnership with agencies from all levels of government, the business community, non -profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Del Rio and Val Verde County.

Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration – *tx016a03*
- FY2003 Capital Fund Program Annual Statement – *tx016b03*
- FY2003 Capital Fund Program 5 Year Action Plan – *tx016c03*
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart – *tx016d03*
- Other (List below, providing each attachment name)
 - Section 8 Homeownership Capacity Statement – tx016e03*
 - Substantial Deviation and Significant Amendment or Modification – tx016f03*

Summary of Policy Changes – tx016g03
Pet Policy –family– tx016h03
Pet Policy –elderly/disabled – tx016i03
Voluntary Conversion Required Initial Assessment– tx016j03
Resident Membership on PHA Board of Governing Body – tx016k03
Membership of Resident Advisory Board or Boards – tx016l03
Deconcentration and Income Mixing verification – tx016m03
Community Service policy – tx016q03 (added)

Optional Attachments:

- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

2000 Performance & Evaluation Report – tx016n03
2001 Performance & Evaluation Report – tx016o03
2002 Performance & Evaluation Report – tx016p03

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 Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction)	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A&O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
<i>X</i>	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
<i>N/A</i>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<i>N/A</i>	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicable tothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousing needs.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcanmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Suppl y	Quality	Access- ibility	Size	Loca- tion
Income<=30%of AMI	1162	5	5	5	5	5	5
Income>30%but <=50%ofAMI	519	5	5	5	5	5	5
Income>50%but <80%ofAMI	858	5	5	5	5	5	5
Elderly	444	5	5	5	5	5	5
Familieswith Disabilities	*	*	*	*	*	*	*
African/American	39	5	5	5	5	5	5
Hispanic	1558	5	5	5	5	5	5
Other	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

*Currentlyattemptingtoacquirethisdata .

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadepubliclyavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy (“CHAS”)dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearofinformation)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	505		66
Extremely low income <=30% AMI	505	100%	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	443	87%	
Elderly families	59	12%	
Families with Disabilities	3	1%	
Caucasian	26	8%	
African/American	8	3%	
Hispanic	468	89%	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	97	37%	1
2BR	55	21%	37
3BR	30	32%	26
4BR	9	10%	2
5BR	1	0	0
5+BR	0	0	0

Housing Needs of Families on the Waiting List	
Isthe waiting list closed (select one)?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to re-open the list in the PHA Plan year?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?	<input type="checkbox"/> No <input type="checkbox"/> Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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 N/A

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

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

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

Select all that apply N/A

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply N/A

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable N/A

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2.StatementofFinancialResources

[24CFRPart903.79(b)]

Listthefinancialresourceshat areanticipatedto beavailabletothePHAforthesupportofFederal publichousingandtenant -basedSection 8assistanceprogramsadministeredbythePHAduringthePlan year.Note:thetableassumesthatFederalpublichousingortenantbasedSection8assistancegrant fundsareexpendedoneligiblepurposes;therefore,usesofthesefundsneednotbestate d.Forother funds,indicatetheuseforthosefundsasoneofthefollowingcategories:publichousingoperations, publichousingcapitalimprovements,publichousingsafety/security,publichousingsupportiveservices, Section8tenant -basedassistance, Section8supportiveservicesorother.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2003grants)		
a) PublicHousingOperatingFund	294,355.00	
b) PublicHousingCapitalFund	499,734.00	
c) HOPEVIRevitalization		
d) HOPEVIDemolition		
e) AnnualContributionsforSection8Tenant - BasedAssistance	2,062,846.00	
f) PublicHousingDrugEliminationProgram (includinganyTechnicalAssistancefunds)		
g) ResidentOpportunityandSelf -Sufficiency Grants		
h) CommunityDevelopmentBlockGrant		
i) HOME	500,000.00	Other
OtherFederalGrants(listbelow)		
ModerateRehabilitation	174,234.00	Other
2.PriorYearFederalGrants(unobligatedfunds only)(listbelow)		
CFP2001 -2002	857,936.00	Publichousingcapitalfund improvements
PHDEP	43,957.00	Publichousingsafety&security
Sub-total	4,433,062.00	
3.PublicHousingDwellingRentalIncome	555,400.00	Publichousingoperations
4.Otherincome (listbelow)		
Non-DwellingRent:		
Non-DwellingRent:	1,400.00	Publichousingoperations
InterestonGeneralFundsInvestments	41,800.00	Publichousingoperations
Otherincome:Legalfees,MaintenanceChargesto tenants,latefees,NSF checkcharges,etc	12,900.00	Publichousingoperations
5.Non -federalsources (listbelow)		
Sub-total	611,500.00	
Totalresources	\$5,044,562.00	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.7 9(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe) *Verifiedwhenvacancyisavailable*

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

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe) **INS**

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d. Yes No:DoesthePHAre questcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource) *Whenneeded*

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantouseitoorganizeitpublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentsitemanagementoffice
- Other(listbelow)

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

The PHA will not operate site-based waiting lists

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

0

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

2 **Homeownership criteria**

4. Relationship of preference to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Anytime family composition **changes (within 10 days of occurrence)**
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing (see attachment tx016m03)

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

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

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

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

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

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

Other (list policies and development targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
- Other (describe below) ***Last known address of resident, Current and former landlords name and address***

(2)WaitingList Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3)Search Time

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

If yes, state circumstances below: **Family must show evidence that they were unable to locate housing in the initial time period.**

(4)Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply) **none**

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

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply) **none**

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4.PHA RentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component
4A.

(1)IncomeBasedRentPolicies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- *The minimum rent requirement may be waived under certain circumstances.*

1. *Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:*

a. *The family is awaiting an eligibility determination to receive federal, state or local assistance, including legal aliens entitled to receive assistance under the Immigration and Nationality Act.*

b. *Family income decreases due to changed circumstances such as separation, divorce, abandonment.*

- c. *Loss of employment.*
 - d. *Eviction resulting from non-payment of rent.*
 - e. *Other situations determined by the PHA on a case by case basis, i.e. alimony, child support, etc.*
2. *If a family initiates a request for a hardship exemption that the PHA determines is temporary in nature:*
- a. *The exemption for non-payment of minimum rent will not be granted during the ninety (90) -day period beginning on the day the request is made.*
 - b. *The family may not be evicted for non-payment of rent during this ninety (90)-day period.*
 - c. *If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
 - d. *In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments. However, the family must execute a repayment agreement.*
3. *A family who appeals a financial hardship determination through the PHA's grievance procedure is exempt from any escrow deposit that may be required under regulations governing the grievance procedures for other determinations.*

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents *No ceiling rents effective 9/30/02*

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

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

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

- 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) **N/A**

- 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 redetermination:

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

- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

- 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 *(added)*
- 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) N/A

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. *Attachment: tx016d03*
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	380	15%
Section 8 Vouchers	538	8%-10%
Section 8 Certificates	0	20
Section 8 Mod Rehab	60	5%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP) (<i>prior year funds</i>)	391	4%
Other Federal Programs (list individually)	N/A	N/A

C.ManagementandMaintenancePolicies

ListthePHA’spublichousingmanagementandmaintenancemaintenancepolicydocuments,manualsandhandbo thatcontaintheAgency’srules,standards,andpoliciesthatgovernmaintenanceandmanagementof publichousing,includingadescriptionofany measuresnecessaryforthe preventionoreradicationof pestinfestation(whichincludescockroachinfesta tion)andthepoliciesgoverningSection8 management. oks

(1) PublicHousingMaintenanceandManagement:(listbelow)

- *WorkOrderSystem*
- *PestEradicationPolicy*
- *MaintenancePlan*
- *UniformInspectionSystem*
- *AdmissionsandOccupancyPolicy*
- *FairHousingPolicy*
- *GrievanceProcedures*
- *TenantSelectionandAssignmentPlan*
- *CommunityServicePlan*
- *HandicappedPolicy*
- *TerminationandEviction*
- *TransferandTransferWaitingList*
- *ResidentInitiative*
- *Section3Plan*
- *PetPolicyforFamilies*
- *PetPolicyforElderly*
- *ProcurementPolicyandProcedures*
- *PersonnelPolicy*

(2)Section8Management:(listbelow)

- *Section8AdministrativePlan*
- *SEMAPProcedures*

6.PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.
Section8 -OnlyPHAsareexemptfromsub -component6A.

A. PublicHousing

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

If yes, list additions to federal requirements below: *N/A*

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below: *N/A*

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub-component 7A: PHA 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 table provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD Form 52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *tx016b02*

-or-

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

(2) Optional 5 - Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *tx016c02*

2000 Performance and Evaluation Report -tx016n03

2001 Performance and Evaluation Report -tx016o03

2002 Performance and Evaluation Report -tx016p03

-or-

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

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

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

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

1. Development name: N/A

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

9.Designationof PublicHousingforOccupancybyElderlyFamilies orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. Yes No: HasthePHAdesignatedorappliedforapprovaltodesignateordoes thePHAplantoapplytodesignateanypublichousingfor occupancyonlybytheelderlyfamiliesoronlybyfamilieswith disabilities,orby elderlyfamiliesandfamilieswithdisabilities orwillapplyfordesignationforoccupancybyonlyelderly familiesoronlyfamilieswithdisabilities,orbyelderlyfamilies andfamilieswithdisabilitiesasprovidedbysection7ofthe U.S.HousingAct of1937(42U.S.C.1437e)intheupcoming fiscalyear? (If“No”,skiptocomponent10.If“yes”,complete oneactivitydescriptionforeachdevelopment,unless thePHAis eligibletocompleteastreamlinedsubmission;PHAs completestreamlinedsubmissionsmayskiptocomponent 10.)

2. ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?If“yes”, skiptocomponent10.If “No”,completetheActivityDescriptiontablebelow .

DesignationofPublicHousingActivityDescription	
1a. Developmentname:	
1b. Development(project)number:	
2. Designationtype:	
Occupancybyonlytheelderly <input type="checkbox"/>	
Occupancybyfamilieswithdisabilities <input type="checkbox"/>	
Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input type="checkbox"/>	
3. Applicationstatus(selectone)	
Approved;includedinthePHA’sDesignationPlan <input type="checkbox"/>	
Submitted,pendingapproval <input type="checkbox"/>	
Plannedapplication <input type="checkbox"/>	
4. Datethisdesignationapproved,submitted,orplannedforsubmission: <u>(DD/MM/YY)</u>	
5. Ifapproved,willthisdesignationconstitutea(selectone)	
<input type="checkbox"/> NewDesignationPlan	
<input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?	
6. Numberofunitsaffected:	
7. Coverageofaction(selectone)	
<input type="checkbox"/> Partofthedevelopment	
<input type="checkbox"/> Totaldevelopm ent	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

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

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved):	

<input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved:)
<input type="checkbox"/> Units addressed in a pending or approved HOPEVI revitalization plan (date submitted or approved:)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

See attachment tx016j03 – Voluntary Conversion Required Initial Assessment

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

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A :Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,s kipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unleseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptoco mponent11B.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skiptocomponent 12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Pr ogram <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageof action:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 02/06/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

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

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

Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Economic Development Center</i>	<i>1,300yr</i>	<i>Residents are referred; by the Section 8 Low Rent Housing Mgrs & caseworkers.</i>	<i>John Rowland Community Center</i>	<i>Both PH & S8 participants</i>
<i>Even starts</i>	<i>30</i>	<i>Criteria</i>	<i>Community Bldg.</i>	<i>Both</i>
<i>Advance - G.E.D.</i>	<i>85</i>	<i>Specific</i>	<i>Development</i>	<i>Both</i>
<i>Parenting</i>	<i>180</i>	<i>Criteria</i>	<i>Community Bldg</i>	<i>Both</i>
<i>SWTJC - ESL</i>	<i>132</i>	<i>Criteria</i>	<i>Community</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	55	0

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the step the PHA plan to take to achieve at least the minimum program size?
 If no, list steps the PHA will take below:
Pursuing FSS Waiver from Field Office

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and training staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

See attachment tx016q03 (added) Subject to issuance of HUD guidelines.

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmay skiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandareshsubmittingaPHDEPPlanwiththisPHAPlanmay skiptosub - componentD.

A. Needformeasurestoensurethesafetyofpublichousingresidents

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- Highincidenceofviolentand/or drug-relatedcrimeinsomeorallofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthe safetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -related crime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(lis tbelow)

AllDevelopments

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:

(selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionof crime-and/or drug -preventionactivities
- CrimePreventionThroughEnvironmentalDesign

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

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

All Developments

C. Coordination between PHA and the police

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

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

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

All Developments

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

N/A as no longer required

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See attachment x016h03 – Pet Policy – family

See attachment x016i03 – Pet Policy – elderly/disabled

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(p)]

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

17. PHA Asset Management

[24CFRPart903.79(q)]

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

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

18. Other Information

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one) **N/A**
- Attached at Attachment (Filename)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply) **N/A**
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
- List changes below:
- Other: (list below)

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

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

- a. Nomination of candidates for place on the ballot: (select all that apply) **N/A**
- 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) **N/A**
- 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) **N/A**

- 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) **State of 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)

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

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

- *TopreserveandrehabilitatetheCity'sexistinghousingstockprimarilyforextremelylow,verylowandlow-incomefamilies(0-80percentofmedianincome).*
- *Toexpandeconomicopportunitiesinthecommunityparticularlyforlower incomeresidents.*
- *Tocontinuetoencourageandsupportnon-profitorganizationsinseekingadditionalfundingsourcesandassisttheminobtainingssuchfunding wheneverpossible.*

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement *(see attachment x016b03)* Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

**AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:Implementati onSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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

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

Optional 5 -Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>(see attachment x016c03)</i>					
Total estimated cost over next 5 years					

Attachment:tx016a03

**DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE CITY OF
DEL RIO, TEXAS**

DE-CONCENTRATIONANDINCOMETARGETINGPOLICY
(ofthePubl icHousingAdmissionsandOccupancyPolicy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De -concentration of public housing developments and(2)Income Targetingto assurethatfamiliesinthe“extremelylow”incomecategory areproportionatelyrepresentedinpublichousingandthatpocketsofpovertyarereduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedrestocomply.

Therefore,theHousingAuthorityoftheCityofDelRio,Texas(hereinafterreferredtoas PHA) hereby affirms its commitment to implementation of the two requirements by adoptingthefollowingpolicies:

A. EconomicDe -concentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policyofpromotingeconomicde -concentration.Implementationofthisprogram may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside theEIR,andprovideadequateexplanationsand/orpoliciesasneededtopromote economicde -concentration.

Implementationmayincludeoneormoreofthefollowingoptions:

- S Skippingfamiliesonthewaitinglistbasedonincome;
- S Establishingpreferencesforworkingfamilies;
- S Establishpreferencesforfamiliesinjobtrainingprograms;
- S Establishpreferencesforfamiliesineducationortrainingprograms;
- S Marketing campaign geared toward targeting income groups for specific developments;
- S Additional supportiveservices;
- S Additional amenitiesforallunits;
- S Ceilingrents;
- S Flatrentsfordevelopmentsandunitsizes;
- S Differenttenantrentpercentagesperdevelopment;
- S Differenttenantrentpercentagesperbedroomsize;
- S Saturdayandeveningofficehours;
- S SecurityDepositwaivers;
- S Revisedtransferpolicies;
- S Site-basedwaitinglists;
- S MassMediaadvertising/Publicserviceannouncements;and
- S Giveaways.

B. IncomeTargeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%) (extremely low -income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- < The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low -income category and two (2) families from the lower/very low -income category alternately until the forty percent (40%) admission requirement of extremely low -income families is achieved (2 plus 2 policy).
- < After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- < To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de -concentration.
- < The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy -five percent (75%) of annual new admissions to no more than eighty -five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: tx016b03

Annual Statement/Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of the City of Del Rio		Grant Type and Number: Capital Fund Program No: TX59P01650103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number _____	
Performance and Evaluation Report for Program Year Ending _____		Final Performance and Evaluation Report for Program Year Ending _____			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	78,500.00			
4	1410 Administration	38,500.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	31,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	45,500.00			
10	1460 Dwelling Structures	282,005.00			
11	1465.1 Dwelling Equipment-Nonexpendable	9,229.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	15,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sums of lines 2-20)	499,734.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security - Soft Costs	25,000.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	5,000.00			

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

PHAName: Housing Authority of the City of Del Rio		Grant Type and Number: Capital Fund Program No: TX59P01650103 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	
HA-Wide	Operations							
	Update Policies/Procedures	1408		2,000.00				
	Technical Assistance	1408		3,000.00				
	Commissioners Training	1408		10,000.00				
	Youth Activity Services	1408		12,000.00				
	Update Software	1408		6,000.00				
	Security Guards	1408		25,000.00				
	Resident Initiatives Services	1408		12,500.00				
	Maintenance Technical Training	1408		5,000.00				
	HUD Accounting Requirements	1408		3,000.00				
	Total 1408			78,500.00				
	Prorated Salaries	1410		25,000.00				
	Clerk of the Works	1410		12,500.00				
	Supplies	1410		1,000.00				
	Total 1410			38,500.00				
	A/E Services	1430		26,000.00				
	Consultant Annual Plan	1430		4,000.00				
	Printing Costs	1430		1,000.00				
	Total 1430			31,000.00				
	Replace Refrigerators	1465.1	12	4,620.00				
	Replace Electric Stoves	1465.1	8	2,629.00				
	Replace Gas Stoves	1465.1	6	1,980.00				
	Total 1465.1			9,229.00				

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

PHAName: Housing Authority of the City of Del Rio		Grant Type and Number: Capital Fund Program No: TX59P01650103 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	
TX16-001 SANJOSE	Replace Sidewalks	1450	2545l.f.	10,000.00				
HA-WIDE	Landscaping/Seeding	1450	9000s.f.	35,500.00				
	Total 1450			45,500.00				
TX16-001 SANJOSE	Roach & Vermin Treatment	1460	14,044s.f.	12,500.00				
	Exterior Improvements Phase III	1460		134,380.00				
	Replace/Repair Bathtubs	1460	15	6,000.00				
TX16-002 CASAS DEL RIO	Roach & Vermin Treatment	1460	8820s.f.	7,850.00				
	Install Metal Water Heater Doors	1460	12	2,220.00				
	Paint Exterior Units	1460	80	25,000.00				
	Replace/Repair Bathtubs	1460	15	6,000.00				
TX16-003 CASAS DEL RIO	Roach & Vermin Treatment	1460	7640s.f.	6,800.00				
	Install Metal Water Heater Doors	1460	10	1,850.00				
SANJOSE	Paint Exterior Units	1460	70	21,500.00				
TX16-005 VILLA HERMOSA	Roach & Vermin Treatment	1460	9551s.f.	8,500.00				
	Paint Exterior Units	1460	12550s.f.	40,405.00				
TX009/010 SCATTERED SITES	Paint Exterior Units	1460	6	9,000.00				
	TOTAL 1460			282,005.00				
HA-WIDE	Install Security Equipment	1475		15,000.00				
	TOTAL 1475			15,000.00				

CapitalFundsProgramFiveYearActionPlan

PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:2 FFYGrant:2004 PHAFY:2004			ActivitiesforYear:2 FFYGrant:2004 PHAFY:2004	
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	TX016-003	ReplaceSmokeDetectors	16,162.00	HAWide	FeesandCosts
	CasaDelRio/	ReplaceWeather-stripping	10,724.00		A/EServices
	SanJoseAddition	ReplaceOutletGFIC	3,561.00		InspectionCosts
		Roaches&VerminTreatment	4,259.00		PrintingCosts
		ElectricUpgradeUnits	18,680.00		ConsultantFeesAnnualStatement
Annual		ExteriorStorageDoors	16,230.00		Subtotal
		ReplaceStoves	10,604.00		
		ReplaceRefrigerators	14,054.00		
		ReplaceWaterHeaters	14,912.00		
		Subtotal	109,186.00		ManagementImprovements:
Statement					GeneralTechnicalAssistance/PHASImprove
	TX016-005	ReplaceOutletGFIC	2,591.00		UpdatePoliciesandProcedures
	VillaHermosa	ReplaceEntryDoorw/Hardware-Front	12,304.00		DevelopEmployeeHandbook
		ReplaceEntryDoorw/Hardware-Rear	12,304.00		UpdateResidentHandbook
		PaintingInteriorUnits	20,774.00		StaffTraining:
		ReplaceVinylFloor	51,373.00		HUDAccountingRequirements
		ReplaceLightFixtures	12,654.00		ComputerSystemRequirements
		Roaches&VerminTreatment	7,647.00		HQSRequirements
		Subtotal	119,647.00		MaintenanceTechnical
					ResidentTraining:
	TX016-009	ComprehensiveRehabilitationUnits:			HomeownershipTraining
	ScatteredSite	5@\$17,946perunit	89,730.00		Self-SufficiencyTraining
		Subtotal	89,730.00		ManagementImprovementStaffing:
					SecurityGuard
	TX016-001	ExteriorImprovements	74,935.00		Benefits
	SanJose	Subtotal	74,935.00		Subtotal
					Administration:
					AdministrativeCosts(salaries,clk,travel,supp
					Sub-TotalThisColumnCFPEstimated(
		Sub-TotalCFPEstimatedCost	\$393,498.00		TOTALCFPESTIMATEDCOST-2004

CapitalFundsProgramFiveYearActionPlan

PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:3 FFYGrant:2005 PHAFY:2005			ActivitiesforYear:3 FFYGrant:2005 PHAFY:2005	
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	TX016-003	ReplaceSidewalk	5,827.00	TX016-010	ComprehensiveRehabilitationUnits:
	CasaDelRio/	ProvideTopSoil	7,560.00	Scattered	6@\$16,997perunit
	SanJoseAddition	ExteriorPainting	16,279.00	Site	Subtotal
		EmergencyWarningSystem(Elderly)	5,106.00		
		ReplaceEntryDoorw/Hardware-Front	17,226.00	PHAWide	FeesandCosts
Annual		ReplaceEntryDoorw/Hardware-Rear	17,226.00		A/EServices
		ReplaceWindows	30,580.00		InspectionCosts
		ReplaceWeather-stripping	10,724.00		PrintingCosts
		ReplaceCeiling	20,075.00		ConsultantFeesAnnualStatement
		PaintingInteriorUnits	16,142.00		Subtotal
Statement		Subtotal	146,745.00		
	TX016-005	ReplaceBathtub	19,692.00		ManagementImprovements:
	VillaHermosa	Replacetilet	12,932.00		GeneralTechnicalAssistance/PHASImprove
		Replacelavatory	12,551.00		DevelopApplicant/ResidentOrientationvidec
		ReplaceLavatoryFaucet	3,013.00		UpdateAutomatedSystems:
		ReplaceShowerHead	3,408.00		PHASTracking
		ReplaceVanity	7,533.00		ResidentTraining:
		ReplaceMedicineCabinet	4,147.00		Housekeeping
		ReplaceAccessories	2,780.00		ResidentCouncilLeadership
		ReplaceWaterLine	10,248.00		ApprenticeJobTraining
		Subtotal	76,304.00		ManagementImprovementStaffing:
					SecurityGuard
	TX016-001	Exteriorimprovements	82,326.00		Benefits
	SanJose	Subtotal	82,326.00		Subtotal
					Administration:
					AdministrativeCosts(salaries,clk,travel,supp
					Sub-TotalThisColumnCFPEstimated(
		Sub-TotalCFPEstimatedCost	\$305,375.00		TOTALCFPESTIMATEDCOST-2005

CapitalFundsProgramFiveYearActionPlan

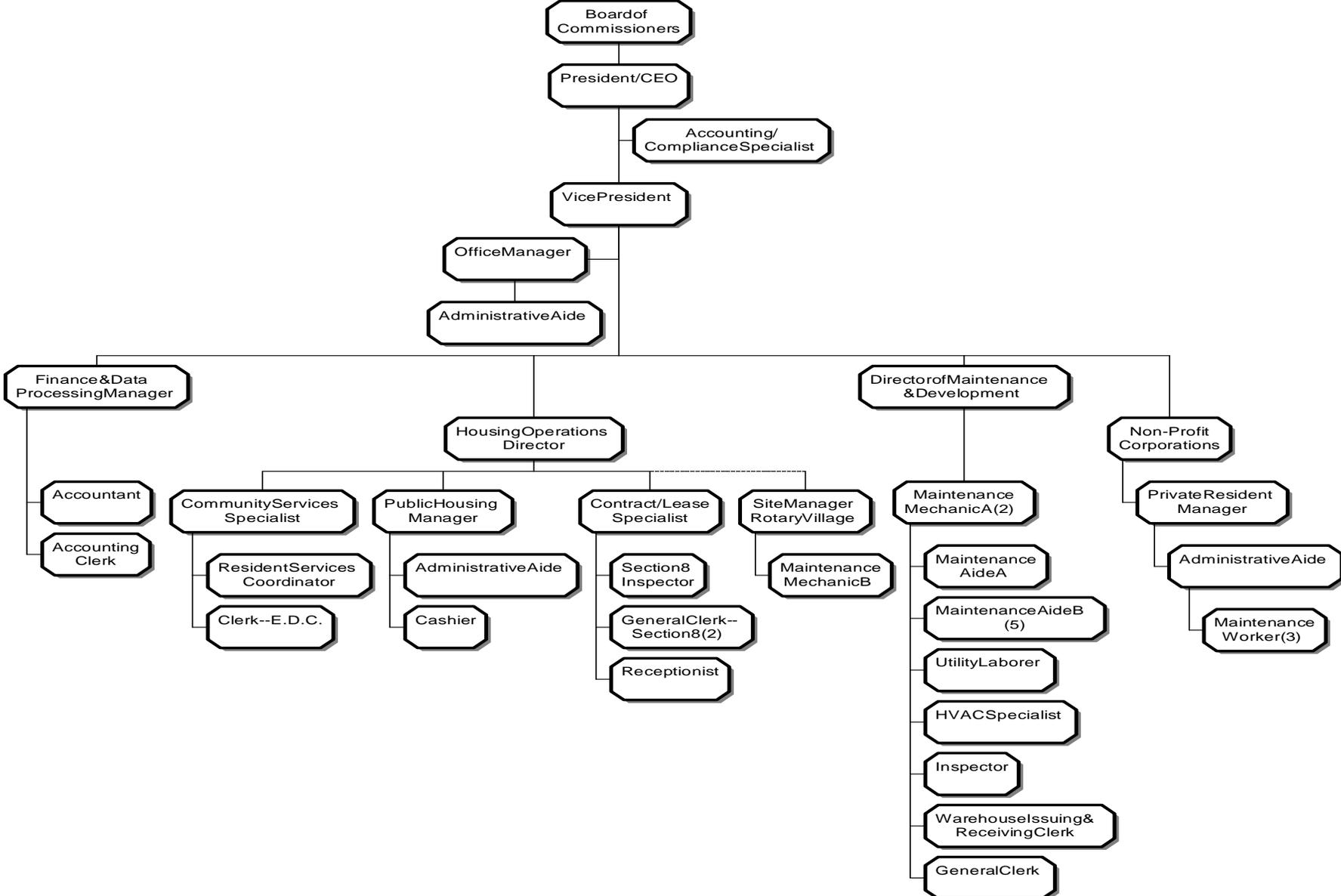
PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2006			ActivitiesforYear:4 FFYGrant:2006 PHAFY:2006	
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	PHAWIDE	ReplaceStoves(\$355.00each)	5,325.00	PHAWide	FeesandCosts
		ReplaceRefrigerators(\$475.00each)	7,125.00		A/EServices
		ReplaceA/C(\$495.00each)	4,950.00		InspectionCosts
		Subtotal	17,400.00		PrintingCosts
					ConsultantFeesAnnualStatement
Annual	TX016-001	ExteriorPainting	29,951.00		Subtotal
	SanJose	ReplaceVinyIFlooring	27,260.00		
		ReplaceFrontDoorw/Hardware	11,812.00		
		ReplaceRearDoorw/Hardware	17,718.00		
		ReplaceLightFixtures	12,456.00		
Statement		ReplaceExteriorStorageDoors	19,213.00		ManagementImprovements:
		ReplaceSmokeDetectors	21,493.00		GeneralTechnicalAssistance
		Subtotal	139,903.00		ConductSalaryComparability
					BoardofCommissionersTraining
	TX016-002	ReplaceSewerLines	77,622.00		MaintenanceTech.Training
	CasaDelRio	Landscaping/Seeding	15,620.00		HUDAccountingRequirements
		Subtotal	93,242.00		ConductUtilityStudy
					Resident/YouthCoordinator
	TX016-003	Landscaping/Seeding	13,650.00		SecurityGuard
		Subtotal	13,650.00		Subtotal
					Administration:
	TX016-005	Landscaping/Seeding	8,000.00		CapitalFundsCoordinator/Benefits
	VillaHermosa	Subtotal	8,000.00		Accountant/Technician
					Travel
	TX016-010	ComprehensiveRehabUnits	72,697.00		Supplies
	ScatteredSites	Subtotal	72,697.00		Subtotal
					Operations:
					Sub-TotalThisColumnCFPEstimated(
		Sub-TotalCFPEstimatedCost	\$344,892.00		TOTALCFPESTIMATEDCOST-2006

**CapitalFundsProgramFiveYearActionPlan
PartII:SupportingPages--WorkActivities**

Activities for Year1	ActivitiesforYear:5 FFYGrant:2007 PHAFY:2007			ActivitiesforYear:5 FFYGrant:2007 PHAFY:2007	
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	TX016-001	Convertkeyentrylockstokeyless	42,250.00	PHAWide	ManagementImprovements :
	SanJose	(keypad)locks	-		GeneralTechnicalAssistance/PHASImprove
		Addedexteriorbuildingimprovements	201,675.00		UpdatePoliciesandProcedures
		Installgarbagedisposals @\$450ea.	56,700.00		StaffTraining:
		Subtotal	300,625.00		HUDAccountingRequirements
Annual					ComputerSystemRequirements
	TX016-002	Convertkeyentrylockstokeyless	30,000.00		HQSRequirements
	CasaDelRio	(keypad)locks			MaintenanceTechnical
		Subtotal	30,000.00		ResidentTraining:
					HomeownershipTraining
Statement	TX016-003	Convertkeyentrylockstokeyless(keypad)locks	21,250.00		ManagementImprovementStaffing:
	CasaDelRioAddn	Subtotal	21,250.00		SecurityGuard
					Benefits
	TX016-005	Convertkeyentrylockstokeyless(keypad)locks	18,750.00		Subtotal
	VillaHermosa	Subtotal	18,750.00		
					Administration:
	PHAWide	A/EServices	26,069.00		Salaries
		InspectionCosts	6,952.00		Travel
		PrintingCosts	1,000.00		Supplies
		ConsultantFeesAnnualStatement	5,000.00		Subtotal
		Subtotal	39,021.00		
		Contingency(Maynotexceed8%ofTotalGrant)	0.00		
		Subtotal	0.00		
		Operations	24,152.00		
		Subtotal	24,152.00		
					Sub-TotalThisColumnCFPEstimated(
		Sub-TotalCFPEstimatedCost	\$433,798.00		TOTALCFPESTIMATEDCOST-2007

**DEL RIO PUBLIC HOUSING AUTHORITY
Organizational Chart
April 2000**



Housing Authority of the City of Del Rio

Section 8 Homeownership Program Capacity Statement

Attachment: tx016e3

The Housing Authority of the City of Del Rio demonstrates its capacity to administer the Section 8 Homeownership program has the following policies are adopted:

1. A minimum down payment of 3% is required. At least 1% must come for the family's resources.
2. Financing for purchase of a home will be provided; insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Housing Agency of the City of Del Rio
Attachment: tx016f03

A. Substantial Deviation from the 5-Year Plan

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30 day posting, **such as changes in the Admission's policy, changes affecting rent or the organization of the Waiting List,**
- Any **change being submitted** to HUD that requires a separate notification to residents, such as changes in the Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or **Public Housing** Homeownership programs; and
- Any change in **policy or operation** that is inconsistent with the **applicable** Consolidated Plan.

Housing Authority of the City of Del Rio
Attachment: tx016g03

Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

No changes to 5 Year Plan

Revised definition of Substantial Deviation and Significant Amendment or Modification for clarity.

Reinstatement of Community Services requirement subject to HUD guidelines.

(added)

Attachment:tx016h03

**PETOWNERSHIP POLICY
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE
CITY OF DEL RIO, TEXAS**

PET OWNERSHIP POLICY

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 (Housing Reform Act of 1998) added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. ***A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.***

The Housing Authority of the City of Del Rio (herein referred to as PHA) will notify eligible new and current residents of their right ***to own pets subject to the PHA’s rules*** and will provide them copies of the PHA’s Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA’s developments, the PHA will ***develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:***

- A. all residents are permitted to own common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a non-refundable nominal pet fee is intended to cover the reasonable operating costs to the ***PHA directly attributable to a pet or pets in the unit (i.e., fumigation of a unit)***. A refundable pet deposit is intended to cover additional costs not otherwise covered ***which are directly attributable to the pet’s presence*** (i.e., ***damage to the unit, yard***, fumigation of a unit, etc.);
- C. animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. ***in accordance with State or local law*** are observed;
- D. residents ***needing a service animal must provide verification for this need and verification that the animal is considered to be a service animal;***
- E. Section 31 of the Housing Reform Act of 1998 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban -Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;

- F. **Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments.**

HOUSINGAUTHORITYOFTHECITYOFDEL RIO

PetOwnershipRulesforFamilies

1. Commonhouseholdpetmeansadomesticatedcat,dog,bird,gerbil,hamster,Guineapigandfishinaquariums.Reptiles of any kind, with the exception of small turtles **lizards** in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird **of prey, dangerous** fish, **snakes, spiders or other insects, or any farm animals.**
2. Each household shall have only one pet (except fish or bird s). The limit for birds is two (2).
3. The pet owners shall have only a small cat or dog. The animal's weight shall not exceed *twenty (20) pounds at full growth*. The animal's height shall not exceed *fifteen (15) inches at full growth*. Such limitations do not apply to a **service animal** used to assist a disabled resident.
4. Pet owners shall license their pets (**if required by state or local law**) yearly with the City of Del Rio, Texas as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.
5. No pet owners shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owners shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
8. The pet owners shall house the pet inside the pet owner's dwelling unit. The pet owners shall keep a cat or dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owners shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. **No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.**
10. **Any resident having a dog or cat shall obtain some type of "scooper" to clean**

upafterthepetout doors.Theresidentisresponsibleforplacingallwastein sealedplasticbagsanddisposingofsuchmaterialinatrashcontainer.

11. ***Residentisrequiredtotakewhateveractionnecessarytoinsurethattheirpet doesnotbringanyfleasorticksintothebuilding.This mayinclude,butisnot limitedto,theuseoffleacollarsandfleapowder.The residentisresponsible forthecostofflea/tickextermination.***
12. Noresidentshallkeep,raise,train,breedormaintainanypetofanykindatany location,eitherinsideoroutsidethedwellingunit,foranycommercialpurpose.
13. Nopetownershallkeepaviciousorintimidatingpetonthepremises(i.e.pit bullsoranyotherviciousorintimidatingbreeds). ***Anyanimalidentifiedinlocal orStatelaworordinanceasdangerousorviciouswillbeprohibited*** .Ifthepet ownerdeclines,delayedorrefusestoremovesuchapetfromthepremises,the PHAshalldose,inordertosaferguardthehealthandwelfareofotherresidents.
14. Nopetowners hallpermithisorherpettodisturb,interfereordiminishthe peacefulenjoymentofthepetowner'sneighborsorotherresidents.Theterms "disturb,interfereordiminish"shallincludebutnotbelimitedtobarking, howling,biting,scratching,chirpingandotheractivitiesofadisturbingnature.If thepetownerdeclines,delayedorrefusestoremovethepetfromthepremises,the PHAshalldose.
15. Theownerofacatshallfeedtheanimalatleastonceperday;providelitterbox insidethedw ellingunit;cleanthelitterboxatleasteverytwo(2)days;andtake theanimaltoaveterinarianatleastonceperyear.Thepetownershallnotpermit refusefromthelitterboxtoaccumulateortobecomeunsanitaryorunsightly,and shalldisposeofsuchdroppingsbyplacingtheminaplasticitiesackina designatedtrashcontaineroutsidethebuildingwherethepetownerlives.
16. Theownerofadogshallfeedtheanimalatleastonceperday;taketheanimalfor awalkatleasttwiceperday;re movetheanimalsdroppingsatleasttwiceperday; andtaketheanimaltoaveterinarianatleastonceperyear.Thepetownershall notpermitdogdroppingsstoaccumulateortobecomeunsanitaryorunsightly,and shalldisposeofsuchdroppingsbyplacingtheminaplasticitiesackina designatedtrashcontaineroutsidethebuildingwherethepetownerlives.
17. Thepetownershalltaketheprecautionsandmeasuresnecessarytoeliminatepet odorswithinandaroundthedwellingunit,andshallmaintain thedwellingunitin asanitaryconditionatalltimes,asdeterminedbythePHA.
18. ***Thepetownershallkeepthepet,dwellingunit,andsurroundingareasfreeof fleas,ticksand/orothervermin.***
19. Nopetownershallalterthedwellingunitorthesurroundingpremisescreatea space,hole,containerorenclousureforanypet.

20. ***Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, displays symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and the resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left unattended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinance in this regard. The PHA shall accept no responsibility for the pet under such circumstances.***
21. Each pet owner shall pay a pet deposit of \$300.00, of which \$50.00 will be a non-refundable fee. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit/fee is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
22. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
- Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.***
23. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
24. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill, absent from the dwelling unit, unable to care for his or her pet, ***or in the event of a death of the pet owner,*** the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

25. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pet sex except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
26. ***Pet Violation Procedures: Resident agree to comply with the following:***
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:***
- (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.***
 - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.***
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.***
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedure to have the pet removed and/or terminate the pet owner's lease or both.***
- b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.***
- c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:***
- (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.***
 - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting,***

if notice is served at the meeting).

(3) State that failure to remove the pet may result in initiation of the procedure to have the pet removed or terminate the pet owner's lease or both.

d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhuman manner. In such cases paragraph 24 shall apply.

27. ***The residents shall control the pet while maintenance personnel are in the unit performing requested maintenance.***
28. ***Non-emergency work orders will only be completed if the resident is home with the pet, the pet has been caged or the pet has been removed from the unit.***
29. ***The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet, or have the pet caged.***
30. ***If the pet runs out of the unit, if left alone, when the maintenance staff enters the unit due to an emergency work order request.***
31. ***If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.***

AGREEMENTFORCAREOFPET

InaccordancewiththePetOwnershipPolicyoftheHousingAuthorityoftheCityofDel Rio and the Addendum to the Residential Dwelling Lease Agreement dated between:

THEHOUSINGAUTHORITYOFTHECITYOFDELRIO
207BedellAvenue
DelRio,TX78841

AND,

_____ (Resident'sName)

_____ (Resident'sAddress)

Iherebyagreethatshould _____ become incapableofcaringfor _____ a _____ (NameofPet) (TypeofPet)

foranyreasonwhatsoever,Iwillassumefullresponsibilityforremovalofthepetfrom thepremisesandforthecareandwellbeingoftheanimal.

Further,thepetshallnotbepermittedtoreturntothepremisesuntilapprovalisgivenby theHousingAuthorityoftheCityofDelRio.

AcopyoftheAddendumtotheResidentialDwellingLeaseAgreementisattached.

Signature

Swornandsubscribedbefore methis _____dayof _____, _____.

NotaryofPublic

MyCommissionExpires:

PETPOLICYADDENDUM

Ihavereadandunderstandtheabovepetownershiprulesandagreetoabidebythem.

Resident'sSignature

PHAStaffmember'sSignature

Date

Date

TypeofAnimalandBreed

NameofPet

DescriptionofPet(color,size,weight,sex,etc.)

Thealternatencustodianformypetis:

Custodian's first, middle and last name; post office box; street address; zip code; area telephonecodeandtelephonenumber:

Resident'sSignature

Date

RefundableDamageDeposit

AmountPaid

Date

Non-refundableDamageDeposit

AmountPaid

Date

Attachment:tx016i03

**PETOWNERSHIP POLICY
(ELDERLY OR PERSONS WITH DISABILITIES)
FOR
THE HOUSING AUTHORITY OF THE
CITY OF DEL RIO, TEXAS**

PETOWNER SHIPPOLICY

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of Del Rio notifies eligible new and **current residents** of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, **and type** requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. **in accordance with State or local law;**
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- D. **residents needing a service animal must provide verification for this need and verification that the animal is considered to be a service animal.**

HOUSINGAUTHORITYOFTHECITYOFDEL RIO

PetOwnershipRulesforElderly/DisabledResidents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles **or lizards** in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, **bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.**
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owners shall have only a small cat or dog. The animal's weight shall not exceed **twenty (20) pounds at full growth**. The animal's height shall not exceed **fifteen (15) inches at full growth**. Such limitations do not apply to a **service animal** used to assist a disabled resident.
4. Pet owners shall license their pets (**if required by state or local law**) yearly with the City of Del Rio, Texas, or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.
5. No pet owners shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owners shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owners shall keep a cat or dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owners shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. **No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.**

9. ***All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.***
10. ***Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.***
11. ***Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.***
12. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
13. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). ***Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited.*** If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
14. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
15. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
16. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
17. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.

18. ***The pet owners shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.***
19. No pet owners shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
20. ***Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days.*** PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
21. Each pet owner shall pay a pet deposit of \$300.00, of which \$50.00 is non refundable. The PHA may wave the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.

- fish,

Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non -payment of interest based on State or local law with respect to rental security deposit requirements.
22. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
23. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill, absent from the dwelling unit, unable to care for his or her pet, ***or in the event of the death of the pet owner***, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
24. Should any pet housed in the PHA's facilities give birth to a litter, the residents

shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).

25. ***If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwell or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible party is found, state or local authorities will be contacted.***
26. ***The residents shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.***
27. ***The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.***
28. ***Pet Violation Procedures: Resident agrees to comply with the following:***
 - a. ***Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:***
 - (1) ***Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.***
 - (2) ***State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.***
 - (3) ***State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.***
 - (4) ***State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.***
 - b. ***Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation***

meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

(1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.

(2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

(3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.

d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

29. The resident shall control the pet while maintenance personnel are in the unit performing requested maintenance.
30. Non-emergency work orders will only be completed if the resident is home with the pet, the pet has been caged or the pet has been removed from the unit.
31. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet, or have the pet caged.
32. If the pet runs out of the unit, if left alone, when the maintenance staff enters the unit due to an emergency work order request.
33. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENTFORCAREOFPET

InaccordancewiththePetOwnershipPolicyoftheHousingAuthorityoftheCityofDel Rio and the Addendum to the Residential Dwelling Lease Agreement dated between:

THEHOUSINGAUTHORITYOFTHECITYOFDELRIO
207BedellAvenue
DelRio,TX7884 1

AND,

_____ (Resident'sName)

_____ (Resident'sAddress)

Itherebyagreethatshould _____ become
incapableofcaringfor _____ a _____
(NameofPet) (TypeofPet)

foranyreasonwh atsoever,Iwillassumefullresponsibilityforremovalofthepetfrom
thepremisesandforthecareandwellbeingoftheanimal.

Further,thepetshallnotbepermittedtoreturntothepremisesuntilapprovalisgivenby
theHousingAuthorityoftheCityofDelRio.

AcopyoftheAddendumtotheResidentialDwellingLeaseAgreementisattached.

Signature

Swornandsubscribedbefore
methis _____dayof
_____, _____.

NotaryofPublic

MyCommissionExpires:

PETPOLICYADDENDUM

Ihavereadandunderstandtheabovepetownershiprulesandagreetoabidebythem.

Resident'sSignature

PHASTaffmember'sSignature

Date

Date

TypeofAnimalandBreed

NameofPet

DescriptionofPet(color,size,weight,sex,etc.)

Thealternatecustodianformypetis:

Custodian's first, middle and last name; post office box; street address; zip code; area
telephonecodeand telephonenumber:

Resident'sSignature

Date

RefundableDamageDeposit

AmountPaid

Date

Housing Authority of the City of Del Rio

Attachment: tx016j03

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments:

A. How many of the PHA's developments are subject to the Required Initial Assessment?

- All eight public housing developments are subject to the required initial assessment.

San Jose	126 units
Casas Del Rio	80 units
San Jose/Casas Del Rio	70 units
Via Hermosa	50 units
TX015009 scattered sites	38 units
TX015010 scattered sites	25 units
TX015009 scattered sites	2 units

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

- No developments are exempt. All developments are general occupancy.

C. How many Assessments were conducted for the PHA's covered developments?

- One PHA-wide assessment was conducted for all covered developments.

D. Identify PHA developments that may be appropriate for conversion based in the Required Initial Assessments:

- The PHA has determined that conversion is not appropriate for any developments at this time.

E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

N/A

Housing Authority of the City of Del Rio

Required Attachment 016k03: Resident Member on the PHA Governing Board

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

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

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

Elected

Appointed

C. The term of appointment is (include the date term expires): **02/01/2002 thru 1/31/2004**

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: **1/31/2004**

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

Dora Alcala, Mayor of the City of Del Rio

Housing Authority of the City of Del Rio

Required Attachment tx016l03: Membership of the Resident Advisory Board or Boards

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

Ana L. Flores

Guadalupe Castillo

Paula Rios

Housing Authority of the City of Del Rio
Attachment: tx016m03

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
			1.

Note: When completing this attachment for the PHA Plan, pull this template from the HUD PHA Plan Website. The explanation and policy columns will expand as the chosen explanations or policies are entered.

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: tx016n03

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

HAName DEL RIO HOUSING AUTHORITY		Capital Funds Grant Number TX59PO1650100	FFY of Grant Approval 2000
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Original Annual Statement	Reserved for Disasters/Emergencies	Revised Annual Statement/Revision Number	Performance and Evaluation Report for Program Year Ending
			12/31/02

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-Capital Funds Funds				
2	1406 Operating Expenses	65,239.00	65,239.00	65,239.00	65,239.00
3	1408 Management Improvements	103,488.00	85,224.02	85,224.02	85,224.02
4	1410 Administration	50,248.00	53,097.95	53,097.95	41,125.87
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	35,000.00	35,000.00	35,000.00	34,095.48
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000.00	9,016.00	9,016.00	9,016.00
10	1460 Dwelling Structures	375,586.00	404,822.03	404,822.03	367,037.18
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	12,838.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2-19)	\$652,399.00	\$652,399.00	\$652,399.00	\$601,737.55
21	Amount of line 20 Related to LBP Activities	0.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security	0.00			
24	Amount of Line 20 Related to Energy Conservation Measures	0.00			

**AnnualStatement/Performance
andEvaluationReport**

PartII: SupportingPages
CapitalFundsProgram

Development Number/Name	GeneralDescriptionofMajor WorkCategories	Development Account Number	Quantity	EstimatedCost		TotalActualCost		StatusofProposedWork(2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)	
TX016-001 SanJose	Landscaping/Seeding Subtotal	1450	4878sq	10,000.00 10,000.00	9,016.00 9,016.00	9,016.00 9,016.00	9,016.00 9,016.00	COMPLETE
TX016-002 CasaDelRio	Constructcarportsfor80units@\$1,250ea. Subtotal	1460	80units	100,000.00 100,000.00	85,127.00 85,127.00	85,127.00 85,127.00	76,937.53 76,937.53	CONTRACT
TX016-003 CasaDelRio Addition	Constructcarportsfor45units@\$1,250ea. Subtotal	1460	45units	56,250.00 56,250.00	56,250.00 56,250.00	56,250.00 56,250.00	47,443.53 47,443.53	CONTRACT
TX016-009 ScatteredSite	ComprehensiveRehabilitationUnits: 8@\$14,765perunit Subtotal	1460	8	118,120.00 118,120.00	138,531.00 138,531.00	138,531.00 138,531.00	138,531.00 138,531.00	COMPLETE
TX016-010 ScatteredSite	ComprehensiveRehabilitationUnits: 8@\$12,652perunit Subtotal	1460	8	101,216.00 101,216.00	124,914.03 124,914.03	124,914.03 124,914.03	104,125.12 104,125.12	FORCEACCOUNT
Totalthispage				385,586.00	413,838.03	413,838.03	376,053.18	

Annual Statement/Performance and Evaluation Report

Management Needs
Capital Funds Program

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHAWide	Operations	1406		65,239.00	65,239.00	65,239.00	65,239.00	COMPLETE
	Technical Assistance/PHAS Improvements	1408		11,500.00	6,787.24	6,787.24	6,787.24	ONGOING
	Update Policies and Procedures	1408		8,500.00	9,207.40	9,207.40	9,207.40	ONGOING
	Update Resident Participation Plan	1408		5,000.00	0.00	0.00	0.00	
	Staff Training:							
	New PHAS Requirements	1408		7,988.00	3,470.40	3,470.40	3,470.40	COMPLETE
	Board of Commissioners	1408		8,000.00	9,203.53	9,203.53	9,203.53	COMPLETE
	Update Automated Systems:							
	Update Software	1408		8,000.00	9,860.00	9,860.00	9,860.00	COMPLETE
	Resident Training:							
	Homeownership Training	1408		5,000.00	0.00	0.00	0.00	PENDING
	Self-Sufficiency Training	1408		5,000.00	323.00	323.00	323.00	ONGOING
	Management Improvement Staffing:							
	Security Guard	1408		25,000.00	26,267.35	26,267.35	26,267.35	COMPLETE
	Resident Initiative Coordinator/Benefits	1408		19,500.00	20,105.10	20,105.10	20,105.10	COMPLETE
	Subtotal			103,488.00	85,224.02	85,224.02	85,224.02	
	Administration:							
	Capital Funds Coordinator/benefits	1410		22,500.00	22,500.00	22,500.00	15,160.67	IN-HOUSE
	Accountant/Technician	1410		19,748.00	19,748.00	19,748.00	15,115.25	IN-HOUSE
	Travel	1410		5,000.00	5,978.80	5,978.80	5,978.80	COMPLETE
	Supplies	1410		3,000.00	4,871.15	4,871.15	4,871.15	COMPLETE
				50,248.00	53,097.95	53,097.95	41,125.87	
	Total this page			218,975.00	203,560.97	203,560.97	191,588.89	

Annual Statement/Performance and Evaluation Report

Part II: Supporting Pages

Capital Funds Program

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work(2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)	
PHAWide	Other Line "F": Fees and Costs							
	A/E Services	1430		21,000.00	22,137.02	22,137.02	21,232.50	CONTRACT
	Inspection Costs	1430		10,000.00	11,221.08	11,221.08	11,221.08	COMPLETE
	Printing Costs	1430		4,000.00	1,641.90	1,641.90	1,641.90	COMPLETE
	Subtotal			35,000.00	35,000.00	35,000.00	34,095.48	
	Contingency	1502		12,838.00	0.00	0.00	0.00	
	Subtotal			12,838.00	0.00	0.00	0.00	
				47,838.00	35,000.00	35,000.00	34,095.48	

**Annual Statement/Performance
and Evaluation Report
Part III: Implementation Schedule**

Del Rio Housing Authority

Capital Funds Program

Development Number/Name H/A-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HAWide TX16-001 San Jose	3/31/2002		3/31/2002	6/30/2003			
TX016-002 Casa Del Rio	3/31/2002		3/31/2002	6/30/2003			
TX016-003 Casa Del Rio Addition	3/31/2002		3/31/2002	6/30/2003			
TX16-009 Scattered Site	3/31/2002		3/31/2002	6/30/2003			
TX16-010 Scattered Site	3/31/2002		3/31/2002	6/30/2003			

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: tx016o03

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

PHAName: Housing Authority of the City of Del Rio	Grant Type and Number: Capital Fund Program No: TX59P01650101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 12/31/02
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	66,567.00	66,567.00	66,567.00	66,567.00
3	1408 Management Improvements	120,155.00	120,155.00	57,297.53	20,636.87
4	1410 Administration	51,500.00	51,500.00	50,340.98	14,315.41
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	51,000.00	51,000.00	34,916.25	4,916.25
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	33,802.00	36,207.48	36,207.48	36,207.48
10	1460 Dwelling Structures	300,000.00	300,000.00	45,000.00	40,410.90
11	1465.1 Dwelling Equipment-Nonexpendable	25,646.00	23,240.52	6,738.00	6,738.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	17,000.00	17,000.00	17,000.00	17,000.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sum of lines 2-20)	\$665,670.00	\$665,670.00	\$314,067.24	\$206,791.91
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security-Soft Costs	20,000.00			
25	Amount of Line 21 Related to Security-Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures	20,000.00			

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

PHAName: Housing Authority of the City of Del Rio		Grant Type and Number: Capital Fund Program No: TX59P01650101 Replacement Housing Factor Grant No:						Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		66,567.00	66,567.00	66,567.00	66,567.00	complete
	Total 1406			66,567.00	66,567.00	66,567.00	66,567.00	
	Update Policies/Procedures	1408		10,000.00	10,000.00	428.75	261.25	on-going
	Technical Assistance	1408		8,000.00	8,000.00	1,733.75	1,733.75	on-going
	Staff	1408		15,000.00	15,000.00	0.00	0.00	
	Commissioners	1408		10,000.00	10,000.00	10,135.03	10,135.03	complete
	Update Software	1408		15,000.00	15,000.00	15,000.00	4,970.77	contract
	Security Guards	1408		30,000.00	30,000.00	30,000.00	3,536.07	contract
	Economic Development/Self-Sufficiency	1408		7,500.00	7,500.00	0.00	0.00	pending
	Energy Audit	1408		5,000.00	5,000.00	0.00	0.00	pending
	Physical Needs Assessment	1408		10,000.00	10,000.00	0.00	0.00	pending
	Orientation Video	1408		4,155.00	4,155.00	0.00	0.00	pending
	Conversion Analysis Study	1408		5,500.00	5,500.00	0.00	0.00	pending
	Total 1408			120,155.00	120,155.00	57,297.53	20,636.87	
	Prorated Salaries	1410		36,000.00	36,000.00	36,000.00	2,755.92	in-house
	Clerk of the Works	1410		12,500.00	12,500.00	12,500.00	9,718.51	in-house
	Travel	1410		2,000.00	1,159.02	0.00	0.00	
	Supplies	1410		1,000.00	1,840.98	1,840.98	1,840.98	complete
	Total 1410			51,500.00	51,500.00	50,340.98	14,315.41	
	A/E Services	1430		30,000.00	30,000.00	30,000.00	0.00	contract
	Consultant Annual Plan	1430		5,000.00	4,916.25	4,916.25	4,916.25	complete
	Inspection Costs	1430		15,000.00	15,000.00	0.00	0.00	contract
	Printing Costs	1430		1,000.00	1,083.75	0.00	0.00	pending
	Total 1430			51,000.00	51,000.00	34,916.25	4,916.25	
	Replace Refrigerators	1465.1	24	9,240.00	9,240.00	4,020.00	4,020.00	as-needed
	Replace Electric Stoves	1465.1	24	7,886.00	7,886.00	705.00	705.00	as-needed
	Replace Gas Stoves	1465.1	24	8,520.00	6,114.52	2,013.00	2,013.00	as-needed
	Total 1465.1			25,646.00	23,240.52	6,738.00	6,738.00	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: tx016p03

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

PHAName: Housing Authority of the City of Del Rio	Grant Type and Number: Capital Fund Program No: TX59P01650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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<input type="checkbox"/> Original Annual Statement	<input checked="" type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number _____
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/02		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	14,646.00		14,646.00	14,646.00
3	1408 Management Improvements	74,500.00		27,000.00	1,515.00
4	1410 Administration	39,500.00		10,142.38	142.38
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	26,000.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	323,000.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	10,088.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	12,000.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$499,734.00		\$51,788.38	\$16,303.38
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security - Soft Costs	25,000.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	5,000.00			

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

PHAName: Housing Authority of the City of Del Rio		Grant Type and Number: Capital Fund Program No: TX59P01650102 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	
HA-Wide	Operations	1406		14,646.00		14,646.00	14,646.00	complete
	Total 1406			14,646.00		14,646.00	14,646.00	
	Update Policies/Procedures	1408		5,000.00		0.00	0.00	
	Technical Assistance	1408		4,000.00		0.00	0.00	
	Commissioners Training	1408		10,000.00		0.00	0.00	
	Staff Training	1408		2,000.00		0.00	0.00	
	Update Software	1408		6,000.00		0.00	0.00	
	Security Guards	1408		25,000.00		22,500.00	0.00	contract
	Resident Initiatives Services	1408		12,500.00		0.00	0.00	
	Economic Development/Self-Sufficiency	1408		1,000.00		0.00	0.00	
	Salary Comparability	1408		8,000.00		4,500.00	1,515.00	contract
	Orientation Video/Handbook	1408		1,000.00		0.00	0.00	
	Total 1408			74,500.00		27,000.00	1,515.00	
	Prorated Salaries	1410		25,000.00		0.00	0.00	
	Clerk of the Works	1410		12,500.00		10,000.00	0.00	in-house
	Travel	1410		1,000.00		0.00	0.00	
	Supplies	1410		1,000.00		142.38	142.38	as-needed
	Total 1410			39,500.00		10,142.38	142.38	
	A/E Services	1430		21,000.00		0.00	0.00	
	Consultant Annual Plan	1430		4,000.00		0.00	0.00	
	Printing Costs	1430		1,000.00		0.00	0.00	
	Total 1430			26,000.00		0.00	0.00	
	Replace Refrigerators	1465.1	12	4,620.00		0.00	0.00	
	Replace Electric Stoves	1465.1	8	2,628.00		0.00	0.00	
	Replace Gas Stoves	1465.1	8	2,840.00		0.00	0.00	
	Total 1465.1			10,088.00		0.00	0.00	

Attachmenttx016q03
**COMMUNITYSERVICEPOLICY
FORTHE
HOUSINGAUTHORITYOFTHE
CITYOFDELRIO,TEXAS**

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Housing Authority of the City of Del Rio (PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Housing Authority of the City of Del Rio establishes the following Policy, effective October 1, 1999.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- 👍 improving the physical environment of the resident's developments;
- 👍 selected officer related services in the development or Administrative Office;
- 👍 volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- 👍 neighborhood groups special projects;
- 👍 self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- 👍 tutoring elementary or high school aged residents; and
- 👍 serving in on-site computer training centers.

Voluntary political activities are prohibited.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

C. Self Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. Such activities can include, but are not limited to:

- 👉 apprenticeships and job readiness training;
- 👉 substance abuse and mental health counseling and treatment;
- 👉 English proficiency, GED, adult education, junior college or other formal education;
- 👉 household budgeting and credit counseling;
- 👉 small business training.

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- 👉 adults who are 62 years of age or older;
- 👉 persons engaged in work activities as defined under Social Security (full-time or part-time employment);
- 👉 participants in a welfare to work program;

- ☺ persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- ☺ the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

The PHA will determine, at the next regularly scheduled reexamination, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placements elections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- ☺ going from unemployment to employment;
- ☺ entering a job training program;
- ☺ entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- ☺ third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self-sufficiency activities;
- ☺ birth certificate to verify age 62 or older; or
- ☺ if appropriate, verification of disability limitations.

Families who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

F. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

G. Lease Requirements and Documentation

The PHA’s lease has a twelve (12) -month term and is automatically renewable except for

non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination on or after October 1, 1999, and for all new residents effective October 1, 1999. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

H. Noncompliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.