

# PHA Plans

5 Year Plan for FFY 2003 – FFY 2007

(GHA FY 2004 – 2008)

Annual and Capital Fund Plan for FFY 2003

(GHA FY 2004)

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

## PHA Plan Agency Identification

**PHA Name:** Galveston Housing Authority

**PHA Number:** TX017

**PHA Fiscal Year Beginning: (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 FOR FFY 2003 – FFY 2007**  
**GHA FISCAL YEARS 2004 – 2008**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (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 GHA's mission is: Provide and professionally manage an adequate supply of safe, affordable housing of reasonable quality for low to moderate income persons while administering programs that offer opportunities for residents to advance in society. Be a leader and work in partnership with other agencies to enhance the quality of life of all persons of low income in the city.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
  - Objectives:
    - Apply for additional rental vouchers:  
Apply for additional rental vouchers to house persons displaced by demolition of Palm Terrace Homes (TX24P017002).
    - Reduce public housing vacancies.  
Reduce the number of turn around days to score a "B" or better on PHAS by end of 2003 Plan Year.
    - Leverage private or other public funds to create additional housing opportunities.

Explore submission of Low Income Tax Credit application with the Texas Department of Housing and Community Affairs, to leverage Housing Replacement F.

- Acquire or build units or developments:
  1. Develop property between 32<sup>nd</sup> and 33<sup>rd</sup> from Ball to Winnie with 6 homeownership and 2 scattered site dwellings by June 2005.
  2. Build 9 units of "scattered site" public housing as required by Consent Decree (G-96-404) by June 2004. (Includes scattered site dwellings being built as referenced in #1 above).

- Other:

Finalize Housing Replacement Fund Plan by 06/30/2004.  
(Note: Funds to be used as leverage for HOPE VI Grant Application for Palm Terrace Homes in 2004 **OR** as repayment for bonds or loans to rebuild Palm Terrace if HOPE VI not received).

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management (PHAS score).
  1. Overall PHAS of 85 by 06/30/2003.
- Improve voucher management (SEMAP score).

Attain 90 or above on SEMAP in years 2003-2007.
- Increase customer satisfaction.
  1. Hold at least one board meeting per year at each site to better inform residents of GHA's on going business activities.
  2. Department heads will attend six resident council meetings per year, or other social functions collectively, to interact with residents and/or discuss issues pertinent to their respective areas of responsibilities. In addition, the department heads will attend other Resident Council meetings as requested by Resident Council President or GHA's Executive Director.
  3. Hold customer service training for all GHA employees by 2004.
  4. Produce quarterly newsletter to residents 2003 – 2007.
  5. Implement Quality Assurance Program for service call customer satisfaction by 6/30/2003.
  6. Outreach to residents for greater participation in ICC and on site learning centers through Resident Services fairs at complexes by 12/31/2004.
  7. Assist Resident Council Self-Sufficiency Programs and resident owned businesses.
  8. Provide technical assistance to Resident Councils regarding use of operating subsidy funds in 2003 - 2007.

9. Outreach to GHA youth regarding after school and summer youth programs.
  10. Provide enhanced services to senior and disabled population through computer centers by 06/30/2004.
  11. Implement seniors newsletter by 12/31/2003.
- Concentrate on efforts to improve specific management functions: ( ie., Public Housing finance; voucher unit inspections)
1. Engage contractor to conduct internal control reviews of the Finance Department by 06/30/2004.
  2. Complete REAC inspector training for Director of Maintenance and Housing Inspector by 12/31/2003.
  3. Require PHM Certification for Director of Public Housing and all Housing Managers on an on going basis.
  4. Obtain Housing Quality Standards certification for Section 8 Inspectors by 12/31/2003.
- Renovate or modernize public housing units.
1. Meet all obligation and expenditure deadlines in 5 Year Modernization Plan.
  2. Consider feasibility of submission of a HOPE VI Grant application for demolition of Palm Terrace Homes (TX017-002,006) in 2003 and revitalization of Palm Terrace Homes (TX017-002,006) in the 2004 application round.
  3. Conduct revitalization analysis for Oleander Homes (TX017-001) by 2007 and plan implementation of needed work.
- Demolish or dispose of obsolete public housing.  
Submit HOPE VI application for demolition of Palm Terrace (TX017002) in the 2003 application round.
- Provide replacement public housing.
1. Budget for 150 replacement of units at Palm Terrace (TX017-02,06) as part of the HOPE VI application.
  2. Prepare a replacement housing plan by 06/30/2004 if HOPE VI Grant is not awarded for revitalization of Palm Terrace Homes and Palm Terrace Annex (TX017-002,006).
  3. Conduct revitalization analysis for Oleander Homes by 2007 and plan implementation of needed work.
- Provide replacement vouchers.
1. Apply for temporary vouchers if needed for displaced Palm Terrace residents who cannot be relocated to Public Housing. (Note: Only 26 residents live at Palm Terrace and it is anticipated they can easily be placed in Public Housing.)
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling.  
Maintain mobility counseling as a part of Section 8 briefings to make clients aware of choices in housing in the years 2003-2007.
- Conduct outreach efforts to potential voucher landlords
  1. Continue outreach efforts by inspectors to find 90 units of housing for project based Section 8 vouchers in areas of community (which are designated in Consent Decree as non-minority impacted ), through mass mailing annually, 2003-2007.
  2. Conduct outreach efforts through membership in Galveston County Apartment Association and Galveston Association of Realtors for Section 8 and Public Housing staff.
- Implement voucher homeownership program by 12/31/2003.
- Implement public housing or other homeownership programs.
- Implement public housing site based waiting lists.
- Convert public housing to vouchers:
- Other: (list below)  
Continue following the provisions of the Consent Decree (G-96-404), for scattered site housing.

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

PHA Goal: Provide an improved living environment

### Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments. Promote income mixing by submitting mixed income, mixed finance grant request as part of HOPE VI application for Palm Terrace (TX017-002, 006) for year 2004 if feasibility studies so indicate.
- Implement public housing security improvements.
  1. New lights and security system at Magnolia Homes (TX017-003) by 2004.
  2. New locks and security system for Gulf Breeze Apartments (TX017-007) by 2004.
  3. Search for alternative funding in 2003 for Drug Prevention and Crime Elimination Initiatives in the absence of PHDEP Fund.
  4. Apply for Weed and Seed grant to help support loss of PHDEP funds.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities).
- Other: (list below)
  1. Improve curb appeal of all complexes by end of GHA FY 2004 by installing dumpster enclosures at all sites.
  2. Include economic development activities in HOPE VI application for Palm Terrace (TX017-002, 006) if it is determined to submit HOPE VI.
  3. Provide technical assistance to ROSS Grant recipients to develop small businesses.
  4. Allocate 10 project based vouchers for usage, via the Women's Crisis Center for victims of domestic violence, for utilization at Beacon Place, 53<sup>rd</sup> and Seawall Blvd by 12/31/2004.

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability.
1. Explore partnerships by December 2004 with Galveston College, College of the Mainland, and University of Texas Medical Branch to expand opportunities to enhance resident educational skills.
  2. Continue operation of Oleander Homes and Magnolia Homes Community Centers for GED/ABE and after school tutoring programs.
  3. Continue relationship with Gulf Coast Career Center employees to seek opportunities for educational and employment for residents.
  4. Partner with UTMB for Public Housing and Section 8 Family Self-Sufficiency programming.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
1. Contact "UTMB" to establish clinic at Gulf Breeze by 06/30/2004.
  2. Participate in grant application with UTMB School of Nursing for visits to elderly by 1<sup>st</sup> and 2<sup>nd</sup> year nursing students.
- Other: (list below)
1. Continue the Family Self-Sufficiency Program for Section 8.
  2. Continue Section 8 and Public Housing Homeownership Programs.

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

1. Continue to follow the provisions of Consent Decree (G-96-404)
2. GHA will contact interested landlords and Public Housing and Section 8 waiting list individuals to try to bring applicants units that are located in the non- minority impacted areas of the city on an on going basis.
3. GHA will complete the construction of nine units of public housing in accordance with Consent Decree (6-96-404) by December 2004.
4. Each employee signs Equal Opportunity Non-Discrimination Statement.
5. Schedule equal employment training on equal opportunity in housing in 2003 – 2004 for staff.

**Other PHA Goals and Objectives: (list below)**

1. Purchase and Install new computer software by June 2005.

**Annual Plan Year 2003  
For PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**(See Below and/or Attachment Filename: tx017a01)**

**Executive Summary/Statement of Progress**

The Galveston Housing Authority (GHA) electronically submitted the Federal Fiscal Year (FFY) 2003 Annual Agency Plan, (GHA's FY 2004), and revised FFY 2003 – FFY 2007 Five Year Agency Plan, (GHA's FY 2004 - 2008) by April 15, 2003 as required by the U. S. Department of Housing and Urban Development (HUD). GHA is authorized to submit a streamlined plan because of its high performance status (92 on FY 2001 Public Housing Assessment System (PHAS) Score. However, GHA chooses to meet the requirements for standard performance since the PHAS score for GHA's 6-30-02 (FY02) remains unpublished by REAC.

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5 Year for FFY 2003 – FFY 2007 (GHA FY 2004 – 2008)  
Annual and Capital Fund Plan for FFY 2003  
GHA FY 2004

Filename: g:\data\execs\ljane\gha agency plans\2003 agency plan\2003 plan template tx017v01  
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HUD 50075  
OMB Approval No.: 2577-0226  
Expires: 03/31/2002

Before discussion of the plan, it is important to address the background which led to the decision making process for long-term goal and spending plans.

In 1997, a new Executive Director was hired at GHA. HUD had designated it as a “Troubled Agency” with a Public Housing Management Assessment (PHMAP) score of 43 in 1996. As a result, HUD hired a firm, Quadel Consulting Corporation (hereinafter referred to as Quadel), to work with the new Executive Director to outline both management and maintenance deficiencies and to determine the required actions for return of the agency to an acceptable level of performance and good physical condition. Specifically, the Quadel study indicated that Palm Terrace Homes (TX24P017-002, hereinafter referred to as Old Palm Terrace), a 224-unit family housing complex built in 1940, required an extraordinary amount of rehabilitation (over \$13 million in 1997). Quadel further stated GHA received insufficient funding in its modernization allocation to address this myriad of needs and that the Palm Terrace revitalization needs should be met through application for HOPE VI Funds. This determination was made before the City of Galveston required GHA to obtain permits. Since then, the attendant mandate to meet current flood storm requirements on a 60-year-old property raised the expected rehabilitation costs at Old Palm Terrace to more than \$20 million. This exceeds HUD’s rule that modernization costs cannot be greater than 90% of new construction costs. HUD and GHA’s Board of Directors have consistently endorsed the strategy outlined in 1997.

Since the magnitude of required work on all other GHA properties led Quadel to recommend that funding to address Old Palm Terrace revitalization should be pursued through HUD's HOPE VI grant program, Capital Fund dollars have been expended to bring other properties to a condition of safe and decent repair. Work has been accomplished in priority order of need, and to improve curb appeal as indicated by both Quadel and other GHA contracted architectural and engineering studies. As required, GHA submitted HOPE VI grant applications in 1999 and 2000 without award. The Board of Commissioners, Mayor, City Manager and staff desire to submit a demolition application for Old Palm Terrace to the Strategic Applications Center (SAC) in 2003. It is currently being prepared since GHA cannot continue to operate this property where only 26 of 228 units are habitable and conversion to Section 8 is not practicable because of the excessively high rehabilitation costs. Housing replacement funding will be used to leverage other monies to rebuild approximately 150 new public housing units on the Old Palm Terrace site.

In addition to the 1996 "Troubled Agency" designation and improvement plan requirements, Civil Action G-96-404 and Compliance Review Code File No. 06-96-03-002-340 (Title VI and Title VIII Complaints) were filed by certain residents and past GHA commissioners. The resulting Consent Decree, monitored by Federal Court, and Voluntary Compliance Agreement (VCA), which was monitored by HUD Ft. Worth, also played an important role in GHA's goal setting and the use of its human and financial resources. The VCA expired in the Fall of 2001, and GHA

received a final letter of compliance from HUD. The provisions of the Consent Decree are effective until October 31, 2004 and GHA anticipates full compliance will be achieved since certain requirements of the Consent Decree have been or are being met. The construction and sale of 32 homeownership dwellings was completed on January 9, 2003. Twenty-five (25) of 34 scattered site units have been constructed in non-minority impacted areas of the community. Of the remaining nine units, six will be in non-minority impacted areas and all will be completed by June 30, 2004. As of February 1, 2003, approximately 50% of Section 8 vouchers issued by GHA are in non-minority-impacted areas. GHA will continue its efforts to meet Consent Decree guidelines and complete all requirements in advance of its expiration deadline.

As a component of GHA's quest to improve services to residents, it has requested permanent conversion of three units at Cedar Terrace Homes. Units 40A and 31A have been permanently converted to laundry facilities and unit 49H is being converted to an office and resident community room. In addition, units 10A and 20E at Magnolia Homes are being permanently converted to laundry facilities.

GHA's FFY 2003 - FFY 2007 Five Year Management and Capital Fund Plan presses forward with long-range systematic and concentrated work on GHA's properties. Continued emphasis will also be focused on improvement of staff management capabilities. Given a consistent funding stream, staff will address significant safety, systems, structural and major deferred maintenance items on all properties except Oleander Homes. A comprehensive study of physical conditions

at Oleander Homes is included in the FFY 2003 – FFY 2007 Five Year Plan so staff can then turn full attention and sufficient funding to rehabilitate this complex.

GHA is currently in the planning stages of an initiative to place six more dwellings into homeownership and two scattered site public housing units on the Old Cedar Terrace site at 33<sup>rd</sup> and Ball. GHA has been awarded \$144,000 in CDBG funds from the City of Galveston and the University of Texas Medical Branch is donating two existing two bedroom historical homes which will be moved to the Cedar Terrace site. Either GHA's proceeds from Cornerstone Place or the first year allocation of Cedar Terrace Housing Replacement Fund will be used to complete the homeownership component.

Equally important to GHA's responsibilities in management and maintenance is the desire of its Board of Commissioners and staff to improve the quality of life for residents. Accordingly, GHA has implemented a quality control program for service calls and will provide technical assistance to resident councils on Resident Opportunity and Self-Sufficiency grants to establish small businesses. Staff will redouble efforts to strengthen resident councils, continue the successful after-school and summer tutoring programs for children and improve communications between staff and residents while providing services to our senior and disabled population through an Elderly Services Coordinator Grant.

GHA's Family Self-Sufficiency (FSS) Program continues to grow with 71 Section 8 voucher holders currently participating in this self-improvement program to reach educational and financial goals. GHA had one of the first Section 8

homeownership programs in the state and we will continue this initiative. Through a partnership grant with the University of Texas Medical Branch, GHA has expanded its FSS program to public housing residents.

GHA Board of Commissioners and staff aspire to have a progressive, efficient and service-oriented housing authority and will continue the careful allocation of human and financial resources to this end. Together with the help of our residents, HUD, and community partners, we believe we will achieve these goals.

Respectfully Submitted,

**Sharon Strain**  
Executive Director

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement  
(Attachment Filename: **tx017g01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (**Attachment Filename: tx017b01**)
- FY 2003-2007 Capital Fund Program 5-Year Action Plan  
(**Attachment Filename: tx017d01**)
- Public Housing Drug Elimination Program (PHDEP) Plan for 2002
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Attachment Filename: tx017n01**)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X Tab 6	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X Tab 7	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X Tab 8	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. Fair Housing Documentation Continued.	5 Year and Annual Plans a. Consent Decree b. MOU with GPD c. Census Block Map d. Section 8 Concentration Statistics. e. Letter of Final Compliance with VCA
X Tab 9	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 a. City of Galveston’s Consolidated Plan b. Analysis of Impediments c. HOPE VI Housing Market Analysis
X Tab 10	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources; FY 2003 Operating Budget

X Tab 11a	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 Tab 11b	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X Tab 11a (ACOP)	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 *Contain in ACOP	Annual Plan: Eligibility, Selection, and Admissions Policies
X 11a	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 11a	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X Tab 11b	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 Tab 12	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 Tab 13a	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X Tab 13b	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 Tab 14	The latest Capital Fund/Comprehensive Grant Program Plan 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

5 Year for FFY 2003 – FFY 2007 (GHA FY 2004 – 2008)  
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X Tab 14	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment	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
X	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
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X Tab 8b	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X Tab 11a	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 Tab 15	Any cooperative agreement between the PHA and the TANF agency (GHA and Gulf Coast Career Centers)	Annual Plan: Community Service & Self-Sufficiency
X Tab 15b	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X Tab 15f	Elderly Services Coordinator Grant Program Report, 06/30/2002 period ending	Annual Plan: Community Service & Self-Sufficiency
X Tab 16	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: 2001 Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

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GHA FY 2004**

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X Tab 17	Other supporting documents (optional) (list individually; use as many lines as necessary)	a. GHA Management Organizational Chart (tx017b01)
X Tab 17d	Supporting Documents continued	a. RAB comments (tx017n01) c. Goals and Objectives d. Appendix -Blood Borne Disease Policy -Capitalization Policy -Check Signing Policy -Criminal Records Management Policy -Disposition Policy -Drug Free Policy -Ethics Policy -Facilities Use Policy -Funds Transfer Policy -Hazardous Materials Policy -Investment Policy -Maintenance Policy -Natural Disaster Policy -Pest Control Policy -Procurement Policy -Public Housing Lease (tx017p01)

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

[24 CFR Part 903.7 9 (a)]

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

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

### **NARRATIVE OF HOUSING NEEDS ASSESSMENT**

### **HOUSING AUTHORITY OF THE CITY OF GALVESTON, TX**

### **PREPARED FOR THE 2003-2007 FIVE YEAR PLAN**

As required by the Quality Housing and Work Responsibility Act of 1998 (QHWRA), GHA has gathered and analyzed certain data related to issues surrounding housing which is available to three (3) specific population groups in our community. The purpose of this activity is to provide information to under gird the decision making process for the direction GHA will take over the next fiscal year to provide decent, safe, and sanitary housing to Galveston low income population.

5 Year for FFY 2003 – FFY 2007 (GHA FY 2004 – 2008)

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The groups analyzed for this assessment are:

- A. Extremely low income – households with less than 30% of median income
- B. Elderly and disabled households
- C. Various race and ethnic households

The source documents used to make need determinations are:

- A. The City of Galveston Housing and Community Development Consolidated Plan of 2000
- B. State of Texas Low Income Housing Plan for 2002.
- C. Demand analysis for proposed HOPE VI revitalization program at Palm Terrace Homes (prepared in January 2000 by Barton Smith, Economist at the University of Houston and Everett Crawford, Crawford Realty Advisors)
- D. The City of Galveston 2001 Analysis of Impediments to Housing Choices
- E. Statistical data from GHA's Section 8 and public housing waiting list

A profile of the City of Galveston is pertinent to a thorough understanding of the housing needs of the population group being studied. The geographic and economic circumstances of this community as a whole, significantly impact the need for various forms of subsidized housing.

The City of Galveston is located on a barrier island on the Texas Coast at the mouth of Galveston Bay approximately 40 miles southeast of Houston. The island is bordered on the south by beach and the Gulf of Mexico. The northern land mass is bordered by the Galveston Ship Channel which provides gulf access from the city's docks, shipyards, and industrial areas.

The need for Galveston's subsidized housing is very apparent when consideration is focused on the economy of the island. Twenty years ago, there was a dramatic drop in manufacturing jobs associated with the port industry. Over time, the opening of the Houston Ship Channel and its resultant competition eroded Galveston's economic base from port activity. This change led to a stagnant economy, which has existed for 20 years and is only now beginning to change. Per capita personal income is near 25% below that in Houston, as lower paying jobs in the tourist retail and service oriented industries have supplanted higher paying manufacturing jobs. More than 38% of Galveston's households have less than \$15,000 per year income.

An important aspect of the economic decline in Galveston is the effect on the aging of our population, as younger persons have sought opportunity for employment elsewhere. Twenty-six percent of all households in the city live on social security, compared to 16.8% in the County. This suggests a substantial need for subsidized elderly housing. The need for elderly housing is also demonstrated by the fact that although only 30% of GHA's public housing stock is for elderly persons, over 70% of total units are occupied by persons who are elderly, handicapped, or disabled. This means 525 units are unavailable for other family use because seniors have no other available housing.

The housing stock in Galveston has steadily declined in quantity and quality as population and income levels have dropped. There has been little new construction. There is a succinct explanation of the affect on housing stock in the Demand Analysis HOPE VI Study. Barton Smith is quoted below:

**“Filtering in the Stock of Housing** – Within communities that are experiencing some growth, the standard urban economics model of filtering has general application. In that environment, new housing in excess of replacement is produced to meet the needs of a growing population. The new housing primarily serves middle and upper middle- income

households. Then the existing stock of housing filters down in quality and price to meet the needs of lower income households. The greater the economic growth, the faster the filtering process, the younger the age distribution of the overall stock, and the better the quality of housing which is available to lower income households in steady – state equilibrium. In stagnant economies, the filtering process greatly diminishes because of a lack of flow of quality new housing at the top of the housing stock hierarchy. The end result is that the housing stock is becoming older and the age distribution is skewed toward the lower end of the housing quality spectrum. Galveston is a perfect example of the zero filtering community where the housing stock is steadily declining. Of course, this is the natural market reaction to a population that is not only slack to declining, but that is becoming relatively poor as well. Whereas, 11% of county metropolitan statistical area housing was built before 1950, 38% of Galveston’s housing was built before 1950.”

The above explanation perfectly describes the difficult situation encountered in Galveston as staff seeks suitable Section 8 housing that will pass Housing Quality Standards. The high percentage of housing built prior to 1950 (thirty-eight percent) is indicative of the additional impact new Section 8 Lead-based paint regulations will have on an already inadequate supply of suitable housing.

**ANALYSIS OF HOUSING NEEDS FOR PERSONS  
WHOSE INCOMES ARE BELOW 80% OF MEDIAN**

**A. Elderly Households Under 80% of Median**

**1. Small renter households (1 to 2 members)**

<b>Income Level % Of Median</b>	<b>Total Number Households Under 80%</b>	<b>Household Rent&gt; 30% of Income</b>	<b>Percent of Household Rent &gt;30%</b>	<b>Households Rent&gt; 50% of Income</b>	<b>Percent of Households rent &gt;50 of Income</b>
0-30	990	639	65%	350	35%
31-50	345	236	68%	84	24%
51-80	201	85	42%	12	67%
<b>Total</b>	<b>1,536</b>	<b>960</b>		<b>446</b>	

**2. Owner households under 80% Median Income**

<b>Income Level % of Median</b>	<b>Total Number Households Under 80%</b>	<b>Household Rent&gt; 30% of Income</b>	<b>Percent of Household Rent &gt;30%</b>	<b>Households Rent&gt; 50% of Income</b>	<b>Percent of Households &gt;50% of Income</b>
0-30	881	533	60%	315	36%
31-50	768	231	30%	49	6%
51-80	650	54	8%	54	8%
<b>Total</b>	<b>2,289</b>	<b>818</b>		<b>418</b>	

**3. Elderly households on waiting list**

- a. Public housing – 33 of 686
- b. Section 8 – 7 of 1260

**4. Elderly residents housed by GHA**

- a. Public housing – 61.49%
- b. Section 8 – 13%

**B. Family Households in Jurisdiction Under 80% of Median Income**

**1. Total renter households with any housing problems**

<b>Income Level % of Median</b>	<b>Total Number Households Under 80%</b>	<b>Household Rent&gt; 30% of Income</b>	<b>Percent of Household Rent &gt;30%</b>	<b>Households Rent&gt; 50% of Income</b>	<b>Percent of Households &gt;50% Income</b>
0-30	3,966	3,906	73	2,094	53
31-50	2,371	1,639	69	496	21
51-80	2,901	801	28	89	3
<b>Total:</b>	<b>9,238</b>	<b>2,737</b>		<b>2,678</b>	

**2. Total homeowner households under 80% of median income**

<b>Income Level % of Median</b>	<b>Total Number Households Under 80%</b>	<b>Household Rent&gt; 30% of Income</b>	<b>Percent of Household Rent &gt;30%</b>	<b>Households Rent&gt; 50% of Income</b>	<b>Percent of Households rent &gt;50% of Income</b>
0-30	1,448	956	66	855	59
31-50	1,263	513	41	484	38
51-80	1,477	300	21	54	4

**3. Families on waiting list**

- a. Public Housing – 686
- b. Section 8 – 1259

**4. Families housed by GHA**

- a. Public Housing – 1,199
- b. Section 8 – 1,193

**C. Minority Status – Income Distribution**

There are 13,689 renter households in the City of Galveston. Of this total, 29% are in the 0-30% median income group; 17.3% are in the 31-50% of median income group; and, 21.2% are in the 51-80% of median income group. This totals 67.5% of renters in Galveston who are below 80% of median income in the standard metropolitan statistical area and who qualify for some form of subsidized housing. An analysis of minority renter's income follows:

<b>Group</b>	<b>No. of Renter Households</b>	<b>% With Income 0-30%</b>	<b>% With Income 31-50</b>	<b>% With Income 51-80%</b>
All minority	7,162	37.8	19.5	22.5
Black	4,438	44.5	19.5	19.7
Hispanic	2,391	26.9	19.6	28.9

<b>Housing Needs of Families in the Jurisdiction(City of Galveston) by Family Type(under 80% of the Median Income)</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ability</b>	<b>Size</b>	<b>Locatio n</b>
Income <= 30% of AMI	3966	5	*	*	*	*	*
Income >30% but <=50% of AMI	2371	5	*	*	*	*	*
Income >50% but <80% of AMI	2901	3	*	*	*	*	*
Elderly	3825	4	*	*	*	*	*
Families with Disabilities	*	*	*	*	*	*	*
Race/Ethnicity Black	4438	5	*	*	*	*	*
Race/Ethnicity Hispanic	2391	5	*	*	*	*	*
Race/Ethnicity White	6527	5	*	*	*	*	*
Race/Ethnicity Other	333	0	*	*	*	*	*

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## **Legend:**

### **Severity of Need Matrix**

<b>Number</b>	<b>Description</b>	<b>Measurement</b>
<b>1</b>	Little Need	Trace of population paying >30% of income for rent.
<b>2</b>	Moderate Need	10% to 15% of population paying >30% of income for rent
<b>3</b>	Need	16% to 20% of population paying >30% of income for rent
<b>4</b>	Moderate Extreme Need	21% to 20% of the population paying >30% of income for rent
<b>5</b>	Extreme Need	>30% of the population paying > 30% of income for rent

#### **Notes:**

**\*There was little specific detail available to use as a basis for assignment of numerical need to supply, quality, etc. However, the Demand Analysis for Palm Terrace HOPE VI submission contains sufficient general data for the city of Galveston for an overall picture to be drawn and this has been done in the narrative needs assessment.**

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
  - U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
  - American Housing Survey data  
Indicate year:
  - Other housing market study  
Indicate year:
  - Other sources: (list and indicate year of information)
- A. State of Texas Low Income Plan of 2002
  - B. Demand analysis for proposed HOPE VI revitalization program at Palm Terrace Homes (prepared in January 2000 by Barton Smith, Economist at the University of Houston and Everett Crawford, Crawford Realty Advisors)
  - C. The City of Galveston 2001 Analysis of Impediments to Housing Choice
  - D. Statistical data from GHA's Section 8 and public housing waiting list

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 Tenant-Based Assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or Sub-jurisdictional Waiting List (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	686		200
Extremely low income <=30% AMI	640	93.30%	
Very low income (>30% but <=50% AMI)	46	6.71%	
Low income (>50% but <80% AMI)	1	.15%	
Families with children	254	52%	
Elderly families*	26	5%	
Families with Disabilities	161	23.47%	
Race/ethnicity 1. White	232	33.82%	
Race/ethnicity 2. Black	446	65.02%	
Race/ethnicity 3. Am/Ind	3	.44%	
Race/ethnicity 4. Am/Asian	3	.44%	
Characteristics by BR Size (Public Housing Only)			

	# of families	% of total families	Annual Turnover
1 BR	456	66.48%	
2 BR	153	22.31%	
3 BR	35	7.74%	
4 BR	21	4.64%	
5 BR	1	.15%	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			
* Elderly families currently occupy 58.03% of family housing units. They comprise 61.49% of GHA's total population.			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2233		214
Extremely low income <=30% AMI	1111	88%	
Very low income (>30% but <=50% AMI)	126	10%	
Low income (>50% but <80% AMI)	16	1.26%	
Families with children	269	40%	
Elderly families	27	4%	
Families with Disabilities	86	6.82%	
Race/ethnicity 1. White	412	32.69%	
Race/ethnicity 2. Black	842	66.82%	
Race/ethnicity 3. Am/Ind	1	<1%	
Race/ethnicity 4. Am/Asian	4	<1%	

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

If yes:

How long has it been closed (# of months)? 2 Months (2-06-03)

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

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

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### 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 to a score of "B" or better on PHAS by June 30, 2004.
- Reduce time to renovate Public Housing units
- Seek replacement of Public Housing units lost to the inventory through mixed finance development in 2003-2004 if so indicated in Feasibility Study (HOPE VI for Palm Terrace).
- Seek replacement of Public Housing units lost to the inventory through Section 8 Replacement Housing resources for displaced residents when Palm Terrace is demolished.
- 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)  
Consider feasibility of submitting HOPE VI Revitalization Application to rebuild Palm Terrace in 2004 and immediately seek bond financing to be repaid by Housing Replacement Funds if HOPE VI is not awarded.

**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 via HOPE VI Application in 2004 if feasible.
- Pursue housing resources other than Public Housing or Section 8 Tenant-Based assistance. (i.e., CDBG, HOME).
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in Public Housing.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in Tenant-Based Section 8 Assistance.
- Employ admissions preferences aimed at families with economic hardships.
- Adopt rent policies to support and encourage work.
- Other: (list below)

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

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

Select all that apply

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

**Need: Specific Family Types: The elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of Public Housing for the elderly (as part of HOPE VI for Palm Terrace if HOPE VI application is deemed feasible).
- Apply for special purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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

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

Select all that apply

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

**Note: GHA works with Homeless Coalition Advocates whose members include representatives for disabled.**

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

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

Select if applicable

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

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

Select all that apply

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

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

#### (2) Reasons for Selecting Strategies

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	2,468,256	
b) Public Housing Capital Fund	1,951,769	
c) HOPE VI Demolition	1,200,000	
d) Annual Contributions for Section 8 Tenant-Based Assistance	6,969,836	
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
f) Resident Opportunity and Self-Sufficiency Grants	200,000	
g) Community Development Block Grant (In Kind and CDBG)	25,000	Additional Law Enforcement
h) HOME	N/A	
Other Federal Grants (list below)		
<b>Elderly Service Coordinator</b>	40,000	Services for Elderly and Disabled
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	908,904	Additional Housing Units Scattered Sites
<b>2000-01-02 Replacement Housing Funds</b>	1,320,000	Leverage – Palm Terrace and Cornerstone Addition

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**Financial Resources:  
Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	2,075,503	PH operations
<b>Cornerstone Homes Program Income</b>	772,582	Leverage – Palm Terrace
<b>Hoskins Square Program Income</b>	546,195	Leverage – Palm Terrace
<b>4. Other income</b> (list below)		
Investment Earnings	35,000	PH operations
ICC Operations	-0-	ICC Operating
<b>5. Non-federal sources</b> (list below)		
Community Youth Development	26,275	Lunch Program
Weed & Seed	50,000	Community Policing and Saturday activities for Youth.
<b>TOTAL RESOURCES</b>	<b>18,589,320</b>	

\*GHA's FY 2004 Capital and Operating Fund allocations are unknown at this time as is the HOPE VI demolition which is contingent on the receipt of the grant.

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

[24 CFR Part 903.7 9 (c)]

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

Exemptions: PHAs that do not administer Public Housing are not required to complete subcomponent 3A.

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

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

- When families are within a certain number of being offered a unit: (state number).
- When families are within a certain time of being offered a unit: (3 Months).
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) History of disturbances  
Registered Sex Offender  
Convicted of drug charge in conjunction with Methamphetamine distribution or production.

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

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

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

##### **(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One (Unless medical necessity or other emergency prevents unit acceptance.)
- Two
- Three or More

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

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

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

a. Income targeting:

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

**Note: 93.30% of applicants of the Public Housing Waiting List are at 30% or less of the median area income.**

b. Transfer policies:

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

- Emergencies  
 Over housed  
 Under housed  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)  
To meet deconcentration goals

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Other preference(s) (list below)
1. Elderly
  2. Handicapped/Disabled

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA resident lease
- The PHA's Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials
- Other source (list)
- GHA Newsletter
- Development Site and Administration Bulletin Boards

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)  
Magnolia Homes TX017-003  
Cedar Terrace TX017-004, 005  
Palm Terrace TX017-002, 006  
Oleander Homes TX017-001

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

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

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

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

Not applicable: Results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

Magnolia Homes TX017-003

Cedar Terrace TX017-004, 005

Palm Terrace TX017-002,006

Oleander Homes TX017-001

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?  
If need is indicated by local records.

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)  
If need is indicated by local records.

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

Criminal or drug-related activity

Other (describe below)

1. Share if they have been previously terminated from the program
2. Share the previous place of residence of the potential tenant

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the Section 8 Tenant-based

b. 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:

1. Head of household becomes ill.
2. Family member becomes ill.
3. Family emergency
4. Unusually large bedroom size

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former federal preferences or other preferences).

Former federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer Public Housing are not required to complete Sub-component 4A.

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Minimum Rent Hardship Exception as listed in the Admissions and Continued Occupancy Policy

Rents set at less than 30% than adjusted income

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

- The Section 8 rent reasonableness study of comparable housing  
 Survey of rents listed in local newspaper  
 Survey of similar unassisted units in the neighborhood  
 Other (list/describe below)  
Comparison of Section 8 Fair Market Rents, HOPE VI Housing Market Analysis, and Cost of Operations

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

d. How often are payment standards re-evaluated for adequacy? (select one)

- Annually
- Other (list below)  
Change of Fair Market Rents

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)  
Number of families with a cost burden 40% or more.

## **(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)

Minimum Rent Hardship Exception Policy as listed in the Section 8 Administration Plan

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1,199	200
Section 8 Housing Choice Vouchers	1,193	370
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A
Elderly Services ROSS	586	117

### C. Management and Maintenance Policies

List the PHA's Public Housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of Public Housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions and Continued Occupancy Policy
  - Maintenance Operations Manual and Policy
  - Public Housing Lease
  - Grievance Procedures
  - Pest Control Policy
- (2) Section 8 Management: (list below)
  - Section 8 Administration Plan

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

#### A. Public Housing

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

If yes, list additions to federal requirements below:

(Attachment Filename: tx017q01)

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

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

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

If yes, list additions to federal requirements below:

(Attachment Filename: (tx017c01))

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

(Attachment Filenames: tx017d01, tx017g01, tx017h01,  
tx017e01, tx017f01)

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (**Attachment Filename: tx017d01**)

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization Grant in the Plan year? Depends on outcome of feasibility study for TX-017-002 (Old Palm Terrace).

If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for Public Housing in the Plan year?  
If yes, list developments or activities below:  
Palm Terrace (TX017-002)  
Plans include submission of HOPE VI demolition application and feasibility study for rebuilding with housing replacement or HOPE VI funds.

- 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:  
9 Units Scattered Sites (TX017-013), required by Consent Decree (G-96-404), the balance of HOPE I funds will be utilized. Development of 6 Homeownership Units (HOME CDBG – state funding).

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Palm Terrace 1b. Development (project) number: TX017-002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(06/2003)</u>
5. Number of units affected: 228 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: Pending Approval of demolition by Strategic Applications Center and submission of 2003 HOPE VI Demolition Application a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

Note: Per Ainars Rodins, HUD, Washington D.C., Strategic Applications Center, conversion computations methodology will not be released until 09-03.

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	Palm Terrace Homes
1b. Development (project) number:	TX24P017002
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 checked="" 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 HOPE VI demolition application (date submitted or approved: Submitted 06/30/2002) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: Submitted 06/30/2002) <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**

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name: Cornerstone Homes	
1b. Development (project) number: N/A	
2. Federal program authority:	<input checked="" type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(06/24/1999)
5. Number of units affected: 32	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

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

2. Program Description: Section 8 Voucher Homeownership Program at Cornerstone Addition, which is adjacent to Cornerstone Place, 32 homeownership developments built and sold under a HOPE I Grant.

a. Size of program: 6

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:

**(Attachment Filename: tx017101)**

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

[24 CFR Part 903.7 9 (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.

(See Attachment Filename: tx017m01)

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/23/2001

#### 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)  
Cooperative effort between GHA, TANF and Worksource Development are facilitated by the location of these agencies in GHA's one-stop Island Community Center building.

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

- Public Housing rent determination policies  
 Public Housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to Section 8 for certain Public Housing families

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5 Year for FFY 2003 – FFY 2007 (GHA FY 2004 – 2008)

Annual and Capital Fund Plan for FFY 2003

GHA FY 2004

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- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for Public Housing Homeownership Option participation
- Preference/eligibility for Section 8 Homeownership Option participation
- Other policies (list below)

b. Economic and Social Self-Sufficiency Programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (Public Housing or Section 8 participants or both)
Adult Basic Computer	17	Waiting List	ICC Learning Center	Public Housing
GED Classes (Preparatory)	21	Waiting List	ICC Learning Center	Public Housing
Summer Youth Program	120	Waiting List	ICC Learning Center	Public Housing Section 8
After School Youth Program	140	Waiting List	ICC Learning Center, Magnolia Homes Learning Center, Oleander Homes Learning Center	Public Housing
Drug Education (Fab Fridays)	140	Waiting List	Main	Public Housing
Youth Basket Ball Program	170	Application/Other	Main	Public Housing
Elderly Services	50/ month	Specific Criteria	Resident Services	Public Housing
FSS – Section 8	71	Serve as Arrive	Section 8 FSS	Section 8
FSS – Public Housing	New	Serve as Recruited	Section 8 FSS / Resident Services	Public Housing

**(2) Family Self-Sufficiency Program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	0	0 – New Program
Section 8	61 (3 completed)	54

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

N/A Note: PHA exceeds minimum program size.

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

#### **A. Need for measures to ensure the safety of Public Housing residents**

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

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

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

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

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

Palm Terrace Development, Magnolia Homes Development, Oleander Homes Development, Cedar Terrace Development

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

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

- Contracting with outside and/or resident organizations for the provision of crime and/or drug prevention activities.
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below): Apply for Weed and Seed Crime Prevention Grant in 2003.

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

Palm Terrace Development, Magnolia Homes Development, Oleander Homes Development, Cedar Terrace Development

**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)

Palm Terrace Development, Magnolia Homes Development, Oleander Homes Development, Cedar Terrace Development, Holland House and Gulf Breeze Elderly Developments.

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

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

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

N/A

**14. Pet Policy**

[24 CFR Part 903.7 9 (n)]

**Incorporated in the Admissions and Continued Occupancy Policy (ACOP)**

(Attachment Filenames: tx017r01)

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (**Attachment Filename: tx017n01**)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
Updated Facilities Use Policy and Facilities Use Contract for Residents
  - Other: (list below)

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## 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 the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to Sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (Public Housing and Section 8 Tenant-based Assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

## C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Galveston, TX)
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)

Modernization of properties, demolition of obsolete properties and construction of homeownership for low to moderate income persons.

- Other: (list below)

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

Allocations of CDBG and HOME Funds and in kind infrastructure support.

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

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

#### **19. Definition of “Substantial Deviation” (and “Significant Amendment or Modification”)(24 CFR 903.7 (r) ):**

1. Changes to rent, admissions or grievance policies or organization of the waiting list;
2. Any change with regard to demolition or disposition, designation, or conversion activities

## Attachments

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

**Attachment Filenames (filename, description, location in Agency Plan binders)**

### **GHA 2003 Agency Plan for Fiscal Year Beginning 07/01/2002**

- tx017a01**      **Executive Summary/Statement of Progress**  
*[Inserted in Plan Template, Section ii, p. 10 and Vol. #1, Tab #3]*
- tx017b01**      **Organizational Chart – Vol. #2, Tab #17.a**
- tx017q01**      **Chapter XIV - Grievance Procedures - Public Housing**  
*Vol. #2, Tab #13.a*
- tx017c01**      **Grievance Procedures Section 8 - Section 6.B.1**  
*Vol. #2, Tab 13.b*
- tx017101**      **Homeownership Section 8 – Section 11.B.2.b**  
*Vol. #2, Tab #11.b*
- tx017m01**      **Community Service & Implementation Summary**  
*Vol. #2, Tab 15*
- tx017n01**      **Resident Advisory Board**  
*Vol. #2, Tab #17.b*
- tx017o01**      **2003 Revised ACOP – Vol. #2, Tab #11.a**
- tx017r01**      **Pet Policy – Vol. #2, Tab 11.a.1**
- tx017s01**      **Appendix F – Schedule of Charges – Vol. #2, Tab 11.a.2**
- tx017t01**      **Appendix G - Cleaning Instructions – Vol. #2, Tab #11.a.3**
- tx017p01**      **Public Housing Lease – Vol. #2, Tab 17.d.16**

**Attachments continued on next page**

**GHA 2003 Agency Plan for Fiscal Year Beginning 07/01/2002  
Capital Fund Program**

- tx017d01**      **CFP 5 Year Action Plan FFY 2003 – FFY 2007**  
*Vol. #2, Tab #14.a*  
1.) Part I - Summary  
2.) Part II - Supporting Pages – Work Activities
- tx017g01**      **CFP Annual Plan Original FFY 2003**  
*and Annual Statement, Vol. #2, Tab #14.b*  
1.) Part I - Summary  
3.) Part II - Supporting Pages  
4.) Part III - Implementation Schedule  
5.) Part I - Replacement Housing Factor FFY 2003  
*and Annual Statement*
- tx017h01**      **CFP Annual Plan Performance & Evaluation Rev (3)**  
**FFY 2000 and Replacement Housing Factor**  
*Vol. #2, Tab #14.c*  
1.) Part I - Summary  
2.) Part II - Supporting Pages  
6.) Part III - Implementation Schedule  
7.) Part I - Replacement Housing Factor P&E FFY 2000
- tx017e01**      **CFP Annual Plan Performance & Evaluation Rev (2)**  
**FFY 2001 and Replacement Housing Factor**  
*Vol. #2, Tab #14.d*  
1.) Part I - Summary  
2.) Part II - Supporting Pages  
3.) Part III - Implementation Schedule  
4.) Part I - Replacement Housing Factor P&E FFY 2001
- tx017f01**      **CFP Annual Plan Performance & Evaluation Rev (1)**  
**FFY 2002 and Replacement Housing Factor**  
*Vol. #2, Tab #14e*  
1.) Part I - Summary  
2.) Part II - Supporting Pages  
3.) Part III - Implementation Schedule  
4.) Part I - Replacement Housing Factor P&E FFY 2002

**PHA Plan**  
**Table Library**

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

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

Capital Fund Grant Number      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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## 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)
<b>Total estimated cost over next 5 years</b>				



## **Executive Summary/Statement of Progress**

The Galveston Housing Authority (GHA) electronically submitted the Federal Fiscal Year (FFY) 2003 Annual Agency Plan, (GHA's FY 2004), and revised FFY 2003 – FFY 2007 Five Year Agency Plan, (GHA's FY 2004 - 2008) by April 15, 2003 as required by the U. S. Department of Housing and Urban Development (HUD). GHA is authorized to submit a streamlined plan because of its high performance status (92 on FY 2001 Public Housing Assessment System (PHAS) Score. However, GHA chooses to meet the requirements for standard performance since the PHAS score for GHA's 6-30-02 (FY02) remains unpublished by REAC.

Before discussion of the plan, it is important to address the background which led to the decision making process for long-term goal and spending plans.

In 1997, a new Executive Director was hired at GHA. HUD had designated it as a "Troubled Agency" with a Public Housing Management Assessment (PHMAP) score of 43 in 1996. As a result, HUD hired a firm, Quadel Consulting Corporation (hereinafter referred to as Quadel), to work with the new Executive Director to outline both management and maintenance deficiencies and to determine the required actions for return of the agency to an acceptable level of performance and good physical condition. Specifically, the Quadel study indicated that Palm

Terrace Homes (TX24P017-002, hereinafter referred to as Old Palm Terrace), a 224-unit family housing complex built in 1940, required an extraordinary amount of rehabilitation (over \$13 million in 1997). Quadel further stated GHA received insufficient funding in its modernization allocation to address this myriad of needs and that the Palm Terrace revitalization needs should be met through application for HOPE VI Funds. This determination was made before the City of Galveston required GHA to obtain permits. Since then, the attendant mandate to meet current flood storm requirements on a 60-year-old property raised the expected rehabilitation costs at Old Palm Terrace to more than \$20 million. This exceeds HUD's rule that modernization costs cannot be greater than 90% of new construction costs. HUD and GHA's Board of Directors have consistently endorsed the strategy outlined in 1997.

Since the magnitude of required work on all other GHA properties led Quadel to recommend that funding to address Old Palm Terrace revitalization should be pursued through HUD's HOPE VI grant program, Capital Fund dollars have been expended to bring other properties to a condition of safe and decent repair. Work has been accomplished in priority order of need, and to improve curb appeal as indicated by both Quadel and other GHA contracted architectural and engineering studies. As required, GHA submitted HOPE VI grant applications in 1999 and 2000 without award. The Board of Commissioners, Mayor, City Manager and staff desire to submit a demolition application for Old Palm Terrace to the Strategic Applications Center (SAC) in 2003. It is currently being prepared since GHA cannot continue to operate this property where only 26 of 228 units are habitable and conversion to Section 8 is not practicable because of the excessively high rehabilitation costs. Housing replacement funding will be used

to leverage other monies to rebuild approximately 150 new public housing units on the Old Palm Terrace site.

In addition to the 1996 “Troubled Agency” designation and improvement plan requirements, Civil Action G-96-404 and Compliance Review Code File No. 06-96-03-002-340 (Title VI and Title VIII Complaints) were filed by certain residents and past GHA commissioners. The resulting Consent Decree, monitored by Federal Court, and Voluntary Compliance Agreement (VCA), which was monitored by HUD Ft. Worth, also played an important role in GHA’s goal setting and the use of its human and financial resources. The VCA expired in the Fall of 2001, and GHA received a final letter of compliance from HUD. The provisions of the Consent Decree are effective until October 31, 2004 and GHA anticipates full compliance will be achieved since certain requirements of the Consent Decree have been or are being met. The construction and sale of 32 homeownership dwellings was completed on January 9, 2003. Twenty-five (25) of 34 scattered site units have been constructed in non-minority impacted areas of the community. Of the remaining nine units, six will be in non-minority impacted areas and all will be completed by June 30, 2004. As of February 1, 2003, approximately 50% of Section 8 vouchers issued by GHA are in non-minority-impacted areas. GHA will continue its efforts to meet Consent Decree guidelines and complete all requirements in advance of its expiration deadline.

As a component of GHA’s quest to improve services to residents, it has requested permanent conversion of three units at Cedar Terrace Homes. Units 40A and 31A have been permanently converted to laundry facilities and unit 49H is being converted to an office and

resident community room. In addition, units 10A and 20E at Magnolia Homes are being permanently converted to laundry facilities.

GHA's FFY 2003 - FFY 2007 Five Year Management and Capital Fund Plan presses forward with long-range systematic and concentrated work on GHA's properties. Continued emphasis will also be focused on improvement of staff management capabilities. Given a consistent funding stream, staff will address significant safety, systems, structural and major deferred maintenance items on all properties except Oleander Homes. A comprehensive study of physical conditions at Oleander Homes is included in the FFY 2003 – FFY 2007 Five Year Plan so staff can then turn full attention and sufficient funding to rehabilitate this complex.

GHA is currently in the planning stages of an initiative to place six more dwellings into homeownership and two scattered site public housing units on the Old Cedar Terrace site at 33<sup>rd</sup> and Ball. GHA has been awarded \$144,000 in CDBG funds from the City of Galveston and the University of Texas Medical Branch is donating two existing two bedroom historical homes which will be moved to the Cedar Terrace site. Either GHA's proceeds from Cornerstone Place or the first year allocation of Cedar Terrace Housing Replacement Fund will be used to complete the homeownership component.

Equally important to GHA's responsibilities in management and maintenance is the desire of its Board of Commissioners and staff to improve the quality of life for residents. Accordingly, GHA has implemented a quality control program for service calls and will provide technical assistance to resident councils on Resident Opportunity and Self-Sufficiency grants to establish small businesses. Staff will redouble efforts to strengthen resident councils, continue the successful after-school and summer tutoring programs for children and improve

communications between staff and residents while providing services to our senior and disabled population through an Elderly Services Coordinator Grant.

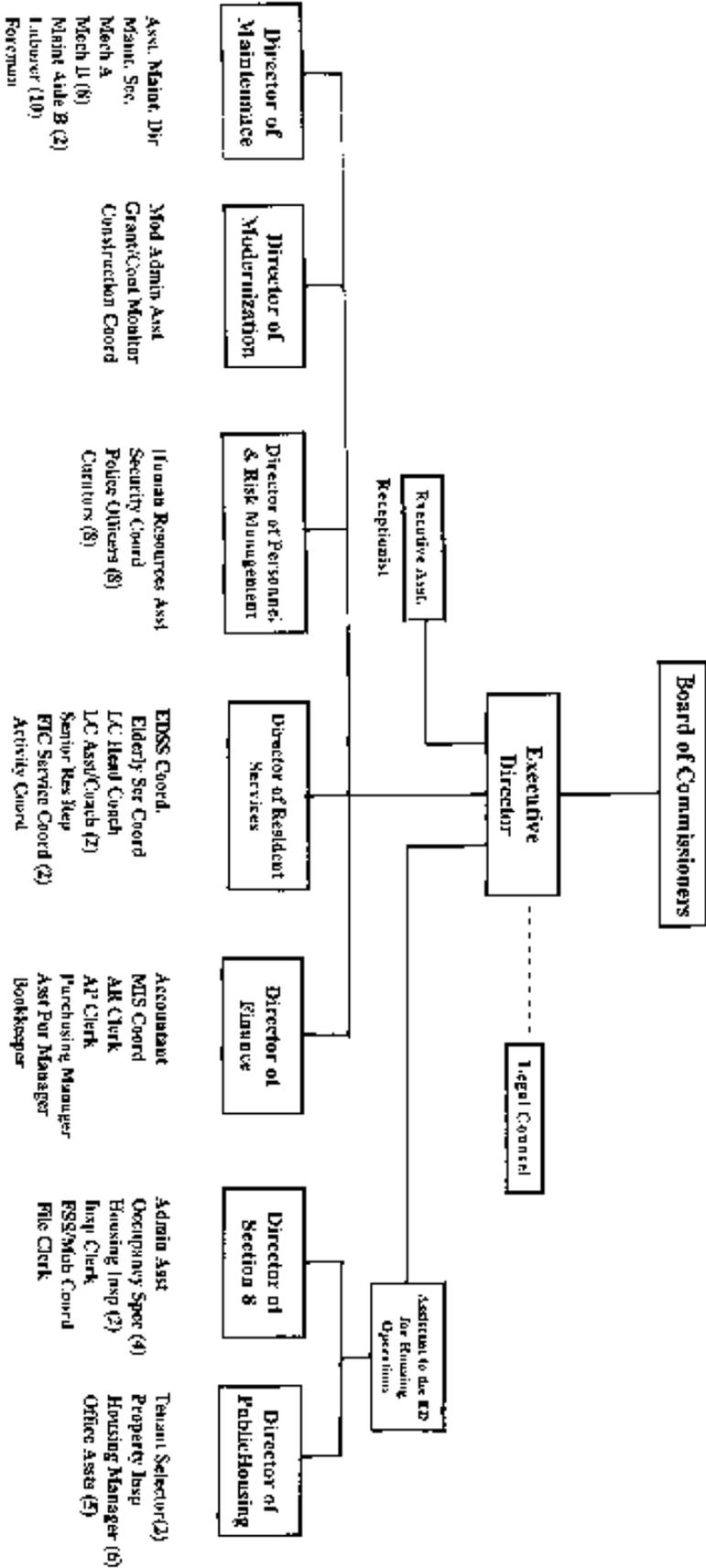
GHA's Family Self-Sufficiency (FSS) Program continues to grow with 71 Section 8 voucher holders currently participating in this self-improvement program to reach educational and financial goals. GHA had one of the first Section 8 homeownership programs in the state and we will continue this initiative. Through a partnership grant with the University of Texas Medical Branch, GHA has expanded its FSS program to public housing residents.

GHA Board of Commissioners and staff aspire to have a progressive, efficient and service-oriented housing authority and will continue the careful allocation of human and financial resources to this end. Together with the help of our residents, HUD, and community partners, we believe we will achieve these goals.

Respectfully Submitted,

Sharon Strain  
Executive Director

**CALVESTON HOUSING AUTHORITY - ORGANIZATIONAL CHART**



Organizational Chart

**Section 6.B.1 – PHA Grievance Procedures, Section 8 Tenant-Based Assistance**  
[Attachment filename: (tx017c01)]

**Procedure for Review**

A request for an Informal Review must be received **in writing** by the close of the business day, no later than **10** days from the date of the PHA’s notification of denial of assistance. The informal review will be scheduled within 10 days from the date the request is received.

The Informal Review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person.

The Review may be conducted by:

A staff person who is at the management level or above

An individual from outside the PHA

The applicant will be given the option of presenting oral or written objections to the decision. Both the PHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

The review may be conducted by telephone if acceptable to both parties.

A Notice of the Review findings will be provided in writing to the applicant within **30** Days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family’s file.

**Section 11.B.2.b - Homeownership Programs administered by the PHA, Section 8 Tenant-Based Assistance, Program Description**

[Attachment filename: (tx017101)]

The PHA will offer the homeownership option only to participating families who:

Are currently enrolled in the Family Self-Sufficiency (FSS) Program and in compliance with the FSS contract.

Are graduates of the PHA's Family Self-Sufficiency FSS Program.

Participants who have paid their rent in a timely manner for at least three (3) consecutive years verified by their landlord/landlords.

Participants who have participated in all of the requirements of the Homeownership program.

Families whose income can meet the financial requirements of owning a home.

Families who have consistently met the Obligations of the Family.

Are currently enrolled and participating in a self-sufficiency program operated by a Federal, State or local agency.

Contain at least one (1) adult family member who has been fully employed for at least five (5) years; or a combination of schooling working toward a degree or certificate.

Administrative restraints will dictate the number of Homeownership participants.

**Eligibility Requirements** [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance.

The family must be eligible for the Housing Choice Voucher program.

The family must qualify as a first-time homeowner, or may be a co-operative member.

The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will

**Section 11.B.2.b - Homeownership Programs administered by the PHA, Section 8 Tenant-Based Assistance, Program Description**

[Attachment filename: (tx017101)]

own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement.

The family must meet the Federal minimum income employment requirement.

At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance.

HUD regulations define “full time employment” as not less than an average of 30 hours per week.

A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment:

did not exceed 30 calendar days; and

did not occur within the 6 month period immediately prior to the family’s request to utilize the homeownership option; and

has been the only break in employment within the past 12 calendar months.

The Federal minimum employment requirement does not apply to elderly or disabled families.

Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

The PHA will impose the following additional initial requirements:

The family has had no family-caused violations of HUD’s Housing Quality standards within the last three years.

The family is not within the initial 1-year period of HAP Contract.

The family does not owe money to the PHA.

The family has not committed any serious or repeated violations of a PHA-assisted lease within the past three (3) years.

**Section 11.B.2.b - Homeownership Programs administered by the PHA, Section 8 Tenant-Based Assistance, Program Description**

[Attachment filename: (tx017101)]

The family has demonstrated their ability to pay the rent on time and maintained their present unit in accordance with the “Family Obligations.”

The family has met all of the requirements of their Contract of Participation.

**Homeownership Counseling Requirements** [24 CFR 982.630]

When the family has been determined eligible, they must attend and complete homeownership counseling sessions. These counseling sessions will be conducted by Section 8 Director, the Family Self Sufficiency Coordinator, or an approved housing counseling agency. Such counseling shall be consistent with HUD-approved housing counseling.

The following topics will be included in the homeownership counseling sessions:

Home maintenance (including care of the grounds);

Budgeting and money management;

Credit counseling;

How to negotiate the purchase price of a home;

How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;

How to find a home, including information about homeownership opportunities, schools and transportation in the PHA jurisdiction;

Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;

Information about RESPA, State and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions;

## COMMUNITY SERVICE & IMPLEMENTATION SUMMARY

[Attachment filename: (tx017m01)]

Every adult resident of public housing will be required to perform eight hours of community service each month, or participate in a self – sufficiency program for at least eight hours every month. This requirement does not apply to elderly persons, disabled persons, persons already working, persons exempted from work requirements under State welfare to work programs, or persons receiving assistance under a State program that have not been found to be in noncompliance with such a program.

GHA will determine compliance with the public housing community service requirements once a year, 30 days prior to the expiration of the resident’s lease, in accordance with the principles of due process. If GHA determines that a tenant has not been compliant, GHA will notify that resident of the determination; that the determination is subject to administrative grievance procedures; and that the resident’s lease will not be renewed unless the resident enters into an agreement with GHA to make up the missed hours by participating in a self-sufficiency program or contributing to community service.

- ☞ **Client referrals:** The Galveston Housing Authority (GHA) and the Gulf Coast Career Center will refer mutual clients to each other for appropriate services for which they may be qualified. This referral will allow for increased communication between the Gulf Coast Career Center and GHA regarding the status of the mutual clients and the supportive services available to that client. A specific GHA staff member will be assigned as the liaison for this effort.
- ☞ **Information Sharing:** The Gulf Coast Career Center and the Galveston Housing Authority will provide information to each other regarding mutual clients who are receiving services from each agency in an effort to endure adequate and comprehensive services provided to each client and so as to avoid the duplication of services. This written information will be shared with consent by the mutual client.
- ☞ **Program Availability:** Each agency will maintain and share written information, in the form of flyers, brochures, etc., on the availability of programs and services from the other agency to make available to mutual clients.
- ☞ **Job Placement Services:** GHA staff will participate in the Gulf Coast Career Center’s weekly job matching session meetings and weekly information session meetings on behalf of residents who are involved in the GHA Self Sufficiency Programs to assist and facilitate job placement efforts for the residents of GHA.

**Resident Advisory Board Meeting  
2003 Annual Plan; 2003-2007 Five-Year Plan  
2002 Capital Fund Plan  
Island Community Center – GHA Board Room  
4700 Broadway; Galveston, TX 77550  
January 22, 2003; 2:00 p.m.**

**Sign-In Sheet:**

- 1. Sandra L. Lege**
- 2. Ramon Del Bosque, Sr.**
- 3. Lucille Hubbard**
- 4. Helen Davis**
- 5. Andre Henderson**
- 6. Gina Stubblefield**
- 8. Jewel Arceneaux**
- 9. Michael L. Killop**
- 10. Anna Fields**
- 11. Kimberley N. Yancy**
- 12. Dorothy M. Paul**
- 13. Edna McCalister**
- 14. Sharon Strain**

**Minutes of the Resident Advisory Board Meeting  
January 22, 2003; 2:00 P. M.  
Island Community Center – GHA Room  
4700 Broadway; Galveston, TX 77551**

**On January 22, 2003, a meeting of the GHA Resident Advisory Board (RAB) was held as stated above. The following persons were in attendance:**

- |            |                              |   |
|------------|------------------------------|---|
| <b>1.</b>  | <b>Sandra L. Lege</b>        | <b>Section 8</b>                            |
| <b>2.</b>  | <b>Ramon Del Bosque, Sr.</b> | <b>Holland House</b>                        |
| <b>3.</b>  | <b>Lucille Hubbard</b>       | <b>Holland House</b>                        |
| <b>4.</b>  | <b>Helen Davis</b>           | <b>Cedar Terrace</b>                        |
| <b>5.</b>  | <b>Andre Henderson</b>       | <b>Gulf Breeze</b>                          |
| <b>6.</b>  | <b>Gina Stubblefield</b>     | <b>Scattered Site</b>                       |
| <b>8.</b>  | <b>Jewel Arceneaux</b>       | <b>Gulf Breeze</b>                          |
| <b>9.</b>  | <b>Michael L. Killop</b>     | <b>Holland House</b>                        |
| <b>10.</b> | <b>Anna Fields</b>           | <b>Palm Terrace</b>                         |
| <b>11.</b> | <b>Kimberley N. Yancy</b>    | <b>Director of Public Housing</b>           |
| <b>12.</b> | <b>Dorothy M. Paul</b>       | <b>Oleander Homes</b>                       |
| <b>13.</b> | <b>Edna McCalister</b>       | <b>GHA Commissioner,<br/>Oleander Homes</b> |
| <b>14.</b> | <b>Sharon Strain</b>         | <b>Executive Director</b>                   |

**Mrs. Strain welcomed RAB members and thanked them for their participation and she placed focus on the importance of their wisdom and input in the planning process. She also requested that they meet with her on a continuing basis to which they agreed. She gave a brief history of the Quality Housing and Work Responsibility Act of 1998 and its requirements for annual and five-year management and modernization planning.**

Specific elements to the 2003 – 2007 Five Year Agency Plan were discussed by members. There was a lengthy discussion of the monumental physical repair requirements for Palm Terrace Homes (228 units). It is estimated to cost approximately \$20 million to make needed repairs. Mrs. Strain stated GHA does not receive a sufficient amount of modernization funding to put Palm Terrace in habitable condition since we receive only around \$2 million per year and this amount is sometimes reduced by Congress or HUD. In addition, it would take 10 years of funding to repair Palm Terrace with nothing left for any other properties which also need work, such as finishing the Holland House and Gulf Breeze modernization work. Mrs. Strain stated, however, that HUD would fund Palm Terrace demolition and would provide replacement housing funding to rebuild. She believes 150 units could be replaced. Mr. Henderson stated he believed the replacement housing funding to be the best option as did Mrs. Fields.

A decision was made by group members to meet again to cover the 2003 Annual Agency Plan and revised Lease and Grievance Policy. Mrs. Strain stated all members would be notified of the date. At this time, RAB members discussed various concerns pertinent to their respective complexes.

**Sharon Strain**  
Executive Director

**Resident Comments Regarding Maintenance Issues:**

1. Ms. Hubbard of Holland House - Providers sit in lobbies and are boisterous.
2. Mr. DelBosque of Holland House – Children are there on weekends with no supervision.
3. Both Mrs. Hubbard and Mr. DelBosque stated air conditioners had been removed from 3<sup>rd</sup> and 4<sup>th</sup> floor windows and not properly sealed, causing cold drafts.
4. Mrs. Arceneaux of Gulf Breeze – Asked about the exterior lights at Gulf Breeze and Mrs. Strain said funding was included in the Five Year Plan in addition to front door and security camera improvements. Ms. Arceneaux also stated the recreation room at Gulf Breeze is cold. Mrs. Strain stated contract work is underway, but not completed.
5. Dorothy Paul of Oleander Homes – The smoke alarms are too sensitive.

- 6. Gina Stubblefield of Scattered Sites – Her back door did not function properly.**
- 7. Mike Killop of Holland House – Does not like the door alarms installed at Holland House.**
- 8. Possible drug activity was reported on the 7<sup>th</sup> floor at Gulf Breeze.**

**Resident Advisory Board Meeting  
RE: 2003 Annual Plan; 2003-2007 Five-Year Plan  
And 2002 Capital Fund Plan  
Island Community Center – GHA Board Room  
4700 Broadway, Galveston, TX 77551  
February 5, 2002; 2:00 P.M.**

The Resident Advisory Board held a meeting as stated above. Present were:

1. Sandra L. Lege, Section 8
2. Ramon Del Bosque, Sr., Holland House
3. Lucille Hubbard, Holland House
4. Helen Davis, Cedar Terrace
5. Andre Henderson, Gulf Breeze
6. Edna McCalister, Oleander Homes
8. Jewel Arceneaux, Gulf Breeze
9. Michael L. Killop, Holland House
10. Anna Fields, Palm Terrace
11. Aaron Clemons, Gulf Breeze

Also present were GHA staff:

1. Sharon Strain, Executive Director
2. Kimberley N. Yancy, Public Housing Director
3. Hilda Garcia, Executive Assistant
4. Linda Jane, Executive Assistant

Ms. Strain reviewed the Annual Plan with the Board. She explained that the requirements for the Annual Plan is in the Code of Federal Regulations (CFR) as required by the U. S. Department of Housing and Urban Development (HUD). Ms. Strain commented on the following topics.

**Statement of Housing Needs - Ms. Strain stated that there must be a relationship between our Plan and the needs in the community. Needs of low-income persons are included in the Plan and are based on census information and other city and state documents.**

**Ms. Strain discussed the financial resources which are available to carry out the Plan. Ms. Strain stated the figures are estimates because the public housing operating funding may be cut 30% for our next budget.**

**Income Based Rent Policies - Ms. Strain explained the minimum rent is \$25.00. There are also established ceiling rents.**

**Conversion of Public Housing to Tenant-Based Assistance – We are required to do an analysis of each property to see if it meets mandatory or voluntary conditions for conversion to Section 8.**

**Public Housing Lease – Ms. Strain pointed out some of the proposed changes in the lease as follows:**

**(1) One of the revisions is based on a change in the CFR which give residents 48 hours notice of entry by a GHA employee into a dwelling unit.**

**(2) Residents will be given a 12-hour notice to pick up their trash. If it is not done within that time, GHA personnel will pick it up and the resident will be charged.**

**(3) A clause has been added regarding inability of a person to fulfill the lease.**

**Ms. Hubbard stated the issue of “house rules” was not discussed. Ms. Yancey stated we have not addressed it yet. Ms. Strain stated she wants to meet with Resident Councils first on this issue and have them help with the development of house rules. That will be sometime in April.**

**Ms. Lege raised the issue regarding residents having dryers when there is no venting. Ms. Strain stated she has legal counsel putting a clause in the lease stating residents must comply with HUD requirements under the Public Housing Assessment System (PHAS).**

**Ms. Strain thanked the Board for their input.**

**There being no more business, the meeting was adjourned.**

**Sharon Strain  
Executive Director**

**NOTICE TO ALL RESIDENTS OF  
GALVESTON, Texas AND  
THE HOUSING AUTHORITY of the CITY OF GALVESTON**

Notice is hereby given to all residents of the City of Galveston, Galveston Housing Authority (GHA) and any other interested parties that the GHA will be conducting a public hearing for the GHA's FY 2003 Annual and Five Year Agency Plan. The Agency Plan is currently available for review and inspection at the GHA Administrative Offices located at 4700 Broadway, Galveston, Texas, as well as development management offices.

**SUBJECT:** Public Hearing on GHA's FY 2003 Annual and Five Year Agency Plan.

**PLACE:** Island Community Center  
Community Room  
4700 Broadway  
Galveston, Texas 77550

**DATE:** Monday, March 24, 2003 @ 5:30 p.m.

Anyone with questions, interested in attending, or in need of special accommodations should call GHA @ 409/765-1919. Special accommodations will be provided.

**To be run in Sunday's Galveston Daily News on 3/16/03 and 3/30/03**

**Minutes of Public Hearing  
2003 – 2007 5 Year and  
2003 Annual Agency Plans  
Island Community Center – GHA Community Room  
4700 Broadway; Galveston, TX 77551  
March 24, 2003; 5:30 P. M.**

The Galveston Housing Authority (GHA) held a public hearing as stated above. The following Commissioners were present:

**Val Ramirez, Chairperson; Ingrid Gonzalez, Vice-Chairperson; Kerry Tillmon; Edna McCalister; and, Christopher Bertini.**

**GHA staff: Sharon Strain, Executive Director;  
Kimberly Yancey, Public Housing Director; and,  
Hilda Garcia, Executive Asst.**

**Residents present:**

**Frankie Jackson  
Clarence Winston**

Chairperson Ramirez opened the hearing at 5:30 p.m. He explained the hearing was in regard to GHA's Five Year Agency Plan. Ms. Strain stated a copy of the Plan has been located at all the developments for a 45-day resident comment period.

Commissioner Tillmon asked her to review any significant changes in the Plan. Ms. Strain reviewed the intent and composition of the Plan and discussed specific features of the proposed lease.

Commissioner Tillmon asked about the status of the budget regarding police funding. Ms. Strain stated that HUD no longer received money from Congress to pay for police services under the Public Housing Drug Elimination Grant Program.

Commissioner Gonzalez thanked the residents for attending hearing and for their interest. She also encouraged them to spread the word to other residents regarding future meetings.

There being no more discussion, the hearing was adjourned at 5:45 p.m.



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# HOUSING AUTHORITY OF THE CITY OF GALVESTON, TEXAS

## ADMISSIONS AND CONTINUED OCCUPANCY POLICY

1st Edition Effective June 25 1998  
Revised December 1999 Effective May 30, 2000  
Revised May 30, 2001  
Revised May 30, 2002  
Revised February 2003



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# **POLICY ON ADMISSIONS AND CONTINUED OCCUPANCY**

## **I. GENERAL STATEMENT OF MISSION, FAIR HOUSING, NONDISCRIMINATION AND PRIVACY POLICY**

It is the intent of the Housing Authority of the City of GALVESTON, Texas (hereinafter referred to as GHA or the Housing Authority) to provide safe, decent housing for lower income residents and families which is conducive to healthful living. GHA will not discriminate because of race, color, gender, sexual preference, religion, age, disability, national origin or familial status in the leasing, rental, or other disposition of housing or related facilities (including property) included in any housing development(s) under its jurisdiction covered by a contract for annual contribution under the United States Housing Act of 1937, as amended, or in the use of occupancy thereof.

It is the policy of GHA to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, amended by the Community Development Act of 1974, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act, and any other legislation protecting the individual rights of residents, applicants, or staff, which may subsequently be enacted.

The Housing Authority shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criteria be applied, or information be considered, pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied and information considered in administering this policy shall relate solely to the attributes and behavior of the individual members of the household.

It is also the policy of GHA to guard the privacy of individuals in accordance with the Privacy Act of 1974, and to ensure the protection of individuals' records maintained by GHA. Therefore, the Housing Authority shall not disclose any personal information (including, but not limited to information on any disability) contained in its records to any person or agency unless the individual about whom the information is requested gives written consent to such disclosure, or as required by law. This privacy policy in no way limits GHA's ability to collect such information as it may need to determine eligibility, compute rent, or determine the applicants suitability for tenancy.

GHA is committed to identifying and eliminating situations which create barriers to equal housing for all. In accordance with Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973 as amended, GHA will make such procedural, administrative, location, or physical changes as will reasonably accommodate persons with disability and which do not impose an unreasonable burden either administratively or financially on the Housing Authority.

**A. POSTING OF REQUIRED INFORMATION**

The GHA will maintain a bulletin board in a conspicuous area of the central office, lobby that will contain:

Statement of policies and procedures governing Admissions and Continued Occupancy Policy (ACOP) or a notice of where the policy is available

A notice of where the PHA 5-year Plan and PHA Annual Plan are available

Information on application taking

Directory of the PHA's housing sites including names, address of offices and office hours at each facility.

Income limits for Admission

Current schedule of routine maintenance charges

A copy of the lease

The PHA's grievance procedures

A Fair Housing Poster

An Equal Opportunity in Employment poster

Current Resident Notices

Required public notices

Security Deposit Charges

Information on preferences

Schedule of Utility Allowances (if applicable)

Information on Screening and Eviction for Drug Abuse and other Criminal Activity

**Site developments will maintain a bulletin board in a conspicuous place which will contain:**

Tenant Selection policies (960.202 and 960.203)

Information on application taking

Income limits for admission

Current schedule of maintenance charges

Copy of lease

PHA's grievance procedures

Fair Housing poster

Equal Opportunity in Employment poster

Current Resident Notices

Security Deposit charges

Mission Statement

Information on Screening and Eviction for Drug Abuse and Other Criminal Activity.

## **II. ELIGIBILITY FOR ADMISSION**

### **A. Eligibility Criteria**

It is the policy of GHA to admit only eligible applicant families according to the following criteria:

1. Those who qualify as a family, single person, elderly person, near-elderly person, displaced, or disabled person or remaining adult member of a resident family (See Appendix C-Glossary of Terms).
2. Those whose annual income at the time of admission does not exceed the income limits or guidelines as prescribed by HUD for federally-assisted housing. Has an Annual Income at the time of admission that does not exceed the **low** income limit for occupancy established by HUD and posted separately in the PHA offices.

*The Quality Housing and Work Responsibility Act of 1998 authorizes PHAs to admit families whose income does not exceed the low-income limit (80% of median area income) once the PHA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).*

A copy of the most current income limits or guidelines shall be conspicuously posted at locations.

3. Those whose members age 6 or older have been issued a Social Security Number (SSN) and have disclosed it to the satisfaction of GHA. Where a SSN has not been assigned, certification to that effect must be executed.
4. Those whose members are U.S. Citizens or Noncitizens who have eligible immigration status.
5. Those whose household composition is appropriate for the housing types and unit sizes available in GHA developments in accordance with the occupancy standards outlined herein (For definition of housing type, see Appendix C – Glossary of Terms).

6. Those who do not maintain another residence in addition to GHA unit.
7. Those whose members have not committed fraud in connection with any Federal Housing Assistance program.
8. Those whose members have not been evicted from public housing, Indian Housing, Section 23, or any Section 8 program because of drug-related criminal activity for a three-year period beginning the date of the eviction.
9. Those who meet or exceed the resident selection criteria outlined in this Policy.

**B. Ineligibility Because of Prior Eviction for Drug-Related Activity**

1. Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance. Pursuant to federal law, persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to public housing at GHA for a five-year period beginning on the date of such eviction.
2. GHA may waive this restriction at its sole discretion if the applicant can demonstrate to the satisfaction of GHA that:
  - a. the person successfully completed a rehabilitation program approved by GHA, or
  - b. the circumstance(s) leading to the eviction no longer exists. (For example, the person involved in drugs and responsible for the eviction have died or is in prison).

**C. Screening Out Illegal Drug Users and Alcohol Abusers**

1. GHA must prohibit the admission to public housing of any person who the HA determines that there is a reasonable cause to believe that the person abuses alcohol or a controlled substance.
2. GHA must prohibit admitting any person to public housing in cases where GHA determines that there is reasonable cause to believe that the person abuses or has a pattern of abuse of alcohol or a controlled substance in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
3. GHA may at its sole discretion waive the policies prohibiting admission in these circumstances if the person demonstrates to the HA's satisfaction that:

the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol, and

has successfully completed a supervised drug or alcohol rehabilitation program;

has otherwise been rehabilitated successfully;

**D. Eligibility Restrictions Regarding Noncitizens**

1. As required by HUD (24 CFR 5 subpart E), eligibility for assistance or continued assistance under a Section 214 program, such as public housing, is contingent upon a family's submission of documentation either declaring U.S. citizenship or eligible immigration status. GHA will require both current residents and applicants to submit the required citizenship or eligible immigration documentation for every household member in order to receive or continue to receive housing assistance. Documentation will be required of all new admissions at the time an application is processed by the Housing Authority. Any current resident who has not already provided documentation will be required to document citizenship or immigration status at the next reexamination. It is necessary to provide ' this information only one time for each family member during continued occupancy at GHA. Whenever a new family member is added, documentation must be provided before the new member can be added to the lease.
2. Proof of citizenship will take the following form:
  - a. For families claiming U.S. citizenship, each applicant or resident family member will sign the citizenship declaration form and present appropriate documentation (such as U.S. passport, resident alien card, social security card, or other appropriate documentation), which will become a permanent part of the resident file. Adults will be required to sign on behalf of all children under the age of eighteen years.
  - b. Noncitizens age 62 years or older who are current residents or applicants will be required to sign a declaration of eligible immigration status and proof of age.

**CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS**

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed families A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

No eligible members Applicant families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students defined by HUD in the noncitizen regulations are not eligible for assistance. The HA will establish and verify eligibility no later than the date of the family's annual reexamination following October 21, 1998.

No individual or family applying for financial assistance may receive such financial assistance prior to the affirmative establishment and verification of eligibility of at least one individual or family member.

**E. Special Eligibility Provisions Relating to Applicants Requiring a Live-In Aide**

Some applicants and residents who would not otherwise be able to fully discharge the responsibilities of tenancy may be able to do so with the assistance of a live-in aide residing in the unit. When an applicant or resident can provide documentation to the satisfaction of the Housing Authority that a live-in aide is required and available, the following provisions shall apply:

1. The live-in aide must submit information as requested and be reviewed by GHA staff for eligibility under the Resident Selection Criteria of this policy. If GHA determines an individual proposed as a live-in aide to be ineligible, the resident or applicant may propose an alternate live-in aide for screening or may appeal GHA's determination as provided in the Informal Review Procedure (Appendix B).
2. Unit Size Consideration. The applicant or resident and the live-in aide may each be allocated a separate bedroom.
3. The primary resident is responsible for all acts of all household members with respect to the requirements of the dwelling lease. Any violation of lease provisions by the live-in aide may be cause for eviction of the household.
4. The live-in aide does not have rights to continue in occupancy as a remaining member of a household.

**F. Mandatory Social Security Numbers**

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.

If a member does not have a Social Security Number they must sign a certification stating that they do not have one. The certification shall:

state the individual's name,

state that the individual has not been issued a Social Security Number;

state that the individual will disclose the Social Security Number, if they obtain one at a later date;

be signed and dated.

**G. Resident Selection Criteria**

1. The applicant household must meet or exceed the Resident Selection Criteria established by GHA to protect the rights and needs of the public housing communities for a decent, safe and livable environment. It is necessary to deny admission to public housing to those applicants whose habits and practices may be expected to have a detrimental effect on the residents, the environment of the development or financial stability of the property. GHA will consider all relevant information which may include, but is not limited to:

General Requirements The burden is on the applicant to demonstrate to the satisfaction of GHA that the applicant family is:

- a. Willing to reliably discharge the financial obligations of renting a unit; and
- b. Willing to maintain the unit in a healthy, safe and secure condition; and
- c. Willing to live peaceably with neighbors in a residential community; and
- d. Willing to accept and abide by the terms of the lease agreement, attachments, addenda and all house rules; and
- e. Willing to provide the Housing Authority with accurate and complete information on the application form or any other form or document required to determine initial eligibility, preference status, and continued occupancy for public housing. Failure or refusal to comply or provision of falsified information is grounds for a determination of ineligibility and for termination of tenancy and eviction.
- f. not to have ever been convicted of manufacturing or producing methamphetamine, also known as "speed," on the premises of assisted housing;
- g. not to contain a household member subject to lifetime sex offender registration requirement under a State Sex offender registration program;

3 Documentation. The following information related to an applicant's potential future habits or practices will be used to determine if the applicant meets GHA's selection criteria:

- a. The applicant's acceptable past performance in meeting financial obligations, especially rent and utilities. Positive or neutral references from the current landlord and prior landlords from the past five years (or longer if needed to get a minimum of two prior landlords) and neutral or better credit reports, together may constitute adequate evidence that the applicant household meets this criteria.

In determining an applicant's ineligibility based on a previous history on non-payment of rent, the Housing Authority will consider whether:

The record of nonpayment or frequent late payment was due to the applicant being required to pay excessive rent relative to his/her income and the applicant demonstrated responsible efforts to resolve the nonpayment problem.

- b. The applicant, members of the applicant household, guests or visitors do not have a record of disturbance of neighbors or destruction of property. Acceptable landlord references, personal references and police and court record reports showing that no household member, guest or visitor engages in these types of activities, together may constitute adequate evidence that the household meets this criteria.
- c. The applicant or members of the applicant household does not have a record of housekeeping practices which may adversely affect the health, safety or welfare of others, or cause damage to GHA property. Acceptable landlord references or satisfactory or better home visit rating may constitute adequate evidence that the household meets this criteria.

- d. The applicant or any member of the applicant household does not have a record of criminal activity or drug-related criminal activity on the part of any household member which would adversely affect the health, safety or right to peaceful enjoyment of others. This includes crimes of physical violence and violence to property. Court and police record reports showing that no household member has a record of such activity may constitute adequate evidence that the household meets this criteria. A record of criminal and drug-related criminal activity shall be defined as:
1. One (1) conviction over the last ten (10) years for any of the following:
    - a. illegal manufacture, sale, distribution, use or possession of illegal drugs;
    - b. any act of violence or threat of violence, including the possession of illegal firearms;
    - c. murder;
    - d. rape;
    - e. child molestation;
    - f. civil disobedience;
    - g. any other offense deemed a threat to health, life, safety, or welfare of the developments.
  2. Two (2) or more arrests over the last three (3) years for any of the above.
- e. The applicant or any member of the applicant household is not a former resident of a public housing authority, or a former participant in a Section 8 program who had a record of lease violations or whose tenancy was terminated by the Housing Authority or private landlord. No previous resident may be readmitted unless all previous amounts owed have been paid to public housing authority; but payment of such debt does not necessarily entitle an applicant to eligibility under this section unless GHA has agreed in writing to grant eligibility upon payment of amounts due.
- f. There is no reasonable cause to believe that any member of the applicant household has exhibited a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol which interfered with the health, safety, or right to peaceful enjoyment of the premises by other residents. Acceptable landlord -references, personal references and court and police record reports showing that no household member has exhibited these patterns may constitute adequate evidence that the household meets this criteria. In evaluating applicant families under this criteria, GHA may consider evidence which demonstrates to the satisfaction of the Housing Authority that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:
- has successfully completed a supervised drug or alcohol rehabilitation program;
  - has otherwise been rehabilitated successfully
- g. The applicant is willing to accept and comply with the terms of the lease agreement and other related documents. Acceptable landlord references and a satisfactory or better home visit (such necessity as deemed by GHA staff) rating constitute adequate evidence that the household meets this test.

- h. The applicant has lived responsibly on his/her own or has the maturity necessary to do so and the status to be held legally responsible for payment of rent and other cost associated with living in public housing. Indicators of maturity may include, but are not limited to: the applicant's school attendance record, handling of finances (such as bill payment) and holding a job or other community responsibility (such as volunteer work).
- i. The applicant has not misrepresented or falsified any information related to eligibility, preference status, selection criteria or income and has provided all information requested and required by GHA. If at any time during the resident selection process it is determined that the household has provided information which is false, or misleading, or has failed to supply GHA with any information or documentation required, the applicant household will be considered to have failed this criteria.
- j. There is no evidence relating to previous habits or practices which indicated that the applicant or any member of the applicant household would likely have a detrimental effect on the public housing community if admitted.

4. Verification Procedures. GHA may use the following procedures to verify if the applicant meets the resident selection criteria:

- a. *References from Landlords and Prior Landlords.* GHA will obtain references from current and prior landlords for the past five years (or longer if needed to get a minimum of two prior landlords), if any, and places great importance on the information obtained from these references as prior landlords have relationships with prospective residents that are similar to the relationship to be established with GHA.

GHA will attempt to check court records for evidence of evictions or judgements against members of the household. References from landlords who are related by blood or marriage are generally considered to be insufficient. In addition, GHA may schedule and perform a home visit and/or attempt to interview the current housing provider and others who are familiar with the behavior and abilities of household members.

- b. *Home Visits.* GHA staff will perform a home visit for applicants to determine whether the household meets certain GHA resident selection criteria, the following will be considered:
  - i. Condition of entrance ways, halls and yards.
  - ii. Cleanliness in each room used by the household, including rooms shared with other households, if applicable.
  - iii. General care of furniture, appliances, fixtures, windows, doors and cabinets.
  - iv. Evidence of destruction of property.
  - v. Evidence of unauthorized occupants.
  - vi. Evidence of criminal activity,
  - vii. Conditions inconsistent with the information supplied in any application or other document submitted by the household.

Applicants will be given at least two days' advance verbal notice of the home visit. If the results of the home visit indicate resident-caused health or safety hazards, resident-caused damages, or housekeeping practices leading to infestation by pests or other resident-caused conditions or practices which would diminish the applicant's ability to meet GHA's lease obligations, the applicant household will be considered to have failed GHA's resident selection criteria.

- c. *Police and Court Records Check.* GHA will obtain or have the applicant obtain police and court records for all adult members of the applicant family for evidence of behavior which is relevant to the resident selection criteria outlined herein. -
- d. *Credit Reports.* GHA may obtain credit reports on all adult family members to determine the household's history of meeting financial obligations, especially rent and utilities. Lack of credit history will not, in itself, cause an applicant to fail this criteria.
5. *Sources of Information.* Sources of information that GHA may use include but are not limited to:
  - a. Present and prior landlords or housing providers.
  - b. Home visits.
  - c. Present and former neighbors.
  - d. Present and former employers.
  - e. Credit bureaus.
  - f. Landlord Record services, where applicable.
  - g. Social workers, school officials, drug and alcohol treatment centers, clinics, health care providers and clergy, guidance counselors and school officials.
  - h. Police departments, parole officers and court records.
  - i. Department of Economic Security, Internal Revenue Service.
6. GHA staff will be the final judge of what constitutes adequate and credible information. If there are sufficient doubts with respect to the veracity, credibility, or reliability of any information received, GHA retains the right to pursue alternative sources of information until satisfied that the information received is the best available.
7. In the event that GHA receives adverse and unfavorable information regarding an applicant household,,consideration will be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct and that certain undesirable behavior will not be repeated. In making this consideration, GHA shall consider all relevant circumstances including:
  - a. the severity of the potentially disqualifying behavior or conduct;
  - b. the amount of time which has elapsed since the occurrence of such behavior or conduct;

- c. the degree of danger, if any, to the health, safety, and security of others or to the security of the property of others or to the physical conditions of the housing development and its common areas if the behavior or conduct recurred;
  - d. the likelihood that the behavior or conduct in the future will be substantially improved.
8. Applicants who fail any of the resident selection criteria will be sent a Notice of Rejection. These applicants will be considered ineligible for housing at GHA for a period of one (1) year from the Notice of Rejection. After the one year period, these applicants may reapply for housing, subject to all conditions outlined herein.
  9. The Housing Authority shall maintain a record of all applicants determined ineligible as a result of the failure to meet its Resident Selection Criteria with an indication of the specific reason(s) for the determination of ineligibility.

### Documenting Findings

An authorized representative of the PHA shall document any pertinent information received relative to the following:

Criminal Activity - includes the activities listed in the definition of criminal activity in this Chapter.

Pattern of Violent Behavior - includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy of neighbors.

Pattern of Drug Use - includes a determination by the PHA that the applicant has exhibited a pattern of illegal use of a controlled substance which might interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Drug-Related Criminal Activity - includes a determination by the PHA that the applicant has been involved in the illegal manufacture, sale, distribution, use or possession of a controlled substance.

Pattern of Alcohol Abuse - includes a determination by the PHA that the applicant's pattern of alcohol abuse might interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Initiating Threats - or behaving in a manner indicating an intent to assault employees or other tenants.

Abandonment of a Public Housing Unit - without advising PHA officials so that staff may secure the unit and protect its property from vandalism.

Non-Payment of Rightful Obligations - including rent and/or utilities and other charges owed to the PHA [or any other PHA].

Intentionally Falsifying an Application for Leasing - including uttering or otherwise providing false information about family income and size, using an alias on the application for housing, or making any other material false statement or omission intended to mislead.

Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior - consists of patterns of behavior which endanger the life, safety, or welfare of other persons by

physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides, or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a multi-family setting. Includes judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, or frequent loud parties, which have resulted in serious disturbances of neighbors.

Grossly Unsanitary or Hazardous Housekeeping - includes the creation of a fire hazard through acts such as hoarding rags, papers, or other materials; severe damages to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage in halls; or serious neglect of the premises. This category does not include families whose housekeeping is found to be superficially unclean or due to lack of orderliness, where such conditions do not create a problem for neighbors.

Destruction of Property from previous rentals.

## **H. Denial of Admission for Drug-Related and/or Other Criminal Activity**

### Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Galveston Housing Authority to fully endorse and implement a policy which is designed to:

Help create and maintain a safe and drug-free community;

Keep our program participants free from threats to their personal and family safety;

Support parental efforts to instill values of personal responsibility and hard work;

Help maintain an environment where children can live safely, learn and grow up to be productive citizens; and

Assist families in their vocational/educational goals in the pursuit of self-sufficiency.

### Administration

All screening procedures shall be administered fairly and in such a way as not to discriminate on the basis of race, color, nationality, religion, sex, familial status, disability or against other legally protected groups, and not to violate right to privacy.

To the maximum extent possible, the GHA will involve other community and governmental entities in the promotion and enforcement of this policy.

This policy will be posted on the GHA's bulletin board and copies made readily available to applicants and tenants upon request.

### HUD Definitions

"Drug-related criminal activity" is the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Drug-related criminal activity means *on or off the premises, not just on or near the premises*.

"Covered person" means a tenant, any member of the tenant's household, a guest, or another person under the tenant's control.

"Criminal activity" includes any criminal activity that threatens the health, safety or right to peaceful enjoyment of the resident's public housing premises by other residents or employees of the PHA.

"Drug" means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

"Guest" for purposes of this Chapter, means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

"Household" means the family and PHA-approved live-in aide.

"Other person under the tenant's control," for the purposes of the definition of "covered person," means that the person, although not staying as a guest (as defined above) in the unit is, or was at the time of the activity in question, on the premises (as defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

"Premises" means the building or complex or development in which the public housing dwelling unit is located, including common areas and grounds.

"Violent criminal activity" means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

#### Screening for Drug Abuse and Other Criminal Activity

In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents, the GHA will endeavor to screen applicants as thoroughly and fairly as possible.

If in past residency the GHA initiated a lease termination for criminal activity (whether or not an eviction occurred), which may or may not have resulted in eviction for any reason cited under the One Strike Notice, for a family, as a prior resident of public housing, the GHA shall have the discretion to consider all circumstances of the case regarding the extent of participation by non-involved family members.

As part of initial processing of an application, the GHA will not be obligated to ferret out information concerning a family's criminal activities as part of the processing of an initial application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the GHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion in the application form.

#### FBI and Law Enforcement Records

The GHA will check criminal history for all applicants who are 17 years of age to determine whether any

member of the family has engaged in violent or drug-related criminal activity. Verification of any past activity will be completed prior to final eligibility.

The GHA applied to the Federal Bureau of Investigation (FBI) and has obtained a unique Originating Agency Identifier (ORI) number in order to maximize its efforts in obtaining applicant criminal record history.

The GHA has contracted with the Texas Department of Public Safety, an FBI approved channeling agent, to process and funnel requests in order to obtain National Crime Information Center (NCIC) data for the purpose of accessing FBI criminal records. The GHA acknowledges that a name check only may result in an inconclusive result without a positive fingerprint comparison. The results of an inconclusive name check will not be used to deny an applicant admission to housing. If the channeling agency indicates to the GHA that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant, the GHA must submit an applicant fingerprint card to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant's. Should the applicant instead elect to withdraw their application, no further action will be necessary.

#### Standard for Violation

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug related criminal activity are ineligible for admission to Public Housing for a five-year period beginning on the date of such eviction. The GHA will not waive this requirement.

No member of the applicant's family may have engaged in drug related or violent criminal activity within the past five (5) years.

The GHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

The GHA will deny participation in the program to applicants where the GHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the GHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

"Engaged in or engaging in or recent history of" drug related criminal activity means any act within the past five (5) years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

"Engaged in or engaging in or recent history of" criminal activity means any act within the past five (5) years by applicants or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the HA, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

In evaluating evidence of negative past behavior, the GHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation. The GHA will not waive this policy.

The GHA may permit eligibility for occupancy and impose conditions that the involved family member(s) does not reside in the unit. The GHA will consider evidence that the person is no longer in the household such as divorce decree, incarceration, death, copy of a new lease with the owner's telephone number and address or other substantiating evidence.

#### Other criminal activity

"Other criminal activity" means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior which would adversely affect the health, safety, or welfare of other residents. For the purposes of this policy, this is construed to mean that a member of the current family has been arrested or convicted of any criminal or drug-related criminal activity within the past 3 years.

HUD defines violent criminal activity as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

No family member may have engaged in or threatened abusive or violent behavior toward GHA personnel at any time.

No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five (5) years.

Applicants and/or their household members who have been convicted of criminal sexual conduct, including but not limited to sexual assault, incest, statutory sexual seduction, open and gross lewdness, or child abuse, and are required by law to register as a sex offender will be prohibited from participation in the public housing program.

Even if a person has served time in jail and has now been released on probation, that person cannot be admitted into public housing unless a three year time period has passed since the completion of probation.

A person who is released from jail with no probation requirement would have to operate on the outside for three years with no further evidence of the prohibited activities in order to be considered eligible for admission.

A person who has been convicted of any crime involving bodily injury would not be considered for admission until a year has passed since full repaying of the social debt, including probation.

#### Permanent Denial of Admission

The PHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law.

"Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds. The PHA will not waive this requirement.

#### Prohibition on Persons Subject to Lifetime Sex Offender Registration Requirement

No family member may be subject to a lifetime sex offender registration requirement. This provision will not be waived. The PHA shall perform necessary criminal history background checks in the State where the housing is located and in any other States where household members are known to have resided.

#### Evidence

The HA must have evidence of the violation.

"Preponderance of evidence" is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred.

Preponderance of evidence is not to be determined by the number of witnesses, but by the greater weight of all evidence.

"Credible evidence" may be obtained from police and/or court records testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants, evidence gathered by GHA inspectors and/or investigators, and evidence gathered from the GHA incident reports.

The GHA may pursue fact-finding efforts as needed to obtain credible evidence.

#### Obtaining Information From Drug Abuse Treatment Centers

All applicants who have been admitted to a drug abuse treatment centers will be required to sign a written consent authorizing the HA to receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.

The authorization will be sent to the drug abuse treatment facility with a HA postage paid return addressed envelope addressed to the attention of the Director of Public Housing. The HA will maintain such information received from a drug abuse treatment facility in a manner that respects its confidentiality.

Such confidential information will be reviewed by the Director of Public Housing who will make a decision as to the outcome of the review.

Such confidential information will not be misused or improperly disseminated and will be destroyed not later than 5 days after the date on which the HA gives final approval for admission.

If the application is denied, the information will be destroyed within 30 days following the date on which the statute of limitations for commencement of a civil action from the applicant based upon the denial of admission has expired.

#### Confidentiality of Criminal Records

The GHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed by the Security Coordinator for screening for criminal behavior, will be

housed in a locked file with access restricted to individuals responsible for such screening.

Misuse of the above information by any employee will be grounds for termination of employment. Penalties for misuse are contained in the Personnel Policies. If the family is determined eligible for initial or continued assistance, the HA's copy of the criminal report shall be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.

The GHA will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report

#### Disclosure of Criminal Records to Family

Before the GHA takes any adverse action based on a criminal conviction record, the applicant will be provided with a copy of the criminal record and an opportunity to dispute the record .

Applicants will be provided an opportunity to dispute the record at an informal hearing. Tenants may contest such records at the court hearing in the case of evictions.

If information is revealed that would cause the GHA to deny admission to the household and the person disputes the information, s/he shall be given an opportunity for an informal hearing according to the GHA's hearing procedures outlined in the GHA Grievances Procedures.

### **III. APPLICATION FOR ADMISSION**

#### **A. Application Intake**

GHA will accept applications for admission to GHA housing Monday through Friday, 8:30 am to 4:30 pm at the Island Community Center, 4700 Broadway, Galveston, Texas. When the number of applicants who can be served with a reasonable period of time is reached, the waiting list(s) may be closed by unit size and/or housing type. Notice of opening and closing of the waiting list(s) shall be made in a newspaper of general circulation and announced by other suitable means. When the waiting lists for one or more unit sizes or housing type are to be reopened, the Housing Authority will clearly state in the public announcement the procedure to be employed to determine the position of each applicant on the waiting list.

#### **B. Criteria for Placement on Waiting List**

An applicant will be assigned to the appropriate waiting list(s) according to the date and time that the application information was initially received, the size of unit required, housing type requested, and preferences claimed and/or verified. The applicant will be notified of his/her assigned application number and how to check his/her status on the waiting list(s) as well as further information on the housing program and its requirements.

#### **C. Organization of the Waiting List**

Applicants will be assigned to the waiting list(s) based on the date and time of application, preference claimed and/or verified, unit size, and, for federally-assisted developments, family classifications.

For mixed population developments and for the one bedroom units located in general occupancy

properties family classifications will be prioritized on the wait lists as follows:

Priority #1:	Elderly and/or Disabled Persons and Families
Priority #2:	Near Elderly Persons and Families
Priority #3:	Single Persons

In no instance will a single person be housed before any qualified elderly, disabled, or near-elderly applicant regardless of the date and time of the application or preference.

**D. Maintaining an Active List**

The pool of active applicants will be kept current by requiring each applicant to inform the Housing Authority at least once every six months of continued interest. GHA will send an update letter to the applicant, requiring the applicant to submit a form indicating continued interest and any updated information, such as change of address or household information within fourteen (14) days. If the applicant fails to respond within that time frame, the applicant's name will be removed from the waiting list.

**E. Responsibility to Report Changes**

Applicants on the waiting list must also report to the Housing Authority any changes in income, preference status, family composition, address or any other information provided on the application as they occur. Any such changes could affect the applicant's status or eligibility for housing. Any applicant knowingly providing false information or fraudulent statements affecting the applicant's status or eligibility for housing will be removed from the waiting list.

**F. Removal from the Waiting List**

An applicant may withdraw an application at any time by notifying the GHA's Admissions Office (765-1920) or in writing. A withdrawn application cannot be reactivated and the applicant who has withdrawn an application shall be required to reapply. Any applicant removed from the waiting list by GHA will be notified in writing of the reason(s) for which the application is being removed. Such notification shall inform the applicant of his/her right to an informal review of the determination and will be made part of the application record. The Housing Authority will provide the applicant, upon written request, within fourteen (14) days from the date of the notification, an opportunity for an informal review of the determination of removal from the waiting list.

**G. Record Keeping**

The Housing Authority will keep a copy of each application received. For each applicant, the Housing Authority will document its determination that the applicant is eligible and meets admission standards, or is ineligible and does not meet admission standards, or is removed from the waiting list for any other reason. The Housing Authority will also maintain a record of the dwelling unit(s) offered to an eligible applicant, including the location, date, and circumstances of the offer and its acceptance or rejection. A copy of each application will become a part of a resident's file during participation in the program. Inactive files will be maintained for a minimum of three years from the date of final action. Waiting list information will contain race or ethnic designation of head of household.

**H. Eligibility Determinations**

Applicants will be placed on the waiting list based on information provided on the application form.

1. Application Form: GHA shall utilize a preliminary application form. The purpose of the application is to permit GHA to assess family eligibility or ineligibility and to determine placement on the wait list. Duplicate applications, including applications from a segment of an applicant household, will not be accepted. Ineligible applicants or incomplete applications from applicants will not be placed on the waiting list. Preference will not be verified until the applicant is scheduled for final eligibility determination.
2. Working Status Preference: For an applicant claiming eligibility for emergency status preference either at the time of application or subsequently, GHA will review an application for working preference to determine eligibility under these policies. Those applicants who do not appear eligible for working status, as determined by the information provided on the written application and accompanying documentation, will receive written notification of the staff determination. For those applicants who appear eligible, GHA staff will review and investigate the circumstances of the employment to determine eligibility for preference.
3. If an applicant is determined to be eligible for either placement on the waiting list or working status preference based on the information provided in the application, the GHA will notify the applicant in writing, state the reasons, and inform the applicant of his/her right to an informal review in accordance with Appendix B.
4. Final Eligibility Determination: When staff estimate that a unit will become available for applicants within the next several months, applicants in wait list order will be invited to attend an interview and submit a final application for eligibility for housing, after which the formal verification process and resident selection process will commence.
5. Verification and Final Eligibility Determination: Each applicant household shall be required to provide all information, documents and authorizations necessary to enable GHA to verify the applicant's qualification for preference status, income eligibility, household composition and conformance to the Housing Authority's Resident Selection Criteria.
  - a. The qualification for preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the wait list because the preference is based upon current status. If the applicant fails to qualify for the preference claimed, his/her placement on the waiting list will be modified to reflect the placement on the waiting list which is appropriate to date and time of application.
  - b. Information may be required for any or all household members. Verification shall be from third party sources. It is the responsibility of the applicant to provide verifiable references. However, if third party references provided on the application fail to respond, the applicant will be given the opportunity to provide additional references.
  - c. Verifications received electronically directly from the source shall be considered third party written verification.
  - d. Third party verification forms shall not be hand-carried by a family member under any circumstances unless approved in advance, by GHA.

- e. Verifications may not be more than 60 days old at the time of admission and must become a permanent part of the applicant file.
  - f. Each applicant household shall have an interview with a member of the management staff. Every member of the applicant household should be present at the office visit except if there are extenuating circumstances.
6. GHA shall require the applicant to:
- Sign all forms necessary to determine eligibility and suitability;
  - Provide verification of all household member income, assets, exclusions and deductions from income;
  - Provide verification of family size, age and relationship;
  - Disclose the Social Security Numbers of all family members six (6) years of age and older;
  - Provide citizenship information;
  - Provide the names and addresses of the applicant's current and previous landlords for the past five years (or longer if needed to get a minimum of two prior landlords);
  - Provide the most recent six (6) month rent receipts where appropriate;
  - Provide any other information GHA determines is necessary to determine eligibility for housing at GHA.
7. All verifications and documentation received by GHA for use in the determination of eligibility for housing at GHA will be analyzed by staff and a determination made with respect to:
- Eligibility of the applicant family based on the requirements outlined in **Chapter II.A.** of this Policy.
  - Housing type and unit size requirements,
  - Qualification of the applicant with respect to preferences claimed.
  - Qualification of the applicant family with respect to the Resident Selection Criteria outlined in **Chapter II.F.**
8. Applicants determined to be ineligible for housing at GHA will be promptly notified and will receive a Notice of Ineligibility from the Housing Authority stating the basis for this determination. GHA will provide such applicants with the opportunity for informal review of the decision in accordance with the HUD regulations and the procedure for informal hearing contained in Appendix B of this Policy.
9. Applicants with disability who have been determined to be eligible but who fail the Resident Selection Criteria will have their cases examined by GHA to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the selection criteria outlined herein.
10. Changes in Preferences andlor Unit Size Determination: If, during the final eligibility determination, or at

any other time prior to placement, it is determined that the family qualification for the working preference has changed and/or family composition has changed making the family eligible for a different size unit, the family's application shall be placed on the waiting list for the new unit size based on the original date of the family's application.

#### **I. Accommodations for Non-English Speaking Applicants**

The Housing Authority has bilingual staff to assist Spanish-only speaking applicants, and may translate various documents into Spanish. In determining whether it is feasible to translate documents into other languages, the Housing Authority will consider the following factors:

1. Number of applicants and participants who do not speak English and speak the other language.
2. Cost of the translation into the other language per applicant who speak the language.
3. Evaluation of the need for translation by the bilingual staff and by agencies that work with the non-English speaking applicants.
4. The availability of organizations to translate documents, letters and forms for non-English speaking applicants.
5. The availability of bilingual staff to explain untranslated documents to applicants.

#### **IV. TENANT SELECTION AND ASSIGNMENT PLAN**

All otherwise eligible applicants will be assigned to the waiting list according to date and time of application, unit size required, and preference status as follows:

##### 1. Overview of Local Preferences

GHA applicants who have met the eligibility requirements outlined in the previous sections of this Policy will be selected based upon local preferences.

##### 2. Local Preferences

###### **A. Management of Waiting List**

The GHA will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in order of preference and by date and time of application receipt.

All applicants must meet applicable income eligibility requirements as established by HUD.

###### Opening and Closing the Waiting Lists

The GHA, at its discretion, may restrict application intake, suspend application intake, and close waiting

lists in whole or in part.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference, and the ability of the GHA to house an applicant in an appropriate unit within a reasonable period of time.

When the GHA opens the waiting list, the GHA may advertise through public notice in the following newspapers, minority publications and media entities.

Galveston County Daily News

Houston Chronicle

Galveston Observer

Galveston County Senior Aides Program

Galveston Journal

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

A statement that Section 8 participants must submit a separate application if they want to apply for Public Housing.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the GHA address and telephone number, how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

#### When Application Taking is Suspended

The GHA may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next 12 months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the GHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 24 months. When the period for accepting applications is over, the GHA will add the new applicants to the list by:

Separating the new applicants into groups based on local preferences and unit size and ranking applicants within

each group by date and time of application.

The GHA will update the waiting list monthly by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the GHA will advise families of their responsibility to notify the GHA when mailing address or telephone numbers change.

### Reopening the List

If the waiting list is closed and the GHA decides to open the waiting list, the GHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 18 months, if there are not enough applicants who claim a local preference, the GHA may elect to accept applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

### Limits on Who May Apply

When the waiting list is open, any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

When the application is submitted to the GHA, it establishes the family's date and time of application for placement order on the waiting list.

### Multiple Families in Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

### **B. Site Based Waiting List**

The GHA does not offer a system of site-based waiting lists.

### **C. Waiting List Preferences**

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the GHA's Selection Criteria as defined in this policy.

The GHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the GHA will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the GHA to verify their preference and, if verified, the GHA will complete a full application for occupancy.

Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the GHA.

Among applicants with equal preference status, the waiting list will be organized by date and time.

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

The GHA will grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program.

The evicted person was not involved in the drug related activity that occasioned the eviction.

The evicted person is no longer involved in any drug related criminal activity.

If an applicant makes a false statement in order to qualify for a Local preference, the GHA will deny the preference and the applicant family will be moved to bottom of the waiting.

### **Local Preferences**

Local preferences will be used to select among applicants on the waiting list. A public hearing and public notice will be held before the GHA adopts any local preference.

The hearing will be publicized using the same guidelines as those for opening and closing the waiting list.

The notice will be distributed following the same guidelines as those used for opening or closing the waiting list.

The GHA uses the following Local Preferences:

### **EMPLOYMENT PREFERENCE:**

Families whose head of household or spouse is employed. Families whose head of household and/or spouse has been given a bona fide offer of employment. This does not require a minimum of income, however the family's income cannot exceed current very low income guidelines by HUD. No minimum time is required for the head or spouse to be employed. After initial move-in employment must continue for six months or longer. The head or spouse must work a minimum of 12 hours per week if this is the only claim as a preference. Failure to comply with the terms of enrollment may result in termination of public housing dwelling lease. If you are terminated from your job through no fault of your own as verified by your employer you will be granted 60 days to locate other employment.

### **ELDERLY:**

Head of household or spouse is 62 years or older.

### **DISABLED AND HANDICAPPED PERSON:**

Head of household or spouse who is disabled or handicapped according to the definition in section 223 of the Social Security Act. Any one who is disabled and cannot be gainfully employed because of being treated for an illness or injury.

### **JOB TRAINING/SCHOOL PREFERENCE:**

The head of household or spouse is currently enrolled and participating in a job training program that prepares them for entering or re-entering the job market.

Families enrolled in educational programs working toward a degree.

### **Treatment of Single Applicants**

Single applicants will be treated as any other eligible family on the HA waiting list.

### **Singles Preference**

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a

selection priority over all "Other Single" applicants regardless of preference status.

"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences, but can not be selected for assistance before any *one or two person* elderly, disabled or displaced family regardless of local preferences.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, the GHA may offer the family a housing voucher.

**D. Income Targeting**

The GHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the GHA's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."

The GHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that the GHA has provided more than 75 percent of newly available vouchers and certificates to "extremely low income families." This fungibility provision discretion by the GHA is also reflected in the GHA's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers and certificates in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the GHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the GHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the GHA is anticipated to fall short of its 40% goal for new admissions to public housing.

Low Income Family Admissions

Once the GHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the GHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

**E. Units Designated for the Elderly**

Reserved

**F. Mixed Population Units**

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other GHA preferences will be applied.

#### **G. General Occupancy Requirements**

General occupancy units are designed to house all populations of eligible families. In accordance with the HA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the HA's general occupancy units.

The HA will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

The HA will treat all single applicants who are not elderly or disabled as they would any other family for admission purposes.

##### **Singles Preference**

Single persons who are not elderly, disabled or displaced will not be admitted before elderly, disabled and displaced families of up to two persons, regardless of preference.

#### **H. Deconcentration of Poverty and Income-Mixing**

The GHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The GHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the GHA's deconcentration efforts.

The GHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the GHA in its deconcentration goals.

If the GHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the GHA will evaluate the changes to determine whether, based on the GHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the GHA has met the deconcentration goals and the project needs no particular designation.

#### **Deconcentration and Income-Mixing Goals**

Admission policies related to the deconcentration efforts of the GHA do not impose specific quotas. Therefore, the GHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

The GHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The GHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the GHA.

The GHA's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages:

For higher income projects, an occupancy rate of 20% of families at or below 50% and 30% of area median income.

For lower income projects, an occupancy rate of 5% families at or above the low-income limit (80% of area median). Please Note: 80% of jurisdiction population of the City of Galveston is 50% or less of the area median income.

In the upcoming fiscal year, the GHA will strive to achieve the following goals for deconcentration of poverty and income-mixing:

Increase of 2 lower income families into higher income developments.

Increase of 2 higher income families into lower income developments.

In the upcoming fiscal year, the GHA will target the following developments for deconcentration and income-mixing to achieve the goals stated above:

Lower income developments where the GHA's goal is to increase higher income families:

TX017001 Oleander Homes Family Development 5228 Broadway Avenue

TX017002 Palm Terrace Family Development 4400 Sealy Avenue

TX017003 Magnolia Homes Family Development 1601 Strand

TX017004 Cedar Terrace Family Development 720-33rd Street

The GHA will add additional sites to its deconcentration goals each year until it has met its desired goal for all of its developments.

### **Project Designation Methodology**

The GHA will determine and compare tenant incomes at the developments listed in this Chapter.

The GHA will determine and compare the tenant incomes at the developments listed in this chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the GHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The GHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated project the GHA will determine whether the selection of the family will contribute to the GHA's deconcentration goals.

The GHA will not select families for a particular project if the selection will have a negative effect on the GHA's deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.

#### Aggregate Average Method

The GHA will review the annual resident income of all of its site and using the incomes of all families in all developments as a baseline, determine the average income of all of its resident families.

The GHA will designate higher income developments those with average income above the aggregate average.

The GHA will designate lower income developments those with average income below the aggregate average.

#### GHA Incentives for Higher Income Families

The GHA will offer certain incentives to higher income families (defined as 50-80% of area median income) willing to move into lower income projects. The GHA will not take any adverse action against any higher income family declining an offer by the GHA to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the GHA will offer the following incentives for higher income families moving into lower income projects:

GHA will allow occupancy standards of one child per bedroom.

GHA will target available homeownership opportunities to higher income families moving into lower income projects

GHA will provide an escrow savings account to higher income families moving into lower income projects in the case of increased earned income.

GHA will provide additional exclusions to earned income: payroll deductions for health insurance.

GHA higher income families will be able to avail themselves of the services provided through the GHA Resident Services Department.

#### **I. Verification of Preference Qualification [24 CFR 5.415]**

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

#### Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the GHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their

newly-claimed preference.

**J. Preference Denial [24 CFR 5.415]**

If the GHA denies a preference, the GHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. The applicant will have ten (10) working days to request the review in writing. If the preference denial is upheld as a result of the review, or the applicant does not request a review, the applicant will be placed on the waiting list without benefit of the preference.

**K. Offer of Placement on the Section 8 Waiting List**

The GHA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the GHA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the GHA must offer to place the family on the public housing waiting list.

**L. Removal from Waiting List and Purging [24 CFR 960.204(a)]**

The waiting list will be purged at least once a year, preferably every six months, by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within ten (10) calendar days of post mark date s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.

Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability.

The GHA allows a grace period of 5 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

Applicants are requested to sign a statement confirming their understanding of their responsibility to notify the GHA within 10 working days, if they have a change of address.

**M. Offer of Accessible Units**

The GHA has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the GHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the GHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the GHA will require the applicant to agree to move to an available non-accessible unit (at their own expense) within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

**N. Plan for Unit Offers**

The GHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.

The GHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

**O. Standard for Admission into Scattered Site Public Housing Program**

The tenant selection criteria for the Scattered Site Public Housing Program to be established and information to be considered shall be reasonably related to individual attributes and behavior of resident/applicant and shall not be related to those which maybe imputed to a particular group or category of persons of which resident/applicant may be a member. The GHA will use selection criteria based on the employment/full-time student status of family members. Elderly, disabled persons are exempt from this requirement.

1. Residents/Applicants must apply separately for participation in the Scattered Site Public Housing Program.
2. Residents/Applicants will be selected for participation in the Scattered Site Public Housing Program based on date and time of application.
3. In selection of families for admission into the Scattered Site Public Housing Program, the GHA will screen the families past behavior and suitability for tenancy. The GHA will consider all relevant information which may include, but is not limited to:
  - a. A resident's/applicant's performance in meeting ALL financial obligations in a timely manner, especially rent.
  - b. A resident's/applicant's record of lease violations, record of disturbance of neighbors, destruction of property, or living or housekeeping habits at GHA-owned residence or prior residence which may adversely affect the health, safety or welfare of other residents.
  - c. A resident's/applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts, or criminal drug-related activity which would adversely affect the health, safety, or welfare of other residents.
  - d. The requirements with respect to deconcentrating poverty and providing a mix of incomes in GHA's Public and Scattered-Site Housing developments in accordance with the PHA Plan.
4. Residents/Applicants must assume full responsibility of all utilities (electric, gas, water, telephone, and cable).

**P. Changes Prior to Unit Offer**

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable.

**Q. Applicant Status After Final Unit Offer**

When an applicant rejects the final unit offer the GHA will:

Place the applicant's name on the bottom of the waiting list. "Bottom of the waiting list" means that the applicant will be denied the benefits of any Local preferences.

**R. Time-Limit for Acceptance of Unit**

Applicants must accept a unit offer within 3 working days of the date from receipt of letter or 3 days if offer is made by telephone. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the GHA will send a letter.

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "good cause," the applicant will not be placed at the bottom of the waiting list without any claimed preferences.

Examples of "good cause" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program;

Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;

The family demonstrates to the GHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

Applicants With a Change in Family Size or Status

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The GHA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.

The family will take the appropriate place on the waiting list/in the selection pool according to the date they first applied/date interviewed.

## **S. Refusal of Offer**

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

If the unit offered is refused for other reasons, the GHA will follow the applicable policy as listed in Sections Plan for Unit Offers and Applicant Status After Final Offer.

## **V. UNIT SIZE AND OCCUPANCY STANDARDS**

### **A. Determining Unit Size**

The GHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The GHA's Occupancy Guideline standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

For occupancy standards, an adult is a person 18 years or older or an emancipated minor.

All guidelines in this section relate to the number of bedrooms in the unit. Dwelling units will be so assigned that:

One bedroom will generally be assigned for every two family members. The GHA will consider factors such as family characteristics including sex, age, or relationship, the number of bedrooms and size of sleeping areas or bedrooms and the overall size of the dwelling unit. Consideration will also be given for medical reasons and the presence of a live-in aide.

OR

Generally the GHA will assign one bedroom to two people within the following guidelines:

Adults of different generations, persons of the opposite sex (other than spouses), and unrelated adults will not be required to share a bedroom.

Separate bedrooms should be allocated for persons of the opposite sex (other than adults who have a spousal relationship and children under six (6)).

Foster children will be included in determining unit size only if they will be in the unit for more than 9 months.

Space may be provided for a child who is away at school but who lives with the family during school recesses.

Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military.

Single person families shall be allocated one bedroom.

The living room will not be used as a bedroom except at the request of the family.

### **Requirements for Live-in Aide**

Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.

Any applicant or resident who requires a live-in aide, who will be responsible for the essential care and well-being of a family member on a daily basis will be assigned a bedroom to accommodate this aide, provided that the applicant or resident can show documentation to support the fact that the live-in aide would not be living

in the unit except to provide necessary supportive services. A live-in aide will not be listed on the lease and does not have rights to the unit for continued occupancy as a remaining family member. A Live-In Aide agreement stating these requirements must be signed by the head of household and the Aide and shall become part of the lease agreement.

**GUIDELINES FOR DETERMINING BEDROOM SIZE**

Bedroom Size	Persons in Household: (Minimum #)	Persons in Household: (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10

**B. Exceptions to Occupancy Standards**

The GHA will grant exceptions from the guidelines in cases where it is the family’s request or the GHA determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances, and there is a vacant unit available. If an applicant requests to be listed on a smaller or larger bedroom size waiting list, the following guidelines will apply:

Applicants may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, (as long as the unit is not overcrowded according to local codes). The family must agree not to request a transfer until their family composition changes or they have occupied the unit 3 years.

At the GHA’s discretion the family may be offered a unit smaller than the preferred unit size, based on the GHA’s occupancy standards, if in doing so the family has an opportunity to be housed earlier, or live in a preferred project.

The GHA may offer a family a unit that is larger than required by the GHA’s occupancy standards, if the waiting list is short of families large enough to fill the vacancy or the GHA determines that the common area for the project is insufficient for accommodating any additional large families.

In all cases, where the family requests an exception to the general occupancy standards, the GHA will evaluate the relationship and ages of all family members and the overall size of the unit.

The family may request to be placed on a larger bedroom size waiting list than indicated by the GHA’s occupancy guidelines. The request must explain the need or justification for a larger bedroom size, and must be verified by the GHA before the family is placed on the larger bedroom size list. The HA will consider these requests.

Person with Disability

The HA will grant an exception upon request as a reasonable accommodation for persons with disabilities if the need is appropriately verified .

### Other Circumstances

Circumstances may dictate a larger size than the occupancy standards permit when:

Persons cannot share a bedroom because of a need for medical equipment due to its size and/or function. Requests for a larger bedroom due to medical equipment must be verified by a doctor.

Requests based on health related reasons must be verified by a doctor, medical professional or social service professional.

The GHA will not assign a larger bedroom size due to additions of family members other than by birth, adoption, marriage, or court-awarded custody.

All members of the family residing in the unit must be approved by the GHA. The family must obtain approval of any additional family member before the person occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the GHA within 30 days.

### **C. Accessible Units**

The GHA has units designed for persons with mobility, sight and hearing impairments. These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

No non-mobility-impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Accessible units will be offered and accepted by non-mobility impaired applicants only with the understanding that such applicants must accept a transfer to a non-accessible unit at a later date if a person with a mobility impairment requiring the unit applies for housing and is determined eligible.

### **D. Family Moves**

When a change in the circumstances of a tenant family requires another unit size, the family's move depends upon the availability of a suitable size and type of unit. If the unit is not available at the time it is requested, the family will be placed on the Transfer List.

The unit considerations in this section should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not currently covered in this policy, the case should be taken to the Director of Public Housing who will make determination after review of the situation, the individual circumstances, and the verification provided.

### **E. Reasonable Exceptions in Emergency Situations**

The criteria and standards prescribed above apply to all families applying for housing at GHA; however, reasonable exceptions to the standards listed above may be made in emergency situations, and in some cases, relationship, age, gender, health, or disability of family members may warrant assignment of a larger or smaller unit by GHA staff or at the request of the applicant family. Written approval of such cases will be made by the

Executive Director or his/her designee.

## **VI. LEASING**

### **A. Lease Orientation**

Prior to execution of the lease, a GHA representative will provide a lease orientation to the family head and spouse. The orientation may be conducted with more than one family.

The family must attend an orientation before taking occupancy of the unit.

#### Orientation Agenda

When families attend the lease orientation, they will be provided with:

- A copy of the Lease
- A copy of the GHA's lease and grievance procedure
- A copy of GHA House Rules
- A copy of the GHA Newsletter
- A copy of GHA Cleaning Instructions

Topics to be discussed will include, but are not limited to:

- Applicable deposits and other charges
- Provisions of the Lease
- Orientation to the community
- Unit maintenance and work orders
- Explanation of occupancy forms
- Terms of occupancy

### **B. Execution of Lease**

The lease shall be executed by the head of household, spouse, and all other adult members of the household, age 18 years or older, and by an authorized representative of the GHA, prior to admission.

The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

An appointment will be scheduled for the parties to execute the lease. One executed copy of the lease will be given to the tenant, and the GHA will retain one in the tenant's file. The lease is incorporated into this policy by reference. The lease document will reflect current GHA policies as well as applicable Federal, State and Local law.

The following provisions govern lease execution and amendments:

A lease is executed at the time of admission for all new tenants.

A new lease is executed at the time of the transfer of a tenant from one GHA unit to another (with no change in reexamination date).

If, for any reason, any signer of the lease ceases to be a member of the household, the lease will be amended by drawing a line through the party's name and both parties will be required to initial and date the change.

Lease signers must be persons legally eligible to execute contracts. If no member of the household is qualified to sign a lease, a legal guardian may co-sign the lease, subject to GHA approval.

The names and date of birth of all household members are listed on the lease at initial occupancy and on the Application for Continued Occupancy each subsequent year. Only those persons listed on the most recent certification shall be permitted to occupy a dwelling unit.

Changes to tenant rents are made upon the preparation and execution of a "Notice of Rent Adjustment" by the GHA, which becomes an attachment to the lease. Documentation will be included in the tenant file to support proper notice.

Households that include a Live-In Attendant are required to execute a lease addendum authorizing the arrangement and describing the status of the attendant.

Households that include a Live-In Attendant will contain file documentation that the Live-In Attendant is not a party to the lease and is not entitled to GHA assistance, with the exception of occupancy while serving as the attendant for the participant family member.

The GHA may modify its form of lease from time to time, giving tenants an opportunity to comment on proposed changes and advance notice of the implementation of any changes. A tenant's refusal to accept permissible and reasonable lease modifications, or those modifications required by HUD, is grounds for termination of tenancy.

### **C. Additions to the Lease**

Requests for the addition of a new member of the household must be approved by the GHA, prior to the actual move-in by the proposed new member.

Following receipt of a family's request for approval, the GHA will conduct a pre-admission screening, including the Criminal History Report, of the proposed new member. Only new members approved by the GHA will be added to the household.

Factors determining household additions:

#### 1. Household additions subject to screening:

Resident plans to marry;

Resident is awarded custody of a child over the age for which juvenile justice records are available;

Resident desires to add a new family member to the lease, employ a live-in aide, or take in a foster child(ren).

A unit is occupied by a remaining family member(s) under age 18 (not an emancipated minor) and an adult who was not a member of the original household requests permission to take over as the head of household.

Factors determining household additions which are not subject to screening:

Children born to a family member or whom a family member legally adopts are exempt from the pre-screening process.

#### 3. Factors determining household additions which may be subject to screening, depending on HA discretion:

Children below the age under which juvenile justice records are made available, who are added through a kinship care arrangement are not exempt from the pre-screening process.

The HA will request that the public housing tenant provide the HA with a signed consent form from the parent(s) or legal guardian allowing the HA to check the juvenile records of the child. Sources to be checked may include any of the following:

School Records (attendance/behavior)

Juvenile Probation/Court Records

Police Records

4. In such cases where the addition of a new member who has not been born, married, or legally adopted into the family, and the addition will affect the bedroom size required by the family, according to the HA occupancy standards, the HA will not approve the addition.
5. The GHA will not approve adding a family consisting of more than one member to the lease. Such applicants will be encouraged to apply to the waiting list.
6. Residents who fail to notify the GHA of additions to the household, or who permit persons to join the household without undergoing screening, are in violation of the lease. Such persons are considered to be unauthorized occupants by the GHA, and the entire household will be subject to eviction [24 CFR 966.4(f)(3)].
7. Family members age 18 and over who move from the dwelling unit to establish new households shall be removed from the lease. The tenant must notify the GHA of the move-out within 10 days of its occurrence.

These individuals may not be readmitted to the unit and must apply as a new applicant for placement on the waiting list.

The GHA in making determinations under this paragraph will consider medical hardship or other extenuating circumstances.

8. The resident may not allow visitors to stay overnight more than 14 days in a twelve month period.

The resident may not allow visitors to stay overnight more than 3 consecutive days in a twelve month period.

The manager may authorize overnight visitors provided the visit does not exceed 5 days.

The family must request GHA approval prior to visitors arriving who will be in the unit in excess of 14 days in a year.

Visitors who remain beyond this period shall be considered trespassers, and their presence constitutes a breach of the lease.

If an individual other than a leaseholder is representing to an outside agency that they are residing in the lessee's unit, the person will be considered an unauthorized member of the household.

9. Roomers and lodgers are not permitted to occupy a dwelling unit, nor are they permitted to move in with any family occupying a dwelling unit.

Residents are not permitted to allow a former tenant of the GHA who has been evicted to occupy the unit for any period of time.

Residents must advise the GHA when they will be absent from the unit for more than 5 days and provide a means for the GHA to contact the resident in the event of an emergency. Failure to advise the GHA of extended absences is grounds for termination of the lease.

**D. Leasing Units with Accessible or Adaptable Features [24 CFR 8.27(a)(1)(2) and (b)]**

Before offering a vacant accessible unit to a non-disabled applicant, the GHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the GHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

The GHA will require a non-disabled applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

**E. Utility Services**

Tenants responsible for direct payment of utilities must abide by any and all regulations of the specific utility company, including regulations pertaining to advance payments of deposits.

Failure to maintain utility services during tenancy is a lease violation and grounds for eviction.

Non-payment of excess utility charge payments to the GHA is a violation of the lease and is grounds for eviction.

**F. Security Deposits**

Security Deposit

New tenants must pay a security deposit to the GHA at the time of admission.

The amount of the security and/or pet deposit required is specified in the lease.

The amount of the Security Deposit is - See Section M of this chapter.

The amount of the Pet Deposit is \$100.00.

The GHA may permit installment payments of security deposits when a new tenant demonstrates a financial hardship to the satisfaction of the GHA. However, no less than one-half of the required deposit must be paid before occupancy.

The remainder of the deposit must be paid within 90 days.

The GHA will hold the security deposit for the period the tenant occupies the unit.

The GHA will refund to the Tenant the amount of the security deposit, less any amount needed to pay the cost of:

Unpaid Rent;

Damages listed on the Move-Out Inspection Report that exceed normal wear and tear;

Other charges under the Lease.

The GHA will refund the Security Deposit less any amounts owed, within 30 days after move out and tenant's notification of new address.

The GHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

The GHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The GHA will provide the tenant or designee identified above with a written list of any charges against the security or pet deposits. If the tenant disagrees with the amount charged to the security or pet deposits, the GHA will provide a meeting to discuss the charges.

The resident must leave the dwelling unit in a clean and undamaged (beyond normal wear and tear) condition and must furnish a forwarding address to the GHA . All keys to the unit must be returned to the Management upon vacating the unit.

The GHA will not use the security deposit for payment of rent or other charges while the tenant is living in the unit.

If the tenant transfers to another unit, the GHA will transfer the security deposit to the new unit. The tenant will be billed for any maintenance or other charges.

**G. Rent Payments Policy**

The final day of rent collection is the fifth of each month unless the fifth of the month is on a holiday or weekend. If the fifth day of the month is on a weekend, holiday or other day when the Authority's offices are closed, you rent will be considered paid on the 5th day if it is deposited in the drop box for your apartment complex and received by us before 8:00 am on the next working day.

**H. Fees and Nonpayment Penalties**

If the tenant fails to make payment by the 5th day of the month, and the GHA has not agreed to accept payment at a later date, a Notice to Vacate will be issued to the tenant with a 14 day notice period for failure to pay rent, demanding payment in full or the surrender of the premises.

Failure to pay rent by the fifth day of the month for two consecutive months or any three or more months during any consecutive twelve-month period will be grounds for termination of the lease.

If the tenant fails to make payment by the 5th day of the month, a late fee of \$15.00 will be charged.

A charge of \$25.00 will be assessed against the tenant for checks which are returned for non-sufficient funds (NSF), or checks written on a closed account.

The GHA will always consider the rent unpaid when a check is returned as NSF or a check is written on a closed account.

If the GHA has not agreed to accept payment at a later date, a *Notice to Vacate* will be issued for failure to pay rent.

Any payment received will be applied to the oldest charges in the resident's account with the exception of debts currently under a payment agreement.

**I. Schedules of Special Charges**

Schedules of special charges for services, repairs, utilities and rules and regulations which are required to be incorporated into the lease by reference shall be publicly posted in a conspicuous manner in the project office, and they will be provided to applicants and tenants upon request.

**J. Modifications to the Lease**

Schedules of special charges and rules and regulations are subject to modification or revision. Tenants will be provided at least thirty days written notice of the reason(s) for any proposed modifications or revisions, and they will be given an opportunity to present written comments. Comments will be taken into consideration before any proposed modifications or revisions become effective.

A copy of such notice shall be posted in the central office, and:

Mailed by first class mail to the tenant.

Posted in at least three conspicuous places within each structure or building in which tenants affected by the modifications or revisions are located.

Any modifications of the lease must be accomplished by a written addendum to the lease and signed by both parties. However, nothing shall preclude us from also modifying the lease to take into account revised provisions of law or government action.

Apartment complex managers and other Authority personnel have no authority to modify the lease or to waive any of its provisions by oral agreement.

**K. Cancellation of the Lease**

Cancellation of the tenant's lease is to be in accordance with the provisions contained in the lease agreement and as stated in this policy.

**L. Inspections of Public Housing Units**

Initial Inspections

The GHA and the family will inspect the premises prior to occupancy of the unit in order to determine the condition of the unit and equipment in the unit. A copy of the initial inspection, signed by the GHA and the tenant, will be kept in the tenant file.

Any adult member may sign the inspection form for the head of household.

Vacate Inspections

The GHA Site housing management staff and will perform a move-out inspection when the family vacates the unit, and will encourage the family to participate in the move-out inspection.

The purpose of this inspection is to determine necessary maintenance and whether there are damages that exceed normal wear and tear. The PHA will determine if there are tenant caused damages to the unit. Tenant caused damages may affect part or all of the family's security deposit.

The move-out inspection also assists the GHA in determining the time and extent of the preparation and repairs necessary to make the unit ready for the next tenant.

#### Move-in Inspections

The GHA Inspection Department will access the Vacate Report prepared by housing management staff and will perform a move-out inspection when the family vacates the unit, and will encourage the family to participate in the move-out inspection.

The purpose of this inspection is to determine necessary maintenance and whether there are damages that exceed normal wear and tear. The HA will determine if there are tenant caused damages to the unit. Tenant caused damages may affect part or all of the family's security deposit.

The move-out inspection also assists the HA in determining the time and extent of the preparation and repairs necessary to make the unit ready for the next tenant.

The resident is encouraged to participate in the move-out inspection.

#### Annual Inspections

The GHA will inspect all units annually using HUD's Uniform Physical Condition Standards (UPCS) as a guideline.

The PHA will inspect all units annually using HUD's Uniform Physical Condition Standards (UPCS) as a guideline.

The unit will be considered to have failed HUD's Uniform Physical Condition Standards if there are any *life-threatening* Health and Safety deficiencies or if:

There are one or more non-life-threatening Health and Safety deficiencies.

If a unit fails inspection due to housekeeping or tenant-caused damages, the resident will be given 14 days to correct noted items, after which a follow-up inspection will be conducted.

Residents will be issued a copy of the inspection report with required corrections.

If necessary to bring the unit into UPCS compliance, needed repairs will be completed by GHA.

All inspections will include a check of all smoke alarms to ensure proper working order.

Damages beyond "normal wear and tear" will be billed to the tenant.

Residents who are in violation of their lease due to repeated failed inspection will be scheduled for a lease violation conference.

Residents who "fail" the inspection due to housekeeping or tenant-caused damages will be given 14 to correct noted items. Another inspection will be conducted.

Residents will be issued a copy of the inspection report with required corrections.

If necessary to bring the unit into UPCS compliance, needed repairs will be completed by the HA.

All inspections will include a check of all smoke alarms to ensure proper working order.

Required corrections will be repaired by the GHA within 25 days of the inspection date.

Residents who repeatedly "fail" the inspection or cause excessive damage to the unit may be in violation of their lease and subject to lease termination.

Residents who are in violation of their lease due to repeated failed inspection will be scheduled for a lease violation conference and a required to attend and complete a Housekeeping Workshop.

#### Quality Control Inspections

The housing management staff will conduct periodic quality control inspections to determine the condition of the unit and to identify problems or issues in which the GHA can be of service to the family.

The GHA Inspection staff will conduct quality control inspections on 5 % of all units.

The purpose of these quality control inspections is to assure that repairs were completed at an acceptable level of craftsmanship and within an acceptable time frame.

The property manager will conduct periodic inspections to determine the condition of the unit and to identify problems or issues in which the GHA can be of service to the family.

#### Special Inspections

Housing management staff may request the inspector to conduct a special inspection for housekeeping, unit condition, or suspected lease violation.

HUD representatives or local government officials may review GHA operations periodically and as a part of their monitoring may inspect a sampling of the GHA's inventory.

#### Other Inspections

The GHA inspector will periodically conduct windshield and/or walk-through inspections to determine whether there may be lease violations, adverse conditions or local code violations.

Playground inspections are conducted quarterly to determine playground safety.

Building exterior and grounds inspections are conducted at all Public Housing properties to determine hazardous conditions as well as to assist in budget preparation.

#### Emergency Inspections

Housing management staff, including GHA inspectors may initiate an emergency inspection report to generate a work order if they believe that an emergency exists in the unit or on a Public Housing site. In addition, the inspector may conduct an emergency inspection without a work order and generate a work order after the inspection has been conducted. Repairs are to be completed within 24 hours from the time the work order is issued.

#### Emergency Repairs to be Completed in Less than 24 Hours

The following items are to be considered emergency in nature and require immediate (less than 24 hour) response:

Lock-out (with proper identification of resident)

Broken lock which affects unit security

Broken window glass which affects unit security, is a cutting hazard, or occurs within inclement weather (to be secured or abated)

Escaping gas

Plumbing leaks which have the capacity to create flooding or cause damage to the unit

Natural gas leaks or smell of fumes

Backed-up sewage

Electrical hazard

Units with elderly residents have the following additional standards for repairs to be conducted in less than 24 hours:

Inoperable GHA-owned air conditioner/heater (seasonal) or refrigerator

Inoperable smoke detectors will be treated as a 24-hour emergency and will be made operable by the GHA if the smoke detector is in need of repair.

Residents who disengage smoke detectors for convenience purposes will be cited. (See "Housekeeping Citations" below)

#### Entry of Premises Notices

The GHA will give prior written notice for non-emergency inspections. Non-emergency entries to the unit will be made during reasonable hours of the day.

The GHA will provide the family with 48 hour notice prior to entering the unit for non-emergency reasons other than the annual inspection.

If no person is at home, the inspector and another staff member will enter the unit and conduct the inspection.

If no one is in the unit, the person(s) who enters the unit will leave a written notice to the resident explaining the reason the unit was entered and the date and time.

If the resident is impaired, all notices of entry must be in accessible format.

A written notice specifying the purpose for non-emergency entry into the unit will be delivered to the premises at least 2 days before entry.

Where the HA is conducting regular annual examinations of its housing units, the family will receive two weeks or reasonable advance notice of the inspection to allow the family to prepare and be able to pass the inspection.

Reasons the GHA will enter the unit are:

Inspections and maintenance

To make improvements and repairs

To show the premises for leasing

In cases of emergency

The family must call the HA at least 24 hours prior to the scheduled date of inspection to reschedule the inspection, if necessary.

The HA will reschedule the inspection no more than twice unless the resident has a verifiable medical reason which has hindered the inspection. The HA may request verification.

Repairs requested by the family will not require prior notice to the family. Residents are notified in the lease that resident-requested repairs presume permission for the HA to enter.

#### Non-Inspection Emergency Entry

The GHA staff will allow access to the unit to proper authorities when issues of health or safety of the tenant are concerned.

#### Family Responsibility to Allow Inspection

The HA must be allowed to inspect the unit at reasonable times with reasonable notice. A 48 hour written notice will be considered reasonable in all cases.

The resident is notified of the inspection appointment by mail or hand delivery. The family must call the HA at least 24 hours before the inspection date to reschedule the inspection, if necessary.

The HA will reschedule the inspection no more than twice unless the resident has a verifiable medical reason which has hindered the inspection. The HA may request verification.

If the resident refuses to allow the inspection, the resident will be in violation of the lease and the HA will schedule a lease violation conference for the family.

If the resident refuses to allow the inspection, the resident will be in violation of the lease.

#### Housekeeping Citations

Residents who "fail" an inspection due to housekeeping will be issued a Housekeeping Citation, listing unit discrepancies, required to attend a housekeeping workshop and a reinspection will be conducted within 14 working days by housing management staff.

If the family fails to comply with the reinspection it can result in lease termination. Or if the family is issued another Housekeeping Citation within 30 days of the reinspection, the family will be summoned for a lease violation conference.

Citations will be issued to residents who purposely and for convenience disengage the unit's smoke detector.

More than one such citation will be considered a violation of the lease.

#### Tenant Damages

Repeated failed inspections or damages to the unit beyond normal wear and tear may constitute serious or repeated lease violations.

"Beyond normal wear and tear" is defined as items which could be charged against the tenant's security deposit under state law or court practice.

#### **M. Amount of Security Deposits**

1. A security deposit will be required for all families as follows:

1 BR (elderly)	\$75.00
2 BR	\$75.00

3 BR (family)	\$75.00
4 BR	\$100.00
5 BR	\$125.00

Resident Orientation

Eligible applicants selected for admission will be required to participate in an orientation program conducted by GHA to acquaint new resident families with the following policies and procedures: the Dwelling Lease; maintenance procedures; services provided by GHA; resident initiative activities; grievance procedures; resident rights, responsibilities and obligations, rent collection policy, One-Strike and You're Out Policy, and the operation of heating, cooling, and plumbing equipment in the units.

**N. Rent, Ceiling Rents, Other Charges and Rent Adjustments**

1. Rent. Rent will be calculated using the method and income as determined by HUD regulations.
2. Minimum Base Rent. For its federal low-rent housing program, GHA has established \$25 as its minimum total resident payment.
3. Flat Rents. Ceiling rents will be at levels that are not less than the monthly cost to operate GHA units.
4. Maintenance Charges. Schedules of charges for maintenance repairs and other services shall be publicly posted in a conspicuous place in the management offices and shall be furnished to applicants and residents upon request. The Housing Authority will notify in writing residents when such charges are assessed. These charges shall become due and payable fourteen (14) days after such notice has been given to the resident.
5. Excess Utility Charges. A schedule of charges for excess utilities shall be publicly posted in a conspicuous place in the complex office and shall be furnished to applicants and residents upon request. The Housing Authority will notify residents of these charges and they shall become due and payable fourteen (14) days after such notice has been given to the resident.
6. Late Charges. A late charge of \$15.00 shall be assessed when rent or other charges are not paid on or before the end of the 5th business day of the month.

**VII. RECERTIFICATIONS [24 CFR 5.617, 24 CFR 960.209]**

**A. Eligibility for Continued Occupancy**

Residents who meet the following criteria will be eligible for continued occupancy:

Qualify as a family as defined in this policy;

Are in full compliance with the obligations and responsibilities described in the dwelling lease;

Whose family members, age 6 and older, each have submitted their Social Security numbers or have certifications on file that they do not have a Social Security number;

Whose family members have submitted required citizenship/eligible immigration status/noncontending

documents.

## **B. Annual Recertifications**

The terms *annual recertification* and *annual reexamination* are synonymous.

In order to be recertified, families are required to provide current and accurate information on income, assets, allowances and deductions, and family composition.

For families who move in on the first of the month, the annual recertifications will be completed within 12 months of the anniversary of the move-in date. [Example: If family moves in August 1, the annual recertification will be conducted to be effective on August 1, the following year].

For families who move in during the month, the annual recertifications will be completed no later than the first of the month in which the family moved in, the following year. [Example: If family moves in August 15, the effective date of the next annual recertification is August 1].

When families move to another dwelling unit:

An annual recertification will be conducted (unless a recertification has occurred in the last 120 days) and the anniversary date will be changed.

The annual recertification date will not change.

### Reexamination Notice to the Family

All families will be notified of their obligation to recertify by first class mail. The notification shall be sent at least 90 days in advance of the anniversary date. If requested as an accommodation by a person with a disability, the GHA will provide the notice in an accessible format. The GHA will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

### Methodology

The GHA's method for conducting annual recertifications will be:

To schedule the specific date and time of appointments in the written notification to the family.

### Persons with Disabilities

Persons with disabilities, who are unable to come to the GHA's office will be granted an accommodation of conducting the interview at the person's home, upon verification that the accommodation requested meets the need presented by the disability.

### Collection of Information

The family is required to complete the annual recertification form.

OR

The GHA representative will interview the family and enter the information provided by the family on the recertification form.

The family is required to complete a *Personal Declaration* form prior to all annual and interim recertification interviews.

### Requirements to Attend

The following family members will be required to attend the recertification interview and sign the application for continued occupancy:

All adult household members

If the head of household is unable to attend the interview:

The appointment will be rescheduled.

### Failure to Respond to Notification to Recertify

The written notification will explain which family members are required to attend the recertification interview. The family may call to request another appointment date up to one day prior to the interview.

If the family does not appear for the recertification interview, and has not rescheduled or made prior arrangements with the GHA, the GHA will reschedule a second appointment.

If the family fails to appear for the second appointment, and has not rescheduled or made prior arrangements, the GHA will schedule a third appointment.

If the third appointment is missed GHA will terminate tenancy for the family.

Exceptions to these policies may be made by the Property Manager if the family is able to document an emergency situation that prevented them from canceling or attending the appointment.

### Documents Required From the Family

In the notification letter to the family, the GHA will include instructions for the family to bring the following:

Documentation of income for all family members

Documentation of liquid and non-liquid assets

Documentation to substantiate any deductions or allowances

Personal Declaration Form completed by head of household

### Verification of Information

All information which affects the family's continued eligibility for the program, and the family's Total Tenant Payment (TTP) will be verified in accordance with the verification procedures and guidelines described in this Policy. Verifications used for recertification must be less than 120 days old. All verifications will be placed in the file, which has been established for the family.

When the information has been verified, it will be analyzed to determine:

the continued eligibility of the resident as a *family* or as the *remaining member* of a family;

the unit size required by the family;

the amount of rent the family should pay.

## Changes In The Tenant Rent

If there is any change in rent, the lease will be amended, or a new lease will be executed, or a Notice of Rent Adjustment will be issued [24 CFR 966.4(c) & (o)].

### Tenant Rent Increases

If tenant rent increases, a thirty-day notice will be mailed to the family prior to the anniversary date.

If less than thirty days are remaining before the anniversary date, the tenant rent increase will be effective on the first of the second month following the thirty day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent to the anniversary date.

### Tenant Rent Decreases

If tenant rent decreases, it will be effective on the anniversary date.

If the family causes a delay so that the processing of the reexamination is not complete by the anniversary date, rent change will be effective on the first day of the month following completion of the reexamination processing by the GHA.

If tenant rent decreases and the change occurred within a month prior to the recertification appointment, but the family did not report the change as an interim adjustment, the decrease will be effective on the recertification anniversary date.

If the tenant rent decreases and the tenant reported the change within a month prior to the annual recertification anniversary date or between the annual recertification anniversary date and the effective date of the annual recertification, the change will be treated as an interim. The change will be effective the first of the following month that the family reported the change. If necessary, the HA will run another HUD 50058 as an annual recertification.

## **C. Reporting Interim Changes**

Families must report all changes in household composition to the GHA between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain GHA approval prior to all other additions to the household.

When there is a change in head of household or a new adult family member is added, the GHA will complete an application for continued occupancy and reverify, using the same procedures the GHA staff would use for an annual reexamination, except for effective dates of changes. In such case, the Interim Reexamination Policy would be used.

The annual reexamination date will not change as a result of this action.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified prior to the approval by the HA of the family member being added to the lease.

## **D. Income Changes Resulting from Welfare Program Requirements**

The HA will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

fraud; or

failure to participate in an economic self-sufficiency program; or  
noncompliance with a work activities requirement

However, the HA will reduce the rent if the welfare assistance reduction is a result of:

The expiration of a lifetime time limit on receiving benefits; or

A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, such as:

the family has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

#### Verification Before Denying a Request to Reduce Rent

The HA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

#### Cooperation Agreements

The HA will establish a written cooperative agreement with the local welfare agency which assists the HA in obtaining the necessary information regarding welfare sanctions.

The HA has taken a proactive approach to culminating an effective working relationship between the HA and the local welfare agency for the purpose of targeting economic self-sufficiency programs throughout the community that are available to public housing residents.

The HA and the local welfare agency have mutually agreed to notify each other of any economic self-sufficiency and/or other appropriate programs or services that would benefit public housing residents.

#### **E. Other Interim Reporting Issues**

An interim reexamination will be scheduled for families with zero income every 30 days.

If there is a change from benefit income to employment income, the GHA will defer the family's rent increase for six months, or until the annual reexamination, in order to encourage families to move to self-sufficiency. This incentive will only be provided once to any family member.

If the family member leaves the job without good cause after six months and before twelve months, the rent will be calculated retroactively to include the employment income.

This incentive is not provided to persons who work seasonally.

In the following circumstances, the GHA may conduct the interim recertification by mail:

As a reasonable accommodation when requested.

#### GHA Errors

If the GHA makes a calculation error at admission to the program or at an annual reexamination, an interim reexamination will be conducted to correct the error, but the family will not be charged retroactively.

#### **F. Timely Reporting of Changes in Income (and Assets)**

### Standard for Timely Reporting of Changes

The GHA requires that families report interim changes to the GHA immediately when the change occurs. Any information, document or signature needed from the family which is needed to verify the change must be provided within three working days of the change.

An exception will be made for AFDC recipients who obtain employment. In such cases, families will have to report within 30 days of receipt of the Notice of Action from AFDC that shows the full adjustment for employment income.

If the change is not reported within the required time period, or if the family fails to provide signatures, certifications or documentation, (in the time period requested by the GHA ), it will be considered untimely reporting.

### Procedures When the Change is Reported in a Timely Manner

The GHA will notify the family of any changes in Tenant Rent to be effective according to the following guidelines:

Increases in the Tenant Rent are effective on the first of the month following at least thirty days' notice.

Decreases in the Tenant Rent are effective the first of the month following the month in which the change is reported.

The change may be implemented based on documentation provided by the family, pending third-party written verification.

### Increases in Income to be Reported

Families must report all increases in income/assets of all household members to the GHA in writing within 10 calendar days of the occurrence.

### Increases In Income and Rent Adjustments

The GHA will process rent adjustments for all increases in income, which are reported between regularly scheduled recertifications.

Rent increases (except those due to misrepresentation) require 30 days notice.

### Decreases in Income and Rent Adjustments

Residents may report a decrease in income and other changes, such as an increase in allowances or deductions which would reduce the amount of the total tenant payment.

The GHA will process the rent adjustment unless the GHA confirms that the decrease in income will last less than 30 calendar days.

The GHA will process rent adjustments whenever there is a decrease in income.

### Procedures when the Change is not Reported by the Tenant in a Timely Manner

If the family does not report the change as described under Timely Reporting, the family will have caused an unreasonable delay in the interim reexamination processing and the following guidelines will apply:

Increase in Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any underpaid rent, and may be required to sign a Repayment Agreement.

The GHA will not execute a payment agreement if the payback is so much that it will take the family longer than 2 years to complete the agreement.

OR

The retroactive amount exceeds \$2,500.00.

Decrease in Tenant Rent will be effective on the first of the month following completion of processing by the GHA and not retroactively.

#### Procedures when the Change is not Processed by the GHA in a Timely Manner

"Processed in a timely manner" means that the change goes into effect on the date it should when the family reports the change in a timely manner. If the change cannot be made effective on that date, the change is not processed by the GHA in a timely manner.

Therefore, an increase will be effective after the required thirty days' notice prior to the first of the month after completion of processing by the GHA.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

#### **G. Reporting of Changes in Family Composition**

The members of the family residing in the unit must be approved by the HA. The family must inform the HA and request approval of additional family members other than additions due to birth, adoption, marriage, court-awarded custody before the new member occupies the unit.

All changes in family composition must be reported within 10 working days of the occurrence in writing.

If an adult family member is declared permanently absent by the head of household, the notice must contain a certification by the head of household or spouse that the member (who may be the head of household) removed is permanently absent.

The head of household must provide a statement that the head of household or spouse will notify the HA if the removed member returns to the household for a period longer than the visitor period allowed in the lease.

#### Increase in Family Size

The GHA will consider a unit transfer (if needed under the Occupancy Guidelines) for additions to the family in the following cases:

Addition by marriage/or marital-type relation.

Addition of a minor who is a member of the nuclear family who had been living elsewhere.

Addition of a GHA-approved live-in attendant.

Addition of any relation of the Head or Spouse.

Addition due to birth, adoption or court-awarded custody.

Families who need a larger sized unit because of voluntary additions will have lower priority on the Transfer List than other families who are required to change unit size.

If a change due to birth, adoption, court-awarded custody, or need for a live-in attendant requires a larger size unit due to overcrowding, the change in unit size shall be made effective upon completion of screening process and availability of an appropriately sized unit.

Families who need a larger sized unit because of voluntary additions will have lower priority on the Transfer List than other families who are required to change unit size.

If a change due to birth, adoption, court-awarded custody, or need for a live-in attendant requires a larger size unit due to overcrowding, the change in unit size shall be made effective upon availability of an appropriately sized unit.

#### Definition of Temporarily/Permanently Absent

The GHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. The GHA will evaluate absences from the unit in accordance with this policy.

#### Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the GHA will terminate tenancy in accordance with the appropriate lease termination procedures contained in this Policy.

Families are required to notify the GHA before they move out of a unit in accordance with the lease and to give the GHA information about any family absence from the unit.

Families must notify the GHA if they are going to be absent from the unit for more than fifteen consecutive days. A person with a disability may request an extension of time as an accommodation.

"Absence" means that no family member is residing in the unit.

In order to determine if the family is absent from the unit, the GHA may:

Conduct home visit

Write letters to the family at the unit

Post letters on exterior door

Telephone the family at the unit

Interview neighbors

Verify if utilities are in service

Check with Post Office for forwarding address

Contact emergency contact

If the entire family is absent from the unit, without GHA permission, for more than 10 consecutive days, the unit will be considered to be vacant and the GHA will terminate tenancy.

As a reasonable accommodation for a person with a disability, the GHA may approve an extension. During the period of absence, the rent and other charges must remain current.

If the absence which resulted in termination of tenancy was due to a person's disability, and the GHA can verify that the person was unable to notify the GHA in accordance with the lease provisions regarding absences, and if a suitable unit is available, the GHA may reinstate the family as an accommodation if requested by the family.

#### Absence of Any Member

Any member of the household will be considered permanently absent if s/he is away from the unit for 2 consecutive months except as otherwise provided in this Chapter.

#### Absence due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the GHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 90 consecutive days, the family member will not be considered permanently absent, as long as rent and other charges remains current.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the GHA's "Absence of Entire Family" policy.

#### Absence due to Incarceration

If the sole member is incarcerated for more than 30 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 30 consecutive days. The rent and other charges must remain current during this period.

The GHA will determine if the reason for incarceration is for drug-related or criminal activity which would threaten the health, safety and right to peaceful enjoyment of the dwelling unit by other residents.

#### Foster Care and Absences of Children

If the family includes a child or children temporarily absent from the home due to placement in foster care, the GHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than four (4) months from the date of removal of the child(ren), the family will be required to move to a smaller size unit. If all children are removed from the home permanently, the unit size will be reduced in accordance with the GHA's occupancy guidelines.

#### Absence of Adult

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the GHA will treat that adult as a visitor for the first 90 calendar days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, and the caretaker qualifies under Tenant Suitability criteria, the lease will be transferred to the caretaker.

If the court has not awarded custody or legal guardianship, but the action is in process, the GHA will secure verification from social services staff or the attorney as to the status.

The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made.

The GHA will transfer the lease to the caretaker, in the absence of a court order, if the caretaker qualifies under the Tenant Suitability criteria and has been in the unit for more than 6 months and it is reasonable to expect that custody will be granted.

When the GHA approves a person to reside in the unit as caretaker for the child(ren), the income of the caretaker should be counted pending a final disposition. The GHA will work with the appropriate service agencies to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 90 days, the person will be considered permanently absent.

If an adult child goes into the military and leaves the household, they will be considered permanently absent.

Full time students who attend school away from the home will be treated in the following manner:

Full time students who attend school away from the home and live with the family during school recess will be considered temporarily absent from the household.

#### Visitors (See Chapter on Leasing)

Any adult not included on the HUD 50058 who has been in the unit more than 3 consecutive days, or a total of fourteen (14) cumulative days in the month will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of any other address will be considered verification that the visitor is an unauthorized household member.

Statements from neighbors and/or GHA staff will be considered in making the determination.

The HA will consider:

Statements from neighbors and/or GHA staff

Vehicle license plate verification

Post Office records

Drivers license verification

Law enforcement reports

Credit reports

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be

construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and the GHA will terminate the family's lease since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit for up to 90 days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 60 days per year, the minor will be considered to be an eligible visitor and not a family member.

In a joint custody arrangement, if the minor is in the household less than 60 days per year, the minor will be considered to be an eligible visitor and not a family member. If both parents reside in Public Housing, only one parent would be able to claim the child for deductions and for determination for the occupancy standards.

**G. Remaining Member of Tenant Family – Retention of Unit**

To be considered the remaining member of the tenant family, the person must have been previously approved by the HA to be living in the unit.

A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the Family.

In order for a minor child to continue to receive assistance as a remaining family member:

The court has to have awarded emancipated minor status to the minor or is legally married; or

The HA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the unit to care for the child(ren) for an indefinite period.

A reduction in family size may require a transfer to an appropriate unit size per the Occupancy Standards.

**I. Changes in Unit Size**

The HA shall grant exceptions from the occupancy standards if the family requests and the HA determines the exceptions are justified according to this policy.

The GHA will not assign a larger bedroom size due to additions of family members other than by birth, adoption, marriage or court-awarded custody.

The GHA will consider the size of the unit and the size of the bedrooms, as well as the number of bedrooms, when an exception is requested.

When an approvable change in the circumstances in a tenant family requires another unit size, the family's move depends upon the availability of a suitable size and type of unit. If the unit is not available at the time it is requested, the family will be placed on the Transfer List.

**J. Continuance of Assistance for "Mixed" Families**

Under the Noncitizens Rule, "Mixed" families are families that include at least one citizen or eligible immigrant and any number of ineligible members.

"Mixed" families who were participants on June 19, 1995, shall continue receiving full assistance if they meet the following criteria:

The head of household, co-head or spouse is a U.S. citizen or has eligible immigrant status; AND

The family does not include any ineligible immigrants other than the head or spouse, or parents or children of the head, co-head or spouse.

Mixed families who qualify for continued assistance after 11/29/96 may receive prorated assistance only.

If they do not qualify for continued assistance, the member(s) that cause the family to be ineligible for continued assistance may move, or the family may choose prorated assistance (See Chapter titled "Factors Related to Total Tenant Payment Determination"). The GHA may no longer offer temporary deferral of termination (See Chapter on "Lease Terminations").

## **VIII. REEXAMINATION OF INCOME, ADJUSTMENTS AND FAMILY COMPOSITION [24 CFR 5.609, 5.611, 5.613, 5.615]**

### **A. Minimum Rent**

The minimum rent for this GHA is \$25.00.

The Total Tenant Payment is the greater of:

30% of the adjusted monthly income

10% of the monthly income

The Minimum rent as established by the GHA

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

The HA recognizes that in some instances even the minimum rent may create a financial hardship for families. The HA will review all relevant circumstances brought to the HA's attention regarding financial hardship as it applies to minimum rent. The following section states the GHA's procedures and policies in regard to minimum rent financial hardship as set forth by the QHWRA.

Pursuant to the statutory minimum rent hardship requirements of the Quality Housing Work Responsibility act of 1998, the Galveston Housing Authority has formulated the following policies for Section 8 and Public Housing:

### **B. Minimum Rent Hardship Exception Policy**

Pursuant to the statutory minimum rent hardship requirements of the Quality Housing Work Responsibility act of 1998, the Galveston Housing Authority has formulated the following policies for Section 8 and Public Housing:

#### **PUBLIC HOUSING PROGRAM**

Families who live in Public Housing or participate in the Section 8 Housing Assistance Program are eligible for the hardship exception to minimum rent (\$25) if they meet at least one of the following criteria:

### Exception for Hardship Circumstances

The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program including a family that includes a member who is a alien lawfully admitted for permanent residence under the Immigration and nationality Act who would be entitled to public benefits but for the title IV of the PersonalResponsibiliy and Work Opportunity Reconciliation Act of 1996. To make a claim under this hardship exception the family must provide GHA with proof of application for assistance, or termination of assistance. The proof would be provided by the agency responsible for granting assistance or terminating assistance.

The family would be evicted as a result of the imposition of the minimum rent requirement under subparagraph (A) of the Quality Housing and Work Responsibility Act (QHWRA) of 1998. To make a claim under this criteria the family must be able to document inability to pay the minimum rent at the time of the request.

The income of the family has decreased because of changed circumstances including loss of employment. To make a claim under this criteria the loss of employment must not be the result of failure to meet employment requirements by the resident or participant. Changed circumstance as defined in this section includes, but is not limited to:

1. Reduction in work hours
2. Reduction in pay rate
3. Reduction in work force
4. A death in the family has occurred. The deceased family member must be an income producing member of the household, which contribute to the 30% of income used to calculate the residents rent.
5. Other situations as may be determined by the agency in the case of a family described in subparagraph (A)(ii).

### Waiting Period

If a resident or participant requests a hardship exemption under this provision and the Galveston Housing Authority reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning upon the making of a request for the exemption. A resident or participant may not be evicted during the 90-day period for nonpayment of rent. In such a case, if the resident or participant thereafter demonstrates that the financial hardship is of a long-term basis, the agency shall retroactively exempt the resident or participant from the applicability of the minimum rent requirement for such 90-day period

To make a claim under these provisions the resident or participant must submit a request, in writing, to the Galveston Housing Authority, 4700 Broadway, Galveston, TX 77551, Attn: Director of Public Housing. The resident or participant must provide documentation to support the request for a hardship exemption. During the period of time GHA takes to make their determination, the minimum rent will be suspended. However, should the determination be one of [no eligible hardship] or the [hardship is a temporary nature] the family will be required to reimburse the GHA for the minimum rent normally due during the period it was suspended, This will be explained in greater detail to those who request a hardship determination.

The hardship exemption requests became effective October 21, 1998.

### Temporary Hardship

If the HA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The GHA defines temporary as less than 120 days.

An interim reexamination will be scheduled for families with zero income every 30 days.

#### Repayment Agreements for Temporary Hardship

The HA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the HA money for rent arrears incurred during the minimum rent period, the HA will calculate the total amount owed and divide it by 9 to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.

Minimum rent arrears that are less than \$50.00 will be required to be paid in full the first month following the end of the minimum rent period.

The minimum monthly amount for a repayment agreement incurred for minimum rent arrears is \$25.00

The HA will not enter into a repayment agreement that will take more than 12 months to pay off.

If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the HA will reevaluate the family's ability to pay the increased rent amount and:

Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.

Determine that the repayment agreement is a financial hardship to the family and if so restructure the existing repayment agreement.

The HA's policies regarding repayment agreements are further discussed in "Family Debts to the GHA" section of this policy.

### **C. Income and Allowances**

Income: The types of money which are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented. (See Income Inclusions and Income Exclusions in the Glossary of Terms of this policy.)

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

Adjusted Income is defined as the Annual income minus any HUD allowable deductions.

#### Optional Income Exclusions

The GHA does not adopt any additional exclusions or adjustments to annual income of tenants.

#### Allowable Deductions

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

**D. Training Income Exclusions**

Training Income Exclusions in Accordance with 24 CFR 5.609(c)(8)(v)

The first type of training program is in accordance with 24 CFR 5.609 (c) (8)(v) and has features that allow the training income of assisted housing residents to be excluded only while the resident is actively enrolled in the training program.

A training program qualifying under 24 CFR 5.609 (c)(8)(v) is defined as one with goals and objectives designed to lead to a higher level of proficiency, and one which enhances the individual's ability to obtain employment. The training program may have performance standards to measure proficiency. Training may include, but is not limited to:

- Classroom training in a specific occupational skill;
- On-the-job training with wages subsidized by the program, or
- Basic education.

For this purpose Annual Income does not include the following:

- Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs.

**E. Disallowance of Earned Income from Rent Determinations**

The rent for qualified families may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment begins.

A family qualified for the earned income exclusion is a family that occupies a dwelling unit in a public housing project, is paying income-based rent; and

- Whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years previous to employment;

- Whose earned income increases as a result of increased earnings by a family member during participation in any family self-sufficiency or other job training program; or

Who is or was, within six months, assisted under any State program for TANF and whose earned income increases, if the amount received under TANF was at least \$500 for the six month period.

The HUD definition of "previously unemployed" includes a person who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

The HUD definition of economic self-sufficiency program is: any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded are any earned income increases of a family member during the self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment. The amount of TANF received in the six month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

The amount that is subject to the disallowance is the amount of incremental increase in income. The incremental increase in income is calculated by comparing the amount of the family member's income before the beginning of qualifying employment to the amount of such income after the beginning of employment.

**Initial Twelve-Month Exclusion:**

During the cumulative 12-month period beginning on the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the PHA will exclude from annual income any increase in income of the family member as a result of employment over the prior income of that family member.

**Second Twelve-Month Phase-in Exclusion:**

Upon the expiration of the 12-month period referred to above, the rent payable by a family may be increased due to the continued employment of the family member above, except that during the 12-month period beginning upon such expiration the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable except for this exclusion.

**Maximum Four Year Disallowance:**

The earned income disallowance is limited to a lifetime 48-month period for each family member. For each family member, the disallowance only applies for a maximum of 12 months total exclusion of incremental increase, and a maximum of 12-month phased-in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period, and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month total exclusion and the second 12-month phased-in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

### **Applicability to 18-month Training Income Exclusions [formerly found in 24 CFR 5.609(c)(13)]:**

If a tenant meets the criteria for the mandatory earned income disallowance as outlined in 24 CFR 960.255, the PHA shall not deny a tenant the disallowance based on receipt of the earlier 18-month exclusion.

### **Applicability to Child Care and Disability Assistance Expense Deductions:**

The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for families entitled to the earned income disallowance, the amounts of the full and phase-in exclusions from income shall not be used in determining the cap for child care and disability assistance expense deductions.

### **Tracking the Earned Income Exclusion**

The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent.

Such documentation may include, but may not be limited to:

Date the increase in earned income was reported by the family

Name of the family member whose earned income increased

Reason (new employment, participation in job training program, within 6 months after receiving TANF) for the increase in earned income

Amount of the increase in earned income (amount to be excluded)

Date the increase in income is first excluded from annual income

Date(s) earned income ended and resumed during the initial cumulative 12-month period of exclusion (if any)

Date the family member has received a total of 12 months of the initial exclusion

Date the 12-month phase-in period began

Date(s) earned income ended and resumed during the second cumulative 12-month period (phased-in) of exclusion (if any)

Date the family member has received a total of 12 months of the phased-in exclusion

Ending date of the maximum 48-month (four year) disallowance period (48 months from the date of the initial earned income disallowance)

The PHA will maintain a tracking system to ensure correct application of the earned income disallowance.

### **Family's Responsibility to Report Changes**

The PHA's policy requires families to report certain changes between annual reexaminations. See Chapter 7 of

this Plan. If a family reports an increase in earned income and if the PHA determines that the family is a qualified family, the 12-month exclusion will begin on the first day of the month after the family reports the increase in income. At annual reexamination, the remainder of the 12-month full exclusion will be applied. After the 12-month full exclusion ends, the 12-month phased-in exclusion will begin. The family will be required to report any change in income or family composition during this period (while full or phased-in exclusion is applied).

#### Inapplicability to Admission

The earned income disallowance is only applied to determine the annual income of families residing in public housing, and is not used in determining the annual income of applicants for purposes of eligibility or income targeting for admission.

#### WAGES FROM EMPLOYMENT WITH THE PHA OR RESIDENT ORGANIZATION

Upon employment with the PHA or officially-recognized Resident Organization, the full amount of employment income received by the person is counted. There is no exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

#### **E. Averaging Income**

When Annual Income cannot be anticipated for a full twelve months, the GHA will:

Average known sources of income that vary to compute an annual income.

Annualize current income and conduct an interim reexamination if income changes.

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

#### **F. Minimum Income**

There is no minimum income requirement. Families who report zero income are required to undergo an interim recertification every 3 months.

Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

The GHA will request an employment detail history for all adult members of families that report zero income.

#### **G. Income of Person Permanently Confined to Nursing Home**

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the GHA will calculate the Total Tenant Payment by:

1. Excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member.

**H. Regular Contributions and Gifts [24 CFR 5.609(a)(7)]**

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every 3 months or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$100 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See Chapter on "Verification Procedures," for further definition.)

If the family's expenses exceed their known income, the GHA will make inquiry of the family about contributions and gifts.

**I. Alimony and Child Support [24 CFR 5.609(a)(7)]**

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the GHA must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

The GHA will accept as verification that the family is receiving an amount less than the award if:

The GHA receives verification from the agency responsible for enforcement or collection.

The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the divorce decree.

**J. Lump-sum Receipts [24 CFR 5.609(b)(5), (c)]**

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

The GHA uses a calculation method which calculates retroactively or prospectively depending on the circumstances.

Prospective Calculation Methodology

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

The entire lump-sum payment will be added to the annual income at the time of the interim.

The GHA will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).

At the next annual recertification, the GHA will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income.

The lump sum will be added in the same way for any interims which occur prior to the next annual recertification.

If amortizing the payment over one year will cause the family to pay more than current HUD percentage of the family's adjusted income (before the lump sum was added) for Total Tenant Payment, the GHA and family may enter into a Repayment Agreement, with the approval of the Director of Public Housing, for the balance of the amount over the current HUD percentage calculation. The beginning date for this Repayment Agreement will start as soon as the one year is over.

#### Retroactive Calculation Methodology

The GHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.

The GHA will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due the GHA.

The family has the choice of paying this "retroactive" amount to the GHA in a lump sum.

At the GHA's option, the GHA may enter into a Repayment Agreement with the family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

#### Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

#### **K. Contributions to Retirement Funds - Assets**

Contributions to company retirement/pension funds are handled as follows:

While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.

After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

#### **L. Assets Disposed of for Less Than Fair Market Value**

The GHA must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The GHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

The GHA's minimum threshold for counting assets disposed of for less than Fair Market value is \$500.00. If the total value of assets disposed of within the two-year period is less than \$500.00, they will not be considered an asset.

**M. Child Care Expenses**

Unreimbursable child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only before or after-hours care can be counted as child care expenses.

Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include:

The abuser in a documented child abuse situation, or

A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Child care expenses must be reasonable. Reasonable is determined by what the average child care rates are in the HA's jurisdiction.

Allowability of deductions for child care expenses is based on the following guidelines:

Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

Amount of Expense: The GHA will survey the local care providers in the community to determine what is reasonable. The HA will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, the GHA may calculate the allowance using the guideline.

**N. Medical Expenses [24 CFR 5.603]**

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines must be doctor-recommended in order to be considered a medical expense.

Nonprescription medicines will be counted toward medical expenses for families who qualify if the family furnishes legible receipts with identification of the type of purchase.

Acupressure, acupuncture and related herbal medicines will not be considered allowable medical expenses.

Chiropractic services will be considered allowable medical expenses only if services are required by a physician as a physical therapy requirement.

**O. Proration of Assistance for "MIXED" Families [24 CFR 5.520]**

## Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter titled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

## Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.

Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

## **P. Income Changes resulting from Welfare Program Requirements**

The PHA will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

fraud; or

failure to participate in an economic self-sufficiency program; or

noncompliance with a work activities requirement

However, the PHA will reduce the rent if the welfare assistance reduction is a result of:

The expiration of a lifetime time limit on receiving benefits; or

A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, such as:

the family has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

## Verification Before Denying a Request to Reduce Rent

The PHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

## Cooperation Agreements

The GHA has a written cooperation agreement in place with the local welfare agency which assists the PHA in obtaining the necessary information regarding welfare sanctions.

### **Q. Utility Allowance and Utility Reimbursement Payments**

The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption.

### **R. Excess Utility Payments**

Residents in units where the GHA pays the utilities will be charged for excess utilities. This charge shall be applied as specified in the lease. [24CFR 966.4(b)(2)]

### **S. Family Choice in Rents**

#### Authority for Family to Select

The GHA shall provide for each family residing in a public housing unit to elect annually whether the rent paid by such family shall be 1) determined based on family income or 2) the flat rent. The PHA may not at any time fail to provide both such rent options for any public housing unit owned, assisted or operated by the PHA.

Annual choice: The PHA shall provide for families residing in public housing units to elect annually whether to pay income-based or flat rent.

#### Allowable Rent Structures

##### Flat Rents

The GHA has established, for each dwelling unit in public housing, a flat rental amount for the dwelling unit, which:

Is based on the rental value of the unit, as determined by the GHA; and

Is designed so that the rent structures do not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency through their own efforts.

The GHA shall review the income of families paying flat rent not less than once every three years.

##### Income-Based Rents

The monthly Total Tenant Payment amount for a family shall be an amount, as verified by the PHA, that does not exceed the greatest of the following amounts:

30 percent of the family's monthly adjusted income;

10 percent of the family's monthly income; or

The PHA/s Minimum TTP of \$25.00

## Switching Rent Determination Methods Because of Hardship Circumstances

In the case of a family that has elected to pay the PHA's flat rent, the PHA shall immediately provide for the family to pay rent in the amount determined under income-based rent, during the period for which such choice was made, upon a determination that the family is unable to the flat rent because of financial hardship, including:

Situations in which the income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income or other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Such other situations as may be determined by the GHA.

All hardship situations will be verified.

The rental policy developed by the GHA encourages and rewards employment and self-sufficiency.

### Annual Reexamination

90 days in advance of the annual reexamination, the family will be sent a form from the GHA, on which the family will indicate whether they choose flat rent or income-based rent. The GHA form will state what the flat rent would be, and an estimate, based on current information, what the family's income-based rent would be.

If the family indicates they choose flat rent, the form will be retained in the tenant file.

If the family indicates they choose income-based rent, a reexamination appointment will be scheduled according to GHA policy.

## **T. GHA'S Flat Rent Methodology**

The PHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit. The PHA's methodology is described in the PHA Agency Plan.

The PHA's flat rents have been established using the following methodology:

The GHA conducted a comprehensive analysis of rental units on the existing private market in the immediate area of each project where ceiling rents will be established using information gathered from the following sources and established the ceiling rents that follow:

HUD Published Fair Market Rent for Galveston PMSA

Galveston Housing Authority 1999-2000 Budget

Barton Smith

Professor of Economics

University of Houston

And  
Evert Crawford  
President, Crawford Realty Advisors

**December 8, 1999**

<u>Palm Terrace Development</u>		<u>All other GHA Developments</u>
1BR	\$315	\$335
2BR	\$335	\$355
3BR	\$355	\$375
4BR	\$375	\$395
5BR	\$395	\$415

**U. Ceiling Rents as Authorized Under the 1998 QHWRA**

The GHA will not set ceiling rents below 75 percent of the monthly cost to operate the units at any of its public housing units.

The GHA will not set ceiling rents below 100 percent of the monthly cost to operate the units for housing designated for occupied predominantly by elderly or disabled families.

The monthly cost of operating the GHA's housing is defined as one twelfth of the sum of all annual operating expenses reported on the Statement of Operating Receipts and Expenditures as of the end of the most recent fiscal year and the aggregate annual utility allowances for all tenant paid utilities; minus the sum of (1) excess utility charges and (2) annual cost, if any, associated with units approved for deprogramming PIH Notice 98-41.

The GHA will ensure that all of its ceiling rents will be unit based and not applied to certain families or certain categories of families.

Notice to Residents

The GHA will provide 30 days notice to all families affected by any new ceiling rent policies.

**IX. UNIT TRANSFERS**

For purposes of this transfer policy the "losing development" refers to the unit from which the family is moving and the "gaining development" refers to the unit to which the family is transferring.

**A. General Statement**

A family may be eligible to transfer for valid and certifiable reasons such as enabling the family to be:

    Closer to a place of employment;

Closer to a relative who will care for children of a working mother; or

Closer to a required medical treatment center; or

In areas providing more opportunity for economic self-sufficiency; or

To move from an upstairs to a downstairs units for medical or accessibility reasons; or

The GHA will always consider a request to transfer as a reasonable accommodation for a person with a disability.

Families transferring to another development must have paid the security deposit in full at the losing development. Any move-out charges will be posted to the new unit.

It will be up to the gaining development to collect the charges. The GHA will charge the families for any damages to the previous unit that exceed that unit's security deposit.

Except in emergency situations, transfers will be avoided when the family is:

Delinquent in its rent;

In the process of reexamination to determine rent and eligibility; or

About to be asked to move for reasons other than non-payment of rent.

Not in good standing with the GHA due to rental history or a history of disturbances.

## **B. Rank Order of Transfer List**

The GHA has three types of transfers: Emergency, Category 1, Administrative - Category 2, and Administrative - Category 3.

1. Emergency Transfers, Category 1, are permitted when the unit or building conditions pose an immediate threat to resident life, health or safety, as determined by GHA. Emergency transfers within sites or between sites may be made to repair unit defects hazardous to life, health, or safety, alleviate verified medical problems of a life threatening nature, or, based on documentation provided by a law enforcement agency, protect members of the household from attack by the criminal element in a particular property or neighborhood. These transfers shall take priority over new admissions.

2. Administrative Transfers, Category 2, include transfers within or between sites to alleviate verified medical problems of a serious nature, permit modernization of units, permit a family that requires a unit with accessible features to occupy such a unit, remove residents who are witnesses to crimes and may face reprisals (as documented by a law enforcement agency), or provide housing options to residents who are victims of hate crimes. These transfers shall take priority over new admissions.

Requests for transfers under Category 2 will be made to the Manager. The resident will provide the Manager with the necessary verification and/or documentation to substantiate the need for a transfer. The manager submits the request to the Director of Public Housing who approves or disapproves the request, designates the transfer category, and notifies the resident of the decision. The Director of Public Housing sends the approved transfers to the Resident Selector where the name is added in date and time order to the transfer list.

3. Administrative Transfers, Category 3, within or between sites may be made to correct occupancy standards (i.e. over/under housed conditions), or to address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas. These transfers will not automatically take priority over new admissions.

- a. Category 3 administrative transfers will be processed with new admissions using a ratio of one transfer for every five new admissions. This ratio is discretionary and will be reviewed at least annually to determine its effects on the vacancy rate. Based on recommendations from staff, the Executive Director may authorize a change in this ratio or suspend the processing of this type of transfer.
- b. Transfers to correct occupancy standards may be recommended at time of re-examination or interim redetermination. This is the only method used to determine over/under housed status. Transfers to over-housed persons will not be required if there is no transfer or waiting list demand for the unit.
- c. Residents in an over/under housed status will be advised within 30 days of the annual or interim reexamination that a transfer is recommended and that the family has been placed on the transfer list.
- d. When a head of a household, originally housed in a bedroom by him/herself, has a child, that child shall remain in the parent's bedroom until it is two (2) years of age. After age 2, a Category 3 administrative transfer may be recommended.

**C. Transfer Request Procedure**

Residents desiring transfer to another unit or development will be required to sign a Request for Transfer.

Residents applying for a transfer will have to complete a transfer request form stating the reason a transfer is being requested. The Director of Public Housing will evaluate the request to determine if a transfer is justified.

Residents applying for a transfer will be interviewed by the housing manager to determine the reason for the request and to determine whether a transfer is justified.

If the interview reveals that there is a problem at the family's present site, the manager will address the problem and once solved to the manager's satisfaction, the request for transfer will be cancelled.

The housing manager's endorsement will be completed and the original of the Request for Transfer form will be transmitted to the administrative offices for consideration.

The approved request for transfer form will be kept in a file arranged in chronological order (or on the computer) by bedroom size.

The gaining development may request the resident's file for review, prior to making a decision on the requested transfer. A second copy of the Request for Transfer will be filed in the resident's folder.

If the request is approved, the family will be sent a letter stating that their name has been placed on the transfer list for the location and/or bedroom size desired.

The resident will be informed of the security deposit procedures.

If the request is denied the family will be sent a letter stating the reason for denial, and offering the family an opportunity for an informal conference if they disagree with the decision.

**D. Processing In and Out of Developments**

There will be no lapsed time between move-out and move-in. Effective dates must not overlap nor will both projects carry the resident on their books at the same time.

The resident's records will show a continuous residence in public housing in one development or the other, but not in both projects at the same time.

The resident will be informed that once the family has leased up and been issued the keys, the family will be charged rent on both units until the keys from the old unit are turned in with the exception of one day at the rental rate of the old unit.

Both losing and gaining developments involved must have a definite agreement as to when the losing development will move the resident out and the gaining development will move the resident in.

#### Losing Developments

Transfers to other developments will be processed in the same manner as move-outs. The name of the transferred resident and the name of the development s/he transferred to, with other required information, will be reported as a move-out on the Project Daily Report.

#### Gaining Developments

Transfers from other developments will be processed in the same manner as move-ins, including a new lease and applicable security deposit. The name of the transferred resident and the name of the development s/he transferred from, with other required information, will be reported as a move-in on the Project Daily Report.

The transferred resident, between public housing projects, does not have to meet the admission eligibility requirements pertaining to income or preference.

#### **E. Rent Adjustments of Transferred Residents**

A resident will pay the same rent at the gaining development as s/he paid at the losing development during the month of the transfer. If warranted, the resident's rent will be adjusted by the gaining development to be effective the first of the month following the month of the transfer.

The GHA will notify the resident of the rent change by use of the Notice of Rent Adjustment Letter.

#### **F. Reexamination Date**

The date of the transfer does not change the reexamination date. The gaining development should be certain that the annual review is properly scheduled to give the staff time to redetermine rent in order to meet the established reexamination date.

An interim examination, verifying income only, will be conducted at the time of lease up and the family will have a new reexamination date.

The losing development will send the family's file to the gaining development once they have been notified that the family has accepted the unit and before the family is leased up. The gaining development will not attempt to lease up a family without possession of the family's file.

#### **G. Unit Offers**

1. A resident that has received a formal transfer offer is given five (5) calendar days to accept the offer and sign a Dwelling Lease for the new unit. Thereafter, the resident is given an additional seven (7) calendar days to move personal belongings. If the transfer has not been completed and keys to the former unit returned after seven (7) calendar days, per them rent for the former unit will be charged in addition to rent for the new unit until the keys are returned to the appropriate GHA office.

2. If an over housed resident refuses a unit offer, the resident's lease may be terminated in accordance with the lease. At GIWs discretion, the underhoused resident can be placed at the bottom of the transfer list as of the date of refusal and the resident will so be notified in writing. In no circumstances, however, can an underhoused family remain in a unit if evidence indicates a negative effect on decent, safe or sanitary living conditions or violations of other residents' rights to the peaceful enjoyment of their homes. During the entire proceedings, the resident will be advised of his/her rights under the Grievance Procedure.

#### **H. Extended Family**

Members of an extended family living in a GHA unit may not be separated into two dwelling units through a transfer application. Specific family members may apply for a separate unit using the application procedures described in this Policy. Members of such family will receive no preference on the standard waiting list as a result of occupancy in a GHA unit.

#### **I. Revision of Suspension of Transfer Policy**

The Housing Authority reserves the right to revise or suspend its Transfer Policy because of efforts to decrease vacancies or any other management initiative. Transfers during such times will be treated on a case-by-case basis solely at the discretion of the Executive Director.

### **X. TERMINATIONS**

#### **A. Terminations by Tenant**

The tenant may terminate the lease by providing the GHA with a written 15 day notice advance notice as defined in the lease agreement.

#### **B. Notification Requirements**

##### Timing of the Notice

If the GHA terminates the lease, written notice will be given as follows:

At least 14 calendar days prior to termination in the case of failure to pay rent;

A reasonable time, according to State law [3 days], considering the seriousness of the situation when the health or safety of other residents or GHA employees is threatened;

At least thirty days prior to termination in all other cases.

##### Criminal Activity

The GHA will immediately and permanently terminate tenancy of persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

The GHA will terminate assistance of participants in cases where the GHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that interferes with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the GHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The GHA will consider the use of a controlled substance or alcohol to be a *pattern* if there is more than one incident during the previous three (3) months.

"Engaged in or engaging in or recent history of" drug related criminal activity means any act within the past three (3) years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

"Engaged in or engaging in or recent history of" criminal activity means any act within the past three (3) years by applicants or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the HA, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

In evaluating evidence of negative behavior, the GHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

The GHA may permit continued occupancy provided the family accepts imposed conditions that the involved family member(s) does not reside in the unit. The GHA will consider evidence that the person is no longer in the household such as a divorce decree/incarceration/ death/ copy of a new lease for the person including the owner's telephone number and address/ or other substantiating evidence.

#### **C. Record Keeping**

A written record of every termination and/or eviction shall be maintained by the GHA at the development where the family was residing, and shall contain the following information:

Name of resident, number and identification of unit occupied;

Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;

Specific reason(s) for the Notices, citing the lease section or provision that was violated, and other facts pertinent to the issuing of the Notices described in detail (other than the Criminal History Report);

Date and method of notifying the resident;

Summaries of any conferences held with the resident including dates, names of conference participants, and conclusions.

Records for persons whose leases were terminated for any reason will be kept by the GHA for five (5) years.

#### **D. Terminations Due to Ineligible Immigration Status [24 CFR 5.514]**

Families who were participants on June 19, 1995, but are ineligible for continued assistance due to the ineligible immigration status of all members of the family, or because a "mixed" family chooses not to accept proration of assistance, were eligible for temporary deferral of termination of assistance to permit the family additional time for transition to affordable housing.

Deferrals may have been granted for intervals not to exceed six months, up to an aggregate maximum of three years for deferrals granted prior to 11/29/96 or up to 18 months if granted after 11/29/96.

However, due to the timeframe applicable to the deferral period, current families are no longer eligible for

deferral of termination of assistance.

Families will be notified in writing at least 60 days in advance of the expiration of the deferral period that termination of assistance will not be deferred because:

granting another deferral will result in an aggregate deferral period of longer than the statutory maximum (three years for deferrals granted before 11/29/96; 18 months for deferrals granted after 11/29/96), or  
a determination has been made that other affordable housing is available.

If the GHA determines that a family member has knowingly permitted an ineligible individual to reside in the family's unit on a permanent basis, the family's assistance will be terminated for 24 months. This provision does not apply to a family if the eligibility of the ineligible individual was considered in calculating any proration of assistance provided for the family.

## **E. Terminations**

### Termination Notices

The resident must give a written notice to the Housing Authority of at least 15 days of intent to terminate the lease.

### Reasons for Termination

The Housing Authority may not terminate or refuse to renew the lease except for serious or repeated violations of the terms of the lease including, but not limited to the following:

1. The failure to pay rent or other payments when due.
2. Repeated late payment, which shall be defined as failure to pay the amount of rent and other charges due by the end of the 5th business day of the month. Two such late payments within a twelve month period shall constitute repeated late payment.
3. Failure to pay electric or gas bills or other charges when Resident is responsible.
4. Misrepresentation of family income, assets, or composition at the time of admission or anytime thereafter.
5. Failure to supply, in a timely fashion, any certification, release, information or documentation on family income, assets or composition needed to process annual re-examinations or interim re-determinations.
6. Serious or repeated damage to the apartment, creation of physical hazards in the apartment, common areas, grounds or parking area of the Housing Authority's property.
7. Behavior and/or activity by Resident, household member, guest or visitors which disturb other residents' peaceful enjoyment of their apartments; and/or is not conducive to maintaining all Authority projects in decent, safe and sanitary conditions.
8. The tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in violent, criminal activity, including drug-related criminal activity, on or off public housing premises (as defined in the lease), while the Tenant is a Tenant in public housing, and such criminal activity shall be cause for termination of tenancy. The term "drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

9. Criminal activity by Resident, household member, guest or visitor including criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises.
10. Alcohol and/or controlled substance abuse that the Authority determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
11. The presence of weapons or illegal drugs in the resident's apartment.
12. Any fire on Authority premises caused by the resident, household members, guests or visitors' actions or neglect.
13. Uninhabitable apartment conditions caused by the resident, household member, guests or visitors' actions or neglect.
14. Failure to accept the PHA's offer of a lease violation revision to an existing lease that is on a form adopted by the PHA in accordance with HUD regulations, with written notice of the offer of the revision at least 60 calendar days before the lease revision is scheduled to take effect; and with the offer specifying a reasonable time limit within that period for acceptance by the family.
15. Failure to accept a transfer when currently resident in a unit that is too large or too small for the family based on the Authority's Occupancy Standards or to accommodate an administrative need of the Authority including but not limited to the disposition, demolition or modernization of the resident's apartment.
16. If contraband or a controlled substance is seized on the above premises, incidental to a lawful search or arrest, the PHA will be notified by the County Attorney Office that is to bring an unlawful detainer action against that Tenant. The PHA will then commence unlawful detainer procedures to terminate the Lease.
17. Discovery after admission of facts that made the tenant ineligible;
18. Abandonment of the unit.
19. Other serious or repeated violations of any material term of this lease.
20. Failure of a family member to comply with service requirement provisions of CFR. 960, subpart F, as grounds only for non-renewal of the lease and termination of tenancy at the end of the twelve-month lease term.
21. Failure to comply with Public Housing Assessment System (PHAS) policies and procedures such as household inspections, and other lease responsibilities; i.e. residents engaging in activities detrimental to the PHAS point system calculations.
22. Failure to pay rent by the fifth day of the month for two consecutive months or any three or more months during any consecutive twelve-month period will be grounds for termination of the lease.

#### Written Records

Written records documenting eviction actions shall be maintained by the Housing Authority in strict confidence and shall contain all of the following information:

1. Name of resident and identification of unit occupied.

2. Copies of the Termination Notice and any subsequent correspondence or notices.
3. Specific reason(s) for eviction. For example, if a resident is being evicted for drug-related criminal activity, the record shall detail the actions for which the eviction has been instituted.
4. Responses or answers, if any, received from the resident.
5. Date and method of notifying resident of reasons and showing a summary of any conference(s) with the resident, including the names of conference participants.
6. Dated and signed records of the minutes of any hearing held.
7. Date and description of the final action taken.
8. If GHA evicts a family or individual from housing for criminal activity, the complex manager will notify the local post office serving the dwelling unit that the individual or family is no longer residing in the unit.

### Abandonment of the Unit

The Housing Authority will comply with Texas state law, including requirements for posting and mailing notices of intent to declare a unit abandoned, taking possession of the unit, and the timing and method of disposal of items left in the abandoned unit. The following applies:

Abandonment ends your right of possession for all purposes. You abandon the apartment when:

1. Everybody appears to have moved out in our reasonable judgment; and,
2. Clothes, furniture, and personal belongings have been substantially removed from the apartment; and,
3. No one has been in the apartment for 5 consecutive days while the rent is due and unpaid; or
4. Ten (10) days have passed and since the death of a sole resident.

The Authority may secure your abandoned apartment against vandalism and attach a notice of entry to the door of said apartment. If there is no response to this notice of entry after forty eight (48) hours or if substantially all your belongings have been removed, your right of possession is terminated for all purposes and the Authority will take immediate possession of the apartment, provided that the rent shall remain unpaid.

Any possessions left in a surrendered or abandoned apartment will be removed and stored by the Authority at your expense. There shall be no sale or disposition of any of the foregoing property except pursuant to this Lease as follows:

1. Any sale of your property under the lease shall take place only after a thirty (30) day written notice of time and place of sale is sent certified mail and return receipt requested to you at your last known address.
2. Sale will be public and subject to any recorded chattel mortgage or financing statement.
3. Proceeds shall first be credited to cost of sale and then to indebtedness to the Authority and surplus shall be mailed to you at your forwarding or last known address.

You may claim possessions at any time prior to the sale by paying a storage charge.

Nothing in this section shall limit the Authority's right to immediately dispose of trash or other property appearing to have no value.

## **XI. POSTING REQUIREMENTS/REVISIONS**

### **A. Posting Requirement**

This document must be publicly posted in a conspicuous location in the site offices and must be furnished to applicants and residents upon request.

### **B. Revisions**

This document may be modified by the Housing Authority provided that the Housing Authority shall give at least a thirty-day written notice to each affected resident setting forth the proposed modification, the reasons therefore, and providing the resident an opportunity to present written comments which shall be taken into consideration by the Housing Authority prior to the proposed modification becoming effective. A copy of such notice shall be:

- a) Delivered directly or mailed to each resident; or
- b) Posted in a conspicuous place at the site offices or in a similar central business location within the site.

## **XII. REVISION OF OCCUPANCY POLICY RESULTING FROM CHANGES IN LOCAL, STATE, OR FEDERAL LAW OR REGULATION**

The provisions of this plan are based upon local, state and Federal law and regulation. Should any applicable law or regulation change, this plan will be deemed to be automatically revised. To the extent that the change is mandatory (allowing no Housing Authority discretion), the text of the plan will be revised without requirement for administrative processing. By approving this provision, the Board of Commissioners understands that they are approving future automatic revisions responding to mandatory regulatory changes.

## **XIII. MISREPRESENTATION**

The resident shall be notified in writing if the Housing Authority finds evidence that the resident or any adult member of the resident family has misrepresented facts affecting the family's eligibility or rent. Willful misrepresentation of facts may result in retroactive rent charges, eviction action, and/or criminal prosecution.

Section 1001 of Title 18 of the United States Code makes it a criminal offense to knowingly make a false statement to any department or agency of the United States as to any matter within its jurisdiction and establishes penalties or fines up to \$10,000 and/or imprisonment not to exceed five years.

## **XIV. GRIEVANCE PROCEDURE (See Attachment Filename: tx017q01)**

The Grievance Procedure sets forth the requirements, standards, and criteria established to assure the residents of GHA an opportunity for a Hearing if he or she disputes any Housing Authority action or failure to act involving the resident's lease or Housing

Authority regulations which adversely affect the individual resident's rights, duties, welfare or status.

Each resident and resident organization shall be given a copy of the Grievance Procedure and it is incorporated into this Policy on Admissions and Continued Occupancy and the lease by reference.

**XV. GHA'S PET POLICY (See Attachment Filename: tx017r01)**

This chapter establishes the GHA's policies and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

**A. Management Approval of Pets**

All pets must be approved in advance by the GHA management.

The pet owner must submit and enter into a Pet Agreement with the GHA.

The pet owner must attend a Pet Ownership orientation session prior to GHA Management approval of Pet.

**Registration of Pets**

Pets must be registered with the GHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Dogs and cats must be spayed or neutered.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Execution of a Pet Agreement with the GHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

**Refusal To Register Pets**

The GHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the GHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The GHA will refuse to register a pet if:

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

Keeping the pet would violate any House Pet Rules;

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

The GHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet

rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease;

The pet is a dangerous dog defined as a dog that has a history of violent, unprovoked attacks on persons that could cause bodily injury including but not limited too; German Shepherd, Pit Bull Terrier, Mastiff, Doberman Pinscher, or Rotweiler.

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

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

**B. Standards for Pets**

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

Persons With Disabilities

To be excluded from the pet policy, the resident/pet owner must verify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability; and

That the animal actually assists the person with the disability.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

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

1. Dogs

Maximum number: 1

Maximum adult weight: 15 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

2. Cats

Maximum number: 1

Must be declawed

Must be spayed or neutered

Must have all required inoculations

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

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

3. Birds

Maximum number: 1

Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size: 20 gallons

Must be maintained on an approved stand

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

Maximum number: 1

Must be enclosed in an acceptable cage at all times

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

6. Turtles

Maximum number: 1

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

**C. Pets Temporarily on the Premises**

Pets which are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

**D. Designation of NO-PET Areas**

The following areas are designated no-pet areas:

Community Centers, Playgrounds, Management Offices, all Common Areas

Additionally, pets may not be kept in accommodations outside of unit

**E. Additional Fees and Deposits for Pets**

Tenants with animals must pay a pet deposit in the amount of \$300.00, \$100.00 of which is non-refundable.

An initial payment of \$200.00 on or prior to the date the pet is properly registered and brought into the apartment, and;

Monthly payments in an amount no less than \$50.00 until the specified deposit has been paid.

The GHA reserves the right to change or increase the required deposit by amendment to these rules after appropriate notification to GHA Residents.

The GHA will return the refundable portion of the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or move-out of the owner from the unit. Such deposits will be returned in accordance with state law which is within 30 days of either occurrence.

The GHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit.

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

The cost of repairs and replacements from pet damage to the resident's dwelling unit; or other areas of the complex;

Fumigation of the dwelling unit including but not limited to defleaing or deodorizing;

Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

**F. Alterations to Unit**

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

**G. Pet Waste Removal Charge**

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

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

All reasonable expenses incurred by the GHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

The cost of repairs and replacements to the dwelling unit;

Fumigation of the dwelling unit.

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

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

#### **H. Pet Area Restrictions**

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

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

#### **I. Noise**

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

#### **J. Cleanliness Requirements**

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

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

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

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

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

#### **K. Pet Care**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 12 hours.

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

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

#### **L. Responsible Parties**

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

**M. Inspections**

The GHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

**N. Pet Rule Violation Notice**

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

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

That the resident/pet owner has 10 calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation unless the violation is an emergency as defined in R. Emergencies, listed below;

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

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

**O. Notice for Pet Removal**

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

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within 10 calendar days of the notice; and

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

**P. Termination of Tenancy**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

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

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

**Q. Pet Removal**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over 12 hours.

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

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

In some circumstances, GHA may enter the dwelling unit and remove the animal with one day's notice left in a conspicuous place. We can do this if, in our sole judgement, you have:

Abandoned the animal

Left the animal in the dwelling unit for an extended period of time without food or water;

Failed to care for a sick animal

Violated the GHA Pet Policy; or

Let the animal defecate or urinate where it is's not supposed to

**R. Emergencies**

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

**XVI. RELOCATION**

When GHA intends to rehabilitate a development or developments and rehabilitation activities will require residents to move temporarily or permanently, a Relocation Plan will be developed in cooperation with the affected residents. The plan will dictate preferences to which relocations will be entitled and their rights to housing choices, moving expenses, etc. Such preferences may affect the order of selection for applicants and transferees, and Relocation Plan, therefore, will serve as an amendment to this policy.

**XVII. COMMUNITY SERVICE [24 CFR 960.603-960.611]**

**A. Requirement**

Each adult resident of the GHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month.

**B. Exemptions**

The GHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The GHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The GHA will permit residents to change exemption status during the year if status changes.

**C. Definition of Economic Self-Sufficiency Program**

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by one of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan;

Participating in an educational or vocational training program designed to lead to employment, at least 30 hours per week;

Attending GHA Resident Council or Board meetings;

Volunteer work in a local school, hospital, child care center, homeless shelter, or other community service organization;

Participation on the GHA Resident Advisory Board;

Volunteer work in GHA Community Resident Patrol Program;

Helping neighborhood groups on special projects, or GHA After school youth program;

Participation in programs that develop and strengthen resident self-responsibility such as:

Drug and alcohol abuse counseling and treatment

Household budgeting

Credit counseling

English proficiency; or

Other activities as approved by the GHA on a case-by-case basis.

The aforementioned self-sufficiency goals towards achieving self-sufficiency will be facilitated through participation in one of the following programs:

GED, GED Preparatory Class, Adult Basic Education, and Adult Basic Computers

**D. Annual Determinations**

Requirement ¶ For each public housing resident subject to the requirement of community service, the GHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

**E. Noncompliance**

If the GHA determines that a resident subject to the community service requirement has not complied with the requirement, the GHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the GHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The GHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the GHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

**Ineligibility for Occupancy for Noncompliance**

The GHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

**F. GHA Responsibility**

The GHA will ensure that all community service programs are accessible for persons with disabilities.

The GHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the GHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

**G. GHA Implementation of Community Service Requirement**

The GHA will administer its own community service program, in coordination with the Resident Services Department, with cooperative relationships with other entities.

The GHA Public Housing Department will submit monthly reports of the names and addresses by development of all persons required to comply with the community service requirement to the GHA Resident Services Department.

The GHA Resident Services Department will provide monthly compliance/status reports to the Public Housing Department for appropriate Lease enforcement.

# APPENDICIES

## APPENDIX A

### PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY

#### UTILITY ALLOWANCES

##### **Gas Allowance - April through September - 3 Year Composite by Bedroom Size**

1 Bedroom	157
2 Bedroom	162
3 Bedroom	194
4 Bedroom	202
5 Bedroom	258

##### **Gas Allowance - October through March - 3 Year Composite by Bedroom Size**

1 Bedroom	214
2 Bedroom	236
3 Bedroom	248
4 Bedroom	321
5 Bedroom	335

##### **Electric Allowance for Family Developments (Oleander Homes, Palm Terrace, Magnolia Homes, Cedar Terrace) - Allowance Remains Constant for Entire Year - 3 Year Composite by Bedroom Size**

1 Bedroom	137
2 Bedroom	211
3 Bedroom	238
4 Bedroom	295
5 Bedroom	315

## APPENDIX B

### PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY

#### INFORMAL HEARING PROCEDURES(Applicants Only)

- I. Applicability
  - A. The Housing Authority will provide an opportunity for an informal hearing regarding a decision denying assistance to an applicant, including a decision:
    - 1. Denying placement on the waiting list.
    - 2. Denying participation in the Public Housing Program
    - 3. Denying a preference in determining eligibility for the Public Housing Program.
  - B. The Housing Authority is not required to provide an opportunity for informal hearing:
    - 1. To review discretionary administrative determinations by the Housing Authority, or to consider general policy issues or class grievances.
    - 2. To review the Housing Authority's determination of the number of bedrooms determined under the standards established by the Housing Authority in accordance with HUD regulations.
- II. Procedures
  - A. The Housing Authority shall give an applicant prompt written notice of a decision denying assistance to the applicant, including a decision of ineligibility for housing, ineligibility for any of the selection preferences adopted by GHA, or removal from or denying placement on the waiting list. The notice shall also state that the applicant may request in writing an informal hearing of the decision, and shall describe how to obtain the informal hearing.
  - B. The applicant must submit a written request for an informal hearing within ten (10) days of notification of the decision denying assistance.
  - C. If the applicant's request is not submitted within ten (10) days or in another way fails to comply with requirements, the request will be denied and the applicant will be promptly notified in writing.
  - D. If the request meets the criteria, an informal hearing will be scheduled within thirty (30) days of the request.
  - E. The informal hearing shall be conducted by any person or persons designated by the Executive Director, other than a person who made or approved the decision under review or a subordinate of such person.

- F. The applicant shall be given an opportunity to present written or oral objections to the Housing Authority's decision.
- G. The Housing Authority shall promptly notify the applicant in writing of the final decision after the informal hearing, including a brief statement of the reasons for the final decision.

## APPENDIX C

### PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY

#### GLOSSARY OF TERMS

##### **I. TERMS USED IN DETERMINING RENT**

###### **ANNUAL INCOME (24 CFR 5.609)**

Annual income is the anticipated total income from all sources. This includes net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member for the 12 month period following the effective date of initial determination or reexamination of income. It does not include income that is temporary, non-recurring, or sporadic as defined in this section, or income that is specifically excluded by other federal statute. Annual income includes:

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

The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business.

Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

When the family has net family assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all net family assets, or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.

The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts.

*NOTE: Treatment of lump sum payments for delayed or deferred periodic payment of social security or SSI benefits is dealt with later in this section.*

Payments in lieu of earnings, such as unemployment and disability compensation, workers' compensation, and severance pay.

All welfare assistance payments received by or on behalf of any family member. (24 CFR 913.106(b)(6) contains rules applicable to "as-paid" States).

Periodic and determinable allowances, such as alimony and child care support payments, and regular cash contributions or gifts received from persons not residing in the dwelling.

All regular pay, special pay and allowances of a member of the Armed Forces (except special pay to a family member serving the Armed Forces who is exposed to hostile fire).

## **EXCLUSIONS FROM ANNUAL INCOME (24 CFR 5.609)**

Annual income does not include the following:

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

Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);

Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health, and accident insurance and workers' compensation) capital gains, and settlement for personal property losses;

Amounts received by the family that are specifically for, or in reimbursement of the cost of medical expenses for any family member.

Income of a live-in aide, provided the person meets the definition of a live-in aide.

The full amount of student financial assistance paid directly to the student or the educational institution.

The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

Amounts received under HUD funded training programs (e.g. Step-up program); excludes stipends, wages, transportation payments and child care vouchers for the duration of the training.

Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self Sufficiency (PASS).

Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out of pocket expenses incurred for items such as special equipment, clothing, transportation and childcare, to allow participation in a specific program.

Amount received as a Resident services stipend. A modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for the PHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as the resident member of the PHA governing Board. No resident may receive more than one such stipend during the same period of time.

Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training

programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.

Temporary, non-recurring, or sporadic income (including gifts).

Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era. (For all initial determinations and reexaminations of income on or after April 23, 1993.)

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

Adoption assistance payments in excess of \$480 per adopted child.

The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988 (42 U.S.C. 1437 et seq.), or any comparable Federal, State or local law during the exclusion period. For purposes of this paragraph the following definitions apply:

Comparable Federal, State or local law means a program providing employment training and supportive services that: (1) is authorized by a Federal, State or local law; (2) is funded by the Federal, State or local government; (3) is operated or administered by a public agency; and (4) has as its objective to assist participants in acquiring job skills.

Exclusion period means the period during which the resident participates in a program as described in this section plus 18 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937. If the resident is terminated from employment without good cause, the exclusion period shall end.

Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

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

Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937.(A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion.

The following benefits are excluded by other Federal Statute as of August 3, 1933:

The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977;

Payments to volunteers under the Domestic Volunteer Service Act of 1973; examples of programs under this Act include but are not limited to:

The Retired Senior Volunteer Program (RSVP)

Foster Grandparent Program (FGP)

Senior Companion Program (SCP)

Older American Committee Service Program

National Volunteer Antipoverty Programs such as:

VISTA

Peace Corps

Service Learning Program

Special Volunteer Programs

Small Business Administration Programs such as:

National Volunteer Program to Assist Small Businesses

Service Corps of Retired Executives

Payments received under the Alaska Native Claims Settlement Act. [43 USC 1626 (a)]

Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes. [25 USC 459e]

Payments or allowances made under the Department of HHS' Low Income Home Energy Assistance Program. [42 USC 8624 (f)]

Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 USC 1552 (b))

Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540).

The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 USC. 1407-08), or from funds held in trust for an Indian Tribe by the Secretary of Interior.

Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs. [20 USC 1087 uu] Examples: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College-Work Study, and Byrd Scholarships.

Payments received under programs funded under Title V of the Older Americans Act of 1965 [42 USC 3056 (f)] Examples include Senior Community Services Employment Program, National Caucus Center on the Black Aged, National Urban League; Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb.

Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the In-Re Orange Product Liability litigation.

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

Earned income tax credit refund payments received on or after January 1, 1991. (26 USC 32 )(j).

Living allowances under Americorps Program (Nelson Diaz Memo to George Latimer 11/15/94)

## **ADJUSTED INCOME**

Annual income, less allowable HUD deductions.

*Note: Under the Continuing Resolution, PHAs are permitted to adopt other adjustments to earned income for residents of Public Housing, but must absorb any resulting loss in rental income.*

All Families are eligible for the following:

Child Care Expenses: A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which the Annual Income is computed. Child care expenses are only allowable when such care is necessary to enable a family member to be gainfully employed or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed: (1) The amount of income earned by the family member released to work, or (2) an amount determined to be reasonable by the PHA when the expense is incurred to permit education.

Dependent Deduction. An exemption of \$480 for each member of the family residing in the household (other than the head or spouse, live-in aide, foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, handicapped, or a full-time student.

Handicapped Expenses. A deduction of unreimbursed amounts paid for attendant care or auxiliary apparatus expenses for handicapped family members where such expenses are necessary to permit a family member(s), including the handicapped/disabled member to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for visually handicapped, and equipment added to cars and vans to permit use by the handicapped or disabled family member.

For non-elderly families and elderly families without medical expense: The amount of the deduction equals the cost of all unreimbursed expenses for handicapped care and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.

For elderly families with medical expenses: The amount of the deduction equals the cost of all unreimbursed expenses for handicapped care and equipment less three percent of Annual Income, (provided the amount does not exceed earnings) plus medical expenses as defined below.

For Elderly and Disabled Families Only:

Medical Expenses: A deduction of unreimbursed medical expenses, including insurance premiums anticipated for the period for which Annual Income is computed. Medical expenses include, but are not limited to: services of physicians and other health care professionals, services of health care facilities; insurance premiums, including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by the PHA for the purpose of determining a deduction from the income, the expenses claimed must be verifiable.

For elderly families without handicapped expenses: The amount of the deduction shall equal total medical expenses less 3% of annual income.

For elderly families with both handicapped and medical expenses: The amount of handicapped assistance is calculated first, then medical expenses are added.

Elderly/Disabled Household Exemption: An exemption of \$400 per household.

## **II. GLOSSARY OF HOUSING TERMS**

**ACCESSIBLE DWELLING UNITS.** When used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route, and when designed, constructed, or altered, can be approached, entered, and used by individuals with physical handicaps. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 & 40, (the Uniform Federal Accessibility Standards) is "accessible" within the meaning of this paragraph.

**ACCESSIBLE FACILITY.** All or any portion of a facility other than an individual dwelling unit used by individuals with physical handicaps.

**ACCESSIBLE ROUTE.** For persons with a mobility impairment, a continuous, unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards (UFAC). For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.

**ADAPTABILITY.** Ability to change certain elements in a dwelling unit to accommodate the needs of handicapped and non-handicapped persons; or ability to meet the needs of persons with different types and degrees of disability.

**ADMISSION.** Admission to the program is the effective date of the lease. The point at which a family becomes a resident.

**ALLOCATION PLAN.** The plan submitted by the PHA and approved by HUD under which the PHA is permitted to designate a building, or portion of a building, for occupancy by Elderly Families or Disabled Families.

**ANNUAL INCOME AFTER ALLOWANCES.** The Annual Income (described above) less the HUD-approved allowances.

**APPLICANT** (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

**"AS-PAID" STATES.** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

**ASSETS.** (See Net Family Assets.)

**AUXILIARY AIDS.** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs and activities.

**CEILING RENT.** An amount that reflects the reasonable market value of the housing unit, but not less than the sum of the monthly per-unit operating costs and a deposit to a replacement reserve. The family pays the lower of the ceiling rent or the formula tenant rent.

**CO-HEAD.** An individual in the household who is equally responsible for the lease with the Head of Household. A family may have a Co-head or Spouse, but not both. A co-head never qualifies as a dependent.

**COVERED FAMILIES.** The statutory term "covered families" designates the universe of families who are required to participate in a welfare agency economic self-sufficiency program and may, therefore, be the subject of a welfare benefit sanction for noncompliance with this obligation. "Covered

families" means families who receive welfare assistance or other public assistance benefits from a State or other public agency under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

**DEPENDENT.** A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student 18 years of age or older.

**DESIGNATED FAMILY.** The category of family for whom the PHA elects to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 housing Act. (24 CFR 945.105)

**DISABILITY ASSISTANCE EXPENSE.** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and or auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

**DISABLED FAMILY.** A family whose head, spouse, or sole member is a person with disabilities. A disabled family may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides

**DISABLED PERSON.** See **Person with Disabilities.**

**DISABLED FAMILY.** A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together or one or more persons with disabilities living with one or more live-in aides.

**DISALLOWANCE.** Exclusion from annual income.

**DISPLACED FAMILY.** A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster relief laws.

**DOMICILE.** The legal residence of the household head or spouse as determined in accordance with State and local law.

**DRUG-RELATED CRIMINAL ACTIVITY.** Term means:

Drug-trafficking; or

Illegal use, or possession for personal use of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

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

**ECONOMIC SELF-SUFFICIENCY PROGRAM.** Any program designed to encourage, assist, train, or facilitate the economic independence of assisted families or to provide work for such families. Economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management,

apprenticeship, any other program necessary to ready a participant to work (such as: substance abuse or mental health treatment. Economic self-sufficiency program includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). See the definition of work activities at Sec. 5.603(c). The new definition of the term "economic self-sufficiency program" is used in the following regulatory provisions, pursuant to the Public Housing Reform Act: family income includes welfare benefits reduced because of family failure to comply with welfare agency requirements to participate in an economic self-sufficiency program; and the requirement for public housing residents to participate in an economic self-sufficiency program or other eligible activities.

**ELDERLY FAMILY.** A family whose head or spouse or whose sole member is at least 62 years, or two or more persons who are at least 62 years of age or a disabled person. It may include two or more elderly, disabled persons living together or one or more such persons living with one or more live-in aides.

**ELDERLY PERSON.** A person who is at least 62 years old.

**ELIGIBLE FAMILY (Family).** A family is defined by the PHA in the Admission and Continued Occupancy Plan.

**EXCEPTIONAL MEDICAL OR OTHER EXPENSES.** Prior to the regulation change in 1982, this meant medical and/or unusual expenses as defined in Part 889 which exceeded 25% of the Annual Income. It is no longer used.

**EXCESS MEDICAL EXPENSES.** Any medical expenses incurred by elderly families only in excess of 3% of Annual Income which are not reimbursable from any other source.

**EXTREMELY LOW-INCOME FAMILY.** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

**FAMILY.** The applicant must qualify as a family as defined by the PHA.

**FAMILY OF VETERAN OR SERVICEPERSON.** A family is a "family of veteran or serviceperson" when:

The veteran or serviceperson (a) is either the head of household or is related to the head of the household; or (b) is deceased and was related to the head of the household, and was a family member at the time of death.

The veteran or serviceperson, unless deceased, is living with the family or is only temporarily absent unless s/he was (a) formerly the head of the household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided, the family contains one or more persons for whose support s/he is legally responsible and the spouse has not remarried; or (b) not the head of the household but is permanently hospitalized; provided, that s/he was a family member at the time of hospitalization and there remain in the family at least two related persons.

**FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM).** The program established by a PHA to promote self-sufficiency of assisted families, including the provision of supportive services.

**FLAT RENT.** Rent for a public housing dwelling unit that is based on the market rent. The market rent is the rent charged for comparable units in the private, unassisted rental market at which the PHA could lease the public housing unit after preparation for occupancy.

**FOSTER CHILD CARE PAYMENT.** Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.

**FULL-TIME STUDENT.** A person who is attending school or vocational training on a full-time basis.

**HANDICAPPED ASSISTANCE EXPENSES.** Anticipated costs for care attendants and auxiliary apparatus for handicapped or disabled family members which enable a family member (including the handicapped family member) to work.

**HANDICAPPED PERSON.** [Referred to as a Person with a Disability]. A person having a physical or mental impairment which is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such a nature that such ability could be improved by more suitable housing conditions.

**HEAD OF HOUSEHOLD.** The person who assumes legal and financial responsibility for the household and is listed on the application as head.

**HOUSING AGENCY.** A state, country, municipality or other governmental entity or public body authorized to administer the program. The term "PHA" includes an Indian housing authority (IHA). ("PHA" and "IHA" mean the same thing.)

**HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974.** The Act in which the U.S. Housing Act of 1937 was recodified, and which added the Section 8 Programs.

**HOUSING ASSISTANCE PLAN.** A Housing Assistance Plan submitted by a local government participating in the Community Development Block Program as part of the block grant application, in accordance with the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD. A Housing Assistance Plan meeting the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD.

**HOUSING QUALITY STANDARDS (HQS).** The HUD minimum quality standards for housing assisted under the Public Housing and Section 8 programs.

**HUD.** The Department of Housing and Urban Development or its designee.

**HUD REQUIREMENTS.** HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters as regulations. Federal Register notices or other binding program directives.

**HURRA.** The Housing and Urban/Rural Recovery Act of 1983 legislation that resulted in most of the 1984 HUD Regulation changes to the definition of income, allowances, and rent calculations.

**IMPUTED ASSET.** Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

**IMPUTED INCOME.** HUD passbook rate times the total cash value of assets, when assets exceed \$5,000.

**IMPUTED WELFARE INCOME.** The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income. This amount is included in family annual income and, therefore, reflected in the family rental contribution based on this income.

**INCOME.** Income from all sources of each member of the household as determined in accordance with criteria established by HUD.

**INCOME-BASED RENT.** The tenant rent paid to the PHA that is based on family income and the PHA rental policies. The PHA uses a percentage of family income or some other reasonable system to set income-based rents. The PHA has broad flexibility in deciding how to set income-based rent for its tenants. However, the income-based tenant rent plus the PHA's allowance for tenant paid utilities may not exceed the "total tenant payment" as determined by a statutory formula.

**INCOME FOR ELIGIBILITY.** Annual Income.

**INCOME TARGETING.** The HUD admissions requirement that PHAs not admit less than the number required by law of families whose income does not exceed 30% of the area median income in a fiscal year.

**INDIAN.** Any person recognized as an Indian or Alaska Native by an Indian Tribe, the federal government, or any State.

**INDIAN HOUSING AUTHORITY (IHA).** A housing agency established either by exercise of the power of self-government of an Indian Tribe, independent of State law, or by operation of State law providing specifically for housing authorities for Indians.

**INTEREST REDUCTION SUBSIDIES.** The monthly payments or discounts made by HUD to reduce the debt service payments and, hence, rents required on Section 236 and 221 (d)(3) BMIR projects. Includes monthly interest reduction payments made to mortgagees of Section 236 projects and front-end loan discounts paid on BMIR projects.

**INVOLUNTARILY DISPLACED PERSON.** Involuntarily Displaced Applicants are applicants who meet the HUD definition for the local preference, formerly known as a federal preference.

**LANDLORD.** Either the legal owner of the property, or the owner's representative or managing agent as designated by the owner.

**LEASE.** A written agreement between an owner and an eligible family for the leasing of a housing unit.

**LIVE-IN AIDE.** A person who resides with an elderly person or disabled person and who:

Is determined to be essential to the care and well-being of the person.

Is not obligated for the support of the person.

Would not be living in the unit except to provide necessary supportive services.

**LOCAL PREFERENCE.** A preference used by the PHA to select among applicant families without regard to their date and time of application.

**LOW-INCOME FAMILY.** This definition replaces a previous statutory reference. Generally, "low-income" designates a family whose income does not exceed 80 percent of area median income, with certain adjustments.

**MARKET RENT.** The rent HUD authorizes the owner of FHA insured/subsidized multi-family housing to collect from families ineligible for assistance. For unsubsidized units in an FHA-insured multi-family project in which a portion of the total units receive project-based rental assistance, under the Rental Supplement or Section 202/Section 8 Programs, the Market Rate Rent is that rent approved by HUD and is the Contract Rent for a Section 8 Certificate holder. For BMIR units, Market Rent varies by whether the project is a rental or cooperative.

**MEDICAL EXPENSES.** Those total medical expenses anticipated during the period for which Annual Income is computed, and which are not covered by insurance. (Only Elderly Families qualify) The allowances are applied when medical expenses exceed 3% of Annual Income.

**MINIMUM RENT.** An amount established by the PHA between zero and \$50.00.

**MINOR.** A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

**MONTHLY ADJUSTED INCOME.** 1/12 of the Annual Income after Allowances.

**MONTHLY INCOME.** 1/12 of the Annual Income before allowances.

**NEAR-ELDERLY FAMILY.** A family whose head, spouse, or sole member is at least 50, but less than 62 years of age. The term includes two or more near-elderly persons living together and one or more such persons living with one or more live-in aides.

**NET FAMILY ASSETS.** The net cash value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition.

**OCCUPANCY STANDARDS.** [Now referred to as **Subsidy Standards**] Standards established by a PHA to determine the appropriate number of bedrooms for families of different sizes and compositions.

**PARTICIPANT.** A family that has been admitted to the PHA program, and is currently assisted in the program.

#### **PERSON WITH DISABILITIES**

1. A person who has a disability, as defined in 42 U. S. C. 423, and is determined, under HUD regulations, to have a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions.
2. A person who has a developmental disability as defined in 42 U.S.C. 6001.
3. An "individual with handicaps", as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities
4. Does not exclude persons who have AIDS or conditions arising from AIDS

5. Does not include a person whose disability is based solely on any drug or alcohol dependence (for low income housing eligibility purposes)

**PREMISES.** The building or complex in which the dwelling unit is located including common areas and grounds.

**PREVIOUSLY UNEMPLOYED.** Includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

**PUBLIC ASSISTANCE.** Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.

**PUBLIC HOUSING AGENCY (PHA).** A state, county, municipality, or other governmental entity or public body authorized to administer the programs. The term "PHA" includes an Indian housing authority (IHA). ("PHA" and "IHA" mean the same thing.)

**QUALIFIED FAMILY.** A family residing in public housing whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment; or increased earnings by a family member during participation in any economic self-sufficiency or on the job training program; or new employment or increased earnings of a family member, during or within 6 months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the PHA in consultation with the local TANF agency and Welfare to Work programs. TANF includes income and benefits & services such as one time payments, wage subsidies & transportation assistance, as long as the total amount over a 6-month period is at least \$500.

**QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998.** The Act which amended the U.S. Housing Act of 1937 and is known as the Public Housing Reform Bill. The Act is directed at revitalizing and improving HUD's Public Housing and Section 8 assistance programs.

**RECERTIFICATION.** Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if no interim changes are reported by the family.

**REMAINING MEMBER OF TENANT FAMILY.** Person left in assisted housing after other family members have left and become unassisted.

**RESIDENCY PREFERENCE.** A local preference for admission of persons who reside in a specified geographic area.

**RESPONSIBLE ENTITY.** For the public housing, Section 8 tenant-based assistance, project-based certificate assistance and moderate rehabilitation program, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

**SECRETARY.** The Secretary of Housing and Urban Development.

**SECURITY DEPOSIT.** A dollar amount which can be collected from the family by the owner upon termination of the lease and applied to unpaid rent, damages or other amounts owed to the owner under the lease according to State or local law.

**SERVICEPERSON.** A person in the active military or naval service (including the active reserve) of the United States.

**SINGLE PERSON.** A person living alone or intending to live alone who is not disabled, elderly, or displaced, or the remaining member of a tenant family.

**SPECIFIED WELFARE BENEFIT REDUCTION.** Those reductions of welfare agency benefits (for a covered family) that may not result in a reduction of the family rental contribution. "Specified welfare benefit reduction" means a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

**SPOUSE.** The marriage partner of the head of the household.

**SUBSIDIZED PROJECT.** A multi-family housing project (with the exception of a project owned by a cooperative housing mortgage corporation or association) which receives the benefit of subsidy in the form of:

Below-market interest rates pursuant to Section 221(d)(3) and (5) or interest reduction payments pursuant to Section 236 of the National Housing Act; or

Rent supplement payments under Section 101 of the Housing and Urban Development Act of 1965; or

Direct loans pursuant to Section 202 of the Housing Act of 1959; or

Payments under the Section 23 Housing Assistance Payments Program pursuant to Section 23 of the United States Housing Act of 1937 prior to amendment by the Housing and Community Development Act of 1974;

Payments under the Section 8 Housing Assistance Payments Program pursuant to Section 8 of the United States Housing Act after amendment by the Housing and Community Development Act unless the project is owned by a Public Housing Agency;

A Public Housing Project.

**SUBSIDY STANDARDS.** Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

**TENANT.** (Synonymous with resident) The person or persons who executes the lease as lessee of the dwelling unit.

**TENANT RENT.** The amount payable monthly by the family as rent to the PHA.

**TOTAL TENANT PAYMENT (TTP).** The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

**UNIT/HOUSING UNIT.** Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero bedrooms to six bedrooms.

**UTILITIES.** Utilities means water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection and sewage services. Telephone service is not included as a utility.

**UTILITY ALLOWANCE.** The PHA's estimate of the average monthly utility bills for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance. The utility allowance will vary by unit size and type of utilities.

**UTILITY REIMBURSEMENT PAYMENT.** The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

**VERY LARGE LOWER-INCOME FAMILY.** Prior to the change in the 1982 regulations this meant a lower-income family which included eight or more minors. (Term no longer used)

**VERY LOW INCOME FAMILY.** A Low-Income Family whose Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

**VETERAN.** A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

**VIOLENT CRIMINAL ACTIVITY.** Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

**WAITING LIST.** A list of families organized according to HUD regulations and PHA policy who are waiting for subsidy to become available.

**WELFARE ASSISTANCE.** Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, state, or local governments.

**"Welfare assistance" means income assistance from Federal or State welfare programs, and includes only cash maintenance payments designed to meet a family's ongoing basic needs.** The definition borrows from the Department of Health and Human Services' TANF definition of "assistance" and excludes nonrecurring short-term benefits designed to address individual crisis situations. **For FSS purposes, the following do not constitute welfare assistance: food stamps; emergency rental and utilities assistance; and SSI, SSDI, and Social Security.**

### **III. GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE**

**CHILD.** A member of the family other than the family head or spouse who is under 18 years of age.

**CITIZEN.** A citizen or national of the United States.

**EVIDENCE.** Evidence of citizenship or eligible immigration status means the documents which must be submitted to evidence citizenship or eligible immigration status.

**PHA.** A housing authority- either a public housing agency or an Indian housing authority or both.

**HEAD OF HOUSEHOLD.** The adult member of the family who is the head of the household for purpose of determining income eligibility and rent.

**HUD.** Department of Housing and Urban Development.

**INS.** The U.S. Immigration and Naturalization Service.

**MIXED FAMILY.** A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status.

**NATIONAL.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

**NONCITIZEN.** A person who is neither a citizen nor nation of the United States.

**PHA.** A housing authority who operates Public Housing.

**RESPONSIBLE ENTITY.** The person or entity responsible for administering the restrictions on providing assistance to noncitizens with ineligible immigration status (the PHA).

**SECTION 214.** Section 214 restricts HUD from making financial assistance available for noncitizens unless they meet one of the categories of eligible immigration status specified in Section 214.

**SPOUSE.** Spouse refers to the marriage partner, either a husband or wife, who is someone you need to divorce in order to dissolve the relationship. It includes the partner in a common-law marriage. It does not cover boyfriends, girlfriends, significant others, or "co-heads." "Co-head" is a term recognized by some HUD programs, but not by public and Indian housing programs.

APPENDIX D  
PUBLIC HOUSING INCOME LIMITS

<u>NO. OF PERONS</u>	<u>EXTREMELY LOW INCOME</u>	<u>VERY LOW INCOME</u>	<u>LOW INCOME</u>
1	11,050	18,400	29,400
2	12,600	21,000	33,600
3	14,200	23,650	37,800
4	15,750	26,250	42,000
5	17,000	28,350	45,350
6	18,250	30,450	48,700
7	19,550	32,550	52,100
8	20,800	34,650	55,450

## APPENDIX E

### HOURS OF OPERATIONS

MONDAY – FRIDAY      8:00 A.M. – 5:00 P.M.

### Development Addresses

Oleander Homes Family Development, 5228 Broadway, Galveston, TX 77551

Palm Terrace Family Development, 4400 Sealy, Galveston, TX 77550

Magnolia Homes Family Development, 1601 Strand, Galveston, TX 77550

Cedar Terrace Family Development, 720 33<sup>rd</sup> Street, Galveston, TX 77550

Gulf Breeze Senior Development, 1211 21<sup>st</sup> Street, Galveston, TX 77550

Holland House Senior Development, 2810 61<sup>st</sup> Street, Galveston, TX 77551

Hoskins Square Subdivision – 500 Ferry Road Subdivision –

6325 Heards Lane - 3000 Hoskins Square Subdivision

### Administrative Properties

Galveston Housing Authority Central Office, 4700 Broadway, Galveston, TX 77551

Galveston Housing Authority Central Maintenance, 5228 Broadway, Galveston, TX 77551

**XV. GHA'S PET POLICY(Revised May 30, 2001)**  
**[See Also Attachment filename: (tx017r01)]**

This chapter establishes the GHA's policies and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

**A. Management Approval of Pets**

All pets must be approved in advance by the GHA management.

The pet owner must submit and enter into a Pet Agreement with the GHA.

The pet owner must attend a Pet Ownership orientation session prior to GHA Management approval of Pet.

**Registration of Pets**

Pets must be registered with the GHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Dogs and cats must be spayed or neutered.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Execution of a Pet Agreement with the GHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

**Refusal To Register Pets**

The GHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the GHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The GHA will refuse to register a pet if:

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

Keeping the pet would violate any House Pet Rules;

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

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

The pet is a dangerous dog defined as a dog that has a history of violent, unprovoked attacks on persons that could cause bodily injury including but not limited to: German Shepard, Pit Bull Terrier, Doberman Pinscher, or Rotweiler.

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

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

#### B. Standards for Pets

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

#### **Persons With Disabilities**

To be excluded from the pet policy, the resident/pet owner must verify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability; and

That the animal actually assists the person with the disability.

#### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident.

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

**1. Dogs**

Maximum number: 1

Maximum adult weight: 15 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

**2. Cats**

Maximum number: 1

Must be declawed

Must be spayed or neutered

Must have all required inoculations

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

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

**3. Birds**

Maximum number: 1

Must be enclosed in a cage at all times

**4. Fish**

Maximum aquarium size: 20 gallons

Must be maintained on approval stand

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

Maximum number: 1

Must be enclosed in an acceptable cage at all times

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

**6. Turtles**

Maximum number: 1

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

**C. Pets Temporarily on the Premises**

Pets which are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

**D. Designation of NO-PET Areas**

The following areas are designated no-pet areas:

Community Centers, Playgrounds, Management Offices, all Common Areas

Additionally, pets may not be kept in accommodations outside of unit.

**E. Additional Fees and Deposits for Pets**

Tenants with animals must pay a pet deposit in the amount of \$300.00, \$100.00 of which is non-refundable.

An initial payment of \$200.00 on or prior to the date the pet is properly registered and brought into the apartment, and;

Monthly payments in an amount no less than \$50.00 until the specified deposit has been paid.

The GHA reserves the right to change or increase the required deposit by amendment to these rules after appropriate notification to GHA Residents.

The GHA will return the refundable portion of the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or move –out of the owner from the unit. Such deposits will be returned in accordance with state law which is within 30 days of either occurrence.

The GHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit.

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

The cost of repairs and replacements from pet damage to the resident's dwelling unit; or other areas of the complex.

Fumigation of the dwelling unit including but not limited to defleaing or deodorizing.

Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

#### **F. Alterations to Unit**

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

#### **G. Pet Waste Removal Charge**

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

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

All reasonable expenses incurred by the GHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

The cost of repairs and replacements to the dwelling unit;

Fumigation of the dwelling unit.

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

If such expenses occur as the result of a move –out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

## **H. Pet Area Restrictions**

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

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

## **I. Noise**

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

## **J. Cleanliness Requirements**

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

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

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

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

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

## **K. Pet Care**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 12 hours.

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

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

L. Responsible Parties

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

M. Inspections

The GHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

N. Pet Rule Violation Notice

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

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

That the resident/pet owner has 10 calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation unless the violation is an emergency as defined in R. Emergencies, listed below;

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

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

O. Notice for Pet Removal

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

The Notice shall contain:

A brief Statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident/pet owner must remove the pet within 10 calendar days of the notice; and

A statement that failure to remove the pet may result in the initiation of

termination of tenancy procedures.

**P. Termination of Tenancy**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

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

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

**Q. Pet Removal**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over 12 hours.

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

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

In some circumstances, GHA may enter the dwelling unit and remove the animal with one day's notice left in a conspicuous place. We can do this if, in our sole judgment, you have:

Abandoned the animal

Left the animal in the dwelling unit for an extended period of time without food or water;

Failed to care for a sick animal

Violated the GHA Pet Policy; or

Let the animal defecate or urinate where it's not supposed to

## **R. Emergencies**

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

**AMENDMENT TO  
HOUSING AUTHORITY OF THE CITY OF GALVESTON, TEXAS  
PUBLIC HOUSING DWELLING LEASE**

1. PETS:

*No animals (including mammals, reptiles, birds, fish, rodents, and insects) are allowed, even temporarily, anywhere in your dwelling unit or development community unless GHA has so authorized in writing. If GHA grants authorization of an animal in your dwelling unit, you must first sign a separate Pet Addendum and post a pet deposit in the amount of \$300.00, \$100.00 of which is non-refundable. A pet deposit is considered a general security deposit. GHA will authorize a support animal for a disabled person. GHA may require a written statement from a qualified professional verifying the need for the support animal and GHA will charge a pet deposit for a support animal. You must not feed stray or wild animals.*

If you or any guest or occupant violates animal restrictions (with or without your knowledge), you will be subject to charges, damages, eviction, and other remedies provided in this GHA Dwelling Lease. If an animal has been in the apartment at any time during your term of occupancy (with or without GHA consent), GHA will charge you for defleaing, deodorizing, and shampooing, if necessary, which will be covered under the non-refundable portion of your pet deposit. Initial and daily animal-violation charges and animal-removal charges are liquidated damages for our time, inconvenience, and overhead (except for attorney's fees and litigation costs) in enforcing animal restrictions and rules. GHA may remove an unauthorized animal by (1) leaving, in a conspicuous place in the apartment, a 24-hour written notice of intent to remove the animal, and (2) following the procedures as described in Section 15 of the GHA Pet Addendum. GHA may keep or kennel the animal or turn it over to a humane society or local authority. When keeping or kenneling an animal, GHA will not be liable for loss, harm, sickness, or death of the animal unless due to our negligence. GHA will return the animal to you upon request if it has not already been turned over to a humane society or local authority. You must pay for the animal's reasonable care and kenneling charges. GHA has no lien on the animal for any purpose.

*IN WITNESS WHEREOF, the parties have executed this amendment to the GHA Dwelling Lease Agreement this the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, at Galveston, Texas.*

\_\_\_\_\_  
(Resident)

\_\_\_\_\_  
(Resident)

\_\_\_\_\_  
(Housing Authority Representative)

Proposed  
Appendix F to Admissions and Occupancy Policy

<b>BOARD-APPROVED/PROPOSED MAINTENANCE CHARGES</b>			
<i>(sorted by category code)</i>			
<b>Category</b>	<b>Charge Description</b>	<b>Charge Amount</b>	<b>CHANGES</b>
109 A	Entry door, new	\$ 138.00	
109 B	Entry door, used @ 1/2 price	\$ 69.00	
110 A	Screen door (complete) aluminum	\$ 118.75	
110 B	Screen door closure	\$ 7.00	
110 C	Screen door closure, used	\$ 5.50	
110 D	Screen door handle	\$ 4.50	
110 E	Screen door hardware kit	\$ 14.00	
110 F	Screen door latch	\$ 10.50	
110 G	Screen door latch, used	\$ 5.50	
110 H	Stainless steel security screendoors	\$ 165.00	
110 I	Wire for S.S. door	\$ 28.60	per sq. Ft.
111 D	Glass only, bathroom	\$ 12.00	
111 E	Glass only, bedroom, living room	\$ 16.00	
111 F	Window only, bathroom complete	\$ 45.00	
111 G	Window only, bedroom/living room complete	\$ 68.00	
112 B	Security screen (complete) aluminum std window	\$ 42.60	\$ 68.50
112 D	Stainless steel security screens	\$ 85.00	
112 E	Stainless steel security screens	\$ 92.00	Split screen
112 F	Wire for S.S. screens (small & large)	\$ 19.60	per sq. Ft.
113 A	Change cylinders & new keys, each	\$ 14.00	
113 B	Keyed deadbolt (replaced)	\$ 25.00	
113 C	Keyless deadbolt	\$ 10.00	
113 D	Keys, each	\$ 1.10	\$ 1.50
202 A	Interior bedroom door, no door knob	\$ 19.95	\$ 26.50
202 B	Interior used door	\$ 9.97	
202 C	Interior doorknob	\$ 9.95	
202 D	Door back on hinges	\$ 6.00	
202 E	Door stopper	\$ 1.00	\$ 2.00
202 F	Passage lock	\$ 9.95	\$ 12.50
202 G	Doorknob shield	\$ -	\$ 7.00
206	Floor tile repair/Replace each		\$ 1.75
207 A	Mailbox Flap		\$ 12.50
208 A	Handrail Brackets		\$ 5.50
210 C	Window shade	\$ 9.00	\$ 11.00
210 E	Shade brackets, each	\$ 0.50	\$ 0.75
309 A	Tenant yard cleanup by GHA	\$ 10.00	
451 A	Broiler & oven door handles	\$ 9.00	
451 B	Burner, grate, ea	\$ 8.00	
451 C	Knobs, each, NEW	\$ 5.75	
451 D	Knobs, each, USED	\$ 2.50	
451 E	Vent hood filter	\$ 11.00	
451 F	Vent hood filter w/ lens	\$ 12.00	
451 G	Vent hood Rangaire #833H24SS	\$ 86.00	
451 H	Stove drip pan		\$ 9.00
452 A	Bins (vegetable)	\$ 15.00	
452 B	Disconnect and store refrigerator	\$ 10.00	
452 C	Plastic ice cube trays, each	\$ 2.50	

Proposed  
Appendix F to Admissions and Occupancy Policy

452 D	Refrigerator defrosting trays	\$	9.00	
452 E	Shelves, refrigerator, each	\$	8.00	
452 F	Vegetable crisper cover, glass, each	\$	8.00	
452 G	Replace ref. Door			\$ 45.00
454 A	Removal/Storing/Clean Appliances	\$	12.00	
454 B	Removing items taking to dumpsite + labor + dump	\$	25.00	
502 A	110V receptacles, each (A/C plug)	\$	4.00	\$ 8.50
502 B	220V receptacles, each (A/C plug)	\$	10.00	
502 C	Bath bracket light, each	\$	10.00	
502 D	Ceiling fans, fan only	\$	46.00	
502 E	Ceiling fans, lamp cover	\$	5.00	\$ 10.50
502 F	Ceiling fans, lamp holder	\$	1.50	\$ 3.50
502 G	Ceiling fans, light kit	\$	7.00	\$ 11.50
502 H	Ceiling fans, switch for fan	\$	3.50	
502 I	Cover for #3348-30	\$	3.95	\$ 7.50
502 J	Cover for #3350-30	\$	7.00	\$ 9.00
502 K	Cover for #4961	\$	2.50	\$ 5.50
502 L	GFI receptacles	\$	9.00	\$ 12.50
502 M	Glass bowl, each	\$	10.50	
502 N	Install 220 receptacles if tenant has one	\$	7.00	\$ 14.00
502 O	Light fixture #3348-30 (8-1/2)	\$	12.00	
502 P	Light fixture #3350-30 (10-1/2)	\$	16.50	
502 Q	Light fixture #4961	\$	11.00	
502 R	Light switch	\$	4.00	
502 S	Nuts for light fixtures	\$	0.15	
502 T	Replacing or changing light bulb	\$	1.00	
502 U	TV outlet box, each	\$	8.00	
502 V	Replacing or changing light bulb (long light bulb)			
	Scattered Sites			\$ 7.00
504 A	Outside lights, each	\$	10.00	
504 B	Security cover for light	\$	12.00	
504 C	Security LA223 light fixture single	\$	44.00	
504 D	Security lamps for light (porch)	\$	3.75	
504 E	Security light fixture double	\$	68.00	
505 A	9 volt battery	\$	1.98	\$ 2.50
505 B	Reconnect Smoke Detector	\$	12.50	
505 C	Reset breaker, each	\$	2.00	
505 D	Smoke detector battery-powered	\$	9.50	
505 E	Smoke detector electrical-powered	\$	25.00	
505 F	Wall plates, each	\$	0.75	\$ 1.25
550 A	Thermostat control-CA/H	\$	80.00	
550 B	Wall heater thermostat control	\$	12.00	\$ 18.00
706 A	Unit Fumigation - Pet	\$	50.00	
706 B	Pest Control Callback	\$	15.00	
851 A	Lockout during work hours	\$	4.50	
851 B	Lockout after work hours + labor	\$	11.00	
851 C	Laborer, per hour	\$	14.34	
851 D	Laborer, utility, per hour	\$	15.97	
851 E	Maintenance Aide "B", per hour	\$	16.39	
851 F	Maintenance Aide "A", per hour	\$	16.69	
851 G	Maintenance Mechanic "A", per hour	\$	21.25	
851 H	Maintenance Mechanic "B", per hour	\$	19.60	

Proposed  
Appendix F to Admissions and Occupancy Policy

851 I	Foreman, per hour	\$	23.54	
851 J	MNTC. MECH. "B" per 1/2 hour		\$9.80	
851 K	MNTC. MECH. "A" per 1/2 hour	\$	10.62	
851 L	MNTC. MECH. AIDE "B" per 1/2 hour	\$	8.19	
851 M	MNTC. MECH. AIDE "A" per 1/2 hour	\$	8.34	
901 A	Water heater (30 gals)	\$	175.00	
904 A	Unstop plumbing, min (Time X employee hrly rate)	\$	12.00	
904 B	Unstop plumbing, object found	\$	15.00	
904 C	Unstop plumbing, min (1/2 charge-splt b/w 2 apts)	\$	6.00	
904 D	Unstop plumb, obj found (1/2 chg-splt b/w 2 apts)	\$	7.50	
905 A	Nozzle or faucet aerator, each	\$	3.50	
905 B	Shower heads, each or Divertor Spout	\$	7.75	\$ 9.00
905 C	Tub Faucet (#1750(450-950)	\$	104.83	
906 A	Basket strainer (sink only)	\$	4.00	\$ 5.50
907 A	Ballcock	\$	6.50	
907 B	Ballcock repair kit	\$	1.00	
907 C	Commode handle	\$	3.75	\$ 5.75
907 D	Commode-closed couple sets tank & bowl	\$	55.00	
907 E	Flapper ball	\$	2.50	
907 F	Flex closer riser	\$	2.30	
907 G	Stopper, each (lav)	\$	1.50	\$ 2.50
907 H	Tank top, each	\$	7.50	\$ 14.50
907 I	Toilet seat, each	\$	9.00	
908 A	1-1/2 P Trap Sink Plastic	\$	3.00	
908 B	Basket strainer, assembly	\$	7.00	\$ 10.75
908 C	Lav & sink flex riser	\$	3.90	
908 D	Lav. Faucet #1802	\$	65.69	
908 E	Lav. sink	\$	54.90	
908 F	Lav. sink replaced pipe	\$	12.50	
908 G	Sink Faucet (#1100)	\$	97.03	
908 H	Strainer, each	\$	3.50	
909 A	1-1/4 P Trap Lav-Plastic	\$	2.00	
909 B	Medicine cabinet	\$	37.50	
909 C	Shower / closet rod	\$	6.00	\$ 12.00
909 D	Shower curtain	\$	9.00	
909 E	Soap dish	\$	9.50	
909 F	Toilet tissue holder	\$	6.00	
909 G	Toilet tissue roller	\$	1.50	\$ 2.50
909 H	Towel bar	\$	4.50	
909 I	Towel rack kit	\$	9.00	
909 J	Shower curtain hooks			\$ 2.00

Dear Resident:

Welcome to the Galveston Housing Authority (GHA) community! We are excited that you have chosen GHA to be your new home! It is our goal to keep GHA apartments in a decent, safe and sanitary condition. In order to reach this goal, we need your help. In protecting your home and your community, we request that you adhere to the following cleaning instructions.

Following the suggested cleaning instruction for each section of your apartment will produce good housekeeping skills and assist you in passing your annual GHA and HUD Inspections.

### **LIVING ROOM**

1. Please sweep living room floor and mop and clean baseboards weekly.
2. Please clean the living room light fixtures and/or ceiling fans monthly.
  - a. Carefully remove globes when installing light bulbs/cleaning
  - b. Monthly dust ceiling fan blades. Do not use water to clean a ceiling fan due to the possibility of electric shock.
3. Clean internal windowsills and window ledges monthly with warm soapy water. (Clean more often if there are roach problems).
4. Wipe smudges from walls and doors weekly.
5. If you have carpet, vacuum at least weekly. Shampoo or steam clean your carpet every 2-3 months.
6. Closets must be organized and clean.

### **KITCHEN**

1. Sweep kitchen floor daily and mop and clean baseboard at least once a week.
2. Your range hood has been designed to filter out smoke, odors, and greases which rise from the cooking surface. Clean the range weekly with mild soap and warm water.

4. Wipe above the range hood to prevent grease buildup.
5. Wash dirty dishes and clean countertops daily to deter pest infestation.
6. Before cleaning your gas range, make sure all the settings on the range are turned to the OFF position and that it is cool. Clean your range after each use. This will help prevent grease build up.
  - a. Clean the range top with a mild dishwashing detergent and water. Please do not use abrasive cleansers/steel wool pads on the exterior parts of the range. Lift stove burner cover and clean underneath. All burners must be free of grease so gas lights evenly.
  - b. Wipe the range oven after spills to avoid baked on grease which is hard to remove. To clean range oven and broiler pan, use a non-toxic oven cleaner.
  - c. Clean the wall behind range/stove when counters are cleaned.
7. Clean refrigerator at least once a week on the outside and the inside using a mild dishwashing detergent and water.
  - a. Use warm water and baking soda solution (one tablespoon baking soda per quart of water) to clean fresh food and freezer compartments.
  - b. To avoid scratches and weakening of enamel in your refrigerator, please do not use scouring pads, powdered cleaners, bleach or cleaners containing bleach.
  - c. Clean the rubber gaskets around the freezer and refrigerator doors at least once a week to deter pest habitation.
  - d. Throw out old food immediately in order to maintain a fresh odor in your refrigerator.
  - f. To eliminate odors leave an open box of baking soda in your refrigerator and freezer.
  - g. Make sure the refrigerator top is clean and free of clutter to avoid roaches.
8. Clean your kitchen windowsill ledges monthly with warm soapy water.
9. Clean the inside and outside of cabinets at least once a month.
10. Clean behind and underneath the refrigerator, at least once every 2-3 months to discourage rodents/pests.

## **BATHROOMS**

1. Sweep the floors daily. Mop the floor and clean the baseboard at least once a week.
2. Clean medicine cabinet, mirror, and bathroom sink.
3. Clean and disinfect inside and outside of the commode bowl and seats often to keep conditions sanitary for your family.
4. Clean shower walls and tub with a soft scrub cleaner.
5. Clean and organize towel pantry.
6. Clean top and bottom windowsills with warm soapy water.

## **BEDROOMS**

1. Sweep and mop floors and clean the baseboard
2. Clean and organize closets
3. Clean windowsills and baseboards

## **STORAGE ROOMS/ PORCHES/LAWN/YARDS:**

1. Porches may not be used for storage due to safety reasons. They must be free of clutter. Bicycles and lawn chairs left unattended are not to be stored on the porch. Clean and sweep porch daily of debris and trash.
2. Storage rooms should be swept and free of clutter. Combustible fuels are not to be stored in storage rooms.
3. Clean your yard daily of clutter, trash and debris.

**OTHER GENERAL INSTRUCTIONS**

1. All cable wires, extension cords and other wires must be taped to wall and not on floors which can create a potential tripping hazard.
2. Furniture, such as couches, bed frames, entertainment centers, are not to block access to any windows in your apartment.
3. Filters for central air/heat units must be changed monthly. You can pick up replacement filters from your management office.
4. Remember, decorative borders, wallpaper and contact paper of any kind are *Not Allowed* in GHA apartments. You may not paint your apartment
5. Keep all area of floors and closets free of clutter to avoid fire hazards and prevent pest infestation. Clutter is defined as excessive items such as books, papers, clothes and other items that are not properly organized in apartment.
6. There must be two exits from each bedroom (one door and one window), which are not blocked by furniture or an air conditioner for fire safety purposes.
7. Interior and exterior doors must be clean.

**All items mentioned above must be clean in order to pass your annual Housekeeping and HUD inspections.**

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Capital Fund Program Five-Year Action Plan 2003 - 2007

### Part I: Summary

PHA Name: Galveston Housing Authority		Original 5-Year Plan Revision No:			
Development Number/Name/HA-Wide	Year 1 2003	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
HA-Wide	Annual Statement	564,926.00	394,376.00	409,526.00	451,769.00
TX 17-1 - OH		0.00	0.00	1,542,243.00	1,500,000.00
TX 17-2/6 - PT		0.00	0.00	0.00	0.00
TX 17-3 - MH		0.00	0.00	0.00	0.00
TX 17-4/5 - CT		0.00	0.00	0.00	0.00
TX 17-7 - GB		0.00	907,304.00	0.00	0.00
TX 17-9 - HH		1,386,843.00	650,089.00	0.00	0.00
<b>Total CFP Funds (Est.)</b>	1,951,769.00	1,951,769.00	1,951,769.00	1,951,769.00	1,951,769.00
Total Replacement Housing Factor Funds	439,015.00	439,015.00	439,015.00	439,015.00	439,015.00
<b>Total Funds</b>	2,390,784.00	2,390,784.00	2,390,784.00	2,390,784.00	2,390,784.00

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

Activities for Year 1 FFY 2003	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006		
	Development Number/General Description of Major Categories	Quantity	Estimated Cost	Development Number/General Description of Major Categories	Quantity	Estimated Costs
See	<b>TX 17-9 Holland House</b>					
Annual Statement	<b>1430:</b> A&E Fees - Phase IV	L.S.	65,000.00	<b>TX 17-7 Gulf Breeze</b>		
	<b>1460:</b> Modernization of South Wing/ 32 Apt. Units	L.S.	727,123.00	<b>1430:</b> A&E Fees	L.S.	86,000.00
	Modernization of East Wing (Conversion of 7 Units to Handicap	L.S.	263,640.00	<b>1450:</b> New Exterior Security Lighting. Landscaping, Irrigation System, Curb Repair	L.S.	160,000.00
	<b>1465.1</b> New Appliances & PTAC Units for 32 Apt. Units in South Wing	L.S.	120,000.00	<b>1460:</b> Misc. Repairs & Improvements to Building Structure	L.S.	387,304.00
	<b>1465.1</b> New Appliances & PTAC Units for 40 Apt. Units in East Wing	L.S.	199,080.00	<b>1465:</b> Window A/C Units	199	274,000.00
	<b>1495.1</b> Resident Relocation	32	12,000.00	<b>Total for Gulf Breeze</b>		<b>907,304.00</b>
	<b>Total for Holland House</b>		<b>1,386,843.00</b>	<b>TX 17-9 Holland House</b>		
				<b>1450:</b> Parking, Landscaping, Irrigation & Other Site Improvements	L.S.	507,369.00
				<b>1460:</b> Modernization of South Wing	L.S.	142,720.00
				<b>Total for Holland House</b>		<b>650,089.00</b>
	<b>Subtotal of Estimated Costs</b>		<b>1,386,843.00</b>	<b>Subtotal of Estimated Costs</b>		<b>1,557,393.00</b>

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Number/General Description of Major Categories	Quantity	Estimated Cost	Development Number/General Description of Major Categories	Quantity	Estimated Cost
See	<b>TX 17-1 Oleander Homes</b>			<b>TX 17-1 Oleander Homes</b>		
Annual						
Statement	<b>1430: A&amp;E Fees and Costs</b>	L.S.	125,000.00	<b>1430: A&amp;E Fees and Costs</b>	L.S	125,000.00
	<b>1450: Underground Electrical Service, Parking, Security Lighting &amp; Other Site Improvements</b>	L.S.	554,524.00	<b>1450: Landscaping and Site Improvements</b>		150,000.00
	<b>1460: Dwelling Structure Repairs</b>	L.S.	335,000.00	<b>1460: Dwelling Structure Repairs</b>		1,095,000.00
	<b>1465: Dwelling Equipment</b>	L.S.	97,719.00	<b>1465: Dwelling Equipment</b>		100,000.00
	<b>1470: Convert Apartment Buildings for Resident Business</b>	L.S.	400,000.00	<b>1495: Relocation Costs</b>		30,000.00
	<b>1495: Relocation Costs</b>	L.S.	30,000.00	<b>Total for Oleander Homes</b>		<b>1,500,000.00</b>
	<b>Total for Oleander Homes</b>		<b>1,542,243.00</b>			
	<b>Subtotal of Estimated Costs</b>		<b>\$1,542,243.00</b>	<b>Subtotal of Estimated Costs</b>		<b>\$1,500,000.00</b>

**Capital Fund Program**

**2003 Budget**

<b>Annual Statement/Performance and Evaluation Report</b>				
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>				
<b>Part I: Summary</b>				
<b>PHA Name: Galveston Housing Authority</b>		<b>Grant Type and Number</b>		<b>Federal FY of Grant: 2003</b>
		<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103		
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Performance and Evaluation Report</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>		<input type="checkbox"/> <b>Revised Annual Statement</b> (Revision No.: )
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>
				<b>Expended</b>
1	Total non-CFP Funds	0.00		
2	1406 Operations	0.00		
3	1408 Management Improvements Soft Costs	65,400.00		
	Management Improvements Hard Costs	75,500.00		
4	1410 Administration	195,176.00		
5	1411 Audit	0.00		
6	1415 Liquidated Damages	0.00		
7	1430 Fees and Costs	91,000.00		
8	1440 Site Acquisition	0.00		
9	1450 Site Improvement	538,683.00		
10	1460 Dwelling Structures	905,010.00		
11	1465.1 Dwelling Equipment—Nonexpendable	16,000.00		
12	1470 Nondwelling Structures	50,000.00		
13	1475 Nondwelling Equipment	0.00		
14	1485 Demolition	0.00		
15	1490 Replacement Reserve	0.00		
16	1492 Moving to Work Demonstration	0.00		
17	1495.1 Relocation Costs	15,000.00		
18	1499 Development Activities	0.00		
19	1502 Contingency	0.00		
	Amount of Annual Grant: (sum of lines.....)	<b>1,951,769.00</b>		
	Amount of line XX Related to LBP Activities	0.00		
	Amount of line XX Related to Section 504 compliance	290,200.00		
	Amount of line XX Related to Security –Soft Costs	1,000.00		
	Amount of Line XX related to Security-- Hard Costs	336,600.00		
	Amount of line XX Related to Energy Conservation Measures	286,680.00		
	Collateralization Expenses or Debt Service			
Signature of Executive Director and Date		Signature of Public Housing Director/ Office of Native American Programs Administrator and Date		
X _____		X _____		

**Capital Fund Program**

**2003 Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority			Grant Type and Number				Federal FY of Grant:		
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103				<b>2003</b>		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report				<input type="checkbox"/> Revised Annual Statement (Revision No.: )		
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	Obligated	Expended		
<b>HA- Wide</b>	<b>Management Improvements</b>	<b>1408</b>							
	<b>Training for HA Staff</b>								
	1) Continuing staff training in various topics such as safety, time/crisis management, professional development, customer/employer relations, senior staff retreat & workshop etc.		L.S	9,000.00					
	<b>Executive Office:</b>								
	1) Training, Travel for Executive Director, Commissioners, Board retreats			21,000.00					
	<b>Finance/MIS:</b>								
	1) Accounting, Computer literacy, Self Improvement Seminars, Conventions and Training for Finance Staff.			4,000.00					
	2) Computer Hardware			27,500.00					
	3) New PHA Operating Software (Happy, Lindsey, TenMast, etc.)			37,500.00					
	4) Accounting, Computer literacy, Self Improvement Seminars, Conventions and Training for Public Housing Staff.			2,500.00					

**Capital Fund Program**

~~2003 Budget~~

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority			Grant Type and Number				Federal FY of Grant:		
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103				<b>2003</b>		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report				<input type="checkbox"/> Revised Annual Statement (Revision No.: )		
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	Obligated	Expended		
	<b>Personnel &amp; Risk Management</b>								
	1) New Federal Law Posters		1	250.00					
	2) Personnel Training Seminars		1	1,200.00					
	3) Employee Wellness Programme-UTMB			3,300.00					
	4) Maintain GHA Website			1,300.00					
	5) Awards / Recognition Programs			1,100.00					
	<b>Public Housing:</b>								
	1) 2 Digital Camera		2	1,500.00					
	2) Attend NAHRO Conference and training			4,000.00					
	3) Training for Public Housing Staff			5,000.00					
	4) File Cabinet (Palm Terrace)		1	350.00					
	5) 4 Chairs for Palm Terrace		4	1,200.00					
	6) Client Chairs for Public Housing Director		2	700.00					
	7) Desk for Palm Terrace			1,200.00					
	8) Desk for Public Housing Director			800.00					
	<b>Modernization:</b>								
	1) Computer Software			1,000.00					

**Capital Fund Program**

**2003 Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority			Grant Type and Number				Federal FY of Grant:		
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103				<b>2003</b>		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report				<input type="checkbox"/> Revised Annual Statement (Revision No.: )		
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>	
	2) R.S. Means Cost Guides & Other Publications				2,000.00				
	3) Cell Phones, Yearly fee (2)			2	1,500.00				
	4) Training & Travel (5 Seminars - Texas Windstorm Building Code, Construction Inspections & Code Compliance, Capital Funds & Housing				8,000.00				
	<b>Maintainance</b>								
	1) Training for Staff				5,000.00				
	<b>Total For 1408</b>				<b>140,900.00</b>				
HA-Wide	<b>Administration:</b>		<b>1410</b>						
	1) Salaries & Benefits				<b>195,176.00</b>				
	Sundry Planning Expenses for Mod.		<b>1430</b>		<b>11,000.00</b>				
	<b>Dwelling Equipment:</b>		<b>1465</b>						
	1) Appliances			100	<b>16,000.00</b>				

**Capital Fund Program**

**2003 Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority			Grant Type and Number				Federal FY of Grant:		
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103				<b>2003</b>		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report				<input type="checkbox"/> Revised Annual Statement (Revision No.: )		
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	Obligated	Expended		
	<b>Non Dwelling Structures</b>	<b>1470</b>							
	1) Warehouse Lease		1	50,000.00					
	<b>Total For HA Wide</b>			<b>413,076.00</b>					
<b>TX 17-3</b>									
<b>Magnolia</b>	<b>Fees &amp; Costs</b>								
	1) A/E Fees to design Site Improvements	<b>1430</b>	L.S	<b>15,000.00</b>					
	<b>Site Improvements</b>	<b>1450</b>							
	1) New Security Lighting		L.S.	120,000.00					
	2) Repair/Refinish Existing Playground		L.S.	2,000.00					
	3) New Playground Fall Surface w/ Concrete Curb		L.S.	15,000.00					
	4) New Asphalt Topping of Existing		L.S.	5,000.00					
	5) Basketball Court Stripping		L.S.	1,000.00					
	6) Repair/Replace Sidewalks		L.S.	95,463.00					
	7) Demo Concrete		L.S.	15,000.00					
	8) Remove Existing Clothesline Poles and Concrete Footings		135	5,000.00					
	9) Remove Existing Fencing	1450	L.S.	3,500.00					
	10) New Fencing		L.S.	10,000.00					
	11) New Fence Gates		L.S.	5,000.00					
	12) New Handicap Concrete Ramps		L.S.	21,000.00					

**Capital Fund Program**

**2003 Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority			Grant Type and Number				Federal FY of Grant:		
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103				<b>2003</b>		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report				<input type="checkbox"/> Revised Annual Statement (Revision No.:     )		
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	Obligated	Expended		
	13) New Benches		L.S.	15,000.00					
	14) Resodding		L.S.	28,000.00					
	15) New Pergola/Shaded Walkway		L.S.	25,560.00					
	16) Landscaping		L.S.	172,160.00					
				<b>538,683.00</b>					
	<b>Total for Magnolia Homes</b>			<b>553,683.00</b>					
<b>TX -7</b>	<b>Fees and Costs</b>								
<b>Gulf Breeze</b>	<b>1) A/E Fees</b>	<b>1430</b>		<b>0.00</b>					
	1) Exterior Doors	<b>1460</b>		54,400.00					
	2) Security System			131,800.00					
	<b>Total for Gulf Breeze</b>			<b>186,200.00</b>					
<b>TX 17-9</b>									
<b>Holland</b>	<b>Fees and Costs</b>	<b>1430</b>							
	1) A & E Fees for renovation Design work Phase IV (East Wing)		L.S.	<b>65,000.00</b>					

**Capital Fund Program**

**2003 Budget**

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

<b>PHA Name: Galveston Housing Authority</b>	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103	<b>Federal FY of Grant:</b> <b>2003</b>
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<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Performance and Evaluation Report</b>	<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Final Performance and Evaluaton Report</b>	<input type="checkbox"/> <b>Revised Annual Statement</b> (Revision No.:     )
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Development Number	Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
		<b>Dwelling Structures (East Wing)</b>		<b>1460</b>					
		1) Electrical upgrades for new PTAC		40	28,510.00				
		2) Site clearing		L.S.	1,940.00				
		3) CMU repair/patching (east wing)		L.S.	34,990.00				
		4) Joint sealant, exterior of east wing		L.S.	10,370.00				
		5) Equipment/ Man lift rental for		1	5,180.00				
		6) New acoustic panel ceiling in		L.S.	18,140.00				
		7) EIFS/Elastomeric coat of building		L.S.	123,120.00				
		8) Sprinkler extensions in corridors		L.S.	3,890.00				
		9) Convert 7 units to handicap		7	0.00				
		10) Painting 40 apartments interior		40	80,350.00				
		11) Install new windstorm resistant		L.S.	138,670.00				
		12) Drywall repair/exterior apartment		L.S.	25,920.00				
		13) Asbestos abatement (limited) VCT		L.S.	12,960.00				
		14) Plumbing/ replace water valves in		1460	16,200.00				
		15) Replacement of cabinets in 33 non-		33	130,680.00				
		16) Replace closet shelving		40	4,560.00				
		17) Install new closet accordion doors		40	31,200.00				
		18) Replace light fixtures		L.S.	3,600.00				
		19) Install new bath plumbing fixtures		L.S.	16,800.00				
		20) New bath and bedroom cabinets		40	26,400.00				
		21) New window blinds		80	5,330.00				
					<b>718,810.00</b>				

**Capital Fund Program**

**2003 Budget**

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

PHA Name: Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750103 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750103	<b>Federal FY of Grant:</b> <b>2003</b>
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<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Performance and Evaluation Report</b>	<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Final Performance and Evaluaton Report</b>	<input type="checkbox"/> <b>Revised Annual Statement</b> (Revision No.: )
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	<b>Dwelling Equipment</b>	<b>1465</b>						
	<b>Relocation</b>	<b>1495.1</b>						
	1) Resident relocation and security		40	<i>15,000.00</i>				
	<b>Total for Holland House</b>			<b>798,810.00</b>				
	<b>Grand Total</b>			<b>1,951,769.00</b>				

**Capital Fund Program  
2003 Budget**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Galveston Housing Authority</b>		<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>	
		<input checked="" type="checkbox"/> Capital Fund Program No: TX24PO1750103				<b>2003</b>	
		<input type="checkbox"/> Replacement Housing Factor No: TX24RO1750103					
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>			<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>			<input type="checkbox"/> <b>Revised Annual Statement</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report</b>			<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			<b>(Revision No.: )</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide							
1408	06/30/05			06/30/06			
1410	06/30/05			06/30/06			
1430	06/30/05			06/30/06			
1465	06/30/05			06/30/06			
1470	06/30/05			06/30/06			
TX 17-3 Magnolia							
1430	06/30/05			06/30/06			
1450	06/30/05			06/30/06			
TX 17-7 Gulf Breeze							
1460	06/30/05			06/30/06			
TX 17-9 Holland							
1460	06/30/05			06/30/06			
1465	06/30/05			06/30/06			
1495	06/30/05			06/30/06			

**Capital Fund Program  
2003 Annual Statement**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part I: Summary</b>						
PHA Name: Galveston Housing Authority			Grant Type and Number		Federal FY of Grant: <b>2003</b>	
			<input type="checkbox"/> Capital Fund Program Grant No: TX24PO1750102 <input checked="" type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750102			
<input checked="" type="checkbox"/> Original Annual Statement  <input type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies  <input type="checkbox"/> Final Performance and Evaluaton Report		<input type="checkbox"/> Revised Annual Statement ( Revision No. )	
Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original		Revised	Obligated	Expended
1	Total non-CFP Funds	0.00				
2	1406 Operations	0.00				
3	1408 Management Improvements Soft Costs	0.00				
	Management Improvements Hard Costs	0.00				
4	1410 Administration	0.00				
5	1411 Audit	0.00				
6	1415 Liquidated Damages	0.00				
7	1430 Fees and Costs	0.00				
8	1440 Site Acquisition	0.00				
9	1450 Site Improvement	0.00				
10	1460 Dwelling Structures	0.00				
11	1465.1 Dwelling Equipment-Nonexpendable	0.00				
12	1470 Nondwelling Structures	0.00				
13	1475 Nondwelling Equipment	0.00				
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	439,015.00				
19	1502 Contingency	0.00				
	Amount of Annual Grant: (sum of lines.....)	<b>439,015.00</b>				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security -Soft Costs					
	Amount of Line XX related to Security- Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

**Capital Fund Program  
2000 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>					
PHA Name: Galveston Housing Authority		Grant Type and Number <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100		<b>Federal FY of Grant:</b> <b>2000</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )	
Line No:	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	45,850.00	23,585.00	23,585.00	23,585.00
	Management Improvements Hard Costs	29,150.00	27,506.00	27,506.00	27,506.00
4	1410 Administration	179,795.00	159,310.00	159,310.00	159,310.00
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	184,003.00	150,337.00	150,337.00	141,209.00
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	355,859.00	141,125.00	141,125.00	131,073.00
10	1460 Dwelling Structures	72,924.00	9,016.00	9,016.00	8,618.00
11	1465.1 Dwelling Equipment—Nonexpendable	20,000.00	20,000.00	20,000.00	20,000.00
12	1470 Nondwelling Structures	1,044,046.00	1,212,668.00	1,212,668.00	1,110,018.00
13	1475 Nondwelling Equipment	95,372.00	278,852.00	278,852.00	261,402.00
14	1485 Demolition	0.00	4,600.00	4,600.00	4,600.00
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,026,999.00	2,026,999.00	2,026,999.00	1,887,321.00
	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
	Amount of line XX Related to Section 504	60,181.00	39,184.00	39,184.00	35,173.00
	Amount of line XX Related to Security –Soft Costs	1,676.00	159.00	159.00	159.00
	Amount of Line XX related to Security-- Hard Costs	67,160.00	20,627.00	20,627.00	20,251.00
	Amount of line XX Related to Energy Conservation	29,221.00	33,392.00	33,392.00	18,881.00
	Collateralization Expenses or Debt Service				
Signature of Executive Director and Date X _____		Signature of Public Housing Director/ Office of Native American Programs Administrator and Date X _____			

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Final Performance and Evaluation Report	(Revision No.: 3 )

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	Obligated	Expended	
<b>HA-Wide</b>	<b>Management Improvements</b>	<b>1408</b>						
	<b>Executive Office</b>							
	1) NAHRO National Conference			5,000.00	8,205.00	8,205.00	8,205.00	
	2) Legislative Conference			5,000.00	0.00	0.00	0.00	
	3) PHEDA Conference			5,000.00	1,594.00	1,594.00	1,594.00	
	4) HOPE VI Conference			5,000.00	2,443.00	2,443.00	2,443.00	
	<b>Total Executive Office</b>			<b>20,000.00</b>	<b>12,242.00</b>	<b>12,242.00</b>	<b>12,242.00</b>	
	<b>Finance/MIS</b>							
	1) Accounting Related Seminars, GAAP Training, Procurement, MIS Training			9,200.00	5,178.00	5,178.00	5,178.00	
	2) Equipment, printers, software			10,800.00	13,883.00	13,883.00	13,883.00	
	<b>Total Finance/MIS</b>			<b>20,000.00</b>	<b>19,061.00</b>	<b>19,061.00</b>	<b>19,061.00</b>	
	<b>Resident Services</b>							
	1) Fax Machine for Department			600.00	599.00	599.00	599.00	
	2) Installation of Fax Machine			350.00	0.00	0.00	0.00	
	3) One year supply of toner for fax			350.00	2,850.00	2,850.00	2,850.00	
	4) Desk chairs			2,700.00	557.00	557.00	557.00	
	5) Office desks			1,000.00	229.00	229.00	229.00	
	<b>Total Resident Services</b>			<b>5,000.00</b>	<b>4,235.00</b>	<b>4,235.00</b>	<b>4,235.00</b>	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
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<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	<b>Personnel:</b>		<b>1408</b>					
	1) Labor Law letter			130.00	0.00	0.00	0.00	
	2) Software upgrade for Smart Draw			65.00	0.00	0.00	0.00	
	3) Printer/fax/copier (3 in 1)			375.00	300.00	300.00	300.00	
	4) Video Camera			400.00	370.00	370.00	370.00	
	5) Microsoft Word & Excel booklet for "Dummies"			25.00	0.00	0.00	0.00	
	6) Wall Scheduler (3-month calendar)			150.00	100.00	100.00	100.00	
	7) Drug Free Workspace training tape			195.00	154.00	154.00	154.00	
	8) Sexual Harassment Training tape			100.00	0.00	0.00	0.00	
	9) Software Employee Manual			139.00	0.00	0.00	0.00	
	10) Employer's Guide to Record Keeping Requirements			95.00	0.00	0.00	0.00	
	11) New federal law posters and safety			176.00	159.00	159.00	159.00	
	12) Personnel Training			150.00	105.00	105.00	105.00	
	<b>Total Personnel</b>			<b>2,000.00</b>	<b>1,188.00</b>	<b>1,188.00</b>	<b>1,188.00</b>	
	<b>Public Housing</b>							
	1) Copier (Cedar Terrace)			2,000.00	2,520.00	2,520.00	2,520.00	
	2) Digital Camera (Palm Terrace)			1,000.00	480.00	480.00	480.00	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
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<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	<b>Total Public Housing</b>			<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	
	<b>Modernization</b>	<b>1408</b>						
	1) 2000 CFR Books			400.00	0.00	0.00	0.00	
	2) Cell Phones for Construction Coordinators (2)			1,200.00	2,400.00	2,400.00	2,400.00	
	3) 5 Drawer Flat files for A & E Drawings			3,000.00	2,905.00	2,905.00	2,905.00	
	4) New Products Catalog (Sweets and Means)			900.00	0.00	0.00	0.00	
	5) 2000 Census Data/CD's			1,500.00	0.00	0.00	0.00	
	6) Building, Life Safety + ADA Code			1,500.00	0.00	0.00	0.00	
	7) Training & Travel			16,500.00	6,060.00	6,060.00	6,060.00	
	* HOPE VI							
	* Homeownership							
	* Mixed Finance							
	* LIHTC (Tax Credits)							
	* AutoCAD							
	<b>Total Modernization</b>			<b>25,000.00</b>	<b>11,365.00</b>	<b>11,365.00</b>	<b>11,365.00</b>	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
<b>Total for all PHA</b>		<b>1408</b>		<b>75,000.00</b>	<b>51,091.00</b>	<b>51,091.00</b>	<b>51,091.00</b>	
<b>HA Wide</b>	<b>Administration:</b>	<b>1410</b>						
	1) Executive Director			7,200.00	11,409.00	11,409.00	11,409.00	
	2) Deputy Executive Director			0.00	0.00	0.00	0.00	
	3) Executive Secretary			2,743.00	4,365.00	4,365.00	4,365.00	
	4) Senior Accountant			7,372.00	0.00	0.00	0.00	
	5) Grant Accountant			14,700.00	15,496.00	15,496.00	15,496.00	
	6) Accounts Payable Clerk			600.00	1,284.00	1,284.00	1,284.00	
	7) MIS Coordinator			3,086.00	4,019.00	4,019.00	4,019.00	
	8) Contract Specialist			2,914.00	970.00	970.00	970.00	
	9) Director of Modernization			34,148.00	37,675.00	37,675.00	37,675.00	
	10) Administrative Assistant			15,382.00	15,248.00	15,248.00	15,248.00	
	11) Construction Coordinator			22,978.00	35,339.00	35,339.00	35,339.00	
	12) Construction Coordinator			21,895.00	0.00	0.00	0.00	
	13) Grant Contract Monitor			0.00	0.00	0.00	0.00	
	14) Research & Development Coordinator			0.00	741.00	741.00	741.00	
	Benefits for above			46,777.00	32,764.00	32,764.00	32,764.00	
	<b>Total for Administration</b>	<b>1410</b>		<b>179,795.00</b>	<b>159,310.00</b>	<b>159,310.00</b>	<b>159,310.00</b>	
	<b>Sundry Costs</b>	<b>1430</b>		<b>25,000.00</b>	<b>10,025.00</b>	<b>10,025.00</b>	<b>10,025.00</b>	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name: Galveston Housing Authority</b>	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant: 2000</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Final Performance and Evaluation Report	(Revision No.: 3 )

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	Obligated	Expended	
	Printing, Public Notices, Local Travel							
	<b>Dwelling Equipment</b>	<b>1465</b>						
	1) Appliances			20,000.00	20,000.00	20,000.00	20,000.00	
	<b>Nondwelling Structures:</b>	<b>1470</b>						
	1) Warehouse Lease			50,000.00	50,000.00	50,000.00	50,000.00	
	<b>Total PHA Wide</b>			<b>349,795.00</b>	<b>290,426.00</b>	<b>290,426.00</b>	<b>290,426.00</b>	
<b>TX 17-1</b>								
<b>Oleander Homes</b>	<b>Site Improvements</b>	<b>1450</b>						
	1) Replacement of electric switches and pole			0.00	0.00	0.00	0.00	
	2) Replace sidewalks			29,688.00	29,792.00	29,792.00	26,720.00	
	3) Fill in low spots in ground			5,000.00	7,181.00	7,181.00	5,294.00	
	4) Repair fencing			10,500.00	1,046.00	1,046.00	941.00	
	5) Repair signage			2,100.00	1,664.00	1,664.00	1,498.00	
				<b>47,288.00</b>	<b>39,683.00</b>	<b>39,683.00</b>	<b>34,453.00</b>	
	<b>Dwelling Structures</b>	<b>1460</b>						
	1) Paint interior of apartments			0.00	0.00	0.00	0.00	
	2) Install water drain down spouts			2,004.00	1,303.00	1,303.00	1,173.00	
	3) Install drainage splash blocks			2,058.00	688.00	688.00	619.00	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
				4,062.00	1,991.00	1,991.00	1,792.00	
	<b>Nondwelling Equipment</b>	1475						
	1) Repair/Replace play equipment			14,221.00	510.00	510.00	0.00	
	<b>Total for Oleander Homes</b>			65,571.00	42,184.00	42,184.00	36,245.00	
<b>TX 17-2/6</b>								
<b>Palm Terrace &amp; Addition</b>	<b>A &amp; E Fees and Cost</b>	1430						
	<b>Site Improvements</b>	1450						
	1) Fill in Low Spots			5,200.00	0.00	0.00	0.00	
	2) Repair Fencing			3,600.00	0.00	0.00	0.00	
	3) Sidewalk Repairs			21,101.00	0.00	0.00	0.00	
	<b>Total for 1450</b>			29,901.00	0.00	0.00	0.00	
	<b>Dwelling Structures</b>	1460						
	1) Install Water Drainage Downspouts			3,000.00	0.00	0.00	0.00	
	2) Install Water Drainage Splash Blocks			1,800.00	0.00	0.00	0.00	
	<b>Total for 1460</b>			4,800.00	0.00	0.00	0.00	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
	<b>Non-Dwelling Structures</b>	<b>1475</b>						
	1) Repair/Replace Playground Equipment			16,851.00	0.00	0.00	0.00	
	<b>Total for Palm Terrace &amp; Addition</b>			51,552.00	0.00	0.00	0.00	
<b>TX 17-3</b>								
<b>Magnolia Homes</b>	<b>A&amp;E Fees and Cost</b>	<b>1430</b>						
	<b>Site Improvements</b>	<b>1450</b>						
	1) Repair sidewalks			9,392.00	9,392.00	9,392.00	8,453.00	
	2) New Playground Equipment			37,000.00	38,252.00	38,252.00	34,645.00	
	3) Fill dirt around development			4,353.00	4,506.00	4,506.00	4,506.00	
	4) Repair Fence			3,700.00	1,046.00	1,046.00	941.00	
	<b>Total for 1450</b>			54,445.00	53,196.00	53,196.00	48,545.00	
	<b>Dwelling Structures</b>	<b>1460</b>						
	1) Replace water drainage downspouts			2,004.00	1,303.00	1,303.00	1,173.00	
	2) Install water splash blocks			2,058.00	688.00	688.00	619.00	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
	3) Paint exterior of buildings			60,000.00	5,034.00	5,034.00	5,034.00	
	<b>Total for 1460</b>			<b>64,062.00</b>	<b>7,025.00</b>	<b>7,025.00</b>	<b>6,826.00</b>	
	<b>Nondwelling Equipment</b>	<b>1475</b>						
	1) Repair/Replace play equipment & add new playground filler.			5,079.00	488.00	488.00	0.00	
	<b>Total for Magnolia Homes</b>			<b>123,586.00</b>	<b>60,709.00</b>	<b>60,709.00</b>	<b>55,371.00</b>	
<b>TX 17- 4/5</b>								
<b>Cedar Terrace</b>	<b>Fees and Costs</b>	<b>1430</b>		<b>15,327.00</b>	<b>12,235.00</b>	<b>12,235.00</b>	<b>12,235.00</b>	
	<b>Site Improvements</b>	<b>1450</b>						
	1) Community Center, Park & Parking			0.00	0.00	0.00	0.00	
	2) Extend Underground Irrigation System			80,000.00	0.00	0.00	0.00	
	3) Sidewalk Repair			0.00	0.00	0.00	0.00	
	<b>Total for 1450</b>			<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Nondwelling Structures</b>	<b>1470</b>						



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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
	<b>Nondwelling Equipment</b>	<b>1475</b>						
	1) Scaffolding for Sealant			0.00	0.00	0.00	0.00	
	2) Replace Small Boiler			10,000.00	13,600.00	13,600.00	1,000.00	
	3) Modernization of Mech.(A/C) Equip.			0.00	195,000.00	195,000.00	195,000.00	
	<b>Total 1475</b>			<b>10,000.00</b>	<b>208,600.00</b>	<b>208,600.00</b>	<b>196,000.00</b>	
	<b>Demolition</b>							
	1) Asbestos Abatement of Mechanical Rooms			0.00	4,600.00	4,600.00	4,600.00	
	<b>Total 1485</b>			<b>0.00</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>4,600.00</b>	
	<b>Total for Gulf Breeze</b>			<b>60,000.00</b>	<b>277,766.00</b>	<b>277,766.00</b>	<b>258,249.00</b>	
	<b>Holland House Fees and Costs</b>	<b>1430</b>						
	1) A & E Fees (Phase II)			28,235.00	63,511.00	63,511.00	61,300.00	
	2) A & E Fees (Phase III)			65,441.00	0.00	0.00	0.00	
	<b>Total for 1430</b>			<b>93,676.00</b>	<b>63,511.00</b>	<b>63,511.00</b>	<b>61,300.00</b>	
	<b>Site Improvements</b>	<b>1450</b>						
	1) Landscaping,			36,720.00	29,672.00	29,672.00	29,672.00	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name:</b> Galveston Housing Authority	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
	2) Security Lighting			47,260.00	16,871.00	16,871.00	16,871.00	
	3) Sidewalk/Paving Repairs			0.00	0.00	0.00	0.00	
	4) Remove / Replace Fencing			1,745.00	1,703.00	1,703.00	1,532.00	
	5) Patch and Seal Parking lot			21,500.00	0.00	0.00	0.00	
	6) Patch walks			0.00	0.00	0.00	0.00	
	7) Courtyard			37,000.00	0.00	0.00	0.00	
	<b>Total for 1450</b>			<b>144,225.00</b>	<b>48,246.00</b>	<b>48,246.00</b>	<b>48,075.00</b>	
	<b>Dwelling Structures</b>	<b>1460</b>						
	1) Paint interior of apartment			0.00	0.00	0.00	0.00	
	2) Rewire Smoke/Fire Alarms in 160			0.00	0.00	0.00	0.00	
	<b>Total for 1460</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Nondwelling Structures</b>	<b>1470</b>						
	1) Remodel and Expand Community Center			723,600.00	891,511.00	891,511.00	817,468.00	
	2) Site Clearing for Community Room				0.00	0.00	0.00	
	3) Convert apartment unit to resident council			65,880.00	61,000.00	61,000.00	61,000.00	
	4) New Window awning and parapet			0.00	0.00	0.00	0.00	
	5) Replace exterior doors			9,266.00	10,458.00	10,458.00	4,604.00	
	6) Repair/Replace ceiling in hallways			5,300.00	682.00	682.00	614.00	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name: Galveston Housing Authority</b>		<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100		<b>Federal FY of Grant: 2000</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
	7) Replace Flue cap			0.00	0.00	0.00	0.00	
	8) Construct 3 new laundry rooms			0.00	0.00	0.00	0.00	
	<b>Total for 1470</b>			<b>804,046.00</b>	<b>963,651.00</b>	<b>963,651.00</b>	<b>883,686.00</b>	

**Capital Fund Program  
2000 Revised Budget**

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

<b>PHA Name: Galveston Housing Authority</b>	<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100	<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 3 )

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	Obligated	Expended	
	<b>Nondwelling Equipment</b>	<b>1475</b>						
	1) New Community Room/ Office Furniture			30,000.00	49,462.00	49,462.00	47,521.00	
	2) Replace boiler			19,221.00	19,792.00	19,792.00	17,881.00	
	<b>Total for 1475</b>			<b>49,221.00</b>	<b>69,254.00</b>	<b>69,254.00</b>	<b>65,402.00</b>	
	<b>Total for Holland House</b>			<b>1,091,168.00</b>	<b>1,144,662.00</b>	<b>1,144,662.00</b>	<b>1,058,463.00</b>	
	<b>TOTAL CAPITAL FUND</b>			<b>2,026,999.00</b>	<b>2,026,999.00</b>	<b>2,026,999.00</b>	<b>1,887,321.00</b>	

**Capital Fund Program  
2000 Revised Budget**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule									
PHA Name: Galveston Housing Authority			Grant Type and Number <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100				Federal FY of Grant: <b>2000</b>		
<input type="checkbox"/> Original Annual Statement				<input type="checkbox"/> Reserve for Disasters/Emergencies			<input checked="" type="checkbox"/> Revised Annual Statement		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Final Performance and Evaluaton Report			(Revision No.: 3 )		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual			
<b>PHA Wide</b>									
1408	9/30/2001	9/30/2002	6/30/2002	6/30/2002	9/30/2003	12/31/2002	Implementation of the FFY 2000 Capital		
1410	6/30/2001	9/30/2002	12/31/2001	3/31/2002	9/30/2003	9/30/2002	Fund was delayed pending resolution of		
1465	6/30/2001	9/30/2002	6/30/2002	3/31/2002	9/30/2003	9/30/2002	the City building permit for Cedar Terrace		
1470	6/30/2001	9/30/2002	12/31/2001	12/31/2001	9/30/2003	9/30/2002	Community Center, the clothesline poles		
<b>TX 17-1 Oleander</b>							versus laundry room issue at Cedar		
1450	6/30/2001	9/30/2002	6/30/2001	6/30/2002	9/30/2003	12/31/2002	Terrace and the fire alarm issue at		
1460	9/30/2001	9/30/2002	6/30/2001	9/30/2002	9/30/2003	12/31/2002	Holland House. However, all above		
1475	9/30/2001	9/30/2002	6/30/2001	9/30/2002	9/30/2003	12/31/2002	issues have been resolved and work		
<b>TX 17-3 Magnolia</b>							proceeding on schedule. The building		
1430	9/30/2001	N/A	N/A	12/31/2002	N/A	N/A	permit for Cedar Terrace Community		
1450	9/30/2001	9/30/2002	6/30/2001	9/30/2002	9/30/2003	12/31/2002	Center was denied by the City, and the		
1460	9/30/2001	9/30/2002	6/30/2002	9/30/2002	9/30/2003	9/30/2002	structure will be demolished. The		
1475	9/30/2001	9/30/2002	6/30/2001	9/30/2002	9/30/2003	12/31/2002	laundry rooms at Cedar Terrace have		
<b>TX 17- 4/5 Cedar</b>							been completed and the fire alarms were		
1430	9/30/2001	9/30/2002	12/31/2000	12/31/2001	9/30/2003	12/31/2001	reinstalled at Holland House.		
1450	9/30/2001	N/A	N/A	9/30/2002	9/30/2003	N/A			
1470	9/30/2001	9/30/2002	6/30/2001	12/31/2001	9/30/2003	6/30/2002	TX17 - 4/5 - Cedar Terrace 1470:		
<b>TX 17-7 Gulf</b>							Contractor's retainage has been		
1430	9/30/2001	9/30/2002	12/31/2001	12/31/2002	9/30/2003		withheld for liquidated damages for		
1475	6/30/2001	9/30/2002	6/30/2002	12/31/2001	9/30/2003		laundry room conversions.		
1485	6/30/2001	9/30/2002	12/31/2001	12/31/2001	9/30/2003	12/31/2001			
<b>TX 17-9 Holland</b>									
1430	12/31/2000	9/30/2002	12/31/2001	3/31/2002	9/30/2003	9/30/2002			
1450	12/31/2000	9/30/2002	3/30/2001	3/31/2002	9/30/2003				
1460	9/30/2001	N/A	N/A	3/31/2002	N/A	N/A			
1470	6/30/2001	12/31/2001	6/30/2001	12/31/2001	6/30/2003				
1475	12/31/2001	12/31/2001	9/30/2001	3/31/2002	6/30/2003				

**Capital Fund Program  
2000 Revised Annual Statement**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part I: Summary</b>						
PHA Name: Galveston Housing Authority			Grant Type and Number		Federal FY of Grant: <b>2000</b>	
			<input type="checkbox"/> Capital Fund Program Grant No: TX24PO1750100 <input checked="" type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750100			
<input type="checkbox"/> Original Annual Statement  <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies  <input type="checkbox"/> Final Performance and Evaluaton Report		<input type="checkbox"/> Revised Annual Statement ( Revision No.: )	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	0.00				
2	1406 Operations	0.00				
3	1408 Management Improvements Soft Costs	0.00				
	Management Improvements Hard Costs	0.00				
4	1410 Administration	0.00				
5	1411 Audit	0.00				
6	1415 Liquidated Damages	0.00				
7	1430 Fees and Costs	0.00				
8	1440 Site Acquisition	0.00				
9	1450 Site Improvement	0.00				
10	1460 Dwelling Structures	0.00				
11	1465.1 Dwelling Equipment-Nonexpendable	0.00				
12	1470 Nondwelling Structures	0.00				
13	1475 Nondwelling Equipment	0.00				
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	452,640.00				
19	1502 Contingency					
	Amount of Annual Grant: (sum of lines.....)	<b>452,640.00</b>				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security -Soft Costs					
	Amount of Line XX related to Security- Hard Costs					
	Amount of line XX Related to Energy Conservation					
	Collateralization Expenses or Debt Service					
Signature of Executive Director and Date		Signature of Public Housing Director / Office of Native American Programs Administrator and Date				
X _____		X _____				

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>					
<b>PHA Name: Galveston Housing Authority</b>		<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101		<b>Federal FY of Grant:</b> <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	53,185.00	27,185.00	19,374.00	19,374.00
	Management Improvements Hard Costs	14,215.00	21,015.00	5,627.00	5,627.00
4	1410 Administration	253,032.00	206,840.00	1,313.00	1,313.00
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	189,000.00	233,000.00	4,184.00	2,618.00
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	51,880.00	89,675.00	11,369.00	8,237.00
10	1460 Dwelling Structures	801,230.00	771,530.00	37,063.00	32,365.00
11	1465.1 Dwelling Equipment—Nonexpendable	116,677.00	22,077.00	32,767.00	28,069.00
12	1470 Nondwelling Structures	312,940.00	50,000.00	30,967.00	27,835.00
13	1475 Nondwelling Equipment	261,250.00	632,087.00	33,114.00	31,548.00
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	15,000.00	15,000.00	40,103.00	40,103.00
18	1499 Development Activities	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,068,409.00	2,068,409.00	41,777.00	38,085.00
	Amount of line XX Related to LBP Activities	50,000.00	0	0	0
	Amount of line XX Related to Section 504 compliance	446,900.00	246,330.00	105,531.00	67,011.00
	Amount of line XX Related to Security –Soft Costs	770.00	0	0	0
	Amount of Line XX related to Security-- Hard Costs	190,615.00	105,560.00	115,406.00	51,991.00
	Amount of line XX Related to Energy Conservation Measures	160,400.00	816,627.00	126,540.00	60,855.00
	Collateralization Expenses or Debt Service				
Signature of Executive Director and Date <b>X</b> _____		Signature of Public Housing Director/ Office of Native American Programs Administrator and Date <b>X</b> _____			

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
<b>PHA Name: Galveston Housing Authority</b>				<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>	
				<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				<b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report				<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )	
Development Number	Name/HA-Wide Activities		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>	
<b>HA-Wide</b>	<b>Management Improvements</b>		<b>1408</b>						
	<b>Executive Office</b>								
	1) NAHRO National Conference				5,000.00	2,500.00	6,116.00	6,116.00	
	2) Legislative Conference				5,000.00	2,500.00	573.00	573.00	
	3) PHEDA Conference				5,000.00	2,500.00	125.00	125.00	
	4) HOPE VI Conference				5,000.00	2,500.00			
	<b>Total Executive Office</b>				<b>20,000.00</b>	<b>10,000.00</b>	<b>6,814.00</b>	<b>6,814.00</b>	
	<b>Finance/MIS</b>								
	1) Accounting Related Seminars, GAAP Training, Procurement, MIS Training				10,000.00	10,000.00	8,246.00	8,246.00	
	<b>Total Finance/MIS</b>				<b>10,000.00</b>	<b>10,000.00</b>	<b>8,246.00</b>	<b>8,246.00</b>	
	<b>Resident Services</b>								
	1) Service Contract for IKON color Copier			1	5,000.00	5,000.00			
	<b>Total Resident Services</b>				<b>5,000.00</b>	<b>5,000.00</b>			
	<b>Personnel:</b>								
	1) Office Chair			1	200.00	200.00			

**Capital Fund Program  
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<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
<b>PHA Name: Galveston Housing Authority</b>				<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>	
				<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				<b>2001</b>	
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
	2) PeopleTrac Human Resources Sftwre		1	450.00	450.00				
	3) BLR What to Do About Personnel		1	315.00	315.00				
	4) Computer enhancement (sound card,		1	250.00	250.00				
	5) Tint Office Windows		1	100.00	100.00				
	6) HR/Housing management training		1	685.00	685.00				
	<b>Total Personnel</b>			<b>2,000.00</b>	<b>2,000.00</b>				
	<b>Public Housing</b>								
	1) Digital Camera		2	1,000.00	1,000.00				
	2) Copier (Site Office Magnolia)		1	2,000.00	2,000.00				
	3) Housing Management Training			10,000.00	5,000.00	1,089.00	1,089.00		
	<b>Total Public Housing</b>			<b>13,000.00</b>	<b>8,000.00</b>	<b>1,089.00</b>	<b>1,089.00</b>		
	<b>Modernization</b>								
	1) Office machines (calculators, etc)			700.00	400.00				
	2) Software updates (CAD, Internet, etc)			1,200.00	0.00				
	3) Training & Travel								
	HOPE VI Conferences			3,500.00	0.00				

**Capital Fund Program  
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Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Galveston Housing Authority			Grant Type and Number				Federal FY of Grant:		
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				<b>2001</b>		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report				<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )		
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	Obligated	Expended	
		NAHRO Conference (s)			1,500.00	1,500.00	3,225.00	3,225.00	
		AutoCAD			3,500.00	0.00			
		Homeownership			2,000.00	0.00			
		Construction Mgmt.			2,000.00	0.00			
		4) CFR Books & Means Cost Guides			1,200.00	1,000.00	1,313.00	1,313.00	
		5)Texas Windstorm Code			0.00	2,000.00			
		6)Cost Estimating/ R.S.Means			0.00	2,000.00			
		7)Capital Fund / Housing replacement Fund			0.00	4,500.00	1,071.00	1,071.00	
		8) Cell Phones yearly fees (3)		3	1,800.00	1,800.00	1,800.00	234.00	
		<b>Total Modernization</b>			<b>17,400.00</b>	<b>13,200.00</b>	<b>7,409.00</b>	<b>5,843.00</b>	
		<b>Total for all PHA</b>		<b>1408</b>	<b>67,400.00</b>	<b>48,200.00</b>	<b>23,558.00</b>	<b>21,992.00</b>	
<b>HA Wide</b>	<b>Administration:</b>			<b>1410</b>					
		1) Executive Director			9,556.00	9,556.00	9,556.00	9,556.00	
		2) Deputy Executive Director			4,800.00	0.00	0.00	0.00	
		3) Executive Secretary			3,640.00	3,640.00	3,640.00	3,640.00	
		4) Senior Accountant			8,358.00	8,358.00	8,358.00	8,358.00	
		5) Grant Accountant			17,478.00	17,478.00	17,478.00	17,478.00	

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
<b>PHA Name: Galveston Housing Authority</b>			<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				<b>Federal FY of Grant:</b> <b>2001</b>		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report				<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )		
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	Obligated	Expended	
	6) Accounts Payable Clerk				796.00	796.00	796.00	605.00	
	7) MIS Coordinator				4,096.00	4,096.00	4,096.00	2,161.00	
	8) Contract Specialist				0.00	0.00	0.00	0.00	
	9) Director of Modernization				55,469.00	58,514.00	58,514.00	23,686.00	
	10) Admin/Homeownership Coordinator				21,578.00	18,890.00	18,890.00	9,808.00	
	11) Construction Coordinator				32,078.00	32,835.00	32,835.00	15,265.00	
	12) Student Intern				32,400.00	4,945.00	4,945.00	2,306.00	
	Benefits for above				62,783.00	47,732.00	47,732.00	25,280.00	
	<b>Total for Administration</b>		<b>1410</b>		<b>253,032.00</b>	<b>206,840.00</b>	<b>206,840.00</b>	<b>118,143.00</b>	
	<b>Fees &amp; Costs (Sundry Modernization Expenses)</b>		<b>1430</b>						
	1) Sundry Modernization				4,000.00	8,000.00	7,142.00	7,142.00	
	2) Procurement Consultant				0.00	15,000.00	7,689.00	7,689.00	
	<b>Total 1430</b>				<b>4,000.00</b>	<b>23,000.00</b>	<b>14,831.00</b>	<b>14,831.00</b>	
	<b>Dwelling Equipment:</b>		<b>1465</b>						
	1) Appliances			50	16,077.00	16,077.00	16,077.00	16,077.00	

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority				Grant Type and Number <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				Federal FY of Grant: <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report				<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )	
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	Obligated	Expended		
	2) Gas Meters				6,000.00	5,616.00	5,616.00		
	<b>Total 1465</b>			<b>16,077.00</b>	<b>22,077.00</b>	<b>21,693.00</b>	<b>21,693.00</b>		
	<b>Non Dwelling Structures:</b>	<b>1470</b>							
	1) Warehouse Lease		1	50,000.00	50,000.00	50,000.00	24,000.00		
	<b>Total for 1470</b>			<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>24,000.00</b>		
	<b>TOTAL PHA-WIDE</b>			<b>390,509.00</b>	<b>350,117.00</b>	<b>316,922.00</b>	<b>200,659.00</b>		
<b>TX 17-3</b>									
<b>Magnolia</b>	<b>Fees and Costs:</b>	<b>1430</b>							
	1) A&E to design A/C units for 68 apt. units		L.S.	60,000.00	58,000.00				
	<b>Dwelling Structures:</b>	<b>1460</b>							
	1) New A/C Units for 68 units		68	102,000.00	0.00				
	<b>Nondwelling Equipment</b>	<b>1475</b>							

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority				Grant Type and Number <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				Federal FY of Grant: <b>2001</b>	
<input type="checkbox"/> Original Annual Statement				<input type="checkbox"/> Reserve for Disasters/Emergencies				<input checked="" type="checkbox"/> Revised Annual Statement	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Final Performance and Evaluation Report				(Revision No.: 2 )	
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	Obligated	Expended		
	1) Circulation Pump		1	0.00	<b>15,875.00</b>				
	<b>Total for Magnolia Homes</b>			<b>162,000.00</b>	<b>73,875.00</b>				
<b>TX 17-7</b>									
<b>Gulf Breeze</b>	<b>Fees &amp; Costs:</b>	<b>1430</b>							
	1) A&E Fees to Design Phase III		L.S.	<b>60,000.00</b>	<b>72,000.00</b>	<b>50.00</b>	<b>50.00</b>		
	<b>Site Improvements:</b>	<b>1450</b>							
	1) Sidewalk/paving repairs		L.S.	2,000.00	0.00				
	2) Repair/replace parking lights (7ea)		7	5,250.00	8,700.00				
	<b>TOTAL 1450</b>			<b>7,250.00</b>	<b>8,700.00</b>				
	<b>Dwelling Structure Improvements:</b>	<b>1460</b>							
	1) Paint 26 apartment units		26	16,500.00	0.00				
	2) Replace countertops in 35 apt. units		35	10,150.00	0.00				
	<b>TOTAL 1460</b>			<b>26,650.00</b>	<b>0.00</b>				
	<b>Nondwelling Structures:</b>	<b>1470</b>							
	(#1-17 apply to elevator and laundry lobbies)								
	1) Demo Work (interior)		L.S.	11,900.00	0.00				

**Capital Fund Program  
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<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
<b>PHA Name: Galveston Housing Authority</b>				<b>Grant Type and Number</b>			<b>Federal FY of Grant:</b>	
				<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101			<b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )	
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	Obligated	Expended	
	2) Automatic Controlllers at existing entry doors to apartment units		9	56,000.00	0.00			
	3) Flooring/Ceiling asbestos abatement 100%		L.S.	19,430.00	0.00			
	4) New Flooring (VCT)		L.S.	9,720.00	0.00			
	5) Ceiling Repairs/Prep		L.S.	4,860.00	0.00			
	6) Painting – Walls & Ceiling	1470	L.S.	21,140.00	0.00			
	7) New Stairs exit doors/hardware		L.S.	5,980.00	0.00			
	8) New electric closet/hardware		L.S.	14,140.00	0.00			
	9) Exit/electric closet door frame repairs		L.S.	12,300.00	0.00			
	10) Elevator door/frame repairs/painting		L.S.	7,360.00	0.00			
	11) Trash chute repairs – doors closers		L.S.	7,300.00	0.00			
	12) New Ceiling lights		L.S.	7,360.00	0.00			
	13) New casework for laundry tables &		9	6,900.00	0.00			
	14) New sinks in laundry lobby		9	2,300.00	0.00			
	15) New plastic laminate panels for wall vents to elevators		L.S.	38,640.00	0.00			
	16) New dryer vents		9	3,680.00	0.00			
	17) General plumbing repairs to sink drain		L.S.	2,300.00	0.00			
	18) Patch brick at back roll-up door		L.S.	3,220.00	0.00			

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
<b>PHA Name: Galveston Housing Authority</b>				<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>	
				<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101				<b>2001</b>	
				<input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101					
<input type="checkbox"/> Original Annual Statement					<input type="checkbox"/> Reserve for Disasters/Emergencies			<input checked="" type="checkbox"/> Revised Annual Statement	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02					<input type="checkbox"/> Final Performance and Evaluation Report			(Revision No.: 2 )	
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	Obligated	Expended		
	19) Replace roof access doors (4 ea)		4	3,910.00	0.00				
	20) Patch breezeway/patio floors		L.S.	24,500.00	0.00				
	<b>TOTAL 1470</b>			<b>262,940.00</b>	<b>0.00</b>				
	<b>Nondwelling Equipment:</b>	<b>1475</b>							
	1) New A/C units for Laundry Rooms on Floors 3-11		9	5,750.00	0.00				
	2) Replace A/C units serving lobby		1	50,000.00	0.00				
	3) Upgrade elevators to comply with all state and local codes to include repair and replacement of elevator equipment		L.S.	172,500.00	255,000.00				
	4) Modernize chilled water A/C system air handlers serving first floor		L.S.	0.00	255,000.00				
	<b>TOTAL 1475</b>			<b>228,250.00</b>	<b>510,000.00</b>				
	<b>Total For Gulf Breeze</b>			<b>585,090.00</b>	<b>590,700.00</b>				
<b>TX 17-9</b>									
<b>Holland</b>	<b>Fees and Costs</b>		<b>1430</b>						

**Capital Fund Program  
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<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Galveston Housing Authority</b>			<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				<b>Federal FY of Grant:</b> <b>2001</b>	
<input type="checkbox"/> Original Annual Statement			<input type="checkbox"/> Reserve for Disasters/Emergencies			<input checked="" type="checkbox"/> Revised Annual Statement		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Final Performance and Evaluaton Report			(Revision No.: 2 )		
Development Number	Name/HA-Wide Activities	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	1)A&E Fees for Phase III Modernization /Renovations to 37 apartments located on the north wing		L.S.	65,000.00	80,000.00			
	<b>Site Improvements</b>	<b>1450</b>						
	1) North parking lot			22,500.00	0.00			
	2) West Parking Lot			22,130.00	10,943.00	10,943.00	8,943.00	
	3) Ornamental Iron Fence			0.00	20,280.00	20,280.00	20,280.00	
	4) Landscaping			0.00	1,521.00	1,521.00	1,521.00	
	5) Sprinkler System			0.00	7,996.00	7,996.00	7,996.00	
	6) Asphalt Seal Coating ( North & NW Parking)			0.00	8,891.00	8,891.00	0.00	
	7) Concrete Pads/ Patios with awning			0.00	21,344.00	21,593.00	250.00	
	8) Concrete Ramps & Walks			0.00	0.00	0.00	0.00	
	9) Exterior / Furniture			0.00	10,000.00	0.00	0.00	
	<b>TOTAL 1450</b>			<b>44,630.00</b>	<b>80,975.00</b>	<b>71,224.00</b>	<b>38,990.00</b>	
	<b>Dwelling Structures</b>	<b>1460</b>						
	Modernization of 37 Units and North Wing, Unit Nos. 116, 118-123, 214-223, 314-323, 414-423.							

**Capital Fund Program  
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<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Galveston Housing Authority</b>			<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				<b>Federal FY of Grant:</b> <b style="font-size: 1.2em;">2001</b>	
<input type="checkbox"/> Original Annual Statement			<input type="checkbox"/> Reserve for Disasters/Emergencies				<input checked="" type="checkbox"/> Revised Annual Statement	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Final Performance and Evaluaton Report				(Revision No.: 2 )	
Development Number	Name/HA-Wide Activities	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	1) Electrical upgrades for new PTAC units		L.S.	23,760.00	23,760.00			
	2) Site Clearing/exterior of north wing		L.S.	1,620.00	1,620.00			
	3) CMU repair/patching (north wing)		L.S.	29,160.00	35,000.00			
	4) Joint sealant, exterior north wing		L.S.	8,640.00	10,000.00			
	5) Equipment/Manlift rental for exterior		1	5,440.00	5,440.00			
	6) EIFS/Elastomeri coat of building exterior		L.S.	92,600.00	100,000.00			
	7) Sprinkler extensions in corridors (north		4	3,240.00	5,000.00			
	8) Convert 7 units to handicap accessible		7	201,700.00	225,000.00			
	9) Painting 37 apartments interiors		37	66,960.00	70,000.00			
	10) Install new windstorm resistant windows		L.S.	105,560.00	135,000.00			
	11) Drywall repair/exterior apartment walls		L.S.	21,600.00	28,000.00			
	12) Asbestos abatement VCT Floor tile &		L.S.	7,800.00	10,000.00			
	13) Plumbing/replace water valves north		L.S.	8,500.00	8,500.00			
	14) Replacement of cabinets in 30 non-handicapped units		30	96,000.00	100,000.00			
	15) Replace bifold closet doors		L.S.	0.00	14,210.00			
	<b>TOTAL 1460</b>			<b>672,580.00</b>	<b>771,530.00</b>			
	<b>Dwelling Equipment:</b>	<b>1465</b>						

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
PHA Name: Galveston Housing Authority			<b>Grant Type and Number</b> <input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101					<b>Federal FY of Grant:</b> <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 2 )		
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	Obligated	Expended	
	1) PTAC units for 37 apartments and halls			37	100,600.00	0.00			
	<b>Nondwelling Equipment:</b>		<b>1475</b>						
	1) Appliances for apartments in north wing			74	33,000.00	33,000.00			
	2) Mechanical, Plumbing and Electrical upgrades				0.00	73,212.00			
	<b>Total 1475</b>				<b>33,000.00</b>	<b>106,212.00</b>			
	<b>Relocation:</b>		<b>1495</b>						
	1) Resident relocation and security			37	15,000.00	15,000.00	77.00	77.00	
	<b>Total for Holland House</b>				<b>930,810.00</b>	<b>1,053,717.00</b>	<b>71,301.00</b>	<b>39,067.00</b>	
	<b>Grand Total</b>				<b>2,068,409.00</b>	<b>2,068,409.00</b>	<b>388,223.00</b>	<b>239,726.00</b>	

**Capital Fund Program  
2001 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHA Name: Galveston Housing Authority			Grant Type and Number			<b>Federal FY of Grant: 2001</b>	
			<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101				
<input type="checkbox"/> Original Annual Statement  <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies  <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement ( Revision No. 2 )	
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>PHA Wide</b>							
1408	12/31/02	06/30/03		06/30/04			
1410	12/31/02	06/30/03	3/31/2002	06/30/04			
1430	12/31/02	06/30/03		06/30/04			
1465	12/31/02	06/30/03	9/30/2002	06/30/04		9/30/2002	
1470	12/31/02	06/30/03	6/30/2002	06/30/04			
<b>TX 17-3 Magnolia</b>							
1430	12/31/02	06/30/03		06/30/04			
1460	12/31/02	N/A	N/A	06/30/04	N/A	N/A	
1475	N/A	06/30/03		N/A	06/30/04		
<b>TX 17-7 Gulf Breeze</b>							
1430	12/31/02	06/30/03		06/30/04			
1450	12/31/02	N/A	N/A	06/30/04	N/A	N/A	
1460	12/31/02	N/A	N/A	06/30/04	N/A	N/A	
1470	12/31/02	N/A	N/A	06/30/04	N/A	N/A	
1475	12/31/02	06/30/03	6/30/2002	06/30/04			
<b>TX 17-9 Holland House</b>							
1430	12/31/02	06/30/03		06/30/04			
1450	12/31/02	06/30/03	6/30/2002	06/30/04			
1460	12/31/02	06/30/03		06/30/04			
1465	12/31/02	N/A	N/A	06/30/04	N/A	N/A	
1475	12/31/02	06/30/03		06/30/04			
1495	12/31/02	06/30/03	On Demand	06/30/04		On Demand	

**Capital Fund Program  
2001 Revised Annual Statement**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part I: Summary</b>						
<b>PHA Name: Galveston Housing Authority</b>			<b>Grant Type and Number</b>		<b>Federal FY of Grant: 2001</b>	
			<input type="checkbox"/> Capital Fund Program Grant No: TX24PO1750101 <input checked="" type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750101			
<input type="checkbox"/> Original Annual Statement  <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies  <input type="checkbox"/> Final Performance and Evaluaton Report		<input type="checkbox"/> Revised Annual Statement ( Revision No. )	
Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original		Revised	Obligated	Expended
1	Total non-CFP Funds	0.00				
2	1406 Operations	0.00				
3	1408 Management Improvements Soft Costs	0.00				
	Management Improvements Hard Costs	0.00				
4	1410 Administration	0.00				
5	1411 Audit	0.00				
6	1415 Liquidated Damages	0.00				
7	1430 Fees and Costs	0.00				
8	1440 Site Acquisition	0.00				
9	1450 Site Improvement	0.00				
10	1460 Dwelling Structures	0.00				
11	1465.1 Dwelling Equipment-Nonexpendable	0.00				
12	1470 Nondwelling Structures	0.00				
13	1475 Nondwelling Equipment	0.00				
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	461,916.00				
19	1502 Contingency					
	Amount of Annual Grant: (sum of lines.....)	<b>461,916.00</b>				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security -Soft Costs					
	Amount of Line XX related to Security- Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

**Capital Fund Program  
2002 Revised Budget**

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

<b>PHA Name: Galveston Housing Authority</b>		<b>Grant Type and Number</b>			<b>Federal FY of Grant:</b>
		<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750102			<b>2002</b>
		<input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750102			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies			<input checked="" type="checkbox"/> Revised Annual Statement
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02		<input type="checkbox"/> Final Performance and Evaluation Report			(Revision No.: 1 )
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	84,800.00	84,800.00	7,071.00	7,071.00
	Management Improvements Hard Costs	149,300.00	139,324.00	626.00	626.00
4	1410 Administration	206,840.00	195,176.00	195,176.00	4,448.00
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	182,600.00	125,600.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	539,095.00	0.00	0.00	0.00
10	1460 Dwelling Structures	404,154.00	604,249.00	50.00	50.00
11	1465.1 Dwelling Equipment—Nonexpendable	356,620.00	481,620.00	0.00	0.00
12	1470 Nondwelling Structures	145,000.00	270,000.00	50,000.00	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	51,000.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1502 Contingency	0.00	0.00	0.00	0.00
	Amount of Annual Grant: (sum of lines.....)	<b>2,068,409.00</b>	<b>1,951,769.00</b>	<b>252,923.00</b>	<b>12,195.00</b>
	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
	Amount of line XX Related to Section 504 compliance	93,100.00	57,600.00	0.00	0.00
	Amount of line XX Related to Security--Soft Costs	0.00	0.00	0.00	0.00
	Amount of Line XX related to Security-- Hard Costs	174,495.00	130,055.00	0.00	0.00
	Amount of line XX Related to Energy Conservation Measures	26,340.00	26,340.00	0.00	0.00
	Collateralization Expenses or Debt Service				
Signature of Executive Director and Date		Signature of Public Housing Director/ Office of Native American Programs Administrator and Date			
X _____		X _____			

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<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 1 )		
<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>
<b>HA- Wide</b>	<b>Management Improvements</b>	<b>1408</b>						
	<b>Training for HA Staff</b>							
	1) Time / Crisis Management		L.S	2,000.00	2,000.00			
	2) Professional Development		L.S	2,000.00	2,000.00			
	3) Customer / Employee Relations		L.S	2,000.00	2,000.00			
	4) Senior Staff Retreat & Workshop		L.S	2,000.00	2,000.00			
	<b>Consultant to Develop New HA Filing System</b>		L.S	25,000.00	25,000.00			
	<b>Executive Office:</b>							
	1) Furniture for Executive Office (Computer Station)		1	800.00	800.00			
	2) Filing Cabinet		1	300.00	300.00			
	3) Executive Chair		1	300.00	300.00			
	4) Coffee Table		1	200.00	200.00			
	5) Picture for reception area		1	500.00	524.00			
	6) Flag Poles for ICC Building		3	10,000.00	0.00			

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<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>
	7) Training, Travel for Executive Director, Commissioners, Board		L.S	20,000.00	20,000.00	5,274.00	5,274.00	
	<b>Finance/MIS:</b>							
	1) Accounting, Computer literacy, Self Improvement Seminars, Conventions and Training for Finance Staff.		L.S	4,000.00	4,000.00			
	2) PBX System (Replace Existing Siemens PBX Phone System)		L.S	35,000.00	35,000.00			
	3) New PHA Operating Software (Happy, Lindsey, TenMast, etc.)		L.S	37,500.00	37,500.00			
	4) Accounting, Computer literacy, Self Improvement Seminars, Conventions and Training for Public Housing Staff.		L.S	2,500.00	2,500.00			
	<b>Personnel &amp; Risk Management</b>							
	1) Sexual Harassment Training Video		1	200.00	200.00			
	2) Improving Workstation Ergonomics		L.S	1,500.00	1,500.00			
	3) HRIS system		1	4,000.00	4,000.00			
	4) New Federal Law Posters		L.S	200.00	200.00			

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<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>
	5) Personnel Training Seminars		1	1,000.00	1,000.00			
	6) Lockable 3 drawer file cabinet		1	400.00	400.00			
	7) Desk Chair		1	300.00	300.00			
	8) Digital Camera		L.S	500.00	500.00	626.00	626.00	
	9) Conduct Employee Attitude Survey		L.S	500.00	500.00			
	10) Employee Newsletter Software		1	500.00	500.00			
	11) Employee Wellness Program-UTMB		L.S	3,000.00	3,000.00	60.00	60.00	
	12) Develop GHA Website		L.S	1,000.00	1,000.00			
	13) Awards / Recognition Programes		L.S	800.00	800.00			
	Security Office							
	14) B61Hand held two-way radios for Curators/Supervisor at ICC Building		6	4,000.00	4,000.00			
	<b>Public Housing:</b>							
	1) Digital Cameras		2	1,400.00	1,400.00			
	2) Safe (Gulf Breeze Development)		1	1,000.00	1,000.00			

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<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>
	3) Attend NAHRO Annual Meeting (Asst.to Exec. Director for Housing Operations and Director of Public Housing)		2	2,000.00	2,000.00			
	4) Formal UPCS Training for Public Housing Staff		L.S	3,000.00	3,000.00			
	5) Internet Access for Magnolia Homes and Housing Inspector/Office Asst. to access PIC		L.S	50.00	50.00			
	6) File Cabinets (Palm Terrace)		2	750.00	750.00			
	7) Chairs for Cedar Terrace		3	400.00	400.00			
	8) PHM Certification Training for Public Housing Director		1	2,000.00	2,000.00	226.00	226.00	
	9) Typewriters for Housing Management ( Magnolia Homes and		4	3,000.00	3,000.00			
	10) Vehicle		1	20,000.00	20,000.00			
	<b>Modernization:</b>							
	1) Vehicle		1	20,000.00	20,000.00			

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	2) Cost Estimating Software		L.S	1,000.00	1,000.00			
	3) Digital Camera		1	800.00	800.00			
	4) R.S. Means Cost Guides, Standard Building Code & Other Publications		L.S	2,500.00	2,500.00			
	5) Cell Phones, Yearly fee		2	1,200.00	1,200.00			
	6) Training & Travel ( Seminars -Texas Windstorm Building Code, Construction Inspections & Code Compliance, Capital Funds & Housing Replacement		5	8,000.00	8,000.00	1,276.00	1,276.00	
	<b>Maintainance</b>							
	1) Training- PHAS Certification for Maintainance Director & Asst. Director		2	2,500.00	2,500.00	235.00	235.00	
	2) Training- A/C & Refrigeration Maintainance Training			2,500.00	2,500.00			
	<b>Total For 1408</b>			<b>234,100.00</b>	<b>224,124.00</b>	<b>7,697.00</b>	<b>7,697.00</b>	

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>HA-Wide</b>	<b>Administration:</b>	<b>1410</b>						
	Salaries & Benefits			<b>206,840.00</b>	<b>195,176.00</b>	<b>195,176.00</b>	<b>4,448.00</b>	
	Sundry Planning Expenses for Mod.	<b>1430</b>		<b>10,000.00</b>	<b>10,000.00</b>			
	<b>Dwelling Equipment:</b>	<b>1465</b>						
	1) Appliances		50	<b>15,000.00</b>	<b>15,000.00</b>			
	<b>Non Dwelling Structures</b>	<b>1470</b>						
	1) Warehouse Lease		L.S.	<b>50,000.00</b>	<b>50,000.00</b>	50,000.00		
	<b>Total For HA Wide</b>			<b>515,940.00</b>	<b>494,300.00</b>	<b>252,873.00</b>	<b>12,145.00</b>	
<b>TX 17-3</b>								
<b>Magnolia</b>	<b>Fees and Costs</b>							
	1) A/E Fees to Convert Apartments to Laundry Rooms (Unit Nos. 10A and 20E)	<b>1430</b>	L.S.	<b>45,000.00</b>	<b>27,000.00</b>			

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<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>
	2) A/E Fees for Site Improvements	<b>1430</b>	L.S.	<b>0.00</b>	<b>56,000.00</b>			
	<b>Site Improvements</b>	<b>1450</b>						
	1) New Security Lighting		L.S.	120,000.00	0.00			
	2) Repair/Refinish Existing Playground		L.S.	8,000.00	0.00			
	3) New Playground Surface		L.S.	15,000.00	0.00			
	4) New Asphalt Topping of Basketball Court		L.S.	5,000.00	0.00			
	5) Basketball Court Stripping		L.S.	1,000.00	0.00			
	6) Repair/Replace Sidewalks		L.S.	25,000.00	0.00			
	7) Demo Concrete		L.S.	15,000.00	0.00			
	8) Remove Existing Clothesline Poles and Concrete Footings		135	5,000.00	0.00			
	9) Remove Existing Fencing	<b>1450</b>	L.S.	3,500.00	0.00			
	10) New Fencing		L.S.	27,535.00	0.00			
	11) New Fence Gates		L.S.	10,000.00	0.00			
	12) New Handicap Concrete Ramps		L.S.	10,500.00	0.00			
	13) New Benches		L.S.	15,000.00	0.00			
	14) Resodding		L.S.	28,000.00	0.00			

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Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
	15) New Pergola/Shaded Walkway		L.S.	25,560.00	0.00		
	16) Landscaping		L.S.	175,000.00	0.00		
	17) Irrigation System		L.S.	50,000.00	0.00		
				<b>539,095.00</b>	<b>0.00</b>		
	<b>Dwelling Structures</b>						
	Paint Exterior of all 20 Buildings	<b>1460</b>	LS	<b>0.00</b>	<b>50,000.00</b>		
	<b>A/C System for Apartment Units</b>	<b>1465</b>	66	<b>250,000.00</b>	<b>375,000.00</b>		
	Unit Nos. 2A-2H, 3A-3F, 4A-4I, 5A-5F, 6A-6H, 7A-7H, 8A-8H, 9A-9H, 10B- 10F)						
	<b>Nondwelling Structures</b>	<b>1470</b>					
	1) Convert two Apartment Units to two Laundry Rooms (Unit Nos. 10A and		2	<b>95,000.00</b>	<b>220,000.00</b>		
	Relocation of Residents	<b>1495</b>		<b>0.00</b>	<b>50,000.00</b>		
	<b>Total for Magnolia Homes</b>			<b>929,095.00</b>	<b>778,000.00</b>		
<b>TX 17-4/5</b>	<b>Fees and Costs</b>	<b>1430</b>					

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<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>
<b>Cedar Terrace</b>	1) A/E Fees to Design Conversion of Apartment to Management and Resident Council Offices. (Unit No. 49H)			<b>10,600.00</b>	<b>12,600.00</b>			
	<b>Dwelling Structures</b>	<b>1460</b>						
	1) Convert Apartment Unit No. 49H to Management & Resident Council Office		L.S	<b>85,000.00</b>	<b>85,000.00</b>			
	Relocation of Residents	<b>1495</b>	L.S	<b>0.00</b>	<b>1,000.00</b>			
	<b>Total for Cedar Terrace</b>			<b>95,600.00</b>	<b>98,600.00</b>			
<b>TX -7</b>	<b>Fees and Costs</b>							
<b>Gulf Breeze</b>	1) A/E Fees to Design Phase IV Modernization.	<b>1430</b>		<b>52,000.00</b>	<b>20,000.00</b>			
	<b>HVAC Modernization</b>	<b>1465</b>						
	1) Water Lift Station Control Repairs			936.00	936.00			
	2) New Ventilation Fans			11,340.00	11,340.00			
	3) HVAC Plumbing Upgrades			57,600.00	57,600.00			

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Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	<b>Total HVAC</b>			<b>69,876.00</b>	<b>69,876.00</b>			
	<b>Electrical</b>	<b>1465</b>						
	1) Electrical Infrared Survey			10,800.00	10,800.00			
	2) Motor Control Center Fuses			8,640.00	8,640.00			
	3) Emergency Generator Repairs			2,304.00	2,304.00			
	<b>Total Electrical</b>			<b>21,744.00</b>	<b>21,744.00</b>			
	<b>Elevator Lobby / Laundry</b>	<b>1460</b>						
	1) Demolition			8,640.00	8,640.00			
	2) Asbestos Abatement			57,600.00	57,600.00	50.00	50.00	
	3) Automatic Cntrls. at Existing Entry			57,600.00	57,600.00			
	4) New VCT Flooring			12,165.00	12,165.00			
	5) Ceiling Repairs			6,083.00	6,083.00			
	6) Painting			17,442.00	17,442.00			
	7) New Stair Exit Doors			8,424.00	8,424.00			
	8) New Electrical Door Controls			5,832.00	5,832.00			
	9) Exit/ Elec.Door Repairs			3,240.00	3,240.00			
	10) ElevatorDoor/Frame Repairs			10,368.00	10,368.00			
	11) Trash Chute Repairs			3,240.00	3,240.00			

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	12) New Casework			9,720.00	9,720.00			
	13) New Kitchen Casework			2,592.00	2,592.00			
	14) New Plastic Laminate Panels			48,384.00	48,384.00			
	15) New Dryer Vents			5,184.00	5,184.00			
	16) Fire Alarm Modification			6,480.00	6,480.00			
	17) General Reconfiguration/ Repairs			12,960.00	12,960.00			
	18) General Electrical Repairs			9,720.00	9,720.00			
	19) A/C in Elev. Lobby and Laundry			0.00	37,000.00			
	20) New Lighting			12,960.00	12,960.00			
	21) General Plumbing Repair Allowance			13,320.00	13,320.00			
	22) New Sinks			7,200.00	7,200.00			
	<b>Total Elevator Lobby / Laundry Mod.</b>			<b>319,154.00</b>	<b>356,154.00</b>	<b>50.00</b>	<b>50.00</b>	
	<b>Security Improvements</b>							
	1) Replace entrance & Fire exit doors and install burglar alarms.		7	0.00	35,000.00			
	2) Security Cameras on all Eleven Floors to monitor Laundry and Elevator Lobby Areas		11	0.00	55,000.00			

**Capital Fund Program  
2002 Revised Budget**

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Galveston Housing Authority				<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>	
				<input checked="" type="checkbox"/> Capital Fund Program Grant No: TX24PO1750102 <input type="checkbox"/> Replacement Housing Factor Grant No: TX24RO175012				<b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluaton Report				<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 1 )	
<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Status of Work</b>	
	3) Electrical Upgrades for Security Improvements			0.00	23,095.00				
	<b>Total for Security Improvements</b>			<b>0.00</b>	<b>113,095.00</b>				
	<b>Total For Gulf Breeze</b>			<b>462,774.00</b>	<b>580,869.00</b>	<b>50.00</b>	<b>50.00</b>		
<b>TX 17-9</b>	<b>Fees and Costs</b>	<b>1430</b>							
<b>Holland House</b>	1) A & E Fees for Phase IV Modernization (East Wing)		L.S.	65,000.00	0.00	0.00	0.00		
	<b>Total for Holland House</b>			<b>65,000.00</b>	<b>0.00</b>				
	<b>Grand Total</b>			<b>2,068,409.00</b>	<b>1,951,769.00</b>	<b>252,923.00</b>	<b>12,195.00</b>		

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

**Part III: Implementation Schedule**

PHA Name: Galveston Housing Authority	Grant Type and Number	Federal FY of Grant: <b>2002</b>
	<input checked="" type="checkbox"/> Capital Fund Program No: TX24PO1750102 <input type="checkbox"/> Replacement Housing Factor No: TX24RO1750102	

<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Revised Annual Statement (Revision No.: 1 )
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide							
1408	12/31/03	6/30/2004		06/30/05			
1410	12/31/03	6/30/2004	9/30/2002	06/30/05			
1430	12/31/03	6/30/2004		06/30/05			
1465	12/31/03	6/30/2004		06/30/05			
1470	12/31/03	6/30/2004	9/30/2002	06/30/05			
TX 17-3 Magnolia							
1430	12/31/03	6/30/2004		06/30/05			
1450	12/31/03	N/A	N/A	06/30/05	N/A	N/A	
1460	N/A	06/30/04		N/A	06/30/05		
1465	12/31/03	6/30/2004		06/30/05			
1470	12/31/03	6/30/2004		06/30/05			
1495	N/A	06/30/04		N/A	06/30/05		
TX 17-4/5 Cedar							
1430	12/31/03	6/30/2004		06/30/05			
1460	12/31/03	6/30/2004		06/30/05			
1495	N/A	06/30/04		N/A	06/30/05		
TX 17-7 Gulf Breeze							
1430	12/31/03	6/30/2004		06/30/05			
1460	12/31/03	6/30/2004		06/30/05			
1465	12/31/03	6/30/2004		06/30/05			
TX 17-9 Holland							
1430	12/31/03	6/30/2004	N/A	06/30/05	N/A		

**Capital Fund Program  
2002 Revised Annual Statement**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part I: Summary</b>						
PHA Name: Galveston Housing Authority			Grant Type and Number		Federal FY of Grant: <b>2002</b>	
			<input type="checkbox"/> Capital Fund Program Grant No: TX24PO1750102 <input checked="" type="checkbox"/> Replacement Housing Factor Grant No: TX24RO1750102			
<input type="checkbox"/> Original Annual Statement  <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02			<input type="checkbox"/> Reserve for Disasters/Emergencies  <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement ( Revision No. )	
Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original		Revised	Obligated	Expended
1	Total non-CFP Funds	0.00				
2	1406 Operations	0.00				
3	1408 Management Improvements Soft Costs	0.00				
	Management Improvements Hard Costs	0.00				
4	1410 Administration	0.00				
5	1411 Audit	0.00				
6	1415 Liquidated Damages	0.00				
7	1430 Fees and Costs	0.00				
8	1440 Site Acquisition	0.00				
9	1450 Site Improvement	0.00				
10	1460 Dwelling Structures	0.00				
11	1465.1 Dwelling Equipment-Nonexpendable	0.00				
12	1470 Nondwelling Structures	0.00				
13	1475 Nondwelling Equipment	0.00				
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	439,015.00				
19	1502 Contingency					
	Amount of Annual Grant: (sum of lines.....)	<b>439,015.00</b>				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security -Soft Costs					
	Amount of Line XX related to Security- Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					