

CAPITAL FUND PROGRAM (CFP) Part 1: Summary

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

H A Name San Benito Housing Authority	Capital Fund Program Number TX59P02550100	FFY of Grant Approval 2000
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 3/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Not to exceed 20% of line 19)	68,677.00	0.00	68,677.00	68,677.00
3	1408 Management Improvements	66,453.00	0.00	66,453.00	66,453.00
4	1410 Administration	50,092.00	0.00	50,092.00	50,092.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	48,500.00	0.00	48,500.00	51,696.45
8	1440 Sites Acquisition				
9	1450 Site Improvement	61,261.00	0.00	61,261.00	49,829.28
10	1460 Dwelling Structures	145,104.00	0.00	145,104.00	111,128.67
11	1465.1 Dwelling Equipment-Nonexpendable	49,337.00	0.00	49,337.00	39,994.37
12	1470 Nondwelling Structures	11,500.00	0.00	11,500.00	3,022.77
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (Not to exceed 8% of line 19)	0.00	0.00	0.00	0.00
19	Amount of Annual Grant (Sum of Lines 2 - 18)	500,924.00	0.00	500,924.00	440,893.54
20	Amount of Line 19 Related to LBP Activities				
21	Amount of Line 19 Related to Section 504 Comp.				
22	Amount of Line 19 Related to Security				
23	Amount of Line 19 Related to Energy Conservation Measures				

Signature of Executive Director and Date Abel Morales, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

**San Benito PHA
CFP 501-00**

Development Number/Name HA-Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	OPERATIONS	1406		68,677.00		68,677.00	68,677.00	
Mana. Improv.	A. Technical Assistance for PHAS Improvement	1408		4,000.00		4,000.00	3,679.00	Complete
	B. Updating of Policies and Procedures	1408		1,453.00		1,453.00	2,060.01	Complete
	D. Training for staff and commissioners	1408		11,000.00		11,000.00	11,649.46	Complete
	C. Computer Upgrade / Network	1408		5,000.00		5,000.00	6,505.12	Complete
	E. Resident Initiatives Coordinator (Prorated)	1408		20,000.00		20,000.00	19,741.63	Complete
	F. Homeownership Program Coordinator (Pror.)	1408		15,000.00		15,000.00	13,164.31	Complete
	G. Employee Benefits	1408		10,000.00		10,000.00	9,653.47	Complete
	Total for Management Improvements			66,453.00		66,453.00	66,453.00	
Admin.	A. CFP Coordinator (Prorated)	1410		20,634.00		20,634.00	20,633.58	Complete
	b. Clerical & Administrative Cost (Prorated Sal.)	1410		18,458.00		18,458.00	18,198.12	Complete
	c. Prorated Benefits	1410		10,400.00		10,400.00	10,308.38	Complete
	d. Sundry - CFP Office Expense			600.00		600.00	951.92	Complete
	Total for Administration Expenses			50,092.00		50,092.00	50,092.00	
Fees & Costs	A/E Services/Professional Services	1430		10,000.00		10,000.00	12,583.93	Complete
	In-House Inspection Costs (Prorated Salary/Benefits)	1430		33,000.00		33,000.00	33,462.50	Complete
Agency	Printing Costs	1430		4,000.00		4,000.00	3,822.52	Complete
Wide	Consultant Fees, Annual Statement	1430		1,500.00		1,500.00	1,827.50	Complete
	Total for Fees & Cost			48,500.00		48,500.00	51,696.45	

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Signature of Executive Director and Date Abel Morales, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administration and Date

**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

San Benito PHA

CFP 501-00

Development Number/Name HA-Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Site	Top Soil/Land Level	1450		6,511.00		6,511.00	1,129.28	On Going
Improv.	Re-roofing of units (To complete Contract)	1460		32,928.00		32,928.00	32,928.06	Carried forward from CGP 707
Agency/ Wide	ADA Compliance: (To complete Contract)							Complete
	Install curbs, ramps, handrails	1450		21,400.00		21,400.00	21,400.00	Carried forward from CGP 707
	Renovate bathrooms and ADA compliance	1450		27,300.00		27,300.00	27,300.00	Carried forward from CGP 707
	Total for Site Improvement			88,139.00		88,139.00	82,757.34	
Dwelling	Stoves (Includes Connectors)	1465.1	61	18,513.00		18,513.00	20,805.57	On Going
Equip.	Furnaces	1465.1	15	8,484.00		8,484.00	6,093.80	On Going
A/W	Refrigerators	1465.1	55	22,340.00		22,340.00	13,095.00	On Going
	Total for Dwelling Equipment			49,337.00		49,337.00	39,994.37	
TX025-001	Nondwelling Structures: (Force Acct.)							
Resaca	Repair/Paint Exterior Storage Structures	1470	30	6,000.00		6,000.00	2,948.06	On Going
Gardens	Replace Exterior Storage Structures Doors	1470	16	5,500.00		5,500.00	74.71	On Going
	Subtotal			11,500.00		11,500.00	3,022.77	
	Dwelling Structures: (Force Acct.)							
	Interior Painting of Units	1460		15,000.00		15,000.00	45,019.75	Complete
	Subtotal			15,000.00		15,000.00	45,019.75	
	Total for Resaca Gardens			26,500.00		26,500.00	48,042.52	
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**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

San Benito PHA
CFP 501-00

Development Number/Name HA-Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TX025 003/004 Palmville I & II	Dwelling Structures: (Force Acct.) Replace Weather Stripping on Doors Paint Interior of Units Replace Drywall/Gyp. Board/Plaster	1460 1460 1460		14,480.00 33,522.00 24,320.00		14,480.00 33,522.00 24,320.00	1,058.63 25,597.87 2,175.38	On Going On Going On Going
	Subtotal			72,322.00		72,322.00	28,831.88	
	Total for Palmville I & II			72,322.00		72,322.00	28,831.88	
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**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

San Benito PHA
CFP 501-00

Development Number/Name HA-Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TX025 005 Kenneth Lake	Dwelling Structures: (Force Acct.) Replace Exterior Doors including Hardware Replace Exterior Screen Doors Replace Weather Stripping on Doors	1460 1460 1460	18	7,231.00 7,623.00 5,000.00		7,231.00 7,623.00 5,000.00	4,331.34 0.00 17.64	On Going On Going
	Subtotal			19,854.00		19,854.00	4,348.98	
	Total for Kenneth Lake			19,854.00		19,854.00	4,348.98	
TX025 007-La Hermosa	Site Improvement: (F/A) Replace Sidewalk	1450		6,050.00		6,050.00	0.00	
	Subtotal			6,050.00		6,050.00	0.00	
	Dwelling Structures: (Force Acct.) Replace Exterior Entrance/Closet Doors Replace Water Heater Vents	1460 1460		5,000.00 0.00		5,000.00 0.00	0.00 0.00	
	Subtotal			5,000.00		5,000.00	0.00	
	Total for La Hermosa			11,050.00		11,050.00	0.00	
Contingency		1502		0.00		0.00	0.00	
	TOTAL GRANT AMOUNT			500,924.00		500,924.00	440,893.54	

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**Annual Statement/Performance
and Evaluation Report**

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

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

San Benito PHA

CFP 501-00

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual 2	Original	Revised (1)	Actual (2)	
Agency Wide							
Operations	03/31/02	09/30/02		09/30/03			
Management Improvements	03/31/02	09/30/02		09/30/03			
Administration	03/31/02	09/30/02		09/30/03			
Site Improvement	03/31/02	09/30/02		09/30/03			
Dwelling Equip.	03/31/02	09/30/02		09/30/03			
Physical Improv:							
TX025-001 Resaca Gardens	03/31/02	09/30/02		09/30/03			
TX025-003/004 Palmville I & II	03/31/02	09/30/02		09/30/03			
TX025-005 Kenneth Lake	03/31/02	09/30/02		09/30/03			
TX025-007 La Hermosa	03/31/02	09/30/02		09/30/03			

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Abel Morales, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administration and Date

CAPITAL FUND PROGRAM (CFP) Part 1: Summary

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

H A Name San Benito Housing Authority	Capital Fund Program Number TX59P02550101	FFY of Grant Approval 2001
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- Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending **03/31/03**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 19)	76,654.00	0.00	51,102.00	51,102.00
3	1408 Management Improvements	102,205.00	0.00	102,205.00	43,735.07
4	1410 Administration	51,010.00	0.00	51,010.00	22,738.07
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	39,500.00	0.00	39,500.00	930.00
8	1440 Sites Acquisition				
9	1450 Site Improvement	16,385.00	0.00	16,385.00	49.72
10	1460 Dwelling Structures	164,215.00	0.00	164,215.00	45,486.79
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	14,635.00	0.00	14,635.00	1,413.76
13	1475 Nondwelling Equipment	41,425.00	0.00	41,425.00	21,088.64
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs	5,000.00	0.00	5,000.00	0.00
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)	0.00	0.00	0.00	0.00
19	Amount of Annual Grant (Sum of Lines 2 - 18)	511,029.00	0.00	485,477.00	186,544.05
20	Amount of Line 19 Related to LBP Activities				
21	Amount of Line 19 Related to Section 504 Compliance				
22	Amount of Line 19 Related to Security				
23	Amount of Line 19 Related to Energy Conservation Measures				

Signature of Executive Director and Date Abel Morales, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

San Benito PHA
501 CFP Submission

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	OPERATIONS: From 10% to 20%	1406		76,654.00	0.00	51,102.00	51,102.00	Complete
Management Improvements	A. Technical Assistance for PHAS Improvement	1408		5,000.00	0.00	5,000.00	366.25	On Going
	B. Updating of Policies and Procedures	1408		5,000.00	0.00	5,000.00	0.00	On Going
	C. Training for staff and commissioners	1408		10,000.00	0.00	10,000.00	11,712.91	Complete
	D. Computer Upgrade Network	1408		15,000.00	0.00	15,000.00	2,894.07	On Going
	E. Resident Initiatives Coordinator (Prorated Salary)	1408		14,150.00	0.00	14,150.00	11,452.18	On Going
	F. Homeownership Program Coordinator (Prorated Salary)	1408		14,150.00	0.00	14,150.00	961.54	On Going
	G. Employee Benefits (Prorated)	1408		8,490.00	0.00	8,490.00	3,660.62	On Going
	H. Training to Ensure Internal Control Fiscal Purposes	1408		500.00	0.00	500.00	0.00	On Going
	I. Internal/External Audit Preparation Plan	1408		1,000.00	0.00	1,000.00	560.00	On Going
	J. Upgrade/Expand Economic Development/Self Suff.	1408		1,000.00	0.00	1,000.00	0.00	On Going
	K. Provide Training for Key Personnel in Loan Underwriting & Creative Financing for Homeownership	1408		1,000.00	0.00	1,000.00	0.00	On Going
	L. Provide Training to Resident Council Members	1408		5,400.00	0.00	5,400.00	3,115.20	On Going
	M. Training for Maintenance Personnel	1408		3,000.00	0.00	3,000.00	965.66	On Going
	N. Training/Develop New Formant for Admissions	1408		2,500.00	0.00	2,500.00	1,326.73	On Going
	O. Upgrade and/or Modify Waiting List Process	1408		2,500.00	0.00	2,500.00	0.00	On Going
	P. Provide Computer Upgrade as Needed	1408		6,000.00	0.00	6,000.00	6,000.00	Complete
	Q. Computer Software for Capital Fund Program	1408		7,515.00	0.00	7,515.00	719.91	On Going
	Total for Management Improvements			102,205.00	0.00	102,205.00	43,735.07	
	Sub-Total			178,859.00	0.00	153,307.00	94,837.07	

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Signature of Executive Director and Date

Abel Morales, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administration and Date

**Annual Statement/Performance
and Evaluation Report**

**U.S. Department of Housing
and Urban Development**

**San Benito PHA
501 CFP Submission**

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Administration	A. CFP Coordinator (Prorated Salary)	1410		16,700.00	0.00	16,700.00	5,974.16	On Going
Expenses	B. Clerical & Administrative Cost (Prorated Salaries)	1410		20,050.00	0.00	20,050.00	11,105.21	On Going
	C. Prorated Benefits	1410		10,260.00	0.00	10,260.00	5,338.38	On Going
	D. Sundry - CGP Office Expense			4,000.00	0.00	4,000.00	320.32	On Going
	Total for Administration Expenses			51,010.00	0.00	51,010.00	22,738.07	
Fees & Cost	A. A/E Services	1430		10,000.00	0.00	10,000.00	255.00	On Going
(Agency Wide)	B. In-House Inspection Costs (Salary/Benefits)	1430		23,500.00	0.00	23,500.00	0.00	On Going
	C. Printing Costs	1430		4,000.00	0.00	4,000.00	200.00	On Going
	E. Consultant Fees/Update Agency Plan	1430		2,000.00	0.00	2,000.00	475.00	On Going
	Total for Fees & Cost			39,500.00	0.00	39,500.00	930.00	
Site Improve.	A. Top Soil / Land Leveling	1450		7,800.00	0.00	7,800.00	0.00	On Going
(Agency Wide)	B. Replace Sidewalks			8,585.00	0.00	8,585.00	49.72	On Going
	Total for Site Improvement			16,385.00	0.00	16,385.00	49.72	
Non Dwling Eqp	A. Purchase of Vehical (CFP Dept)	1475.7		20,425.00	0.00	20,425.00	20,554.12	Complete
(Agency Wide)	B. Purchase Tools/Equipment/Off. Furn. For CGP F/A	1475.7		8,000.00	0.00	8,000.00	0.00	On Going
	C. Vehicle Maintenance Expense	1475.7		4,000.00	0.00	4,000.00	474.52	On Going
	D. Purchase 2-Way Radios	1475.7		9,000.00	0.00	9,000.00	60.00	On Going
	Total for Non Dwelling Equipment			41,425.00	0.00	41,425.00	21,088.64	
Agency Wide	Community Building Renovation	1470		14,635.00	0.00	14,635.00	1,413.76	On Going
Agency Wide	Contingency	1502		0.00	0.00	0.00	0.00	
Agency Wide	Relocation Costs	1495.1		5,000.00	0.00	5,000.00	0.00	On Going

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Signature of Public Housing Director/Office of Native American Programs Administration and Date

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

San Benito PHA

501 CFP Submission

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TX025-003/004	Dwelling Structures: (Force Account)							
Palmville	A. PV I&II - Replace Entry Front Door w/Hardware	1460	32	7,443.00	0.00	7,443.00	0.00	On Going
	B. PV I&II - Replace Entry Rear Door w/Hardware	1460	32	7,443.00	0.00	7,443.00	0.00	On Going
	C. PV I&II - Replace Security Front Screen Door	1460	17	4,077.00	0.00	4,077.00	0.00	On Going
	D. PV I&II - Replace Security Rear Screen Door	1460	17	4,077.00	0.00	4,077.00	0.00	On Going
	E. PV I&II - Replace Kitchen Wall Cabinets	1460	170 LF	21,623.00	0.00	21,623.00	0.00	On Going
	F. PV I&II - Replace Citchen Base Cabinets	1460	200 LF	16,346.00	0.00	16,346.00	0.00	On Going
	G. PV I&II - Replace Countertops	1460		9,604.00	0.00	9,604.00	0.00	On Going
	H. PV I&II - Replace Kitchen Sinks	1460		10,213.00	0.00	10,213.00	0.00	On Going
	I. PV I&II - Replace Kitchen Sink Faucets	1460		2,889.00	0.00	2,889.00	0.00	On Going
	J. PV I&II - Interior Renovation of Units	1460	5 units	10,000.00	0.00	10,000.00	0.00	On Going
	Subtotal for Palmville I & II			93,715.00	0.00	93,715.00	0.00	
TX025-005	A. Interior Renovation of Units (F/A)	1460	6 units	18,000.00	0.00	18,000.00	12,060.16	On Going
Kenneth Lake	Subtotal for Kenneth Lake			18,000.00	0.00	18,000.00	12,060.16	
TX025-007	A. External Paining (F/A)	1460		6,000.00	0.00	6,000.00	0.00	On Going
La Hermosa	B. Interior Renovation of Units (F/A)	1460		24,000.00	0.00	24,000.00	30,693.81	
	Subtotal for La Hermosa		6 units	30,000.00	0.00	30,000.00	30,693.81	
TX025-001	A. Interior Renovation/ Patching/Painting of Units (F/A)	1460	4 units	7,500.00	0.00	7,500.00	1,377.92	On Going
Resaca Gardens	Subtotal for Resaca Gardens			7,500.00	0.00	7,500.00	1,377.92	
Agency Wide	Replace Bathtubs/Refinish Bathrooms (F/A)	1460		15,000.00	0.00	15,000.00	1,354.90	On Going
	TOTAL DWELLING STRUCTURES			164,215.00	0.00	164,215.00	45,486.79	
	Total of Captial Fund Program			511,029.00	0.00	485,477.00	186,544.05	

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Abel Morales, Executive Director

**Annual Statement/Performance
and Evaluation Report**

**U.S. Department of Housing
and Urban Development**

San Benito PHA
501 CFP Submission

Part III: Implementation Schedule

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Agency Wide:							
Operations	09/30/03			09/30/04			
Management Improvements	09/30/03			09/30/04			
Administration	09/30/03			09/30/04			
Site Improvement	09/30/03			09/30/04			
Dwelling Equip.	09/30/03			09/30/04			
Physical Improvements:							
TX025-001 Resaca Gardens	09/30/03			09/30/04			
TX025-003/004 Palmville I & II	09/30/03			09/30/04			
TX025-005 Kenneth Lake	09/30/03			09/30/04			
TX025-007 La Hermosa	09/30/03			09/30/04			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Abel Morales, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administration and Date

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 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 San Benito

PHA Number: TX025

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 2004 - 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 of the City of San Benito is to promote, within its jurisdiction, the development of self-reliance and quality of life of all low to extremely low income families by providing for safe, decent and affordable housing while providing empowerment training, working collaboratively with local, state and federal agencies, and complying with all laws and regulations to this Housing Authority.

VAULES STATEMENT

We, the Board and employees of the Housing Authority of the City of San Benito, pledge that each individual will be treated with dignity and respect and will receive equal opportunity and professional services established to empower them with the opportunities to obtain a better quality of life and self-reliance, which will lead to the improvement of community quality of life and economic viability. We will accomplish this through our effective and efficient use of the Authority's resources and continuing effort to improve our accountability to families and the residents of San Benito, through the development of collaborative efforts with local agencies and interest groups, and the good faith compliance with law and regulations applicable to this Housing Authority.

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 published
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments(small) As funding is available
 - Other (list below) Facilitate the development of housing for elderly and disabled

Progress Statement: The PHA continue to seek funding to expand the supply of small multi-family, scattered-site units in the San Benito area in conjunction of housing for elderly and disabled.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) Maintain a passing physical score, achieve 90%+ Physical PHAs score at end of second year (achieved with score of 92 and maintain and increase by the end of the fifth year.
 - Improve voucher management: (SEMAP score)
Maintain passing SEMPA score, achieve a 80% SEMPA score by the end of the third year, and achieve a 90%+ by end of the fifth year. The SEMAP score for FY2002 was 96%.
 - Increase customer satisfaction: On-going. Developed and performed survey this year and pending analysis of such.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
On-going, PHA will seek: training of staff and commissioners on rules/regulations, upgrade computer hardware and software, facilitate appropriate training for maintenance personnel and improve program operations.
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
Enhance positive relations with resident- on-going
Revise, update and implement Maintenance Plan-on-going
Create adequate maintenance work and storage space, inventory Materials and supplies, maintenance tools and equipment, and Facilities- on -going
Update, improve and implement policies and procedures- on-going

Acquire adequate office space- on-going

Progress Statement: During FY 2003, the PHA will attempt to achieve the objectives listed above and the activities will be carried out on an on-going basis.

- PHA Goal: Increase assisted housing choices
- Objectives:
 - Provide voucher mobility counseling: At each briefing for new participants and with each unit transferred for current participants.
 - Conduct outreach efforts to potential voucher landlords
San Benito Housing Authority & City of San Benito Community Development Department have scheduled meeting with landlords for September 2003 to foster homeownership.
 - Increase voucher payment standards Annually and as needed
 - Implement voucher homeownership program: On-going
 - Implement public housing or other homeownership programs: On-going
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
Housing Authority still active member of the Rio Grande Valley Apartment Association. Worked in conjunction with CHDO to develop and submit Rental Application to Texas Department of Housing & Community Affairs.

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:
Achieved through tenant selection process revised and approved by board
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Through tenant selection
 - Implement public housing security improvements: In conjunction with local police department.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

Objectives:

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

Progress Statement: During FY 2002, the PHA submitted a ROSS grant which underscored networking with social service providers noted above. Although not funded the process allowed for continued collaboration.

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

Progress Statement: During FY 2002, the PHA worked in tandem with CHDO that submitted rental application for elderly within City of San Benito. Presently working with private developer seeking Section 202 in San Benito.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[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 San Benito has prepared this Annual 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 early 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 regulations 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.

Attempting to achieve excellent customer service and fulfillment of 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 San Benito during the FY 2003 include:

- **Reduce drug and alcohol abuse through collaboration efforts with police department, school district and other entities acknowledging loss of DEP funds.**
- **Preserve and improve the housing stock.**
- **Involve the public housing residents through the Annual Plan process via Resident Advisory Board**
- **Train staff and commissioners to fully understand and take advantage of opportunities in the new laws 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 San Benito to meet housing needs, with resource available, of the full range of low-income residents. The Housing Authority of the City of San Benito in partnership with agencies from all levels of government, 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 San Benito.

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 –TX025a01
- FY 2002 Capital Fund Program Annual Statement TX025b01
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan
- 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)

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
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	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
N/A	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
x	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

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	2062	5	5	4	3	4	2
Income >30% but <=50% of AMI	1247	5	5	4	3	3	2
Income >50% but <80% of AMI	362	5	5	4	3	2	3
Elderly	327	5	5	4	4	3	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
African American	45	5	5	4	4	4	3
Caucasian	165	5	5	4	4	4	3
Hispanic	3878	5	5	4	4	4	3
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:

- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

City of San Benito One Year Action Plan (October 1, 2003 to September 30, 2004)

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	313		80
Extremely low income <=30% AMI	108	35	
Very low income (>30% but <=50% AMI)	191	61	
Low income (>50% but <80% AMI)	14	4	
Families with children	265	85	
Elderly families	36	12	
Families with Disabilities	12	4	
Caucasians	8	3	
African/Americans	1	1	

Housing Needs of Families on the Waiting List			
Asian Pacific Islander	0	0	
Hispanic	304	97	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57	18	5
2 BR	167	53	20
3 BR	55	18	28
4 BR	34	11	27
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- 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 (Working with Valley Association of Independent Living)
- 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: N/A

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	476,274.00	
b) Public Housing Capital Fund	369,473.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,028,690.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Sub-total	1,874,437.00	
3. Public Housing Dwelling Rental Income	151,475.00	
4. Other income (list below)	15,300.00	
Laundromat 2,000.00		
Interest 3,200.00		
Damage reimbursement 500.00		
Lease Antenna 7,200.00		
Miscellaneous 2,400.00		
4 Non-federal sources		
Sub-total	166,757.00	
Total resources	2,041,194.00	

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) 10
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- Drug Treatment Center Check
 - Sex Offender Registration Check
 - Social Security Number 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 a site-based waiting lists.

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. 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: N/A

- 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)
(Displacement due to Natural Disaster and Condemnation by City or State officials, however a family must establish residency for at least six months.

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.

1 Date and Time

Former Federal preferences: N/A

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 3 Residents who live and/or work in the jurisdiction
- 4 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
- 2 Other preference(s) (list below) Displacement due to natural disaster and condemnation by City or State officials however a family must establish residency for six months.

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) Rules and regulations

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) Within 5 working days of change

(6) Deconcentration and Income Mixing *N/A See Attachment TX025c01*

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- 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)
- Previous owner name and phone number
 - Bad housekeeping practices
 - Debt due to owner and housing authority

(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: 1) Extenuating circumstances, such as hospitalization or a family emergency, for an extended period of time(Verification is required), (2) The family has evidence they made a consistent effort to locate a unit and request support services from the PHA staff, throughout the initial 60 day period with regard to inability to find unit, (3) Has turned in a Request for Lease Approval

prior to the expiration of the 60 day period, but the unit has not passed Housing Quality Standards.

(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 N/A

- 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)
Displacement due to natural disaster and condemnation by city or state
Officials however a family must establish residency for at least six months.

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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- x 3 Residents who live and/or work in your jurisdiction
- 4 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
- 2 Other preference(s) (list below)
* Displacement due to natural disaster and condemnation by city or state officials however family must establish residency for at least six months.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- **the family is awaiting an eligibility determination to receive federal, state or local assistance, including legal aliens entitled to receive assistance under the Immigration and Nationality Act;**
- **family income decreases due to changed circumstances such as separation, divorce, abandonment;**
- **loss of employment;**
- **eviction resulting from non-payment of rent;**
- **financial hardship exemption only applies to payment of minimum rent-not to rent based on the other branches of the formula for determining Total Tenant Payment;**
- **other situations determined by the PHA on a case by case basis, i.e. alimony, child support, etc.**

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:

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 (only for medical reasons)
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below) * families paying child support to former spouse

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: (Not to exceed \$500 of annual income)
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the 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)

Policies are inclusive in the Section 8 Administrative Plan. The minimum rent may be waived for any family with financial hardship. Financial hardships will be granted for a period of ninety (90) days. Hardships may include but not limited to situations in which families are awaiting eligibility determination to receive federal, state or local assistance, loss of employment, death or other situations.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	294	80
Section 8 Vouchers	244	10
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A

Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

- 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/Disabled

- Section 8 Management: (list below)
- Section 8 Administrative Plan
- SEMAP Procedures

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) TX025b01

-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 TX025c01

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
* Resaca Gardens TX052-01

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

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: Resaca Gardens
1b. Development (project) number: TX025001
2. Activity type: Demolition <input checked="" 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: 30/09/01
5. Number of units affected: 100
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2004 b. Projected end date of activity: 2005

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: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

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: Buena Vida 1	
1b. Development (project) number:	
2. Federal Program authority:	
<input checked="" type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 30/04/1993)	
5. Number of units affected: 30	
6. Coverage of action: (select one)	

<input type="checkbox"/>	Part of the development
<input checked="" type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 30/06/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 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>Cameron Works</i>	<i>Dependin g upon interest</i>	<i>Referral</i>	<i>Development Office and main office</i>	<i>Public Housing</i>
San Benito Literacy Center	“ “	Referral	Development Office	Public Hsg.
Sandstone Health Care, Inc.	Dependent upon interest	Referral	Main Office	Public Housing & Section 8
Cameron Willacy Counties Community , Inc.	Dependent upon interest	Referral	Main Office	Public Housing
Area Agency on Aging	Dependent upon interest	Referral	Main Office	Public Housing
Senior Companion Program	7-10	Referral	Main office	Public Housing

(2) Family Self Sufficiency program/s : N/A

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- 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:

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)

Community Service Policy – Attachment TX025p01

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

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

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

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

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

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

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

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

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) For all sites

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] Pet Ownership Policy Families (TX025h01) Pet Ownership Policy Elderly and Disabled (TX025i01)

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? N/A
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? N/A
If not, when are they due (state below)?

17. PHA Asset Management

[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:

The comments were noted as supporting documents and not as attachment. The comments were statements about the presentation per se acknowledging that it was understandable, well prepared and presented, etc. There were no comments specifically about the allocation of funds, prioritization of projects, policies or programs. The comments acknowledged acceptance of information presented as opposed to recommendations. The PHA did not develop a plan of action to address recommendations in that none were presented as part of presentation.

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 N/A

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

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

b. Eligible candidates: (select one) 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) City of San Benito

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

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

Other: (list below)

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

- To preserve and rehabilitate the City's existing housing stock primarily for extremely low and very low income families.
- To expand economic opportunities in the community particularly for lower income residents;
- To continue to encourage and support non-profit organizations in seeking additional funding sources and assist them in obtaining such funding whenever possible.

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				

