

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

*PHA Plans for the
Housing Authority of the
City of Lubbock*

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

**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: Housing Authority of the City of Lubbock

PHA Number: TX018

PHA Fiscal Year Beginning: (mm/yyyy) 10/2003

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
PHA FISCAL YEARS 2003 - 2007

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

The Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability.

The Housing Authority exists to serve people in need. Service to the residents will always be our first and foremost priority. It is our goal to provide excellence in service by being committed to improving the housing conditions and related social, educational and economic aspects, which affect the overall living conditions of the community. To accomplish this goal, we must constantly strive to expand and improve housing and related services through dedication, integrity, compassion and responsiveness to all the needs of those we serve. In addition, the Housing Authority is to make necessary resources available, to help each resident by providing supporting services and community resources to improve their families' living conditions and quality of life. The Housing Authority will strive to build stronger, healthier communities and promote economic independence. It is also the mission of the Housing Authority to utilize all available funds for its residents while building stronger, healthier communities and promoting economic independence for its clientele.

***Additional statement:** The agency has partnered with Texas Tech University, the City of Lubbock and Habitat for Humanity as well as other Public Service entities to create mixed-financing which will establish housing developments that target renters who need subsidized housing and the population that can afford market rates, thereby implementing income-mixing. The authority will also continue limited Drug Elimination and Crime Prevention activities utilizing allocated Capital Funds and budgeted operating subsidy. The Authority will also continue its quest to provide unsubsidized affordable housing through various mixed-financing programs (tax credit, bonds, etc). The PHA is pursuing a Section 8 Homeownership program.*

Progress Statement: The LHA recently submitted a tax credit application for 112 affordable multi-family units. The application was recently submitted to underwriters which indicates that we are seriously being considered for funding. If approved a vacant field due to HOPE VI demolition of 108 units will be eliminated. PHA has submitted a federal bond package to build "184" market rate units. Annual proceeds will be used to demolish and improve substandard low-rent housing. An additional 184 market rent units are planned for Phase II in year 2005. LHA will close on a 79.8 acre land purchase on June 13, 2003. Approximately 22 acres of said acreage will be used to build these developments. The remaining acreage (approximately 58 acres) will be sold as investment property and proceeds will be used to improve Low Rent units or to create new affordable housing units. Implementation of a Homeownership Program aimed at increasing the numbers of first time homebuyers, especially minority Section 8 Voucher holders. The LHA will use proceeds from the above mentioned projects to leverage mixed financing for the purpose of demolition and revitalization (multi-family and single-family). The LHA will apply to HUD for replacement funds to build new units of mixed finance single and multi-family public housing to replace the 108 units demolished.

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: **When NOFA's are published**
 - Reduce public housing vacancies: *Occupied units = 450*
 - Leverage private or other public funds to create additional housing opportunities: *Partnership with TDHCA for additional units of affordable housing*
 - Acquire or build units or developments: *Build 112 unit affordable multi family development*
 - Other (list below)

Progress Statement: A combined total of 250 low-rent and Section families were housed in FY 2002. The Section 8 waiting list will re-open and approximately 500 applications will be processed. At the end of June 2002, demolition was completed and the LHA has a pending disposition application at SAC for disposing of 1 additional building and 7.515 acres of land to be used for future 112 unit affordable multifamily development. In September 2005, the LHA will apply for bond monies through the

Texas Department of Housing and Community Affairs (TDHCA) for an additional 250 to 280 units of affordable housing.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score: 82)
Stive to obtain High Performer Status
 - Improve voucher management: (SEMAP score: 98)
Maintain passing SEMAP score
 - Increase customer satisfaction: **On-going**
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing: *Apply to dispose of additional building*
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

Progress Statement: *During FY 2002, the PHAS score increased from 79 to 82. The SEMAP score is 98. As previously stated, the LHA has a pending disposition application to dispose of an additional building at Green-Fair Manor.*

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling: **With each new participant at briefing and with each unit transfer for current participants**
 - Conduct outreach efforts to potential voucher landlords, **as needed.**
 - Increase voucher payment standards, **as needed.**
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

Progress Statement: *All goals were achieved in FYB 2002 and are on-going.*

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: **Through Tenant Selection process.**
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Through Tenant Selection process.**
- Implement public housing security improvements: **Pursuing funds to install lighting in senior buildings.**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

Progress Statement: *Security lighting is presently being installed at Green-Fair Manor. All other goals are being achieved and are on-going. The installation of the security lighting is scheduled to be completed by mid-summer*

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 *participants'* employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below) **See PHA Goals and Objectives listed below**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **On-going**
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **On-going**
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **On-going**
 - Other: (list below)

Progress Statement: *During FY 2002, the PHA was successful in achieving the objectives listed above and activities will continue as indicated.*

Other PHA Goals and Objectives: (list below)

PHA Strategic Goal: Planning and Administration

- PHA Goal: Knowledge of new Laws and Changes in Housing Issues
Objective:
 Make staff and board members knowledgeable as needed regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194); and (any other laws and changes) as they occur regarding housing, community, and economic development.
On-going
 The Executive Director, or designee, shall identify and secure available training opportunities for staff and board as needed. **On-going**

Progress Statement: *All relevant training was attended during FY 2002. The most notable training was RIM, Uniform Physical Condition Standards, Earned Income Disallowance and HMS Computer training. Commissioners attended conferences that were related to their specific responsibilities.*

- PHA Goal: Partnership
Objective:
 To develop and expand partnerships and funding sources. **On-going**
 The PHA may identify resources to obtain materials and data relative to housing, community and economic development. **On-going**

Progress Statement: *During FY 2002, new partnerships were established with:
?? Lubbock Housing Finance Corp.
?? Habitat for Humanity
?? Restaurant and Hotel Mgmt/Texas Tech University R.H.I.M. Program
?? Texas Workforce
The Lubbock Housing Finance Corp will provide Home Ownership counseling.*

PHA Strategic Goal: Housing Management Services

- PHA Goal: Continue Operation and Administration of Housing Units
Objective:
 To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures. **On-going**
 The PHA will provide staffing, equipment, insurance, training, facilities and related costs associated with the administration and operation of housing previously developed under the 1937 Housing Act. **On-going**

Progress Statement: *During FY 2002, all necessary training was accomplished, new computer hardware for low-rent and central management office was*

acquired(\$11,820); the 'Parents as Teachers' program was refunded at \$49,000 (CFP); and new equipment and furniture was acquired for Section 8(\$2,622).

PHA Strategic Goal: Modernization

- PHA Goal: Continuation of Modernization Activities
Objective:
 - To continue the modernization activities as previously awarded according to existing agreements, budgets and timelines and provide additional assistance using HUD funds. **On-going**
 - The PHA will proceed with the modernization **24**existing units as planned in the modernization program schedule and budget and provide **11** additional units with assistance under the funding allocation provided for the agency. **On-going**
 - The PHA will continue to identify future needs for the development of future plans. **On-going**

Progress Statement: *During FY 2002, fifteen (15) single-family homes were rehabilitated (\$187,830). In addition new water heaters and cut off valves were installed at the 96 West and 36 South developments (\$71,977); and siding, storage doors and carpet included the rehabilitation efforts to the Mary Myers Senior Complex (\$35,690). Rehabilitation efforts totaled \$346,497.*

PHA Strategic Goal: Community Service and Self-sufficiency

- PHA Goal: Promotion of Resident Services
Objective:
 - To maintain activities and services that promotes homeownership, self-sufficiency, resident organizations and community development. **On-going****Examples:**
 - ?? Provide resident training relative to homeownership and rental units
 - ?? Provide counseling regarding household budgeting, delinquency, tenant rights, conflict resolution, housekeeping and regulatory and policy requirements training.
 - ?? Conducting needs assessments.
 - ?? Social Service referrals
 - ?? Promote resident and resident organization activities in the areas of:
 - resource development
 - resident organizations
 - health
 - crime prevention

Progress Statement: *During FY 2002:
?? 12 applicable resident workshops provided*

- ?? Resident councils re-established in all developments (6)
- ?? 73 new F.S.S. contracts
- ?? 4 F.S.S. program participants completed their contracts and received a total of \$26,629.00 from their escrow accounts
- ?? 7 residents graduated from the Basic computer course (Intro to Windows 2000)

- PHA Goal: Safety, Security and Crime Prevention
 - Objective:
 - The PHA shall provide for the provision of PHA security services, the provision of crime prevention and safety services/activities of PHA properties in accordance with identified needs, budgets and in consultation with local law enforcement. *As funds permit*
 - The PHA shall provide for officers patrolling of housing areas, security services, crime prevention and safety activities according to job descriptions, policies and procedures.
 - The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program.
 - The PHA will continue resident training in drug elimination programs and expand youth activities. *As funds permit*

Progress Statement: *During FY 2002, all activities were ongoing through the end of December. All drug elimination funding has been eliminated. The PHA is continuously researching for alternatives, primarily with the Lubbock Regional MHMR Center who are currently providing prevention, intervention, and counseling services to adolescent public housing residents, and urine testing for adults who we suspect to be using drugs while residents in public housing.*

PHA Strategic Goal: Public Housing Assessment System (PHAS)

- PHA Goal: Indicator #1 (30 points) Physical Condition
 - Objective:
 - To improve the following areas by at least 10% per year until above goal is reached. **The following will be completed by FYE 9-30-06.**
 - ?? Site (Approx. 4.5 points) plus 1 pt. for Physical Condition and Neighborhood Environment.
 - ?? Building Exterior (Approx. 4.5 points) plus 1 pt. for Physical Condition and Neighborhood Environment.
 - ?? Dwelling Units (Approx. 10.5)
 - ?? Common Areas (Approx. 4.5 points) plus 1 pt. for Physical Condition and Neighborhood Environment) In addition, Health and Safety deficiencies will result in reductions to the total physical inspection score which takes into account the five areas above, with their approximate relative weights/points.)

Progress Statement: *During FY 2002, the PHA was successful in achieving the objectives listed above. The PHAS Physical score for FY 2002 was 26.*

PHA Goal: Indicator #4 (10 points) Resident Service and Satisfaction

Objective:

To improve the following areas by at least 10% per year until above goal is reached. **The following will be completed by FYE 9-30-02.**

?? Survey results (approx. 5.0 points)

Progress Statement: *Overall score for FY 2002 was 7. However, all categories increased from FY 2001.*

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Lubbock has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

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

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

The most important challenges to be met by the Housing Authority of the City of Lubbock during FY 2003 include:

- ☞ Preserve and improve the public housing stock through the Capital Funds activities;*
- ☞ Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- ☞ Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- ☞ Identify, develop and leverage services to enable low-income families to become self-sufficient.*

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

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 **tx018a01**
- FY 2003 Capital Fund Program Annual Statement **tx018b01**
- FY 2003 Capital Fund Program 5 Year Action Plan **tx018c01**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification tx018e01*
 - Pet Ownership Policy (families) tx018f01*
 - Pet Ownership Policy (elderly/disabled) tx018g01*
 - Resident Membership on PHA Board of Governing Body tx018h01*
 - Membership of Resident Advisory Board or Boards tx018i01*
 - Progress Statement tx018j01*
 - Summary of Policy or Program Changes for the Upcoming Year tx018k01*
 - Deconcentration and Income Mixing Requirement tx018l01*
 - Voluntary Conversion Required Initial Assessment tx018m01*
 - Community Service Policy tx018q01*

Optional Attachments:

- PHA Management Organizational Chart **tx018d01**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - 2000 Performance and Evaluation Report tx018n01*
 - 2001 Performance and Evaluation Report tx018o01*
 - 2002 Performance and Evaluation Report tx018p01*

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	7,816	4	5	4	4	3	3
Income >30% but <=50% of AMI	4,972	4	5	4	4	3	3
Income >50% but <80% of AMI	6,405	4	5	4	4	3	3
Elderly	2,006	4	5	4	4	3	3
Families with Disabilities	*N/A	N/A	N/A	N/A	N/A	N/A	N/A
Black	1,451	4	5	4	4	3	3
Hispanic	3,163	4	5	4	4	3	3
Caucasian	12,459	4	5	4	4	3	3

* PHA is researching this information.

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 *City of Lubbock*
Indicate year: FY 2000-2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	738		5%
Extremely low income <=30% AMI	*	*	
Very low income (>30% but <=50% AMI)	*	*	
Low income (>50% but <80% AMI)	*	*	
Families with children	543	73.6%	
Elderly families	32	4.34%	
Families with Disabilities	161	21.82%	
<i>Caucasian/Hispanic</i>	501	67.89%	
<i>African/American</i>	233	31.57%	
<i>American Indian Alaskan Native</i>	1	0.14%	
<i>Asian Pacific Islander</i>	3	0.41%	
<i>*This data not currently maintained in system</i>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	223	30%	5%
2 BR	315	43%	5%
3 BR	170	23%	5%
4 BR	30	4%	5%
5 BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 16 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	86		2-5%
Extremely low income <=30% AMI	*	*	
Very low income (>30% but <=50% AMI)	*	*	
Low income (>50% but <80% AMI)	*	*	
Families with children	65	75.58%	
Elderly families	3	3.49%	
Families with Disabilities	21	24.42%	
<i>Caucasian/Hispanic</i>	42	48.84%	
<i>African/American</i>	43	50%	
<i>American Indian Alaskan Native</i>	0	0	
<i>Asian Pacific Islander</i>	1	1.16%	
<i>*This data not currently maintained in system</i>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? *16 months*

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- 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) **FSS, RSDM programs to support and encourage employment**

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) **FSS, RSDM programs to support and encourage employment**

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
- 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
- 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)

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)

Progress Statement: During FY 2002, all strategies were pursued as listed in the progress portion of the mission statement.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	763,953.00	
b) Public Housing Capital Fund	977,765.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,617,872.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	100,000.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2001	289,268.00	Public housing capital improvements
CFP 2002	772,920.00	Public housing capital improvements
Sub-total	7,521,778.00	
3. Public Housing Dwelling Rental Income	481,506.00	Public housing operations
4. Other income (list below)	91,650	Public housing operations
Non-dwelling rent 46,650.00		
Interest on General Funds Investments 2,900.00		
To tenants, NSF check charges, etc. 25,000.00		
Misc., late charges, maintenance charges		
5. Non-federal sources (list below)		
Sub-total	573,156.00	
Total resources	8,094,934.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (state time)
 Other: (describe) **At the time application is submitted.**

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)
?? *Criminal Background Check*
?? *Drug Treatment Center Check*
?? *Sex Offender Registration Check*
?? *Citizenship/Legal Non-Citizen Status Check*

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**

The PHA does not operate site-based waiting lists.

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

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

If yes, how many lists? **N/A**

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists? **N/A**

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

4 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **25 Points**
- 3 Victims of domestic violence **10 Points**
- 3 Substandard housing **10 Points**
Homelessness
- 3 High rent burden **10 Points**

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability **50 Points**
- 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)

Note: *These preferences are weighted as listed above.*

Ranking: *Applicants qualifying for the above preferences will be ranked based on the points assigned to each preference for which their qualification has been verified.*

SAMPLE:

50 points – *Working families*

10 points – *Living in substandard housing*

10 points – *Rent Burden (Paying more than fifty percent (50%) of family income for rent)*

Total = 70 Points

If an applicant is not longer eligible for a preference(s), the preference points will be recalculated and the applicant will be repositioned on the waiting list. Similarly, if an applicant becomes eligible for a preference(s) while on the waiting list, the preference points will be recalculated and the applicant will be repositioned on the waiting list.

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)

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

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

(6) Deconcentration and Income Mixing (see attachment tx018101)

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

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

?? Current and previous landlord name and address.

?? Resident name and mailing address (last known to PHA).

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

?? Illness, hard to house, family emergency/death, not to exceed 120 days.

(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)

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.

4 Date and Time

Former Federal preferences

- 2** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **25 Points**
- 3** Victims of domestic violence **10 Points**
- 3** Substandard housing **10 Points**
- Homelessness
- 3** High rent burden **10 Points**

Other preferences (select all that apply)

- 1** Working families and those unable to work because of age or disability **50 Points**
- 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)

Note: *These preferences are weighted as listed above.*

Ranking: *Applicants qualifying for the above preferences will be ranked based on the points assigned to each preference for which their qualification has been verified.*

SAMPLE:

50 points – Working families

10 points – Living in substandard housing

10 points – Rent Burden (Paying more than fifty percent (50%) of family income for rent)

Total = 70 Points

If an applicant is not longer eligible for a preference(s), the preference points will be recalculated and the applicant will be repositioned on the waiting list. Similarly, if an applicant becomes eligible for a preference(s) while on the waiting list, the preference points will be recalculated and the applicant will be repositioned on the waiting list.

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) **n/a**

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

6. Relationship of 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?

The PHA will follow the mandatory Earned Income Disallowance (EID) regulatory requirements.

3. If yes to question 2, list these policies below: **n/a**

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

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

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

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

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) **None**

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- 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 (**updated**)
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
 - *FMRs not adequate to ensure success*
 - *A means to increase housing options*

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply) **n/a**

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

The PHA will follow the mandatory Earned Income Disallowance (EID) regulatory requirements.

5. Operations and Management

[24 CFR Part 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. *tx018d01*
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	461	5%
Section 8 Vouchers	853	5%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification-100 Shelter PWS-Care-12	5% 5%
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
R.S.D.M	72	
FSS – Sec 8	150	
FSS – Low-Rent	28	

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)

- Work Order System*
- Pest Eradication Policy*
- Maintenance Plan*
- Uniform Inspection System*
- Admissions and Occupancy Policy*
- Fair Housing Policy*
- Grievance Procedures*
- Tenant Selection and Assignment Plan*
- Community Service Plan*
- Handicapped Policy*
- Termination and Eviction*
- Transfer and Transfer Waiting List*
- Resident Initiative*
- Section 3 Plan*
- Pet Policy for Families*
- Pet Policy for Elderly*
- Procurement Policy*
- Personnel Policy*
- Deconcentration and Income Mixing Targeting Policy*

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan*
- SEMAP Procedures*
- Section 8 Procedures Manual*

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: *n/a*

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: *n/a*

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 (state name) *tx018b01*

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *tx018c01*
2000 Performance and Evaluation Report tx018n01
2001 Performance and Evaluation Report tx018o01
2002 Performance and Evaluation Report tx018p01

-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: **n/a**
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? *If HOPE VI is available.*
If yes, list development name/s below:
- *Green Fair Manor*

- 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:
- *Tax Free Bond Project – 184 Market Rate/Multi-family units*
 - *Tax Credit Application – 112 units affordable (multi-family)*
 - *Vacant space at Green-Fair Manor caused by demolition*

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

8. Demolition and Disposition

[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 N/A

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

Demolition/Disposition Activity Description	
1a. Development name:	Green-Fair Manor
1b. Development (project) number:	TX016P018002
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>05/27/03</u>
5. Number of units affected:	8
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: January 2004 b. Projected end date of activity: January 2006

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 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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[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.)

2. Activity Description

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

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

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

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

Voluntary Conversion Required Initial Assessment – attachment tx018m01

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.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants
 26 - 50 participants – *in a five year period*
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/02/2001

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)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Computer Classes</i>	<i>11</i>	<i>Random Selection</i>	<i>Green-fair manor</i>	<i>Both</i>
<i>GED Classes</i>	<i>7</i>	<i>Specific criteria</i>	<i>Green-fair manor</i>	<i>Both</i>
<i>Job Express</i>	<i>32</i>	<i>Walk-ins</i>		<i>Both</i>
<i>Better Living for Texans Workshop</i>	<i>25 per session</i>		<i>1708 Ave G</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>25</i>	<i>18</i>
Section 8	<i>142</i>	<i>150</i>

- 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:

Home-visits, telephone contacts, interviews during re-certifications, and new participant orientation

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 reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

HUD has released guidance on the reinstatement of the Community Service requirement. Thus, the PHA is reinstating the Community Service Policy and including it as an attachment. In addition the residents will be notified accordingly as required.

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)
?? There has been a decrease in the criminal activity at PHA sites and activities listed below are used to insure that there is no increase in criminal activity.

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)
?? All actions on-going since 1991

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

?? Cherry-Point, Green-fair Manor, Behner Place, 36 south, 96 west

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 – *on-going*
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

?? *Cherry-point, 96 West, Green-Fair Manor, Behner Place and 36 West*

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)

?? *Cherry-point, 96 West, Green-Fair Manor, Behner Place and 36 West*

D. Additional information as required by PHDEP/PHDEP Plan (no longer required)

PHAs eligible for FY 2003 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 2003 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See attachment: tx018f01 – Pet Policy (families)

See attachment: tx018g01 – Pet Policy (elderly/disabled)

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?
n/a
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
 - 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 (File name)

Provided below:

Resident Comments

PHA Response

- *New bathtubs at 96 West*

- *Currently implemented in PHA 5 Year Plan*

- *Automatic sprinkler system at Mary Myers*

- *Pursuing cost for consideration*

- *Interior paint at Mary Myers*

- *Units are painted after 5 years*

- *Speed limit postings at Mary Myers*

- *Pursuing cost for consideration*

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

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

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

Other: (list below)

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

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

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one) **n/a**

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

c. Eligible voters: (select all that apply) **n/a**

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) *Executive Summary for 1995 for the City of Lubbock, Texas*

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

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

Other: (list below)

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

?? *Encourage homeownership opportunities to low-income households.*

- ?? *Rehabilitate housing to preserve existing homes and rental units.*
- ?? *Promote infill developments in older neighborhoods.*
- ?? *Meet emergency shelter and long-term housing and service needs of homeless people.*
- ?? *Develop neighborhood plans for physical development using broad citizen involvement and enhance sensitivity to the needs of lower income residents, women, and families.*
- ?? *Develop criteria to identify potential problems in neighborhoods so that these issues can be addressed before they become serious problems.*
- ?? *Train and educate neighborhood leaders and foster a sense of community throughout the City of Lubbock.*
- ?? *Research to expand affordable housing/especially elderly.*

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and 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	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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)
Total estimated cost over next 5 years				

Attachment: tx018a01

**DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE CITY OF LUBBOCK
LUBBOCK, TEXAS**

DECONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Lubbock, Lubbock, TX (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic deconcentration.

Implementation may include one or more of the following options:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Establish preferences for families in job training programs;
- S Establish preferences for families in education or training programs;
- S Marketing campaign geared toward targeting income groups for specific developments;
- S Additional supportive services;
- S Additional amenities for all units;
- S Ceiling rents;
- S Flat rents for developments and unit sizes;
- S Different tenant rent percentages per development;
- S Different tenant rent percentages per bedroom size;
- S Saturday and evening office hours;
- S Security Deposit waivers;
- S Revised transfer policies;

- S Site-based waiting lists;
- S Mass Media advertising/Public service announcements; and
- S Giveaways.

B. Income Targeting

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

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

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

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: tx018b01

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

PHA Name: Lubbock Housing Authority	Grant Type and Number: Capital Fund Program No: TX21PO1850103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	97,776.00			
3	1408 Management Improvements	195,553.00			
4	1410 Administration	97,776.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	80,000.00			
10	1460 Dwelling Structures	340,760.00			
11	1465.1 Dwelling Equipment-Nonexpendable	63,900.00			
12	1470 Nondwelling Structures	12,000.00			
13	1475 Nondwelling Equipment	75,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$977,765.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Operations	1406		97,776.00				
	Subtotal 1406			\$97,776.00				
Management	Resident Initiatives Administrator	1408		37,853.00				
Improvements	Prevention Specialist	1408		31,000.00				
	Computer Software	1408		10,000.00				
	Update Policies and Procedures	1408		6,000.00				
	General Technical Assist/PHAS Improvement	1408		7,000.00				
	Supervisor Skills and Team Building	1408		2,000.00				
	Finance Training	1408		4,000.00				
	Modernization Project Management Training	1408		5,000.00				
	Executive Director Training	1408		1,500.00				
	Manager Training	1408		3,000.00				
	Computer Systems Training	1408		3,500.00				
	Maintenance Technical Training	1408		3,200.00				
	Self Sufficiency Training	1408		2,500.00				
	Resident Computer Activities/Training	1408		5,000.00				
	Job Apprentice programs	1408		1,500.00				
	Resident Council Leadership Training	1408		2,500.00				
	Parenting (Parents as Teacher Program)	1408		70,000.00				
	Subtotal 1408			\$195,553.00				
Administration	Administrative salaries/sundry	1410		97,776.00				
	Subtotal 1410			\$97,776.00				
Fees & Costs	Architect/consultant fees/agency planning	1430		15,000.00				
	Subtotal 1430			\$15,000.00				
Non Dwelling	Computer Equipment	1475		25,000.00				
	Replace Maint Vehicles	1475		50,000.00				
Equipment	Subtotal 1475			\$75,000.00				

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

PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity Put in Qty.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21-P018-001	Smoke Detectors	1460	100	5,000.00	81,100.00			
Behner Place 1	Replace Exterior Doors & Locks	1460	72	21,600.00	105,000.00			
	Bathroom Renovations	1460	36	20,000.00	115,310.00			
	Laundry / Utility Rooms	1460	30	30,000.00	39,350.00			
	Repair Duct Work	1460	36	4,500.00	340,760.00			
	Subtotal 1460			\$81,100.00				
	Refrigerators	1465	36	16,000.00				
	Stoves	1465	36	12,000.00				
	Subtotal 1465			\$28,000.00				
TX21-P018-002	No work to be done at this time							
Green Fair Manor				\$0.00				
TX21-P018-004	Interior Renovation	1460	6	50,000.00				
Cherry Point Homes	Siding	1460	6	30,000.00				
	Roofs	1460	6	25,000.00				
	Subtotal 1460			\$105,000.00				
	Site Improvements	1450	6	10,000.00				
	Subtotal 1450			\$10,000.00				
TX21-P018-005	Replace Asphalt Drives & Lots	1450		50,000.00				
96 West 36 South	Subtotal 1450			\$50,000.00				
TX21-P018-006	Interior Renovation	1460	7	51,310.00				
Cherry Point Homes	Siding	1460	7	35,000.00				
	Roofs	1460	7	29,000.00				
	Subtotal 1460			\$115,310.00				
TX21-P018-007	Site Improvements	1450	7	10,000.00				
Mary Myers	Subtotal 1450			\$10,000.00				
Sr. Complex	Parking lot	1450	1	10,000.00				
	Subtotal 1450			\$10,000.00				
TX21-P018-010	Smoke Detectors	1460	46	6,250.00				
Behner Place 2	Replace Exterior Doors & Locks	1460	92	27,600.00				
	Repair Duct Work	1460	46	5,500.00				
	Subtotal 1460			\$39,350.00				
	Refrigerators	1465	46	20,400.00				
	Stoves	1465	46	15,500.00				
	Subtotal 1465			\$35,900.00				
HA Wide	Paint Exterior of Maintenance Building	1470		10,000.00				
	Grade Parking and Yard	1470		2,000.00				
	Subtotal 1470			\$12,000.00				

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

PHA Name: Lubbock Housing Authority			Grant Type and Number: Capital Fund Program No: TX21PO1850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management							
Improvements	9/30/2005			9/30/2007			
TX21-P018-001							
Behner Place 1	9/30/2005			9/30/2007			
TX21-P018-002							
Green Fair Manor	9/30/2005			9/30/2007			
TX21-P018-004							
Cherry Point Homes	9/30/2005			9/30/2007			
TX21-P018-005							
96 West 36 South	9/30/2005			9/30/2007			
TX21-P018-006							
Cherry Point Homes	9/30/2005			9/30/2007			
TX21-P018-007							
Mary Myers Sr. Complex	9/30/2005			9/30/2007			
TX21-P018-010							
Behner Place 2	9/30/2005			9/30/2007			

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	TX21-P018-001	Bath Renovations	50,000.00
	Behner Place 1		
	TX21-P018-002	Interior/exterior Renovation (plumbing, electrical, flooring, kitchen, bath improvements, paint)	30,000.00
Annual	Green Fair Manor		
	TX21-P018-003	Interior/exterior Renovation (plumbing, electrical, flooring, kitchen, bath improvements, paint)	20,000.00
	Cherry Point Turnkey		
	TX21-P018-004	Interior/exterior Renovation (plumbing, electrical, flooring, kitchen, bath improvements, paint)	100,000.00
	Cherry Point Homes		
Statement	TX21-P018-005	Water Meters	60,000.00
	96 West / 36 South		
	TX21-P018-006	Interior/exterior Renovation (plumbing, electrical, flooring, kitchen, bath improvements, paint)	140,000.00
	Cherry Point Homes		
	TX21-P018-007	None	
	Mary Myers		
	Sr. Complex		
	TX21-P018-010	Bath Renovations	20,000.00
	Behner Place 2		
	HA-Wide	Management Improvements	195,533.00
		Administration (salaries/benefits/sundry)	97,776.00
		Planning (Fees & Costs)	90,000.00
		Operations	114,456.00
		Non Dwelling Equipment (Office Equip/Maint replacement trucks & mower)	60,000.00
		Total HA Wide	557,765.00
		Total Annual 2004	\$977,765.00

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

Activities for Year 1	Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	TX21-P018-001 Behner Place 1	Replace Roofs	115,000.00
	TX21-P018-002	None	
Annual	Green Fair Manor		
	TX21-P018-003	None	
	Cherry Point Turnkey		
	TX21-P018-004	Interior/exterior Renovation (plumbing, electrical, flooring, kitchen, bath improvements, paint)	24,456.00
	Cherry Point Homes		
Statement	TX21-P018-005	Steel Siding Soffit and Facia	165,000.00
	96 West / 36 South		
	TX21-P018-006	Interior/exterior Renovation (plumbing, electrical, flooring, kitchen, bath improvements, paint)	40,000.00
	Cherry Point Homes		
	TX21-P018-007	None	
	Mary Myers		
	Sr. Complex		
	TX21-P018-010	Replace Roofs	75,000.00
	Behner Place 2		
	HA-Wide	Management Improvements	195,533.00
		Administration (salaries/benefits/sundry)	97,776.00
		Planning (Fees & Costs)	90,000.00
		Operations	115,000.00
		Non Dwelling Equipment (Office/Maint)	60,000.00
		Total HA Wide	558,309.00
		Total Annual 2005	\$977,765.00

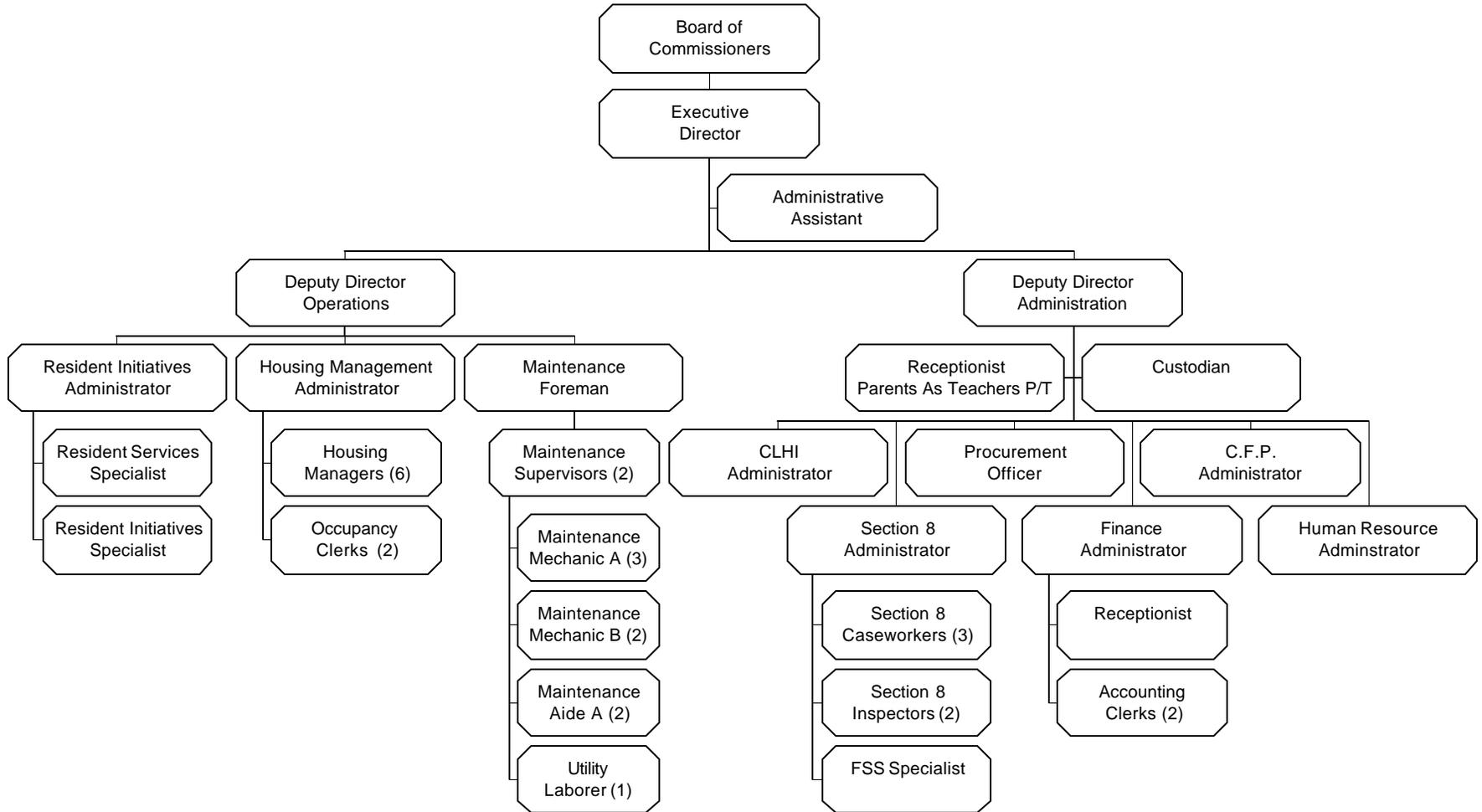
Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	TX21-P018-001 Behner Place 1	Exterior Paint	200,000.00
	TX21-P018-002	None	
Annual	Green Fair Manor		
	TX21-P018-003	None	
	Cherry Point Turnkey		
	TX21-P018-004	None	
	Cherry Point Homes		
Statement	TX21-P018-005	None	
	96 West / 36 South		
	TX21-P018-006	None	
	Cherry Point Homes		
	TX21-P018-007	None	
	Mary Myers		
	Sr. Complex		
	TX21-P018-010	Exterior Paint	219,456.00
	Behner Place 2		
	HA-Wide	Management Improvements	195,533.00
		Administration (salaries/benefits/sundry)	97,776.00
		Planning (Fees & Costs)	90,000.00
		Operations	115,000.00
		Non Dwelling Equipment (Office/Maint)	60,000.00
		Total HA Wide	558,309.00
		Total Annual 2006	\$977,765.00

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

Activities for Year 1	Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	TX21-P018-001	Behner Place 1 Replace Garage	15,000.00
Annual	TX21-P018-002	Green Fair Manor Interior/exterior Renovation (pulumbing, electrical, flooring, kitchen, bath improvements, paint)	25,000.00
	TX21-P018-003	Cherry Point Turnkey Interior/exterior Renovation (pulumbing, electrical, flooring, kitchen, bath improvements, paint)	20,000.00
Statement	TX21-P018-004	Cherry Point Homes Interior/exterior Renovation (pulumbing, electrical, flooring, kitchen, bath improvements, paint)	140,000.00
	TX21-P018-005	Cherry Point Homes 96 West / 36 South	
	TX21-P018-006	Cherry Point Homes Interior/exterior Renovation (pulumbing, electrical, flooring, kitchen, bath improvements, paint)	149,456.00
	TX21-P018-007	Mary Myers Interior/exterior Renovation (pulumbing, electrical, flooring, kitchen, bath improvements, paint)	40,000.00
	TX21-P018-010	Sr. Complex Behner Place 2 Replace Garage	30,000.00
	HA-Wide	Management Improvements	195,533.00
		Administration (salaries/benefits/sundry)	97,776.00
		Planning (Fees & Costs)	90,000.00
		Operations	115,000.00
		Non Dwelling Equipment (Office/Maint)	60,000.00
		Total HA Wide	558,309.00
		Total Annual 2007	\$977,765.00

The Housing Authority of The City of Lubbock
Organizational Chart - tx018d01



Housing Authority of the City of Lubbock
Attachment: tx018e01

- A. Substantial Deviation from the 5-Year Plan:
- ~~///~~ Any change to the Mission Statement;
 - ~~///~~ 50% deletion from or addition to the goals and objectives as a whole; and
 - ~~///~~ 50% or more decrease in the quantifiable measurement of any individual goal or objective.
- B. Significant Amendment or Modification to the Annual Plan:
- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
 - Any change in a policy or procedure that requires a regulatory 30 day posting, **such as changes in the Admission's policy, changes affecting rent or the organization of the Waiting List;**
 - Any **change being submitted** to HUD that requires a separate notification to residents, such as **changes in the** Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or **Public Housing** Homeownership programs; and
 - Any change **in policy or operation that is** inconsistent with the **applicable** Consolidated Plan.

Attachment: tx018f01

**PET OWNERSHIP POLICY
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE CITY OF
LUBBOCK, TEXAS**

PET OWNERSHIP POLICY

OVERVIEW

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

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

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

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a non-refundable nominal pet fee of \$150.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of \$150.00 will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet’s presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);
- C. animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- D. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time; and,

- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

HOUSING AUTHORITY OF THE CITY OF LUBBOCK, TEXAS

Pet Ownership Rules for Families

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

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

droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owner shall pay a non-refundable pet fee of \$150.00 and a refundable pet deposit of \$150.00. A refundable deposit of \$150.00 will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

26. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
27. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
28. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. Pet Violation Procedures: Resident agrees to comply with the following:
 - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

- c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
 - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
 - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
 - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.
31. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
32. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Lubbock, Texas and the Addendum to the Residential Dwelling Lease Agreement dated between:

THE HOUSING AUTHORITY OF THE CITY OF LUBBOCK, TEXAS
1708 Avenue G
Lubbock, Texas 79401

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a _____ (Name of Pet) _____ (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Lubbock, Texas.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before me this _____ day of _____, _____.

Notary of Public

My Commission Expires:

Attachment: tx018g01

**PET OWNERSHIP
(ELDERLY/DISABLED RESIDENTS)
FOR
THE HOUSING AUTHORITY OF THE CITY OF
LUBBOCK, TEXAS**

PET OWNERSHIP POLICY

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

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

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- D. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSING AUTHORITY OF THE CITY OF LUBBOCK, TEXAS

Pet Ownership Rules for Elderly/Disabled Residents

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

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

20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owner shall pay a refundable pet deposit of \$150.00. The PHA may wave the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
31. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
32. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.
33. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
34. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
35. Pet Violation Procedures: Resident agrees to comply with the following:
 - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has

violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 2. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 4. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
- b. **Pet Rule Violation Meeting:** If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
- c. **Notice for Pet Removal:** If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
1. Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
 2. State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

3. State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Lubbock and the Addendum to the Residential Dwelling Lease Agreement dated between:

THE HOUSING AUTHORITY OF THE CITY OF LUBBOCK, TEXAS
1708 Avenue G
Lubbock, Texas 79401

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a _____ (Name of Pet) _____ (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Lubbock, Texas.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before me this _____ day of _____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

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

Resident's Signature

Date

Refundable Damage Deposit _____
Amount Paid

Date

Housing Authority of the City of Lubbock

Required Attachment tx018h01: Resident Member on the PHA Governing Board

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

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

David Martinez – Cherry Point Homes
Sarah Nerios – 96 West

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

- Elected
 Appointed

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

Martinez - 10/2002-12/27/04 Nerios 3/2003 - 12/27/04

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

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

B. Date of next term expiration of a governing board member: **12/27/03**

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

Marc McDougal, Mayor, City of Lubbock

Housing Authority of the City of Lubbock

Required Attachments tx018i01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description,)

Resident Advisory Board Members FYB 2003

<u>Member</u>	<u>Development/Program</u>
Jackie Ellis	Apartments 96 West
Diane Alegria	Behner Place
Mamie Young	Mary Myers Senior Complex
Tina Childers	Green-Fair Manor
Pat Colby	Apartments 36 South
Amy Rodriguez	Cherry Point Homes
Irma Rodriguez	Section 8 Program participant

Housing Authority of the City of Lubbock
PHA Plan Update for FYB 2003

Statement of Progress
Attachment: tx018j01

The Housing Authority of has been successful in achieving its mission and goals in the year 2002. Goals are either completed or on target for completion by the end of the year.

Concerning modernization approximately \$346,497.00 was either spent or obligated. The PHA has done substantial renovation of 15 single-family homes (\$187,830); installed new water heaters and cut off valves at Apartments 96 West/36 South (\$71,977); installed siding and storage doors (\$51,000); and installed new carpet at the Mary Myers Senior Complex (\$35,690).

Concerning self-sufficiency, seventy three (73) new FSS contracts were initiated during FY 2002. In addition, four (4) program participants completed their contract commitment and received a total of \$26,619.00 from their escrow accounts and seven (7) residents graduated from the basic computer course *Intro to Windows 2000*. The PHA also provided applicable Resident workshops, re-established Resident Councils in all six developments,

Concerning crime and safety PHA efforts reduced crime in the communities through

Concerning improving the quality of life and crime and safety, the PHA has started the installation of security lighting at Green-Fair Manor and is scheduled to be completed by mid-summer 2003. Since the elimination of all PHDEP funding by HUD, the PHA has continually researched alternative funding resources, primarily with the Lubbock Regional MHMR Center.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan. In addition, the PHA has reinstated the Community Service Policy in compliance with HUD's latest guidance reinstating the Community Service requirement.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

Housing Authority of the City of Lubbock
Attachment: tx018k01

Summary of Policy or Program Changes for the Upcoming Year

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

5-Year Plan

Goal and Objectives

Goal: Improve the quality of assisted housing, - added following objective
- Reduce public housing vacancies

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

- Increase the number and percentage of employed persons in assisted families*
- Provide or attract supportive services to improve participants employability*

PHA Goal: Safety, Security and Crime Prevention – removed following objectives

- The PHA shall provide for officers patrolling of housing areas, security services, crime prevention and safety activities accordingly*
- The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program (PHDEP no longer funded)*

Annual Plan

Component 1. Statement of Housing Needs

C. Strategy for Addressing Needs

Strategy 2: Increase the number of affected housing units by: - added following

- Leverage affordable housing resources in the community through the creation of mixed-finance housing*

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

A. Public Housing

(4) Admissions Preferences

c. 3. added changes to following preferences:

50 Points – *Working Families, families whose head of household or spouse is sixty-two (62) years of age and/or disabled.*

25 Points – *Involuntary displacement*

10 Points – *Living in substandard housing*

10 Points – *Rent Burden (Paying more than 50% of family income for rent)*

10 Points – *Victims of domestic violence (spousal/child abuse)*

Note: *These preferences are weighted as listed above.*

Ranking: *Applicants qualifying for the above preferences will be ranked based on the points assigned to each preference for which their qualification has been verified.*

SAMPLE:

50 points – *Working families*

10 points – *Living in substandard housing*

10 points – *Rent Burden (Paying more than fifty percent (50%) of family income for rent)*

Total = 70 Points

If an applicant is not longer eligible for a preference(s), the preference points will be recalculated and the applicant will be repositioned on the waiting list. Similarly, if an applicant becomes eligible for a preference(s) while on the waiting list, the preference points will be recalculated and the applicant will be repositioned on the waiting list.

B. Section 8

(4) Admissions Preferences

b.3. added changes to following preferences:

50 Points – *Working Families, families whose head of household or spouse is sixty-two (62) years of age and/or disabled.*

25 Points – *Involuntary displacement*

10 Points – *Living in substandard housing*

10 Points – *Rent Burden (Paying more than 50% of family income for rent)*

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Note: *These preferences are weighted as listed above.*

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SAMPLE:

50 points – *Working families*

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10 points – *Rent Burden (Paying more than fifty percent (50%) of family income for rent)*

Total = 70 Points

If an applicant is not longer eligible for a preference(s), the preference points will be recalculated and the applicant will be repositioned on the waiting list. Similarly, if an applicant becomes eligible for a preference(s) while on the waiting list, the preference points will be recalculated and the applicant will be repositioned on the waiting list.

Component 4. PHA Rent Determination Policies

- A. *Public Housing*
 - (1) *Income Based Rent Policies*
 - b. 1. *Selected: - Minimum rent to \$45-\$50*
 - e. *Removed all entries regarding ceiling rents*
- B. *Section Tenant-Based Assistance*
 - (1) *Payment Standards*
 - a. *selected: Above 110% of FMR*
 - c. *added: - FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area*
 - *To increase housing options for families*

Component 5. Operations and Management

- A. *PHA Management Structure*
 - *provided updated organizational chart*

Component 7. Capital Improvement Needs

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

Component 11. Homeownership Programs Administered by PHA

- B. *Section 8 Tenant Base Assistance*
 - 1. *Changed to YES – PHA plans to administer a Section 8 Homeownership program*
 - 2. *Program Description*
 - a. *Size of Program*
 - YES – 26-50 participants in a five year period*
 - b. *PHA-established eligibility criteria*
 - NO*

Component 12. Community Service and ?Self-sufficiency Programs

- B. *Services and programs offered to residents and participants*
 - (1) a. *selected – Preferences for families working on engaging in training or education programs for non-housing programs operated or coordinated by the PHA*
 - b. *updated chart*
 - (2) a. *updated chart*
- D. *HUD has released guidance on the reinstatement of the Community Service requirement. Thus, the PHA is reinstating the Community Service Policy and including it as an attachment. In addition the residents will be notified accordingly as required.*

Housing Authority of the City of Lubbock
Attachment: tx018101

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Cherry Point Homes TX018003		Turnkey III – Lease Purchase single family units/scattered	

Housing Authority of the City of Lubbock
Attachment: tx018m01

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

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

☞ Six (6)

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

☞ One (1) Mary Myers

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

☞ One assessment for each development

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

☞ Green-fair Manor, Cherry-point Homes, Apts. 96 West, Apts. 36 South, Behner Place I & II.

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

☞ N/A

CAPITAL FUND PROGRAM TABLES START HERE

Attachment tx018n01

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number _____		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 3/31/03		<input checked="" type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending 03/31/03				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non-Capital Funds	62,999.00	62,999.00	62,999.00	62,999.00	
2	1406 Operating Expenses	154,795.00	154,795.00	154,795.00	154,795.00	
3	1408 Management Improvements	207,000.00	207,000.00	207,000.00	207,000.00	
4	1410 Administration	103,600.00	103,600.00	103,600.00	103,600.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	0.00	0.00	0.00	0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	76,400.00	41,506.80	41,506.80	41,506.80	
10	1460 Dwelling Structures	404,701.78	478,139.10	478,139.10	478,139.10	
11	1465.1 Dwelling Equipment-Nonexpendable					
12	1470 Nondwelling Structures	8,915.39	8,915.39	8,915.39	8,915.39	
13	1475 Nondwelling Equipment	80,573.83	42,029.71	42,029.71	42,029.71	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant (sums of lines 2-20)	1,035,986.00	1,035,986.00	1,035,986.00	1,035,986.00	
22	Amount of line 21 Related to LBP Activities					
23	Amount of Line 21 Related to Section 504 Compliance					
24	Amount of Line 21 Related to Security - Soft Costs					
25	Amount of Line 21 Related to Security - Hard Costs					
26	Amount of Line 21 Related to Energy Conservation Measures					

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

Part II: Supporting Pages

PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Funds for operations	1406		154,795.00	154,795.00	154,795.00	154,795.00	
Management	Subtotal 1406			\$154,795.00	\$154,795.00	\$154,795.00	\$154,795.00	
Management	Resident Initiatives Administrator	1408		34,000.00	45,196.95	45,196.95	45,196.95	
Improvements	Prevention Specialist	1408		28,000.00	36,516.89	36,516.89	36,516.89	
	Computer Software	1408		11,600.00	23,887.00	23,887.00	23,887.00	
	Update Policies and Procedures	1408		6,000.00	2,463.68	2,463.68	2,463.68	
	General Technical Assist/PHAS Improvement	1408		7,000.00	-	-	-	
	Supervisor Skills and Team Building	1408		2,000.00	-	-	-	
	Finance Training	1408		3,500.00	2,612.19	2,612.19	2,612.19	
	Modernization Project Management Training	1408		3,200.00	-	-	-	
	Executive Director Training	1408		2,500.00	2,807.57	2,807.57	2,807.57	
	Manager Training	1408		3,000.00	889.62	889.62	889.62	
	Computer Systems Training	1408		3,500.00	-	-	-	
	Maintenance Technical Training	1408		3,200.00	887.00	887.00	887.00	
	Self Sufficiency Training	1408		2,500.00	-	-	-	
	Computer Lab Activities	1408		15,000.00	-	-	-	
	Job Apprentice programs	1408		1,500.00	-	-	-	
	Resident Council Leadership Training	1408		500.00	778.27	778.27	778.27	
	Parenting (Parents as Teacher Program)	1408		50,000.00	72,650.83	72,650.83	72,650.83	
	Resident Security	1408		30,000.00	18,310.00	18,310.00	18,310.00	
	Subtotal 1408			\$207,000.00	\$207,000.00	\$207,000.00	\$207,000.00	
Administration	Administrative salaries/sundry	1410		103,600.00	103,600.00	103,600.00	103,600.00	
	Subtotal 1410			\$103,600.00	\$103,600.00	\$103,600.00	\$103,600.00	
Fees & Costs	Architect/consultant fees/agency planning	1430		0.00	0.00	-	-	
	Subtotal 1430			\$0.00	\$0.00	\$0.00	\$0.00	
Non Dwelling Str	Administration Bldg. - Replace HVAC	1470		8,915.39	8,915.39	8,915.39	8,915.39	
	Subtotal 1470			\$8,915.39	\$8,915.39	\$8,915.39	\$8,915.39	
Non Dwelling	Replace maintenance vehicles	1475		45,000.00	0.00	-	-	
Equipment	Computer equipment	1475		35,573.83	42,029.71	42,029.71	42,029.71	
	Subtotal 1475			\$80,573.83	\$42,029.71	\$42,029.71	\$42,029.71	

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

PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21-P018-004	Landscaping	1450		2,000.00	6,850.00	6,850.00	6,850.00	
Cherry Pt. Homes	Subtotal 1450			\$2,000.00	\$6,850.00	\$6,850.00	\$6,850.00	
	Renovations,siding,roof,soffit,windows,paint	1460		96,084.61	125,719.23	125,719.23	125,719.23	
	Replace kitchen cabinet/countertop	1460		0.00	0.00	-	-	
	Replace kitchen wall cabinet	1460		2,150.00	2,150.00	2,150.00	2,150.00	
	Replace range hood	1460		0.00	0.00	-	-	
	Replace interior doors	1460		0.00	0.00	-	-	
	Subtotal 1460			\$98,234.61	\$127,869.23	\$127,869.23	\$127,869.23	
TX21-P018-005	Exterior Painting	1460		0.00	0.00	-	-	
96 West 36 South	Replace Storage Doors	1460		67,254.32	66,880.32	66,880.32	66,880.32	
	Water Heaters, Bldg Shutoff Valves	1460		73,277.36	73,277.36	73,277.36	73,277.36	
	Subtotal 1460			\$140,531.68	\$140,157.68	\$140,157.68	\$140,157.68	
	Replace Playground Surface	1450		19,000.00	0.00	-	-	
	Subtotal 1450			\$19,000.00	\$0.00	\$0.00	\$0.00	
TX21-P018-006	Landscaping	1450		2,000.00	5,900.00	5,900.00	5,900.00	
Cherry Pt.Homes	Subtotal 1450			\$2,000.00	\$5,900.00	\$5,900.00	\$5,900.00	
	Renovations,siding,roof,soffit,windows,paint	1460		122,857.89	107,623.55	107,623.55	107,623.55	
	Subtotal 1460			\$122,857.89	\$107,623.55	\$107,623.55	\$107,623.55	
TX21-P018-007	Replace smoke detectors	1460		5,500.00	0.00	-	-	
Mary Myers	Carpet	1460		37,577.60	37,577.60	37,577.60	37,577.60	
Sr. Complex	Water Heaters, Bldg Shutoff Valves	1460		0.00	39,445.00	39,445.00	39,445.00	
	Deadbolts	1460		0.00	0.00	-	-	
	Subtotal 1460			\$43,077.60	\$77,022.60	\$77,022.60	\$77,022.60	
	Replace Exterior Hose Bibs	1450		17,900.00	28,756.80	28,756.80	28,756.80	
	Subtotal 1450			\$17,900.00	\$28,756.80	\$28,756.80	\$28,756.80	
TX21-P018-010	Landscaping	1450		0.00	0.00	-	-	
Behner Place 2	Subtotal 1450			\$0.00	\$0.00	\$0.00	\$0.00	
	Water Heaters, Bldg Shutoff Valves	1460		0.00	13,053.81	13,053.81	13,053.81	
	Subtotal 1460			\$0.00	\$13,053.81	\$13,053.81	\$13,053.81	

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

PHA Name: Lubbock Housing Authority			Grant Type and Number: Capital Fund Program No: TX21PO1850100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21-P018-001 Behner Place 1	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
TX21-P018-002 Green Fair Manor	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
TX21-P018-004 Cherry Pt. Homes	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
TX21-P018-005 96 West 36 South	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
TX21-P018-006 Cherry Pt. Homes	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
TX21-P018-007 Mary Myers Sr. Complex	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
TX21-P018-010 Behner Place 2	3/31/2002	9/30/2002	9/30/2002	9/30/2003		12/31/2002		
HA Wide 5	3/31/2002 3/31/2001		3/31/2001	9/30/2003 9/30/2001		9/30/2002 9/30/2001		
TX21-P018- 6	3/31/2001	9/30/2001	9/30/2001	9/30/2001		9/30/2001		
TX21-P018- 7	3/31/2001		3/31/2001	9/30/2001		9/30/2001		
TX21-P018- 10	3/31/2001		3/31/2001	9/30/2001		9/30/2001		

1460 Dev5 /36	Plumbing	\$ 8,000.00	milller
	Plumbing	\$ 9,002.65	milller
	AJ	\$ 100.32	
dev5 /96	Plumbing	\$ 27,487.39	howard
	Plumbing	\$ 1,200.00	howard
	Plumbing	\$ 27,487.00	howard
Plumbing Subtotal		\$ 73,277.36	
dev5 /36	Storage Dc	\$ 12,180.00	womack
	AJ	\$ 100.32	
		\$ 12,280.32	

18-4	18-6	18-7		10000
				-8915.39
14050	11515	1887.6		1084.61
1081.86	24965			
200.64	200.64		73277.36	
15332.5	36680.64		12280.32	
			15332.5	
			36680.64	
			1887.6	
			139458.4	

1460 Dev5 /36	Plumbing	\$ 8,000.00	milller
	Plumbing	\$ 9,002.65	milller
	AJ	\$ 100.32	
dev5 /96	Plumbing	\$ 27,487.39	howard
	Plumbing	\$ 1,200.00	howard
	Plumbing	\$ 27,487.00	howard
Plumbing Subtotal		\$ 73,277.36	
dev5 /36	Storage Dc	\$ 12,180.00	womack
	AJ	\$ 100.32	
		\$ 12,280.32	

Training		
Finance	Executive	Housing
	150	184
	76	298
	36.92	663.27
	495	706.06
	274	297.13
	18.97	0
	20.3	0
		659.11
1071.19	2807.57	889.62
	1541	
2612.19	2807.57	

18-4	18-6	18-7	
14050	11515	1887.6	
1081.86	24965		
200.64	200.64		73277.36
15332.5	36680.64		12280.32
			15332.5
			36680.64
			1887.6
			139458.4

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184

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CAPITAL FUND PROGRAM TABLES START HERE

Attachment tx018o01

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number _____	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 3/31/03		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	211,830.00	211,830.00	211,830.00	211,830.00
3	1408 Management Improvements	211,830.00	211,830.00	211,830.00	211,830.00
4	1410 Administration	105,918.00	105,918.00	93,607.02	93,607.02
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	26,643.20	26,643.20	26,643.20
8	1440 Site Acquisition				
9	1450 Site Improvement	9,000.00	21,298.67	19,798.67	19,798.67
10	1460 Dwelling Structures	291,750.00	292,878.67	127,420.28	38,523.39
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	23,500.00	1,738.20	1,738.20	1,738.20
13	1475 Nondwelling Equipment	53,359.00	45,328.85	41,948.27	25,975.27
14	1485 Demolition	132,000.00	141,721.41	141,721.41	141,721.41
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	1,059,187.00	1,059,187.00	876,537.05	771,667.16
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Operations	1406		211,830.00	211,830.00	211,830.00	211,830.00	
	Subtotal 1406			\$211,830.00	\$211,830.00	\$211,830.00	\$211,830.00	
Management	Resident Initiatives Administrator	1408		36,830.00	29,573.57	29,573.57	29,573.57	
Improvements	Prevention Specialist	1408		30,000.00	24,052.54	24,052.54	24,052.54	
	Computer Software	1408		11,600.00	0.00	-	-	
	Update Policies and Procedures	1408		6,000.00	10,606.21	10,606.21	10,606.21	
	General Technical Assist/PHAS Improvement	1408		16,599.00	25,440.00	25,440.00	25,440.00	
	Supervisor Skills and Team Building	1408		3,650.00	3,650.00	3,650.00	3,650.00	
	Finance Training	1408		3,850.00	0.00	-	-	
	Modernization Project Management Training	1408		5,500.00	2,188.76	2,188.76	2,188.76	
	Executive Director Training	1408		2,500.00	0.00	-	-	
	Manager Training	1408		3,000.00	0.00	-	-	
	Computer Systems Training	1408		3,500.00	3,086.95	3,086.95	3,086.95	
	Maintenance Technical Training	1408		3,200.00	0.00	-	-	
	Self Sufficiency Training	1408		2,500.00	0.00	-	-	
	Computer Lab Activities	1408		15,000.00	0.00	-	-	
	Job Apprentice programs	1408		1,500.00	0.00	-	-	
	Resident Council Leadership Training	1408		1,601.00	3,452.81	3,452.81	3,452.81	
	Parenting (Parents as Teacher Program)	1408		65,000.00	109,779.16	109,779.16	109,779.16	
	Resident Security	1408		0.00	0.00	-	-	
	Subtotal 1408			\$211,830.00	\$211,830.00	\$211,830.00	\$211,830.00	
Administration	Administrative salaries/sundry	1410		105,918.00	105,918.00	93,607.02	93,607.02	
	Subtotal 1410			\$105,918.00	\$105,918.00	\$93,607.02	\$93,607.02	
Fees & Costs	Architect/consultant fees/agency planning	1430		20,000.00	\$26,643.20	26,643.20	26,643.20	
	Subtotal 1430			\$20,000.00	\$26,643.20	\$26,643.20	\$26,643.20	
Non Dwelling Str	Administration Bldg. - Replace HVAC	1470		18,000.00	0.00	-	-	not needed at this time
	Administration Bldg. - Seal Parking lot	1470		3,500.00	1,738.20	1,738.20	1,738.20	
	515 N. Zenith - Seal Parking lot	1470		2,000.00	0.00	-	-	done by partner agency
	Subtotal 1470			\$23,500.00	\$1,738.20	\$1,738.20	\$1,738.20	
Non Dwelling	Replace maintenance vehicles	1475		28,359.00	20,328.85	15,973.00	-	on order
Equipment	Computer equipment	1475		25,000.00	25,000.00	25,975.27	25,975.27	
	Subtotal 1475			\$53,359.00	\$45,328.85	\$41,948.27	\$25,975.27	

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

PHA Name: Lubbock Housing Authority		Grant Type and Number: Capital Fund Program No: TX21PO1850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21-P018-001	Bathroom Renovations	1460		8,000.00	0.00			
Behner Place 1	Replace Tile	1460		4,000.00	0.00			
	Replace Water Heaters	1460		27,000.00	0.00			
	Laundry / Utility Rooms	1460		2,000.00	0.00			
	Garage Doors and Dividers	1460		2,500.00	0.00			
	Subtotal 1460			\$43,500.00	\$0.00	\$0.00	\$0.00	
TX21-P018-002	Lighting			0.00	40,000.00	30,000.00	3,395.00	
Green Fair Manor	Interior Renovations	1460		5,000.00	0.00			
	Subtotal 1460			\$5,000.00	\$40,000.00	\$30,000.00	\$3,395.00	
	Demolition match CDBG	1485		132,000.00	141,721.41	141,721.41	141,721.41	
	Subtotal 1485			\$132,000.00	\$141,721.41	\$141,721.41	\$141,721.41	moved to 2002
TX21-P018-004	Landscaping / Site work	1450		2,000.00	13,626.67	13,626.67	13,626.67	
Cherry Point Homes	Subtotal 1450			\$2,000.00	\$13,626.67	\$13,626.67	\$13,626.67	
	Interior Renovations	1460		5,000.00	72,291.89	72,291.89	10,000.00	
	Exterior Renovation	1460		2,000.00	14,589.33	14,589.33	14,589.33	
	Subtotal 1460			\$7,000.00	\$86,881.22	\$86,881.22	\$24,589.33	
TX21-P018-005	Seal Coat parking lots	1450		5,000.00	0.00			replace in near future
96 West 36 South	Subtotal 1450			\$5,000.00	\$0.00	\$0.00	\$0.00	
	Siding at 96 West	1460		0.00	0.00			
	Cabinets			163,750.00	167,085.06	-	-	
	Exterior Storage Doors	1460		0.00	0.00			done in prior year
	Subtotal 1460			\$163,750.00	\$155,458.39	\$0.00	\$0.00	
TX21-P018-006	Landscaping / Site work	1450		2,000.00	2,000.00	500.00	500.00	
Cherry Point Homes	Subtotal 1450			\$2,000.00	\$2,000.00	\$500.00	\$500.00	
	Interior Renovations	1460		5,000.00	5,000.00	5,000.00	5,000.00	
	Exterior Renovation	1460		6,000.00	5,539.06	5,539.06	5,539.06	
	Subtotal 1460			\$11,000.00	\$10,539.06	\$10,539.06	\$10,539.06	
TX21-P018-007	Replace Hose Bibs	1450		0.00	0.00			done in prior year
Mary Myers	Seal Parking Lot			0.00	5,672.00	\$5,672.00	\$5,672.00	
Sr. Complex	Subtotal 1450			\$0.00	\$5,672.00	\$5,672.00	\$5,672.00	
	Carpet Replacement	1460		0.00	0.00			
	Replace Water Heaters	1460		28,000.00	0.00			
	Subtotal 1460			\$28,000.00	\$0.00	\$0.00	\$0.00	
TX21-P018-010	Water Heaters	1460		21,000.00	0.00			
Behner Place 2	Utility Closets	1460		5,000.00	0.00			
	Garage Doors and Dividers	1460		7,500.00	0.00			
	Subtotal 1460			\$33,500.00	\$0.00	\$0.00	\$0.00	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment tx018p01

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

PHA Name: Lubbock Housing Authority	Grant Type and Number: Capital Fund Program No: TX21PO1850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 3/31/03
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	97,776.00		97,776.00	97,776.00
3	1408 Management Improvements	195,553.00		54,150.39	54,150.39
4	1410 Administration	97,776.00		53,087.79	53,087.79
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00			
10	1460 Dwelling Structures	487,895.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	73,765.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	977,765.00		205,014.18	205,014.18
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

Attachment: tx018q01
COMMUNITY SERVICE POLICY
FOR THE
HOUSING AUTHORITY OF THE
CITY OF LUBBOCK, TEXAS

COMMUNITY SERVICE POLICY

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

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

A. Community Service

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

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

Voluntary political activities are prohibited.

B. Program Administration

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

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

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

C. Self Sufficiency

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

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

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

D. Geographic Location

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

E. Exemptions

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

- ? ? adults who are 62 years of age or older;
- ? ? persons engaged in work activities as defined under Social Security (full-time or part-time employment);
- ? ? participants in a welfare to work program;
- ? ? persons receiving assistance from and in compliance with State programs funded

- under part A, title IV of the Social Security Act; and
- ? ? the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

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

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

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

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

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

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

F. Cooperative Relationships with Welfare Agencies

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

G. Lease Requirements and Documentation

The PHA’s lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for

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

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

H. Noncompliance

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

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