

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

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

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

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

**PHA Plan  
Agency Identification**

**PHA Name:** *Housing Authority of the City of Texas City*

**PHA Number:** *TX032*

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

**Public Access to Information**

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

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

**Display Locations for PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: (state mission here)  
**The Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe sanitary and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability.** *The Housing Authority will strive for improvement of the physical conditions of housing developments and will continually upgrade the management and operations of the public housing agency, while developing and enhancing a stronger healthier and viable economic initiative-related to low-income housing assistance and while encouraging self-sufficiency and independence for its residents.*

**Progress Statement:** *The Texas City Housing Authority's mission has not changed. We continue to strive to improve the quality of life. We urge all clients to enroll in the FSS program to assist them on their way to self-sufficiency.*

**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: ***Will respond to all appropriate NOFA's***
  - Reduce public housing vacancies: ***Reduce by 1% each year.***

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

***THA Accomplishments:*** During FY 2002, the PHA was unsuccessful in achieving its goals for reducing vacancies, but is striving to achieve a minimum of 1% each year. This will be an on-going activity. THA found that it would not be feasible to apply for additional rental vouchers during this FY. Regarding reduction in public housing vacancies, agency has a unit that residents find undesirable due to its location of being directly across the street from a chemical plant. Agency is trying to see what it can do to remedy this lease-up problem.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)  
*Improve PHAS score by 10%.*
  - Improve voucher management: (SEMAP score)  
*Receiving passing SEMAP score annually.*
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections) ***Complete outstanding items on Recovery/MOA Plan by 12/31/03. CHANGE***
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing: *PHA plans to submit application for disposal of 56 units at TX032001 & TX032002 Site A by 1/1/03.*
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below) ***15% budget reserve.***

***THA Accomplishments:*** During FY 2002, the PHA continued to strive to increase its PHAS score. The PHA has completed most of the items on the Recovery/MOA Plan. The PHA plans to complete the entire compliance by 12/31/03. 50 housing units and Administration office were re-roofed. Training provided for commissioners and staff and policies have been updated. PHA has a budget reserve of 15%.

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling: ***On-going***
  - Conduct outreach efforts to potential voucher landlords: ***Recruit new landlords.***
  - Increase voucher payment standards
  - Implement voucher homeownership program: ***Agency to begin training for possible program implementation in 10/2002.***
  - Implement public housing or other homeownership programs:

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

***THA Accomplishments:*** During 2002, the PHA continues to recruit new landlords to participate in the voucher program. The PHA is continuing its research to determine if it will administer the Voucher homeownership program. Agency to begin training for possible program implementation in 10/2002.

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

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements: ***Locks, security fences, security screens by 12/31/02.***
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)

***THA Accomplishments:*** During FY 2002, the PHA was unable to begin to implement public housing security improvements due to funding restraints, but are in the process of taking bids to complete work listed above and items will be done by 12/31/02 pending approval for Capital Funds.

**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) **Implement Section 8 FSS Program.**

***THA Accomplishments:*** The PHA implemented the Section 8 FSS Program as of 3/1/01. The PHA has continued to search for funding to continue the program but as of yet has not received current funds.

## 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)

***THA Accomplishments:*** During FY 2002, the objectives above were achieved through the Tenant Selection process. This will continue on an on-going basis.

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

#### *PHA Goal: Improve Financial Management*

- *Update Financial and related policies. Completed*
- *Provide training to commissioners and staff and update policies*
- *New Fee Accountant hired in 2002*
- *An Auditor was hired to conduct the audits.*

*PHA Goal: Improvement of PHMAP/PHAS Status to achieve a "Standard Performer" status (at minimum) under the PHMAP/PHAS system and Improve Scores on Financial Indicators.*

- *Provide PHMAP/PHAS/QHWRA Training to Staff*
- *Improve Cash Management*
- *Ensure Compliance with Audit Requirements to include Timeliness and Accuracy*
- *Aggressively pursue and enforce collection procedures to achieve a continued reduction in Tenant Account Receivable for all programs.*
- *Improve Cash Reserve Position.*

*PHA GOAL: Improve Financial Management of Resources to ensure that financial resources are managed in a manner which generates a positive cash flow, provides for an accumulation of income over expenses, and provides an adequate reserve.*

*Utilize all program funds to the maximum extent possible to provide optimum service on behalf of the residents of low-income housing and Section 8 participants.*

- *Provide commissioners, executive director and designated staff with financial, accounting and budget training.*

- *Provide a current financial report on a monthly basis to the board and discuss agency financial status.*
- *Executive Director to monitor all budgets according to income and expenses regularly, comparing actual to budgeted amounts.*
- *Improve method of administrative and internal record file maintenance.*
- *Conduct an Energy Audit.*

*PHA GOAL: Establish method of asset/inventory control.*

- *Conduct annual inventory.*
- *Establish Inventory/Asset Control System to control all Housing Authority property, equipment and assets.*
- *Balance Accounting Property Records with Actual Inventory.*
- *Strict Supervision and Compliance with internal Controls Policy.*

*PHA Goal: Improve computer processing/reporting.*

- *Upgrade and/or repair computer software to include controlled access and backup of data.*
- *Provide computer training to staff on all components.*
- *Utilize all PHA program components.*
- *Provide strict supervision and compliance with internal controls policy.*
- *Generate up-to-date reports.*
- *Maintain adequate file data.*

*PHA GOAL: Update job descriptions and organizational structure.*

- *Obtain outside assistance for reviewing structure of the organization and updating organizational chart.*
- *Obtain outside assistance for updating job descriptions.*

*PHA GOAL: Improve Procurement/Contract Management.*

- *Implement a Purchase Order System.*
- *Provide Procurement, Contract and File Management Training.*
- *Ensure implementation and continuing compliance of revised procurement policy*
- *Maximize funds by controlling costs through competition.*

**THA Accomplishments:** *During FY 2002, the PHA was successful in achieving a majority of the objectives above. All other items are being worked on and the PHA should be successful in achieving these objectives by 12/31/02.*

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

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

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

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

### **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 **TX032a02**
- FY 2003 Capital Fund Program Annual Statement **TX032b02**
- FY 2003 Capital Fund Program 5 Year Action Plan **TX032c02**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) –transmitted to HUD under separate cover
- PHA Management Organizational Chart **TX032d02**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - Memorandum of Agreement – Performance Targets and Strategies TX032e02*
  - Substantial Deviation and Significant Amendment or Modification TX032f02*
  - Pet Ownership Policy (families) TX032g02*
  - Pet Ownership Policy (elderly/disabled) TX032h02*
  - Resident Membership on PHA Board of Governing Body TX032i02*
  - Membership of Resident Advisory Board or Boards TX032j02*
  - Progress Statement TX032k02*
  - Summary of Policy or Program Changes for the Upcoming Year TX032l02*
  - Deconcentration and Income-Mixing TX032m02*
  - Required Initial Conversion Assessment TX032n02*
  - Section 8 Homeownership Capacity Statement TX032o02*
  - 1999 Performance and Evaluation Report TX032p02*
  - 2000 Performance and Evaluation Report TX032q02*
  - 2001 Performance and Evaluation Report TX032r02*
  - 2002 Performance and Evaluation Report TX032s02*

#### Optional Attachments:

- Public Housing Drug Elimination Program (PHDEP) Plan

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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	Annual Plan: Rent Determination

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

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

# 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	1600	3	3	3	4	2	3
Income >30% but <=50% of AMI	1400	3	3	3	4	2	3
Income >50% but <80% of AMI	400	3	3	3	4	2	3
Elderly	1500	3	4	4	4	4	4
Families with Disabilities	107	3	3	3	4	2	3
Caucasian	871	3	3	3	4	2	3
African-American	2529	3	3	3	4	2	3
Hispanic	2819	3	3	3	4	2	3

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: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>177</b>		<b>19</b>
Extremely low income <=30% AMI	<b>170</b>	<b>96</b>	
Very low income (>30% but <=50% AMI)	<b>7</b>	<b>4</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>0</b>	
Families with children	<b>148</b>	<b>84</b>	
Elderly families	<b>6</b>	<b>3</b>	
Families with Disabilities	<b>23</b>	<b>13</b>	
Caucasian	<b>45</b>	<b>25</b>	
African-American	<b>100</b>	<b>56</b>	
American Indian Alaskan Native	<b>0</b>	<b>0</b>	
Asian Pacific Islander	<b>0</b>	<b>0</b>	
Hispanic	<b>32</b>	<b>18</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>58</b>	<b>33</b>	<b>2</b>
2 BR	<b>60</b>	<b>34</b>	<b>8</b>
3 BR	<b>51</b>	<b>29</b>	<b>7</b>
4 BR	<b>8</b>	<b>5</b>	<b>2</b>
5 BR	<b>0</b>	<b>0</b>	<b>0</b>
5+ BR	<b>0</b>	<b>0</b>	<b>0</b>
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>6 months</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	47		51
Extremely low income <=30% AMI	43	93	
Very low income (>30% but <=50% AMI)	4	7	
Low income (>50% but <80% AMI)	0	0	
Families with children	31	66	
Elderly families	3	6	
Families with Disabilities	10	21	
Caucasian	4	9	
African American	38	81	
Hispanic	5	10	

Characteristics by Bedroom Size (Public Housing Only)

1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

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

If yes:

How long has it been closed (# of months)? 17

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

**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
- Other: (list below)

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

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

Select if applicable – N/A

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>			
<b>Sources</b>		<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>			
a) Public Housing Operating Fund		264,661.00	
b) Public Housing Capital Fund		244,842.00	
c) HOPE VI Revitalization			
d) HOPE VI Demolition			
e) Annual Contributions for Section 8 Tenant-Based Assistance		2,005,243.00	
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)			
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>			
2001 CFP	TX24P03250101	133,982.00	Public housing capital improvements
2002 CFP	TX24P03250102	244,842.00	Public housing capital improvements
2000 PHDEP	TX24DEP0320100	4,030.19	Public housing safety and security
2001 PHDEP	TX24DEP0320101	18,348.18	Public housing safety and security
	<b>Sub-total</b>	<b>2,915,948.37</b>	
<b>3. Public Housing Dwelling Rental Income</b>		137,160.00	Public housing operations
<b>4. Other income (list below)</b>		1,120.00	
Interest on General Funds investments: 120.00			Public housing operations
Other income: legal fees, maintenance 1,000.00			Public housing operations
<b>5. Non-federal sources (list below)</b>			
	<b>Subtotal</b>	<b>138,280.00</b>	
<b>Total resources</b>		<b>3,054,228.37</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)  
***1 month***
- 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)

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

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

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

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

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

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

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

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

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

*The PHA does not operate site-based waiting lists*

1. How many site-based waiting lists will the PHA operate in the coming year? *N/A*
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? *N/A*
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? *N/A*
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *N/A*
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One  
 Two  
 Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

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

- a. Income targeting:  
 Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? (*changed*)
- 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)
  - *To prevent bodily harm*

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

**3** Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing** (see attachment TX032m02)

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)
    - *Current and previous landlord information*

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- *Illness*
- *Proof of search*
- *Portability*

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - ***Elderly/disabled***

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

**3** Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1** Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in 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
- 1** Other preference(s) (list below)
  - ***Elderly/disabled***

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0  
 \$1-\$25  
 \$26-\$50 (*changed*)

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

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

*The PHA has established the following policies for determining financial hardship circumstances:*

- The family's income has decreased because of changed circumstances, loss or reduction of employment, death in the family which results in income reduction or funeral expenses; and reduction in or loss of earnings or other assistance;*

- *The family has experienced an increase in expenses, because of changed circumstances, for un-reimbursed medical costs, child care, transportation, education, or similar items;*
- *The PHA may include other reasonable financial hardship circumstances, which may be applied on a case by case basis at management discretion.*
- *It is the PHA's policy to adjust family rent upward to flat rent or downward to income-based rent if the change would result in a tenant rent difference of at least \$50.00.*

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) ***NONE***

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

*N/A*

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- 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) *N/A*

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

- \$0
- \$1-\$25
- \$26-\$50 (*changed*)

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

- *The minimum rent may be waived for any family with a financial hardship. Financial hardship status will be granted for a period of ninety (90) days. Hardships may include but not be 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. *Attachment TX032d02*
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<i>130</i>	<i>25</i>
Section 8 Vouchers	<i>313</i>	<i>30</i>
Section 8 Certificates	<i>N/A</i>	<i>N/A</i>
Section 8 Mod Rehab	<i>N/A</i>	<i>N/A</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)	<i>N/A</i>	<i>N/A</i>
Public Housing Drug Elimination Program (PHDEP)	<i>130</i>	<i>25</i>
Other Federal Programs(list individually)		
Capital Funds	<i>130</i>	

### **C. Management and Maintenance Policies**

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

#### (1) Public Housing Maintenance and Management: (list below)

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

#### (2) 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) *TX032b02*

-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) *TX032c02*

-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)

*1999 Performance and Evaluation Report TX032p02*

*2000 Performance and Evaluation Report TX032q02*

*2001 Performance and Evaluation Report TX032r02*

*2002 Performance and Evaluation Report TX032s02*

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

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

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

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

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

- 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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Grand Camp</i>
1b. Development (project) number: <i>TX032001 and TX032002 Site “A”</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>(01/01/03)</i>
5. Number of units affected: <i>56</i>
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: <i>06/01/03</i> b. Projected end date of activity: <i>06/01/04</i>

**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.

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
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:	

- Units addressed in a pending or approved HOPE VI demolition application  
(date submitted or approved:            )
- Units addressed in a pending or approved HOPE VI Revitalization Plan  
(date submitted or approved:            )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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**

*Conversion attachment TX032n02*

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

2. Activity Description – N/A

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

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

**B. Section 8 Tenant Based Assistance (*changed*)**

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:

*Section 8 Homeownership Capacity Statement tx032o02*

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

[24 CFR Part 903.7 9 (I)]

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

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? *Note: PHA will sign agreement by 12/31/02(changed).*

If yes, what was the date that agreement was signed? DD/MM/YY

#### 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



**C. Welfare Benefit Reductions**

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

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

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

*No longer required*

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

[24 CFR Part 903.7 9 (m)]

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

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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)

➤ *Grand Camp*

#### **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) *Open anti-drug center*

2. Which developments are most affected? (list below)  
 ➤ *Grand Camp*

**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)  
 ➤ *Grand Camp*

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

PHAs eligible for FY 2003 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:\_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*Pet Ownership Policy (families) – TX032g02*  
*Pet Ownership Policy (elderly/disabled) – TX032h02*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

*Note: the most recent fiscal year audit submitted to HUD was 1998. Agency is currently working on 3 year audit.*

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) *City of Texas City*
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)
  - *The Consolidated Plan supports additional assisted housing.*
- Other: (list below)
  - *The land use tax policies and land use controls support development and maintenance of affordable housing.*

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

- *Priority 2 is to maintain existing units and increase the supply of decent safe and affordable housing for low and moderate-income families;*
- *The Consolidated Plan supports teamwork between the City of Texas City and the Housing Authority of Texas City to increase affordable housing stock;*
- *The Consolidated Plan sites the desire to establish a better working relationship with the City of Texas City through the Partnership Paradigm a direct collaboration with the PHA Drug Elimination Program and Texas City Parks and Recreation.*

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

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

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

**Annual Statement**

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

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

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

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

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



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

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

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

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

1. Economic Deconcentration:

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

Implementation may include one or more of the following options:

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

advertising/Public  
 ic service  
 announcements;  
 and

- Giveaways.

## 2. Income Targeting

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

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

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

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**CAPITAL FUND PROGRAM TABLES START HERE**

tx032b01

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

PHA Name: <b>Housing Authority of the City of Texas City, Texas</b>	Grant Type and Number: Capital Fund Program No: <b>TX24P03250103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement
  Reserved for Disasters/Emergencies
  Revised Annual Statement/Revision Number \_\_\_\_\_
  Performance and Evaluation Report for Program Year Ending \_\_\_\_\_
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	48,968.00			
3	1408 Management Improvements	10,000.00			
4	1410 Administration	23,920.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	161,954.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$244,842.00</b>			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security - Soft Costs	0.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			







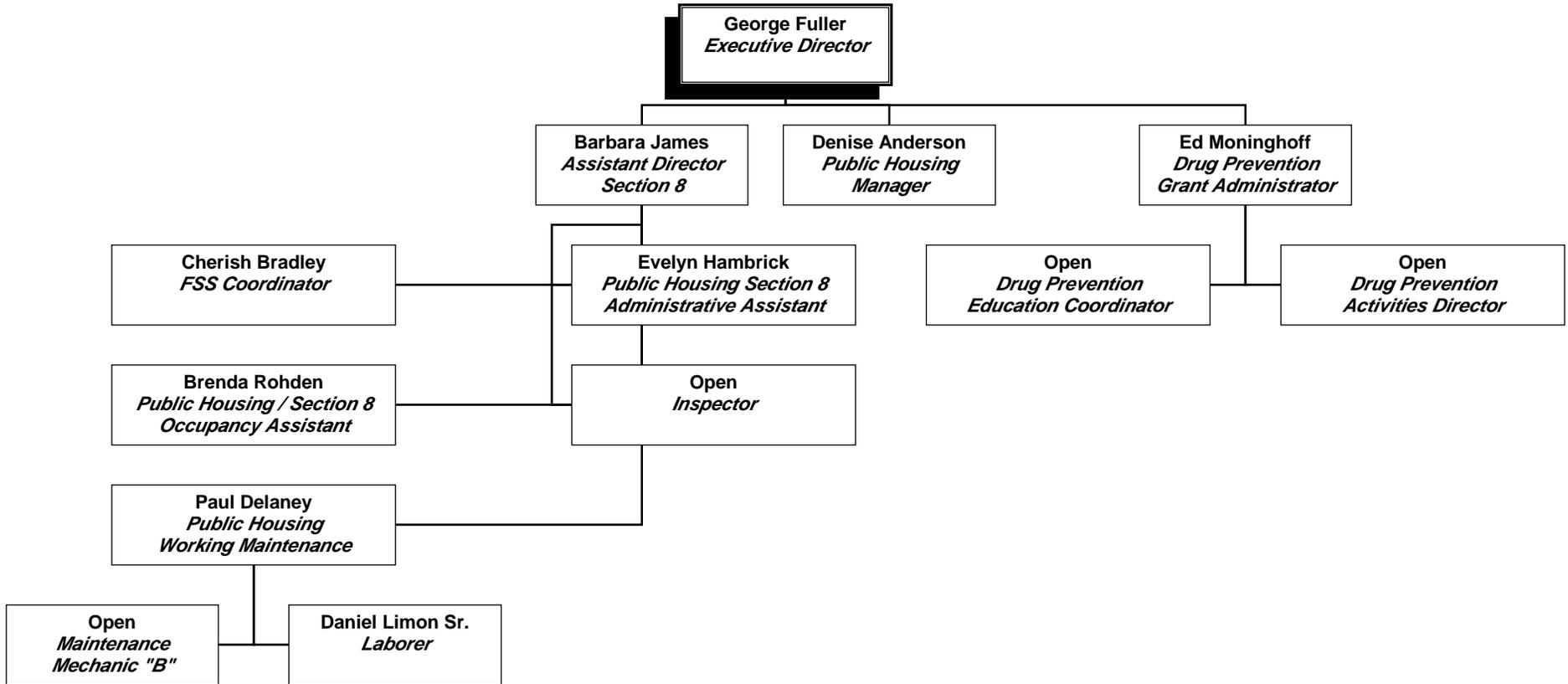






**Housing Authority of the City of Texas City  
Organizational Chart**

*Attachment tx032d02*



**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 1. GOVERNANCE**

<b>Targets and Strategies</b>	<b>Baseline as of: 12/31/99</b>	<b>Annual Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>
<b>1.1 Board of Commissioners: obtain and complete training that will increase their knowledge of the role and responsibilities as a Board member. [Reference: 24 CFR 811.105; State Law, 1937 Act as amended]</b>			7/31/01	Executive Director and TARC-Team/Contractor
<b>1.2 Monitor, review, and submit monthly MOA/Recovery Progress Report to HUD. [Reference 24 CFR 902.75a]</b>			15 <sup>th</sup> each month	Executive Director and TARC-Team/Contractor
<b>1.3 Continue to provide PHAS Self-Monitoring Report to the TARC and board on a monthly basis. The report should reflect progress on all PHAS indicators, Sub-Indicators and Components.</b>			15 <sup>th</sup> each month	Executive Director and TARC-Team/Contractor

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 2. ORGANIZATION AND STAFFING**

Targets and Strategies	Baseline as of: 12/31/99	Annual Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2.1 Access and obtain training needs for staff to increase their knowledge and responsibilities of assigned positions within all PIH Programs. [Reference: HUD Guidebook 7401.7]			6/30/01	Executive Director and TARC-Team/Contractor

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area:**

**Operational Area: 3. FINANCE AND PROCUREMENT**

PHAS Performance Targets		Baseline as: of 12/31/99	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
Indicator #:	Name:					
2-1	Current ratio	1.02				
2-2	Expendable Fund Balance	1.15				
2-3	Tenant Receivable/Outstanding	16.41				
2-5	Expense Management/Utilities	39.41				
2-6	Net Income/Loss Divided by the Expendable Fund Balance	1.00				
		Baseline as of: 12/31/01	Performance Target	Estimated Completion Date	Lead staff for PHA and HUD	
<b>3.1 Improve Current Ratio (Current assets divided by current liabilities). [Reference: 24 CFR 902, Subpart C]</b>		1.02	1 < CR < 2.8	12/31/01	Executive Director and TARC Team/Contractor	
a) Develop tracking method for current ratio.				6/30/01	Executive Director and TARC Team/Contractor	
b) Review staffing needs and reduce salary costs where feasible.				6/30/01	Executive Director and TARC Team/Contractor	
c) Review other sources of income i.e. investments, waiver of PILOT, CFP use for operations, local funding, expand other HUD programs, increase occupancy, and reduce accounts receivables.				6/30/01	Executive Director and TARC Team/Contractor	

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 3. FINANCE AND PROCUREMENT (Con't)**

<b>Targets and Strategies</b>	<b>Baseline as of: 12/31/01</b>	<b>Annual Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>
d) Review expenses and reduce / eliminate where appropriate.			6/30/01	Executive Director and TARC Team/Contractor
<b>3.2 Develop tracking method for expendable fund balance. [Reference: 24 CFR 902, Subpart C]</b>	1.15	1<MEFB<4.6	12/31/01	Executive Director and TARC Team/Contractor
<b>3.3 Reduce Tenant Receivables Outstanding (Average number of days tenant receivable are outstanding. The gross tenant accounts receivable at year- end divided by the total tenant revenue/ 365). [Reference: 24 CFR 902, Subpart C]</b>	16.41	2<TRO<26	12/31/01	Executive Director and TARC Team/Contractor
a) Develop tracking method for tenant receivables.			6/30/01	Executive Director and TARC Team/Contractor
b) Assure the rent collection policies are uniformly applied: (i.e. Timely evictions, effective write-off policies, use of Collection Agency, home visits, and repayment agreements)			6/30/01	Executive Director and TARC Team/Contractor

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 3. FINANCE AND PROCUREMENT (Con't)**

<b>Targets and Strategies</b>	<b>Baseline as of: 12/31/99</b>	<b>Annual Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>
<b>3.4 Comply with OMB Circular A-133 by completing and submitting the Annual Audit. [Reference: OMB Circular A-133, 24 CFR 990.120, OIG]</b>	No audit for 12/31/99	Audit for FY 1999 and 2000	09/30/01	Executive Director and TARC Team/Contractor
a) Assure timely submission.				Executive Director and TARC Team/Contractor
b) Assure findings are resolved timely.				Executive Director and TARC Team/Contractor
c) Resolve any questioned costs.				Executive Director and TARC Team/Contractor
<b>3.5 Assure accounting has been converted to GAAP, which includes: depreciation, unrecorded liabilities and allowance on doubtful accounts. [Reference: 24 CFR 902.33]</b>	Not available	Convert to GAAP	12/31/01	Executive Director and TARC Team/Contractor

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area:**

**Operational Area: 3. FINANCE AND PROCUREMENT (Con't)**

<b>Targets and Strategies</b>	<b>Baseline as of: 12/31/99</b>	<b>Annual Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>
<b>3.6 Develop and implement Property Inventory Practices and necessary procedures. [Reference: HUD Guidebook 7510.1]</b>			9/30/01	Executive Director and TARC Team Contractor
<b>3.7 Improve timely submission of reports to HUD. [Reference: HUD Guidebook 7510.1]</b>	Reports not submitted	Timely submission		Executive Director and TARC Team/Contractor
a) Budgets.			6/30/01	Executive Director and TARC Team/Contractor
b) Statement of Operating Receipts and Expenditures Statement (SORES).	As of 2/28/01		5/30/01	Executive Director and TARC Team/Contractor
c) Financial Data Schedule (FDS).	As of 2/28/01		5/30/01	Executive Director and TARC Team/Contractor
d) Tenant Accounts Receivable (TAR)/Occupancy.	As of 2/28/01		5/30/01	Executive Director and TARC Team/Contractor
e) Performance Funding System (PFS) Adjustments.	As of 2/28/01		5/30/01	Executive Director and TARC Team/Contractor

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 4. HOUSING MANAGEMENT**

<b>PHAS Performance Targets</b>		<b>Baseline as of:</b>	<b>Annual Performance Target</b>	<b>1<sup>st</sup> qtr</b>	<b>2<sup>nd</sup> qtr</b>	<b>3<sup>rd</sup> qtr</b>
<b>Indicator #:</b>	<b>Name:</b>					
<b>1.1 - MASS</b>	<b>Vacancy Rate</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>
<b>1.2 - MASS</b>	<b>Vacant Unit Turnaround Time</b>	<b>N/A</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>
<hr/>						
<b>Targets and Strategies</b>		<b>Baseline as of:</b>	<b>Annual Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>	
<b>4.1 Review, and revise as necessary, the PHA's Public Housing Management and Admissions and Occupancy policies to comply with current requirements of the Public Housing Reform Act of 1998. [Reference: 24 CFR 960.205; Public Housing Reform Act of 1998, Section 578; HUD Guidebook 7465.1, Chapter 5</b>				7/31/01	Executive Director and TARC-Team/Contractor	
<b>4.2 Establish method for routine coordination between management, maintenance and leasing staffs with weekly goals.</b>				6/30/01	Executive Director and TARC-Team/Contractor	

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 4. HOUSING MANAGEMENT (Con't)**

Targets and Strategies	Baseline as of: 12/31/99	Annual Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
<b>4.3 Reduce vacant unit turnaround time. [Reference: 24 CFR 901.10 &amp; 902.43(a)(1)]</b>				
a) Develop Vacancy and Unit turnaround log to include as a minimum:			5/30/01	Executive Director and TARC-Team/Contractor
1. Date the unit becomes vacant. 2. Date the unit is assigned to maintenance or deferred to modernization. 3. Date completed by maintenance and returned to occupancy. 4. Date leased. 5. Total number of turnaround days. 6. Total number of maintenance days exempted for capital fund or for other reasons. 7. Average number of calendar day's units was in down time.				

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 4. HOUSING MANAGEMENT Con't**

Targets and Strategies	Baseline as of: 12/31/99	Annual Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
8. Average number of calendar day's units was in make ready. 9. Average number of calendar day's units was in lease up time.				
b) Reduce the make ready work to an average of less than 30 days on an annual basis.			12/31/01	Executive Director and TARC-Team/Contractor

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 5. PROPERTY MAINTENANCE**

<b>PHAS Performance Targets</b>		<b>Baseline as of: 12/31/99</b>	<b>Annual Performance Target</b>	<b>1<sup>st</sup> qtr</b>	<b>2<sup>nd</sup> qtr</b>	<b>3<sup>rd</sup> qtr</b>
<b>Indicator #:</b>	<b>Name:</b>					
<b>1</b>	<b>Physical Conditions</b>	<b>20.00</b>	<b>30.00</b>			
<b>3-3a</b>	<b>Emergency WOs</b>	<b>2.00</b>	<b>2.00</b>			
<b>3-3b</b>	<b>Non-emergency WOs</b>	<b>2.00</b>	<b>2.00</b>			
<b>3-4a</b>	<b>Unit inspections</b>	<b>2.00</b>	<b>2.00</b>			
<b>3-4b</b>	<b>System inspections</b>	<b>2.00</b>	<b>2.00</b>			
<b>Targets and Strategies</b>		<b>Baseline as of: 12/31/99</b>	<b>Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>	
<b>5.1 Provide training for the Maintenance Supervisor in the following areas:</b>				6/30/01	Executive Director and TARC Team/Contr5actor	
a) Quality Housing and Work Responsibility Act						
b) Public Housing assessment system						
c) Uniform Physical Condition Standards						

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX  
Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 6. RESIDENT SERVICES AND INITIATIVES**

PHAS Performance Targets		Baseline as of: 12/31/99	Annual Performance Target	1 <sup>st</sup> qtr	2 <sup>nd</sup> qtr	3 <sup>rd</sup> qtr
Indicator #:	Name:					
RASS	Resident satisfaction	7.80	10.00	8.00	9.00	10.00
6.4 - MASS	Economic Self-sufficiency Program Goals	1.00	1.00	1.00	1.00	1.00
Targets and Strategies		Baseline as of: 12/31/99	Performance Target	Estimated Completion Date	Lead staff for PHA and HUD	
6.1 Improve communication between management and residents to improve customer satisfaction. [Reference: Public Housing Reform Act of 1998]						
a) Promote active resident organizations and activities encouraging a self-sufficiency environment.				5/30/01	Executive Director and TARC-Team/Contractor	
b) Distribute information on current activities to all residents on an on going basis and provide a copy to HUD Update bulletin boards on monthly basis in all developments.				5/30/01	Executive Director and TARC-Team/Contractor	

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 7. CAPITAL FUNDS**

<b>PHAS Performance Targets</b>		<b>Baseline as of: 12/31/99</b>	<b>Annual Performance Target</b>	<b>1<sup>st</sup> qtr</b>	<b>2<sup>nd</sup> qtr</b>	<b>3<sup>rd</sup> qtr</b>
<b>MASS</b>						
<b>Indicator #:</b>	<b>Name:</b>					
<b>2.1</b>	<b>Funds unexpended</b>	<b>1.00</b>	<b>1.00</b>			
<b>2.2</b>	<b>Timeliness of Funds obligated</b>	<b>1.50</b>	<b>1.50</b>			
<b>2.3</b>	<b>Adequacy of Contract Administration</b>	<b>1.00</b>	<b>1.00</b>			
<b>2.4</b>	<b>Quality of he physical Work</b>	<b>2.00</b>	<b>2.00</b>			
<b>2.5</b>	<b>Adequacy of Budget controls</b>	<b>.50</b>	<b>.50</b>			
<b>Targets and Strategies</b>		<b>Baseline as of:</b>	<b>Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>	
<b>No strategies noted based on the PHA receiving max score in regard to Capital Funds.</b>						

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**

Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 8. SECURITY**

<b>PHAS Performance Targets</b>		<b>Baseline as of: 12/31/99</b>	<b>Annual Performance Target</b>	<b>1<sup>st</sup> qtr</b>	<b>2<sup>nd</sup> qtr</b>	<b>3<sup>rd</sup> qtr</b>
<b>Indicator #:</b>	<b>Name:</b>					
<b>6.1 - MASS</b>	<b>Tracking and Reporting Crime- Related Problems</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>6.2 - MASS</b>	<b>Screening of Applicants</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>6.3 - MASS</b>	<b>Lease Enforcement</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>6.4- MASS</b>	<b>Drug Prevention, Crime Reduction</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Targets and Strategies</b>		<b>Baseline as of: 12/31/99</b>	<b>Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>	
<b>8.1 Review, respond, and clear observations noted in PHDEP report dated 3/28/01 to HUD's satisfaction.</b>				<b>7/31/01</b>	<b>Executive Director and TARC-Team/Contractor</b>	

**Memorandum of Agreement (MOA)  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**  
Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: Texas City, TX**  
**Operational Area:**

**PHA FYE: 12-31-01**

**MOA Term:**

**Operational Area: 9. MANAGEMENT INFORMATION SYSTEM**

<b>Targets and Strategies</b>	<b>Annual Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>
<b>9.1 Access and provide training/technical assistance to appropriate staff in regard to MIS needs.</b>		6/30/01	Executive Director and TARC Team/Contractor

# **Housing Authority of the City of Texas City**

*Attachment: TX032f02*

1. Substantial Deviation from the 5-Year Plan:

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

2. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- **Any change in a policy or procedure that requires a regulatory 30-day posting;**
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- **Any change inconsistent with the local, approved Consolidated Plan.**

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

## PET OWNERSHIP POLICY

### OVERVIEW

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

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

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

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
2. a non-refundable nominal pet fee of \$150.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of \$100.00 will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet's presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);
- C. **animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;**

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

Pet Ownership Policy-Family

## HOUSING AUTHORITY OF THE CITY OF TEXAS CITY, TEXAS

### Pet Ownership Rules for Families

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

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

Pet Ownership Policy-Family

20. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
21. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
22. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
23. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
24. Each pet owner shall pay a non-refundable pet fee of \$150.00 and a refundable pet deposit of \$100.00. A refundable deposit of \$250.00 will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
25. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

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

Pet Ownership Policy-Family

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

**AGREEMENT FOR CARE OF PET**

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

THE HOUSING AUTHORITY OF THE CITY OF TEXAS CITY, TEXAS  
812 2<sup>ND</sup> Avenue, North  
Texas City, Texas 77590

AND,

\_\_\_\_\_ (Resident's Name)

\_\_\_\_\_ (Resident's Address)

I hereby agree that should \_\_\_\_\_ become incapable of caring for \_\_\_\_\_ a

(Name of Pet)

(Type of Pet)

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

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

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

Signature

Sworn and subscribed before  
me this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

Notary of Public

My Commission Expires:

**PET POLICY ADDENDUM**

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

\_\_\_\_\_  
Resident's Signature

PHA Staff member's Signature

\_\_\_\_\_  
Date

Date

Type of Animal and Breed

Name of Pet

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

The alternate custodian for my pet is:

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

\_\_\_\_\_  
Resident's Signature

Date

Refundable Damage Deposit \_\_\_\_\_

Amount Paid

Date

Non-refundable Damage Deposit \_\_\_\_\_

Amount Paid

Date

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

## **PET OWNERSHIP POLICY**

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

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

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

## HOUSING AUTHORITY OF THE CITY OF TEXAS CITY, TEXAS

### Pet Ownership Rules for Elderly/Disabled Residents

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

Pet Ownership Policy-Elderly/Disabled Residents

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

19. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
20. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
21. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
22. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
23. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
24. Each pet owner shall pay a refundable pet deposit of \$50.00. The PHA may wave the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.
25. The refundable pet deposit will be placed in an escrow account and the PHA will

refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

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

personal injury to any party caused by the pet.

34. Pet Violation Procedures: Resident agrees to comply with the following:

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

Pet Ownership Policy-Elderly/Disabled Residents

and the pet rule or rules that has been violated.

2. State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
  3. State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

**AGREEMENT FOR CARE OF PET**

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

THE HOUSING AUTHORITY OF THE CITY OF TEXAS CITY, TEXAS  
817 2<sup>ND</sup> Avenue, North  
Texas City, TX 77590

AND,

\_\_\_\_\_ (Resident's Name)

\_\_\_\_\_ (Resident's Address)

I hereby agree that should \_\_\_\_\_ become incapable of caring for \_\_\_\_\_ a

(Name of Pet)

(Type of Pet)

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

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

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

Signature

Sworn and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary of Public

My Commission Expires:

**PET POLICY ADDENDUM**

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

\_\_\_\_\_  
Resident's Signature

PHA Staff member's Signature

\_\_\_\_\_  
Date

Date

Type of Animal and Breed

Name of Pet

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

The alternate custodian for my pet is:

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

\_\_\_\_\_  
Resident's Signature

Date

Refundable Damage Deposit \_\_\_\_\_

Amount Paid

Date

# Housing Authority of the City of Texas City

## Required AttachmentTX032i02: Resident Member on the PHA Governing Board

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

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

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

Elected

Appointed

C. The term of appointment is (include the date term expires): *1 Year 10/01/2002*

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

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

Other (explain):

B. Date of next term expiration of a governing board member: *10/2002*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): *Carlos Garza, Mayor of the City of Texas City, Texas*

## Required Attachment TX032j02: Membership of the Resident Advisory Board or Boards

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

<b><i>Resident Name</i></b>	<b><i>Public Housing or Section 8 Resident</i></b>	<b><i>Selection Letter Date</i></b>	<b><i>Response Received Date</i></b>
<i>Mary Johnson</i>	<i>Public Housing</i>	<i>July 10, 2001</i>	
<i>Oversia Gilbert</i>	<i>Public Housing</i>	<i>July 10, 2001</i>	
<i>Joann McGruder</i>	<i>Public Housing</i>	<i>July 10, 2001</i>	
<i>Lorraine Love</i>	<i>Public Housing</i>	<i>July 10, 2001</i>	
<i>Restituta McNally</i>	<i>Public Housing</i>	<i>July 10, 2001</i>	
<i>Dorothy Langley</i>	<i>Public Housing</i>	<i>July 10, 2001</i>	
<i>Chonta Love</i>	<i>Section 8</i>	<i>July 10, 2001</i>	
<i>Darlene Johnson</i>	<i>Section 8</i>	<i>July 10, 2001</i>	
<i>Lizzie Lozada</i>	<i>Section 8</i>	<i>July 10, 2001</i>	
<i>Felicia Carrier</i>	<i>Section 8</i>	<i>July 10, 2001</i>	
<i>Deborah Jones</i>	<i>Section 8</i>	<i>July 10, 2001</i>	
<i>Liberty Hardy</i>	<i>Section 8</i>	<i>July 10, 2001</i>	

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

Statement of Progress  
Attachment: TX032k02

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

Concerning modernization approximately \$210,000.00 was either spent or obligated. PHA has done substantial renovation of 5 buildings (10 dwelling units). Masonry work will be done where needed. Interior of buildings will be totally remodeled. New cabinets in kitchen, new floors will be laid, sheet rock walls will be torn down and replaced and new bathtubs and sinks will be installed.

Concerning self-sufficiency and crime and safety, the Public Housing Drug Elimination Program (PHDEP) efforts reduced crime in the communities with a police presence throughout the public housing community, provide activities for at-risk youth, substance abuse, and domestic violence, and ensure the overall safety of the residents.

Concerning improving the quality of life, PHA has given GED training information, day care availability and recreational activities through the City for the PHA youth.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan.

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

## **1. Summary of Policy or Program Changes for the Upcoming Year**

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

### ***Component 3: Policies Governing Eligibility, Selection and Admissions***

#### **Public Housing:**

##### ***(1). Rent Determination***

- ***Minimum Rent amount changed to \$50.00***

#### **Section 8:**

##### ***(1). Rent Determination***

- ***Minimum Rent amount changed to \$50.00***

### ***Component 14: Pet Ownership Policies***

***Pet Ownership Policies (families) Pet fees and deposits included***

***Pet Ownership Policies (elderly/disabled) Pet fees and deposits included***

**Component 3 (6) – Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [ see step 4 at § 903.2 (c) (1) ((iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2 (c)(1)(v)]</b>
<i>TX032003</i>	<i>43</i>	<i>The covered development's or development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments</i>	

**Housing Authority of the City of Texas City**

Attachment: TX032n02

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

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

Three public housing developments are subject to the required initial assessment.

TX 032-001	40 units
TX 032-002	40 units
TX 032-003	50 units

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

None

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

One assessment is conducted for each development in A. above.

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

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

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

N/A

## ***Housing Authority of the City of Texas City***

### ***Section 8 Homeownership Program Capacity Statement***

***Attachment tx032o02***

*The Housing Authority demonstrates its capacity to administer the Section 8 Homeownership program as the following policies are adopted:*

- *Financing for purchase of a home will be provided; insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.*

**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name: <b>Housing Authority of the City of Texas City, TX</b>	Grant Type and Number: Capital Fund Program No: <b>TX24P03290699</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>1999</b>
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending **06/30/02**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	53,302.00	53,302.00	53,302.00	53,302.00
3	1408 Management Improvements	13,249.00	13,249.00	13,249.00	13,249.00
4	1410 Administration	31,396.00	31,396.00	31,396.00	31,396.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	7,685.00	7,685.00	6,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	128,974.00	146,289.00	146,289.00	128,974.00
11	1465.1 Dwelling Equipment-Nonexpendable	14,589.00	14,589.00	14,589.00	14,589.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$266,510.00</b>	<b>\$266,510.00</b>	<b>\$266,510.00</b>	<b>\$247,510.00</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25 25/Neilrod	Amount of Line 21 Related to Security - Hard Costs				






Capital Fund Program Tables

**CAPITAL FUND PROGRAM TABLES START HERE**

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

<b>PHA Name:</b> Housing Authority of the City of Texas City, TX	<b>Grant Type and Number:</b> Capital Fund Program No: TX24P03250100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 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 06/30/2002   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	50,627.00	50,627.00	50,627.00	50,627.00
3	1408 Management Improvements	9,000.00	4,881.00	4,881.00	0.00
4	1410 Administration	23,920.00	23,920.00	23,920.00	21,407.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	163,590.00	166,735.00	166,735.00	163,590.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	6,000.00	6,974.00	6,974.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$253,137.00</b>	<b>\$253,137.00</b>	<b>\$253,137.00</b>	<b>\$235,624.00</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				





**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>Housing Authority of the City of Texas City, TX</b>	Grant Type and Number: Capital Fund Program No: <b>TX24P03250101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
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- Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending: 06/30/02   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	25,725.00	25,725.00	25,725.00	25,725.00
3	1408 Management Improvements	10,000.00	10,000.00	0.00	0.00
4	1410 Administration	62,000.00	23,920.00	5,460.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	119,530.00	157,610.00	89,288.00	38,403.00
11	1465.1 Dwelling Equipment-Nonexpendable	20,000.00	20,000.00	2,800.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	20,000.00	20,000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$257,255.00</b>	<b>\$257,255.00</b>	<b>\$123,273.00</b>	<b>\$64,128.00</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				





**CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: <b>Housing Authority of the City of Texas City, Texas</b>		Grant Type and Number: Capital Fund Program No: <b>TX24P03250102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 06/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	48,968.00		0.00	0.00
3	1408 Management Improvements	20,000.00		0.00	0.00
4	1410 Administration	23,920.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	151,954.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$244,842.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00



