

04/15/04

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2004

**Housing Authority of the County of Poinsett**  
**1104 Elm Street**  
**Marked Tree, Arkansas 72365**  
(870) 358-2990



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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 02/28/2006

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the County of Poinsett (HACP)

**PHA Number:** AR023

**PHA Fiscal Year Beginning:** 07/2004

**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 2000 - 2004**

[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)

To provide a clean, safe, environment for all residents, free from discrimination, and assist them in seeking education that will improve their lives to become more productive citizens.

**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:

Reduce public housing vacancies: begin an outreach program by 2001

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS/PHMAP score) 92, maintain high performer status under the PHAS

Improve voucher management: (SEMAP score)

Housing Authority of the County of Poinsett

- Increase customer satisfaction: as shown by satisfactory scores on the PHAS resident survey.
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- 
- PHA Goal: Increase assisted housing choices  
Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

**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:  
see Deconcentration Policy.
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
see Deconcentration Policy.
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

Objectives:

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

**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)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The HUD Final Rule eliminated the requirement for an executive summary as part of the Agency Plans.

**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.

**Table of Contents**

**Annual Plan**

<b><u>i.</u></b>	<b><u>Annual Plan Type</u></b> .....	<b>1</b>
<b><u>ii.</u></b>	<b><u>Executive Summary of the Annual PHA Plan</u></b> .....	<b>1</b>
<b><u>iii.</u></b>	<b><u>Annual Plan Table of Contents</u></b> .....	<b>1</b>
<b>1.</b>	<b>Statement of Housing Needs</b> .....	<b>5</b>
<b>2.</b>	<b>Statement of Financial Resources</b> .....	<b>11</b>
<b>3.</b>	<b>PHA Policies Governing Eligibility, Selection, and Admissions</b> .....	<b>12</b>
<b>4.</b>	<b>PHA Rent Determination Policies</b> .....	<b>20</b>
<b>5.</b>	<b>Operations and Management</b> .....	<b>24</b>
<b>6.</b>	<b>PHA Grievance Procedures</b> .....	<b>25</b>
<b>7.</b>	<b>Capital Improvement Needs</b> .....	<b>26</b>
<b>8.</b>	<b>Demolition and Disposition</b> .....	<b>28</b>

Housing Authority of the County of Poinsett

9.	<u>Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities</u> .....	29
10.	<u>Conversion of Public Housing to Tenant-Based Assistance</u> .....	30
11.	<u>Homeownership Programs Administered by the PHA</u> .....	31
12.	<u>PHA Community Service and Self-sufficiency Programs</u> .....	33
13.	<u>PHA Safety and Crime Prevention Measures</u> .....	36
14.	<u>RESERVED FOR PET POLICY</u> .....	37
15.	<u>Civil Rights Certifications</u> .....	38
16.	<u>Fiscal Audit</u> .....	38
17.	<u>PHA Asset Management</u> .....	38
18.	<u>Other Information</u> .....	39

**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 (ar023a02)
- Capital Fund Program Annual Statement (all open) (ar023b02)
- Statement of Progress in Achieving Goals and Objectives (ar023d02)
- Statement on PH Resident Community Service Requirement (ar023e02)
- Statement of Pet Policy (ar022f02)
- Statement of Resident Membership on the PHA Governing Board (ar023g02)
- Statement of Membership on the PHA Resident Advisory Board (ar023h02)
- Statement on the Deconcentration on Poverty (ar023i02)
- Statement on the Initial Voluntary Conversion Assessment (ar023j02)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (ar023c02)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

## Housing Authority of the County of Poinsett

### 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
NA	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 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	Annual Plan: Rent Determination

Housing Authority of the County of Poinsett

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input type="checkbox"/> check here if included in the public housing A & O Policy	
NA	Section 8 rent determination (payment standard) policies <input 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 type="checkbox"/> check here if included in the public housing A & O Policy	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
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open	Annual Plan: Safety and Crime Prevention

Housing Authority of the County of Poinsett

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

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

The statistics below are for Poinsett County, Arkansas, which is the PHA's jurisdiction.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ability</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of FMI	880	5	2	2	NA	2	3
Income >30% but <=50% of FMI	652	4	1	2	NA	1	3
Income >50% but <80% of FMI	567	3	1	2	NA	1	3
Elderly	780	4	1	2	NA	1	3
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
White	1239	4	1	2	NA	1	3
Black	272	4	2	2	NA	1	3

Housing Authority of the County of Poinsett

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Loca-tion
Hispanic	8	1	2	2	NA	1	3
Native American	NA	NA	NA	NA	NA	NA	NA

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 State of Arkansas  
Indicate year: July 2000–June 2005
- 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):

Housing Authority records. The Consolidated Plan did not address this issue. The above statistics include residents of the Authority. Note: 88 of the 364 above are elderly families (Census 1990).

**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	50		35%
Extremely low income <=30% AMI	39	78	

Housing Authority of the County of Poinsett

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	12	24	
Low income (>50% but <80% AMI)	0	0	
Families with children	36	72	
Elderly families	14	28	
Families with Disabilities	0	0	
White	26	52	
Black	24	48	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	32	
2 BR	18	36	
3 BR	14	28	
4 BR	1	2	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

Housing Authority of the County of Poinsett

**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>	<b>\$1,075,973</b>	
a) Public Housing Operating Fund	586,533	
b) Public Housing Capital Fund	489,440	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
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>	<b>862,615</b>	PH Capital Improvements
FY 2001 CFP Funds	125,630	
FY 2002 CFP Funds	150,000	
FY 2003a CFP Funds	489,440	
FY 2003b CFP Funds	97,545	
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$401,980</b>	Housing Operations
<b>4. Other income (list below)</b>		Housing Operations
Operating Reserve	<b>\$590,639</b>	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>2,931,207</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)
- Other: (describe) at the time of application

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?

Housing Authority of the County of Poinsett

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

Housing Authority of the County of Poinsett

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second

Housing Authority of the County of Poinsett

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 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

Housing Authority of the County of Poinsett

- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists  
If selected, list targeted developments below:
  - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
  - Actions to improve the marketability of certain developments
  - Adoption or adjustment of ceiling rents for certain developments
  - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
  - Other (list below)

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

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

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

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

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

**(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:

**(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

Housing Authority of the County of Poinsett

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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)

Housing Authority of the County of Poinsett

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
  - Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
  - The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
  - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
  - Briefing sessions and written materials
  - Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
  - Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

- a. Use of discretionary policies: (select one)

Housing Authority of the County of Poinsett

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

- For household heads  
 For other family members  
 For transportation expenses

Housing Authority of the County of Poinsett

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income 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

Housing Authority of the County of Poinsett

- 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)

- 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)

Housing Authority of the County of Poinsett

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - Reflects market or submarket
  - To increase housing options for families
  - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
  - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
  - Rent burdens of assisted families
  - Other (list below)

**(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
  - \$1-\$25
  - \$26-\$50
- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs		

**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.

**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:

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

Housing Authority of the County of Poinsett

- 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:

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) (ar023b02)

-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) (ar023c02)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

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

Housing Authority of the County of Poinsett

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

7. Timeline for activity:  
 a. Actual or projected start date of activity:  
 b. Projected end date of activity:

**9. 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)	

<b>Designation of Public Housing Activity Description</b>
<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.)

<b>Conversion of Public Housing Activity Description</b>	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (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**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 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
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

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

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

The PHA communicates by telephone with the Poinsett County Department of Human Services about income adjustments and changes to income for residents at the PHA who are receiving public assistance. This is handled by the PHA re-examination clerk.

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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)

**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

Housing Authority of the County of Poinsett

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

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

**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)

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

Housing Authority of the County of Poinsett

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

Because of High Vacancy rates and no available applications for our Zero Bedroom apartments, the PHA believes the conversion of these apartments to two bedroom units will be a feasible measure to reduce our vacancy rates and better serve our residents.

PHA plans to use CF GRANT funds over a period of two years to effect the following conversion to Two bedroom units.

Marked Tree –

Project AR02305

Units at 122 and 124 Sneed - Duplex to a 2 bedroom unit

118 and 120 Sneed - Duplex to a 2 bedroom unit

207 and 209 Monroe - Duplex to a 2 bedroom unit

Project AR02307

Units at 166 and 168 Sneed - Duplex to a 2 Bedroom

170 and 172 Sneed - Duplex to a 2 Bedroom

Project AR02310

Units at 440, 451 and 453 Industrial - (Triplex) to 2 Two Bedroom units

455, 457 and 459 - (Triplex) to 2 Two Bedroom units

Lepanto

Project AR02311

Units at 221, 223, 225 and 227 Charles (Quadraplex) to 2 Two Bedroom units

The above conversion will reduce our units from 20 to 11

## **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)

Housing Authority of the County of Poinsett

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

- 1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- 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: State of Arkansas, July 2000 – June 2005

Housing Authority of the County of Poinsett

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 Poinsett County Housing Authority administers 344 units of public housing. As a small authority, it lacks the means to pursue a wide range of programs. Its public housing program, however, clearly meshes well with the Arkansas Consolidated Plan Five-Year Goals. The state's goals for housing are to rehabilitate existing housing, and to support rental assistance programs. Through its Capital Fund Program for ongoing modernization, and through its well run public housing program, the Poinsett County Housing Authority furthers these state goals.

In addition, the most recent Arkansas Consolidated Plan for years 2000-2005 indicates that the two greatest needs it has identified are the need for rental housing for large and small households of families with low and extremely low incomes. This is exactly the population that the Poinsett County Housing Authority serves through its public housing program. The Consolidated Plan also shows that 29.46% of the Poinsett County population has this need.

- Other: (list below)

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

**D. Other Information Required by HUD**

**Criterion for identifying a "substantial deviation" from the PHA Plan**

The Poinsett County Housing Authority will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board and by the Public Hearing process before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority's *Mission Statement*;

## Housing Authority of the County of Poinsett

2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In setting the above criteria, the Poinsett County Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items under those headings in its *5-Year Plan*.

Because the Annual Plan already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Poinsett County Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The PHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

- ❑ changes to rent or admissions policies or organization of the waiting list;
- ❑ additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- ❑ additions of new activities not included in the current PHDEP Plan and
- ❑ any change with regard to demolition or disposition , designation, homeownership programs or conversion activities.

The Poinsett County Housing Authority acknowledges that an exception will be made by HUD to compliance with the above criteria for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

**Attachments**

- ar023a02. Policy for the Deconcentration of Poverty
- ar023b02. Capital Fund Program open Annual Statements – 2004 et al
- ar023c02. Capital Fund Program 5-Year Plan for Modernization
- ar023d02. Statement of Progress in Achieving Goals and Objectives
- ar023e02. Statement on PH Resident Community Service Requirement
- ar022f02. Statement of Pet Policy
- ar023g02. Statement of Resident Membership on the PHA Governing Board
- ar023h02. Statement of Membership on the PHA Resident Advisory Board
- ar023i02. Statement on the Deconcentration of Poverty
- ar023j02. Statement on the Initial Voluntary Conversion Assessment
- ar023k02. Statement on RASS Follow-Up Plan

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

ar023a02.

Attachment A:

## **A Policy for the Deconcentration of Poverty**

The Poinsett County Housing Authority will not concentrate very low-income families in any public housing development or in any single building within a development. For this purpose, very low-income families includes also includes other families with extremely low incomes.

This Authority will annually review its waiting lists and the census tracts in which it has public housing units in order to determine if they reveal an unacceptable concentration of impoverished families. If such a concentration is determined, the authority will take steps consistent with the policy stated below to remedy that inequity.

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, this PHA will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority may consider in attempting to remedy any inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:
  - (a) Providing self sufficiency activities to improve resident employability;
  - (b) Providing permissive deductions from annual income and other permissive deductions to public housing resident as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
  - (c) Providing individual savings accounts to families who select income-based rents;
  - (d) Establishing a rent structure that encourages deconcentration of poverty;
  - (e) Providing certain admissions preferences, such as those for working families;
  - (f) Providing additional applicant consultation and information;
  - (g) And providing additional supportive services or amenities.

In pursuing this policy of deconcentration of poverty where a family receiving TANF assistance is concerned, this authority will pursue every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office administering TANF responsibilities in its jurisdiction.

## Poinsett County Housing Authority

Our efforts to reduce the number of lower income families or higher income families concentrated at our family developments will rely on judicious administration of our waiting lists. In order to reach higher income or lower income applicants on our waiting lists for admission to our selected developments, we will develop a process to “skip” applicants as needed to reach other applicants that will better redress any income imbalances at those developments. Where we have designated a development as “higher income” we will seek by skipping to admit to it more families with lower incomes. Where we have identified a development as “lower income” we will use skipping on the waiting list to admit higher income families to it.

*As a further strategy, our Authority will pursue outreach efforts to attract more higher income families to our waiting lists.*

This PHA will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents receive equitable treatment devoid of discrimination.

Poinsett County Housing Authority

ar023b02		Component 7 ATTACHMENT B			
Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Poinsett County		Grant Type and Number Capital Fund Program Grant No: AR037P02350102 Replacement Housing Factor Grant No:			Federal FY of Grant: CFP 2002
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/30/03		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements: Soft Costs	12,000	12,000	12,000	0
	Management Improvements: Hard Costs	0	0	0	0
4	1410 Administration	33,600	33,600	33,600	16,796
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	39,000	39,000	39,000	35,600
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	5,000	12,303	5,000	0
10	1460 Dwelling Structures	497,950	497,950	497,950	390,718
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	7,303	0	0	0
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>594,853</b>	<b>594,853</b>	<b>587,550</b>	<b>443,114</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				

Poinsett County Housing Authority

ar023b02 Component 7 Attachment B:								
Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of Poinsett County			Grant Type and Number Capital Fund Program Grant No: AR037P02350102 Replacement Housing Factor Grant No:			Federal FY of Grant: CFP 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Oblig	Funds Exp	
AR023-001	Replace parking pads & walks	1450		0	0	0		
	Repair foundation spalling	1460		25,000	25,000	25,000	25,000	
	Replace cabinets & vanities supports	1460		40,000	40,000	40,000	40,000	
	Replace washer boxes	1460		32,500	32,500	32,500	0	
AR023-002	Repair foundation	1460		15,000	15,000	15,000	0	
	Replace windows	1460		84,000	84,000	84,000	84,000	
	Replace washer boxes	1460		13,000	13,000	13,000	13,000	
	Replace Kitchen cabinets	1460		52,000	52,000	52,000	52,000	
AR023-003	Replace porch columns	1460		7,500	7,500	7,500	2,118	
	Replace windows	1460		13,500	13,500	13,500	0	
	Replace furnace vents	1460		0	0	0	0	
	Replace washer boxes	1460		3,250	3,250	3,250	0	
AR023-004	Replace furnace vents	1460		0	0	0	0	
	Replace windows	1460		15,000	15,000	15,000	0	
	Replace washer boxes	1460		2,600	2,600	2,600	0	
	Replace porch columns	1460		4,500	4,500	4,500	0	
AR023-005	Replace kitchen cabinets	1460		0	0	0	0	
AR023-006	Replace Windows	1460		15,500	15,500	15,500	0	
AR023-009	Electrical panels & 220v for dryer & AC	1460		35,100	35,100	35,100	35,100	
AR023-005,00,007, 010	Repair Side Walks	1450		5,000	12,303	5,000	0	
	Repair ceilings	1460		0	0	0	0	
	Replace Elec Panels	1460		22,500	22,500	22,500	22,500	
	Vinyl flooring	1460		90,000	90,000	90,000	90,000	
AR023-011	Replace exterior doors & hardware	1460		27,000	27,000	27,000	27,000	
PHA wide Mgt.	Security patrols	1408		12,000	12,000	12,000	0	
Admin	Mod coordinator	1410		33,600	33,600	33,600	16,796	
Fees & Costs	A&E design fee	1430		39,000	39,000	39,000	35,600	
Contingency	Contingency	1502		7,300	0	0	0	
<b>TOTALS</b>				<b>594,850</b>	<b>594,853</b>	<b>587,550</b>	<b>443,114</b>	

Poinsett County Housing Authority

ar023b02 Attachment B:		Component 7					
<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: <b>Housing Authority of Poinsett County</b>			<b>Grant Type and Number</b> Capital Fund Program No: AR037P02350102 Replacement Housing Factor No:			<b>Federal FY of Grant:</b> <b>CFP 2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHAY	9/30/04			9/30/06			
AR023-001	“			“			
AR023-002	“			“			
AR023-003	“			“			
AR023-004	“			“			
AR023-005	“			“			
AR023-007	“			“			
AR023-008	“			“			
AR023-009	“			“			
AR023-010	“			“			
AR023-011	“			“			
PHAWIDE	“			“			

Poinsett County Housing Authority

ar023b02 Attachment B		Component 7			
<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>					
<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Poinsett County		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR037P02350103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> CFP 2003a
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/30/03		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements: Soft Costs	12,000			
	Management Improvements: Hard Costs	0			
4	1410 Administration	34,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	33,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	400,440			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	10,000			
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>489,440</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				

Poinsett County Housing Authority

ar023b02 Attachment B		Component 7						
Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of Poinsett County		Grant Type and Number Capital Fund Program Grant No: AR037P02350103 Replacement Housing Factor Grant No:				Federal FY of Grant: CFP 2003a		
Development Number PHA wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Oblig	Funds Exp	
AR023-001	Ceiling repair	1460		0				
	Foundation Repair	1450		0				
	Landscaping	1450		0				
	Floor tile overlay	1460		223,720				
AR023-002	Landscaping	1450		0				
	Cabinet Replacement	1460		0				
AR023-003	Landscaping	1450		0				
	Fascia & soffits	1460		0				
	Cabinet Replacement	1460		0				
AR023-004	Landscaping	1450		0				
	Porch Columns	1460		0				
AR023-005	Expand street parking	1450		0				
	Landscaping	1450		0				
AR023-006	Electrical work	1460		7,000				
	Return air grills	1460		1,500				
AR023-007	Expand Parking	1450		0				
AR023-008	Light / alarm system	1460		0				
	Exterior storage room door replacement	1460		9,500				
AR023-009	Return air grills	1460		1,200				
AR023-010	Ceiling repair (ceiling tiles)	1460		36,445				
	Return air grills	1460		4,800				
AR023-011	Cabinet Replacement	1460		40,600				
	Electric Panels	1460		30,000				
PHA Wide	Interior door replacement	1460		45,675				
Management	Security patrols	1408		12,000				
Administration	Mod coordinator	1410		34,000				
Fees & Costs	A&E design fee	1430		33,000				
Contingency	Contingency	1502		10,000				
	<b>TOTALS</b>			<b>489,440</b>				

Poinsett County Housing Authority

ar023b02 Attachment B:		<b>Component 7</b>					
<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHA Name: <b>Housing Authority of Poinsett County</b>			Grant Type and Number Capital Fund Program No: AR037P02350103 Replacement Housing Factor No:			Federal FY of Grant: <b>CFP 2003a</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHAY	9/30/05			9/30/07			
AR023-001	“			“			
AR023-002	“			“			
AR023-003	“			“			
AR023-004	“			“			
AR023-005	“			“			
AR023-007	“			“			
AR023-008	“			“			
PHA WIDE	“			“			

Poinsett County Housing Authority

<b>ar023b01 Attachment B</b>		<b>Component 7</b>	
<b>Annual Statement/Performance and Evaluation Report</b>			
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>			
<b>Part I: Summary</b>			
<b>PHA Name:</b> Housing Authority of Poinsett County		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR037P02350203 Replacement Housing Factor Grant No:	
		<b>Federal FY of Grant:</b> CFP 2003b	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 12/30/03</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: 3)</b>	
		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost
1	Total non-CFP Funds		
2	1406 Operations		
3	1408 Management Improvements: Soft Costs	0	
	Management Improvements: Hard Costs	0	
4	1410 Administration	0	
5	1411 Audit	0	
6	1415 Liquidated Damages	0	
7	1430 Fees and Costs	6,000	
8	1440 Site Acquisition	0	
9	1450 Site Improvement	0	
10	1460 Dwelling Structures	91,545	
11	1465.1 Dwelling Equipment—Nonexpendable	0	
12	1470 Nondwelling Structures	0	
13	1475 Nondwelling Equipment	0	
14	1485 Demolition	0	
15	1490 Replacement Reserve	0	
16	1492 Moving to Work Demonstration	0	
17	1495.1 Relocation Costs	0	
18	1499 Development Activities	0	
19	1501 Collateralization or Debt Service	0	
20	1502 Contingency	0	
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>97,545</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		

Poinsett County Housing Authority

Poinsett County Housing Authority

<b>ar023b01 Attachment B</b>		<b>Component 7</b>					
<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHA Name: <b>Housing Authority of Poinsett County</b>			Grant Type and Number Capital Fund Program No: AR037P0235020 Replacement Housing Factor No:			Federal FY of Grant: <b>CFP 2003b</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHAY	9/30/05			9/30/07			
AR023-004	“			“			
AR023-005	“			“			
AR023-011	“			“			

Poinsett County Housing Authority

<b>ar023b01 Attachment B</b>		<b>Component 7</b>			
<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>					
<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Poinsett County		<b>Grant Type and Number</b> Capital Fund Program Grant Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> CFP 2004
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: 3)</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 12/3/03</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements: Soft Costs	12,000			
	Management Improvements: Hard Costs	0			
4	1410 Administration	35,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	33,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	409,440			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>489,440</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				



Poinsett County Housing Authority

ar023b01 Attachment B		Component 7					
Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: <b>Housing Authority of Poinsett County</b>			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:			Federal FY of Grant: <b>CFP 2004</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHAY	9/30/06			9/30/09			
AR023-004	“			“			
AR023-005	“			“			
AR023-011	“			“			

Poinsett County Housing Authority

**ATTACHMENT C -  
Part I: Summary**

**Capital Fund Program Five-Year Action Plan**

PHA Name Poinsett County Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1 2004  Annual Statement	Work Statement for Year FFY Grant: 2005 PHA FY:	Work Statement for Year FFY Grant: 2006 PHA FY	Work Statement for Year FFY Grant: 2007 PHA FY:	Work Statement for Year FFY Grant: 2008 PHA FY
AR023-05,07,10,11		210,000			
AR023 05, 07		210,000			
AR023 – 01			300,000		
AR023 – 02			120,000		
AR023 – 10,03,08,04,06				282,000	
AR023 – 01, 02					15,000
<b>PHA – Wide</b>		69,440	69,440	207,440	474,440
<b>CFP Funds Listed for 5-year planning</b>		<b>489,440</b>	<b>489,440</b>	<b>489,440</b>	<b>489,440</b>
Replacement Housing Factor Funds					





Poinsett County Housing Authority

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## Poinsett County Housing Authority

ar023d02.  
Attachment D:

### **Statement of Progress in Meeting goals and Objectives**

The Housing Authority of the County of Poinsett (HACP) is a modestly sized agency in an area with a declining population base. Despite this limitation, the HACP has made progress in meeting some of its main goals set out in its Five-Year Agency Plan.

The HACP labors under the burden of a heavy vacancy rate. In order to address that, it sought to develop an outreach program geared to attract new residents and reduce its vacancies. The PHA began an outreach program in the late summer of 2000. It was successful in that goal. Unfortunately, although the HACP established its outreach program, it has not been successful in significantly reducing its vacancies. The recent 2000 Census has revealed that the area in which the HACP is located has suffered a ten-percent (10%) reduction in its population. Even the authority's best professional efforts may not fair well against the declining demographics of the community it serves.

## Poinsett County Housing Authority

ar023e02

Attachment E:

### Statement on the PHA Community Service Policy and Plan

On October 4, 2000, the Board of Commissioners of the Housing authority of the County of Poinsett adopted Resolution no. 0004, which put in place the PHA Policy for Community Service.

Part A. of that policy outlines the general requirement that all public housing residents who are not exempted by regulation from the requirement must give community service of at least eight hours per month, or participate in an economic self sufficiency activity.

Part B. of the policy lists the exemptions from the requirement in detail.

Part C. of the policy defines what constitutes a qualifying economic self-sufficiency program. This definition includes the federal definition set out in its rules, but adds:

In addition to the HUD definition above, the PHA definition includes any of the following:

- ◆ Participating in the Family Self-sufficiency program and being current in the steps outlined in the Individual training and Services Plan.
- ◆ Participating in the Family Self-sufficiency Program and attending at least one FSS event annually.

The PHA adds that it will give residents the greatest choice possible in identifying community service opportunities, and that the PHA will consider a broad range of self-sufficiency opportunities

Part D. of the Policy outlines the methodology for re-examinations for family members who are under obligation to perform community service. It also describes the requirements for written certification of satisfactory compliance with the requirements.

Part E. of the policy describes the conditions under which a family will be considered not in compliance with policy requirements. It specifically states the conditions under which a lease will not be renewed for a family member's non-compliance with the community service obligation. It further indicates that a family member has a right to due process though the PHA grievance procedure, if it believes that the PHA has incorrectly terminated a lease.

The policy adds a page containing the implementation date for its community service policy as stated in the HUD Final Rule, March 29, 2000.

**Attachment F:**

**Statement on the PHA Pet Policy**

The Housing Authority of Poinsett County, in compliance with federal guidelines, has adopted policies allowing pet ownership for both its elderly and non-elderly families.

**Pet Policy for Elderly Households**

Section I. of this policy requires that residents enter into a pet agreement with the PHA.

Section II. sets out definitions of a pet, of families eligible to have pets, and of exclusions for handicapped or disabled persons.

Section III. provides against discrimination in applying the pet policy.

Section IV. contains mandatory restrictions on ownership of some pets such as requiring vaccinations and inoculations for dogs and cats, and setting sanitary conditions pet owners should assure. It also contains provisions on restraining dogs and cats, and on requiring registration of pets with the PHA.

Section V. sets out a list of allowable pets, which include small dogs, cats, some rodents, birds, fish and turtles. This section also outlines specific requirements such as a pet being neutered or spayed, appropriately licensed, and limiting their number in a household. This section also indicates that a pet deposit will be required for some pets, and sets the amount of that deposit and the time by which it must be paid. This section further addresses temporary guest pets in a household, allowing a resident to reject a unit near a pet owning household, setting conditions for entry to the premises, outlining the PHA rights to remove a pet in an emergency requiring such removal, the protection of pets, and how the PHA will handle pets causing a nuisance or otherwise threatening the health and safety of residents.

The policy concludes with a copy of the PHA Pet Agreement. And with a copy of the Lease Addendum incorporating appropriate provisions in the resident lease.

**Pet Policy for Family Households**

Section 1. of this policy references the legislation allowing pet ownership in family public housing units.

Section 2. affirms the enabling legislation.

Section 3. describes that family households may own a cat, a dog, goldfish, tropical fish, or some kinds of birds.

Section 4. describes the requirements a family must meet before the PHA will allow them to have pets. It references the need for PHA permission to have a pet on PHA property, a requirement for registration of some pets, that a refundable pet deposit will be required for owning some kinds of pet, and that a monthly fees may also be required.

Section 5. requires that a pet responsibility card be filed with the PHA.

Section 6. further details the requirement for a pet security deposit.

Section 7. puts forward in considerable detail the requirements for dog ownership.

Section 8. puts forward in considerable detail the requirements for cat ownership.

Section 9. puts forward the general conditions for bird ownership.

Section 10. outlines the general conditions for fish ownership.

Section 11. sets out general restrictions for authorized pets, such as where they may or may not be exercised, treatment of ill pets, rules for unattended pets, treatment of pets on a residents death, and other health and safety concerns important to residents.

Poinsett County Housing Authority

ar023g02.  
Attachment G:

**Statement About a Resident on the PHA Governing Board**

The Housing Authority of the County of Poinsett has a resident on its governing Board Commissioners.

Our resident commissioner is

Francis Jones  
295 Kennemore Street  
Lepanto, AR 72354  
(870) 358 2354

The Board of Commissioners appointed her to her position. Her appointment was approved by the county judge of Poinsett County, Arkansas.

Poinsett County Housing Authority

ar023h02.  
Attachment H:

**Statement of Residents on the Resident Advisory Board**

**Members of the Resident Advisory Board**

Ruth Ford  
Jimmy Files  
Ann Thompson  
Pearlie Snow

Members of the Board of Commissioners

E. L. Shinabery	Chairman	07/01/04 (chair) 07/30/06 (comm.)
Francis Jones (Resident)	Vice Chair	07/01/04 (vice Ch) 06/30/07 (comm.)
Guy Spears	Commissioner	06/30/04
Cleophus Johnson	Commissioner	06/30/05
Frank Brunner, Jr.	Commissioner	06/30/08
Evalene Tarlton	Executive Director	

Poinsett County Housing Authority

ar023i02.  
Attachment I:

**Statement on the Deconcentration of Poverty**

As required I HUD PIH Notice 2001-4, the Housing Authority of the County of Poinsett here attaches the required additional questions modifying those in Section 3(A)(6) of the HUD 50075 Template.

**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><u>Deconcentration Policy for Covered Developments</u></b>			
Development Name:	Number of Units Occupied by families	Explanation (if any) [see step 4 at §903.2 (c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2 (c)(1)(v)]
AR023-004	1 general 7 elderly	A single high income family in this eight unit development which is otherwise occupied by elderly families distorts the analysis	Yes Higher income development *

\* The outcome of this analysis results from a single working family in an eight-unit development (AR023-04) significantly distorting the family income at that development, which the HAPC has not been able to rent to general occupancy families because they don't want to live in Weider - where the development is located is far from jobs and other conveniences.

**NOTE:**

**All developments included in the deconcentration analysis fall below 30% Area Median Income, and are thus excluded from the deconcentration process.**

Poinsett County Housing Authority

ar023jl02

**Attachment J:**

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

- a) How many of the PHA's developments are subject to the Required Initial Assessments?

Eight

- 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 developments)?

Three

- c) How many Assessments were conducted for the PHA's covered developments?

Eight

- d) Identify developments that may be appropriate for conversion based on the Required Initial Assessments:

None

Development Name	Number of Units
N/A	N/A

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

Poinsett County Housing Authority

ar023kl02

**Attachment K**

**RASS Follow – up Plan**

Scores on the 2004 Annual Housing and Urban Development (HUD) Public Housing Resident Assessment Satisfaction Survey for Poinsett County Housing Authority were as follows:

Maintenance and Repair	89.8%
Communication	72.5%
Safety	71.5%
Services	94.8%
Neighborhood Appearance	75.7%

HUD requires that public housing authorities create a follow – up plan for those items on the survey which score lower than 75%

The follow - up plan for 2004, therefore is as follows:

**Communications:** The Authority considers its staff as one of the most important communications tools. The Poinsett County housing authority staff is comprised of professionals who take pride in their work and are good ambassadors of the philosophy and practices of the agency. The authority, this year, will seek to enhance those inter – personal skills through a series of “in-service” training sessions that emphasize client relations.

Furthermore, these staff training sessions will be augmented by a review and revision of standard written notices and communications sent regularly by the authority to its residents.

**Safety:** The Authority enjoys a close working relationship with the local police and county law enforcement officers. In an effort to improve on those relationships, the Authority will seek “work – shop” sessions with appropriate law enforcement and government leaders. The “work – shop” sessions will focus on ways in which the actual safety conditions as well as the perceptions of those conditions can be improved.