

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

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# **CITY OF KEY WEST HOUSING AUTHORITY**

## **ANNUAL PLAN FOR FISCAL YEAR 2004**

fl013v01

## **5 YEAR PLAN FOR FISCAL YEARS 2000 – 2004**

Submitted October 16, 2003



The Housing Authority of the City of Key West  
1400 Kennedy Drive  
Key West, FL 33040  
(305) 296-5621

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



HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## Key West Housing Authority Plan Agency Identification

**PHA Name:** Housing Authority of the City of Key West, Florida

**PHA Number:** FL 013

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2004

### 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<sup>[24 CFR Part 903.5]</sup>

#### Five Year Plan

#### A. Mission

- 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 KWHA's mission is:

**To provide in a nondiscriminatory way, decent, safe, and sanitary housing for eligible families in a manner that promotes serviceability, economy, efficiency, and stability of the housing communities, and the economic and social well-being of the residents.**

#### 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.

#### **1. 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:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

#### **REPORT OF ACTIVITIES TOWARDS GOAL DURING FY 2003:**

- A. The KWHA acquired Key Plaza, Site A in 2000, containing 28 units (1 unit off line) of elderly housing which are fully leased up. Twenty three of these units are Section 8 and 4 are affordable housing. Key Plaza Site B, acquired in May, 2001, has 44 units of multi-family for lease, with 38 Section 8 and 6 affordable units.

- B. During 2002-3, the KWHHA, in partnership with the City of Key West, acquired 96 units of affordable housing at Roosevelt Gardens.
- C. During August, 2003, the KWHHA is purchasing Poinseinna, 152 units of affordable housing, through a cooperative venture with the City and the County.
- D. A sister Housing Authority, the Monroe County Housing Authority, has 18 units of affordable housing on Stock Island, just outside the city limits of Key West, and residents of the City of Key West will be eligible for tenancy in these units.

2.  **PHA Goal: Improve the quality of assisted housing**

Objectives:

- Improve public housing management: (PHAS score) 90+
- Improve voucher management: (SEMAP score) 90+
- Increase customer satisfaction: Bring the Communications score from 72 to 85; and bring the Neighborhood Conditions score from 69.3 to 80.
- 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)

**REPORT OF ACTIVITIES FOR FY 2003:**

- A. The KWHHA has been working to meet its PHAS score goals, bringing them up from 84 in 12/30/00 to 88 in year end 2002. available.
- B. To increase customer satisfaction and raise tenant survey scores, the KWHHA is working to:
  - Improve the Public Housing Admissions Screening Process
  - Improve communication with residents to raise the REAC scores from 72 to 85
  - Improve overall neighborhood conditions and curb-side appeal of developments to raise the REAC scores from 69.3 to 80.
 (See this Plan under “Section 18 : Other Information” for full discussion of follow up Plan)
- C. The KWHHA has achieved its SEMAP score goal of 90+ with a score of 91 at end of year 2002.
- D. The KWHHA is concentrating on efforts to improve management functions. The Housing Department is instituting the following activities:
  - Staff training
  - Performance Standards which include Accountability
  - Quality Control
  - Management objectives with checks and balances to increase efficiency
- E. No demolition of public housing was done in FY 2002 or FY 2003 through July 31st.

3.  **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)

**REPORT OF ACTIVITIES FOR FY 2003:**

- A. The KWAH continues to implement its successful landlord outreach campaign to voucher landlords. The campaign has achieved a voucher lease up rate of 98 – 99%.
- B. The Voucher Homeownership program has been investigated but not implemented.
- C. The KWAH has done the investigation and intends to request an increase in voucher payment standards.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **(Elderly)**
- Other: (list below) **Apply for Elderly Service Coordinator Grant**

**REPORT OF ACTIVITIES FOR FY 2003:**

- The KWAH has undertaken targeted income skipping measures on the waiting lists for JY Porter to bring higher income public housing households into low income developments.
- The KWAH runs an on-going security program. A Security Coordinator has trained additional staff to obtain their security Class II D licenses and has trained staff on CPR.
- The KWAH has received HUD Elderly Designation for the Senior Citizens Plaza development.

**5. 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)

**REPORT ON ACTIVITIES FOR FY 2003:**

- A. The KWAHA previously ran the Campus South Program which provided employment counseling to residents with an Escrow Program wherein a portion of an enrolled resident's rent during their enrollment in the program is set aside, and when they graduate, they receive a check to buy a home or obtain other assets to promote their self-sufficiency.
- B. The KWAHA worked with the Monroe County Housing Authority to get a designated Certified Neighborhood Network Center through HUD which will help to promote resident self-sufficiency through education and job readiness and placement services throughout the Keys. Both Housing Authorities continue to seek funding to implement this initiative.
- C. The KWAHA, in developing its Family Self Sufficiency Program, is partnering with local agencies. Due to the lack of significant corporate presence in Key West, the HA is working with the limited number of available companies to develop such partnerships and implement this initiative.

**6. 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)**

- **7. Maintain the high annual level of rents collected to rents charged (This Goal was changed in 2003 from : Increase rent collection by 2% per year of baseline set on 12/31/99.)**

**REPORT ON ACTIVITIES FOR FY 2003:**

As in previous years, rent collection in FY 2002 was at an almost 100% collection level. \$1,866,859.79 was billed and \$1,876,724.50 was collected. In FY 1999, 99% of rent charged was collected (\$1,674,513 of \$1,685,998 billed). In FY 2000, 99% of rent charged also was collected (\$1,753,4000 of \$1,770,931 charged). In FY 2001, Key West collected \$1,812,365.32, again 99% of rents billed. These statistics indicate that the rent collection process and procedures at the KWHHA are excellent.

- **8. Maintain vacancy management and occupancy levels at the 99% capacity set at baseline levels in 1999 (Goal reworded in 2001 from original stated goal of “Improve vacancy management and increase occupancy levels by 1% per year of baseline set on 12/31/99.”)**

**REPORT ON ACTIVITIES FOR FY 2003:**

- A. During FY 2002, the total number of units vacated and turned around for lease was 123 with again a vacancy rate of 4%. The average turn around time from vacancy to occupancy was 35.99 days. During FY 2001, total number of units vacated and turned around for lease was 164, one more than the previous year. The average number of days for the turnaround from vacancy to new occupancy was 27, slightly higher than the previous year total of 23.5 days. The vacancy rate was 4%, so occupancy rate was 96%.
  - B. Total number of units vacated and turned around for lease was 124 in 1999.
  - C. Total number of units vacated and turned around for lease was 163 in 2000.
- These statistics clearly indicate that the KWHHA has an active waiting list and does not have a vacancy problem. Occupancy levels are at very high capacity at all times.

- **9. Develop and implement Public Housing Operations Desk Manual to reflect recently adopted Admissions and Continued Occupancy Policy within one year.**

**REPORT ON ACTIVITIES FOR FY 2003:** This Manual has been completed and is available.

- **10. Develop and implement site-based property management performance reports within one year.**

**REPORT ON ACTIVITIES FOR FY 2003:** The KWHHA has developed and implemented a monthly Housing Management Report system. These reports are distributed to the Board and being consistently implemented. The Reports are being revised to include additional information to correlate with PHAS reports to HUD:

- A. Lease Ups

- B. Vacancies
- C. Prior Month Statistics
- D. Year to date Statistics

- **11. Improve performance under SEMAP:**

<u>FY</u>	<u>Overall SEMAP Score</u>
2000	75%
2001	85%
2002	90%
2003	95%
2004	95% +

**REPORT ON ACTIVITIES FOR FY 2003:** The KWAH remains on track in meeting these scoring goals, as follows:

- A. The SEMAP score for FY ending 12/31/2000 was 84, which was considerably above the 75% score projected earlier in this Planning process.
- B. The SEMAP score for FY ending 12/31/2002 was 91, again higher than the 90 score projected.

- **12. Develop and implement Section 8 Operations Desk Manual to reflect newly adopted Administrative Plan within one year.**

**REPORT ON ACTIVITY FOR FY 2002:** This Manual has been completed and is available.

- **13. Increase the number of affordable housing units, rental and home ownership, available to very low, low and moderate income families by increasing the affordable housing supply.**

**REPORT ON ACTIVITY FOR FY 2003:** The KWAH continues to actively meet this goal:

- A. The KWAH now manages 152 units of affordable housing at Poincianna for the City (since 2000).
- B. During FY 2000, 28 units of elderly housing (1 is off line) were leased in Key Plaza Site A. Twenty-three are Section 8 and four are affordable units. In May, 2001, the KWAH acquired property Site B with 44 units of multi-family for lease, 38 of which are under Section 8 voucher with the remaining 6 being affordable units.
- C. Roosevelt Gardens with 96 units of affordable housing is being operated by the KWAH in partnership with the City of Key West.
- D. A sister Housing Authority, the Monroe County Housing Authority, has 18 units of affordable housing on Stock Island, just outside the KW City limits. Residents of Key West will be eligible for admission to this development.

- **14. Acquire and make available funds to serve as a financial "bridge" to assist income eligible public housing residents become homeowners.**

**REPORT ON ACTIVITY FOR FY 2003:** The KWHHA implemented Escrow Programs at Campus South during FY 2000 & 2001 to assist public housing residents become homeowners. There were 75 participants in the program since July 1, 2000. 32 graduated and 31 were released from the program (18 involuntarily and 13 voluntarily).

- **15. Develop a marketing and outreach plan for potential Section 8 voucher landlords within one year.**

**REPORT ON ACTIVITY FOR FY 2003:** This program was implemented successfully, resulting in a 98-99 percentage of participation and increasing the lease up rate.

- **16. Increase Section 8 voucher payment standards within one year.**

**REPORT ON ACTIVITY FOR FY 2003:** This increase was under review during FY 2001 and 2002 to develop a mechanism to determine how effective an increase will be. After studying the unique nature of housing in Key West, the KWHHA will request to increase the payment standards in order to be able to continue to attract landlords and sustain the program.

- **17. Increase the number of KWHHA public housing residents that are employed fulltime each year.**

**REPORT ON ACTIVITY FOR FY 2003:**

A. During FY 2002, the number of employed residents was 290, with 236 full time and 54 part time, which was higher than FY 2001, with 268, of which 215 are employed full time and 53 part time; and higher than FY 2000 where 271 public housing residents were employed, 217 full time and 54 part time. For FY 2002, employment has substantially increased (+124) from the 1999 figure of 166 employed.

- **18. Submit application for demolition of George Allen apartments in order to replace with new, special needs community. Target date: 3<sup>rd</sup> quarter 2002.**

**REPORT ON ACTIVITY FOR FY 2003:** Based upon available budgets, this project is seen as long-range, and the application date is now contemplated as 2006.

**THE FOLLOWING TWO NEW GOALS ARE EFFECTIVE FOR FY2004:**

- **19. Analyze rent levels to ensure fair rents are charged all applicants and current residents.**
- **20. Improve the Turn-Around Time from vacancy to occupancy from 27 days to 25 days.**

**Annual KEY WEST HOUSING AUTHORITY Plan**  
**PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

**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 Key West Housing Authority's priorities for FY 2004 are to continue to provide safe, secure housing to low-income residents and to regain its high performer status.

The Key West Housing Authority has met many of the goals and objectives it set from 2000 through 2004. Specifically:

- It has implemented a landlord outreach program which has successfully attracted more landlords for the Section 8 low income housing program, thereby increasing the number of affordable rental units available and greatly improving the voucher lease-up rate to 98-99%. Because of the very tight housing market in Key West, the KWHA has designated the City and its adjacent islands as one census tract.
- The Key West Housing Authority has greatly increased the number of available low-income units -- both elderly and multi-family. The KWHA has purchased 152 units of affordable housing at Poincianna in cooperation with the City. Additionally, during FY 2000, 28 units of elderly housing were leased in Key Plaza Site A, and during May, 2001, the KWHA acquired Site B with 44 units of multi-family for lease, 28 of which are under Section 8 voucher with the remaining being affordable units.
- The KWHA eliminated all site based waiting lists

- The KWHHA applied for and received a designation of elderly occupancy at Senior Citizen Plaza in order to provide housing for a population segment which has few housing alternatives.
- The KWHHA implemented flat rents
- The KWHHA updated the rent reasonableness and rent comparisons to reflect current market standards
- The KWHHA has achieved its SEMAP score goal of 90+ with a score of 91 at end of year 2002.
- The ratio of rents collected to rents billed by the KWHHA again remains at 99-100% for FY 2002, indicating that the rent collection process and procedures at the KWHHA remain excellent.

**FOR FY 2004:**

The waiting lists for both public housing and section 8 have shown a marked increase in the number of elderly and disabled. Staff has examined admission procedures and is implementing monthly reviews to ensure quality assurance.

An analysis of Income Deconcentration shows that the KWHHA has raised its average income at JY Porter 7.3% from last year. Its median income rose by almost 50% from \$9,836 in 2002 to \$12,928 this year. The development has however an average income below 85% of the average incomes of all its family developments, at 82%, which is 3% under the HUD guideline of 85%. Therefore the KWHHA has undertaken income skipping measures targeted to J Y Porter development in order to bring higher income public housing households into J Y Porter, a low income development. The other three public housing developments all meet HUD requirements and have average incomes which fall between 85% to 115% of the average incomes of all the family developments.

The KWHHA will continue during FY 2004 to focus on providing resident services and maintaining its high rated operational and fiscal procedures. The KWHHA will focus on staff training and on streamlining admissions procedures. Specifically regarding Service Programs, the KWHHA will continue to develop its Family Self Sufficiency Program, will continue to respond to HUD's changes which reinstated the Community Service Program for residents as a mandatory program, and will apply for Elderly Service Coordinator grant funds.

Concerning operations during the upcoming year, the KWHHA will work to maintain its excellent record of rent collection at 99% collected. It will also strive to maintain the low vacancy rate of 4% and high occupancy rate of 96% as in

the past three years. The KWHHA will also work to achieve a turnaround rate from vacancy to occupancy of 25 days with a projection of 100 vacancies. The statistics clearly indicate that the KWHHA has no vacancy problem. The KWHHA will continue its Follow Up REAC Plan to improve the level of resident communication and neighborhood appearance.

**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 listing of supporting documents available for public inspection.

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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement (fl013a01)
- 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 2004 Capital Fund Program 5 Year Action Plan-fl013a01
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text). **There were no comments.**
- Other (List below, providing each attachment name)  
fl013b01 and fl013c01: Capital Fund Program P&E Reports dated 6/30/03 for FY 2003 & FY 2002

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
√	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
√	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the Consolidated Plan	
√	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
√	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
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
√	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
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
√	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
√	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
√	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
√	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
√	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	infestation)	
√	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
√	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
√	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
√	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
√	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
√	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
√	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

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

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

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1164	5	5	3	N/A	2	4
Income >30% but <=50% of AMI	1335	5	5	3	N/A	2	4
Income >50% but <80% of AMI	2303	5	5	2	N/A	2	4
Elderly	797	5	5	3	N/A	3	4
Families with Disabilities	N/A	5	5	3	N/A	2	4
Hispanic	856	5	5	3	N/A	2	4
Black	580	5	5	3	N/A	2	4
American Indian, Eskimo, or Aleut.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian or Pacific Islander	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data

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

## 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	382		100
Extremely low income <=30% AMI	240	63%	
Very low income (>30% but <=50% AMI)	112	29%	
Low income (>50% but <80% AMI)	30	8%	
Families with children	122	32%	
Elderly families	132	35%	
Families with Disabilities	78	21%	
White	286	75%	
Black	90	23.5%	
Hispanic	No longer reported	No longer reported	
Asn/Pac. Islander	1	.5%	
Unknown	5	1%	
Characteristics by Bedroom Size (Public Housing Only)			

<b>Housing Needs of Families on the Waiting List</b>			
1BR	198	62%	46
2 BR	77	27%	38
3 BR	38	11%	12
4 BR	7	0%	4
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	356		30
Extremely low income <=30% AMI	261	73%	
Very low income (>30% but <=50% AMI)	89	25%	
Low income (>50% but <80% AMI)	6	2%	
Families with children	151	42%	
Elderly families	27	8%	
Families with Disabilities	134	38%	
White	289	81%	
Black	62	18%	

Housing Needs of Families on the Waiting List			
Hispanic	No longer reported	No longer reported	
Other	5	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
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

#### (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)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	298,000	
b) Public Housing Capital Fund	615,100 <i>(885,100 minus 270,000 advance funds 2003)</i>	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,033,700	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant		
i) HOME	-0-	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
DEP Programs	-0-	
<b>3. Public Housing Dwelling Rental Income</b>	1,924,000	PHA Conventional Program
<b>4. Other income (list below)</b>		
Excess Utilities	35,000	PHA Conventional Program
Interest Income	700	PHA Conventional Program
Non-Dwelling Rents	88,200	PHA Conventional Program
<b>5. Non-federal sources (list below)</b>		
Florida Department of Children and Families	-0-	Childcare
Ounce of Prevention	-0-	Campus South
Wesley House	-0-	Childcare

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	<i>5,264,700 minus 270,000 CFP advance 2002 funds = 4,994,700</i>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number) 10
- When families are within a certain time of being offered a unit: (state time)
- Other: When families make initial 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 Citizenship or eligible immigration status.

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) – Elderly Designation for Sr. Citizens Plaza

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

- 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): Families who have been on HA wait list for 2 years or more.

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.

Rank	Description	Points
1	Date and Time	50

Former Federal preferences:

2	Homelessness	25
2/3	Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)	20/25
3	Residency	20
3	Domestic Violence	20
4	Substandard housing	15
5	Veteran	10
5	Working	10
5	Elderly/unable to work	10
5	Overcrowded Housing	10

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)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable – **The PHA applies waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments - J Y Porter**

**(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): **Annual Plan & Orientation Package & Housekeeping Standards**

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

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

**DECONCENTRATION POLICY FOR COVERED DEVELOPMENTS**

DEVELOPMENT NAME	# OF UNITS	EXPLANATION (IF ANY) (SEE STEP 4 AT 903.2(C)(1)(IV))	DECONCENTRATION POLICY (If no explanation, see step 5 at 903.2(c)(1)(v))
J Y PORTER	111	See Below: 82% of Adjusted Average	See Below


**KWHA INCOME DECONCENTRATION ANALYSIS**

The J Y Porter Place public housing development has adjusted income in the range of 82%, which is below 85% of the average adjusted income of all public housing developments in the analysis.

This is an improvement of 7.31% from last year when J Y Porter was at 74.69% of all developments. Efforts have been made during 2003 to improve income deconcentration, with J Y Porter’s Average Income increasing by \$1,847 from \$13,069 in 2002 to \$14,916 in 2003, an increase of 14%. Ordinarily this would have brought all the developments into the desired range, but existing tenants at two other developments achieved substantial income improvements (a 16% increase at Robert Gabriel and a 12% increase at George Allen), which thus limited the effects of our efforts and left us 3 percent less than our goal. We will continue our efforts in 2004 by employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments to meeting income requirements for J Y Porter within the income tiers, and we expect to achieve the 85 % goal.

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:  
**J Y Porter**
- 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
- List (any applicable) developments below: **J Y Porter**

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 (When requested by Landlord)

- Other (describe below) (When requested by Landlord)
- Prior rental experience
  - Employment history

**(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) **George Allen Rental Office**

**(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:

**Upon providing proof of effort of their search.**

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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.

Rank	Description	Points
1	Date and Time	50
Former Federal preferences:		
2	FSS Program Enrolees	30
2	Homelessness	25
2/3	Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)	20/25
3	Domestic Violence	20
3	Residency	20
4	Substandard housing	15
5	Veteran	10
5	Working	10
5	Elderly/unable to work	10
5	Overcrowded Housing	10

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): **FSS Program E nrolees**

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**

## A. Public Housing

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

### (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **HUD criteria for Hardship Exemption.**

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:

Minimum Rent: \$50.00

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study

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

f. Rent re-determinations:

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

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

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

**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) We are anticipating applying to HUD to increase the FMR above 110% due to the unique housing industry in the Florida Keys and the rental market.

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

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

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

- 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)
- Market rents for comparable housing

**(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? **HUD criteria for Hardship Exemption**

**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: *Housing Authority policy is made by a five member volunteer Board of Directors appointed by the Mayor of Key West and confirmed by the City Commission. A full time Executive Director, hired by and responsible to the board, conducts day to day operations. Department heads hired by the Executive Director manage operations and report directly to the Executive Director.*

**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	570	100 (17.5%)
Section 8 Vouchers	254	34 (13%)
Section 8 Certificates		
Section 8 Mod Rehab		

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

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)  
**ACOP**

(2) Section 8 Management: (list below)  
**Section 8 Administrative Plan**

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

#### A. Public Housing

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

If yes, list additions to federal requirements below:

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

## B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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) **Attachments: f1013a01**

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- 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:	Senior Citizen's Plaza
1b. Development (project)	FL29P0113005
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> - 199 Units 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<b>12/2001</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?

## **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.)

#### 3. Activity Description

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

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

1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

**Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **4**
- A. PORTER PLACE (13-1)**
  - B. FT. VILLAGE (13-2)**
  - C. ROBERT GABRIEL (13-3)**
  - D. GEORGE ALLEN (13-4)**

- 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 development not general occupancy projects)? **1**
- c. How many Assessments were conducted for the PHA's covered developments?  
**4**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None were identified.**

DEVELOPMENT NAME	NUMBER OF UNITS
NONE	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. **The Initial Assessments have been completed and are on file at the KWAH.**

**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 (l)]

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

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

1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?
- If yes, what was the date that agreement was signed? 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) Family Self Sufficiency and Neighborhood Network Programs

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>
--

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)

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

#### **ELDERLY SERVICE COORDINATOR PROGRAM IMPLEMENTATION**

The Key West Housing Authority will apply for HUD funding for a PH Elderly Service Coordinator in FY 2004 , per HUD application procedures. The Elderly Service Coordinator will assist elderly public housing residents access available services and programs and will forge links with an array of local service providers to better serve the growing KWA elder population .

#### **COMMUNITY SERVICE PROGRAM IMPLEMENTATION :**

**During FY 2003, the KWA followed all directives concerning the Community Service Requirement, pursuant to Section 12 ( c) of the US Housing Act of 1937 and further notices, as follows:**

- **RESIDENT NOTIFICATION:** Eligible Residents were notified by mail prior to July 31<sup>st</sup>, 2003, that HUD has reenacted Community Service Requirements requiring all non-exempt adult public housing residents to participate in 8 hours of community service and/or economic self-sufficiency activities per month. Exempt residents include those over age 62, disabled individuals, working individuals, and those in compliance with the requirements of a state TANF (welfare) program. The re-enacted compulsory Community Service Requirements were discussed at Resident Meetings.
- **COMMUNITY SERVICE DEFINED:** Those Community Service activities previously selected and approved by the KWAH were posted in coordination with several participating non-profit organizations. Residents were informed of the approved services for the newly reenacted compulsory participation.
- **LEASE AMENDED:** The lease has a clause to provide for termination in the event an eligible resident fails to complete required Service.
- **INTERNAL RECORD KEEPING DEVELOPED:** The KWAH maintains an internal record-keeping for community service records for non-exempt resident participation.
- **STAFF TRAINING:** The KWAH has previously trained staff at each development to answer questions on the program and program updates and to monitor non-exempt resident participation.
- **ACOP AMENDED TO CHANGE MANDATORY TO VOLUNTARY:** The Board has amended the PH Admissions and Continued Occupancy Policy to reflect the change in status from voluntary to mandatory of the Community Service Program.

### **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 Observed and reported some drug-related activity.

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

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

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

Fort Village Apartments  
Robert Gabriel Apartments

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

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

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

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

Robert Gabriel  
Fort Village

**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

2. Which developments are most affected? (list below)  
Porter Place & Fort Village

**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 2003 in this PHA Plan? **Does Not Apply**
- Yes  No: This PHDEP Plan is an Attachment

**14. PET POLICY**

The Key West Housing Authority has implemented a Pet Policy for all its developments. Animals that assist persons with disabilities are exempt from the policy with conditions, and residents must follow rules and regulations established by the Housing Authority.

**ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability

**A. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by the KWHHA management.

The pet owner must submit and enter into a Pet Agreement with the KWHHA (i.e., Pet Addendum to the Dwelling Lease).

### **Registration of Pets**

Pets must be registered with the KWHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Dogs and cats must be spayed or neutered.

***Execution of a Pet Addendum with the KWHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.***

Registration must be renewed and will be coordinated with the annual recertification date.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Current license(s) for the pet in compliance with local ordinances and requirements.

### **Refusal To Register Pets**

The KWHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the KWHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The KWHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any Pet Policies;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The KWHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the KWHA and agree to abide by all of the pet rules in writing.

## **B. STANDARDS FOR PETS**

Pet rules will not be applied to animals who assist persons with disabilities.

### **Persons With Disabilities**

The resident/pet owner will be required to qualify animals for exclusion from the pet policy who assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability; and

That the animal actually assists the person with the disability.

**Types of Pets Allowed**

No types of pets other than the following warm-blooded mammals may be kept by a resident:

1. Dogs

Maximum adult weight: 25 pounds

Maximum of 12 inches shoulder height at mature growth

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

2. Cats

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law or local ordinance

3. Birds

Must be enclosed in a cage at all times

**C. PETS TEMPORARILY ON THE PREMISES**

Pets which are not owned by a tenant will not be allowed. Residents are prohibited from feeding or harboring stray animals.

**D. ADDITIONAL FEES AND DEPOSITS FOR PETS**

Tenants with animals must pay a refundable pet deposit of \$100.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a pet. KWHA reserves the right to change or increase the required deposit by amendment to these rules..

**The KWHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.**

**The KWHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.**

**The KWHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the HA will provide a meeting to discuss the charges.**

**E. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

**F. PET WASTE REMOVAL CHARGE**

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the KWA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

The cost of repairs and replacements to the dwelling unit;

Fumigation of the dwelling unit.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

The expense of flea deinfestation shall be the responsibility of the resident.

**G. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash no longer than five (5) feet long, or carried and under the control of the resident or other responsible individual at all times **Pets are not permitted in common areas including lobbies, community rooms and laundry areas.**

An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes. Residents shall be solely responsible for insuring that any debris or damage caused by the pet is properly disposed of in designated containers. If at any time the pet is found outside the Resident's home and not in compliance with this policy, the Resident will be served a Lease Violation and be required to request a meeting for continued occupancy.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

**H. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

**I. CLEANLINESS REQUIREMENTS**

Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

**J. PET CARE**

No pet shall be left unattended in any apartment for a period in excess of 12 hours.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

**K. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

**L. INSPECTIONS**

The KWHHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

**J. PET RULE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has 7 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

**K. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the KWHHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the KWHHA, the KWHHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the KWHHA's determination of the Pet Policy that has been violated;

The requirement that the resident /pet owner must remove the pet within 7 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**L. TERMINATION OF TENANCY**

The KWHHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**M. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over 12 hours.

If the responsible party is unwilling or unable to care for the pet, or if the KWHHA after reasonable efforts cannot contact the responsible party, the KWHHA may contact the appropriate State or local agency and request the removal of the pet.

**N. EMERGENCIES**

The KWHHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

**Civil rights certifications are included in the PHA Plan Certification of Compliance with the PHA Plans and Related Regulations, Resolution #02-2027, mailed via certified mail to HUD.**

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

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Boards?

*Meeting held September 24, 2003*

*Note: Minutes of all Resident Advisory Board Meetings on file at KWHA.*

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) **State of Florida, Department of Community Affairs**
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)
- Other: (list below)

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

The State of Florida Consolidated Plan supports the actions and commitments of the Key West Housing Authority in its many and varied programs. The joint programs in which the KWHHA participates include

- State Housing Initiatives Partnership (SHIP) Program, which provides assistance in two areas: homeownership and rental. Under homeownership, funds may be used for emergency repair, disaster assistance, rehabilitation, and new construction for very low, low, and moderate income level families. The funds are allocated according to a three-year Local Housing Assistance Plan. Under rental, assistance may be give for construction of both new and rehabilitated units and group home construction for special needs groups.
- State Apartment Incentive Loan (SAIL), which provides flexible grants to local governments through the SHIP Program.
- HOME
- CDBG
- The Florida Department of Community Affairs administers the Small Cities Community Block Grant Program (CBG). Eligible uses of the funds include housing rehabilitation.

Through these programs, the KWHHA works with the State of Florida to achieve mutual goals of providing families with homes of their own and upgrade their existing housing to meet the KWHHA mission of providing decent, safe, sanitary housing for the low income residents of Key West.

**Certification by State or Local Official of KWHHA Plans Consistency with the Consolidated Plan (mailed to HUD after Plan approval)**

I certify that the Five Year and Annual KWHHA Plan of the Housing Authority of the City of Key West is consistent with the Consolidated Plan of Florida prepared pursuant to 24 CFR Part 91.

---

Marcus Hepburn., Community Program Administrator, State of Florida, Department of Community Affairs

**D. Other Information Required by HUD**

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

**(1) Amendment and Deviation Definitions:**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

In accordance with PIH notice 99-51 (HA) issued December 14, 1999, PHA’s must define “substantial deviation” of Annual Plans from the 5-Year Plan and “significant amendment or modification” of the Annual Plan. The Quality Housing and Work Responsibility Act of 1998 requires that PHA’s explain “substantial deviation” from the 5-Year Plan in their Annual Plans. The Act also provides that, while PHAs may change or modify their plans or policies described in them, any “significant deviation” to the plan would require PHAs to submit a revised PHA plan that has met full public process requirements.

**CRITERIA FOR DETERMINING SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION**

The Housing Authority of the City of Key West’s definition of “substantial deviation” of Annual Plans from the 5-Year Plan and “significant amendment or modification” of the Annual Plan will consider the following to be significant amendments or modifications:

The Housing Authority of the City of Key West, after submitting its Annual Plan to HUD, may modify, amend or change any policy, rule, regulation or other aspect of its plan. If any item does not significantly change the Housing Authority of the City of Key West’s Mission Statement and Goals and Objectives, then it shall not be considered a substantial deviation from the Plan. If any modifications, amendments or changes in any policy, rule, regulation or other aspect of the plan are not inconsistent with the Key West Housing Authority’s Mission Statement, its Goals and Objectives, or HUD regulations, then these shall not be deemed significant amendments or modifications to the Annual and 5-Year Plan.

- A substantial change in Mission Statement or Goals identified in the Five-Year Plan.

Significant Amendment/Modification:

- Significant modifications to major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination

**A. Substantial Deviation from the 5-year Plan: None**

**A. Significant Amendment or Modification to the Annual Plan:**

- **Amendments to PH ACOP and Sec 8 Ad Plan to change admissions policy preferences by removing three existing preferences, i.e. domestic violence; homelessness; and high rent burden.**
- **Amendment to PH ACOP to reinstate wording that re-activates the HUD Community Service Program as compulsory for eligible residents and**

**provides for a clause in the lease to allow eviction of eligible residents who are in non-compliance.**

## **(2) DECONCENTRATION OF POVERTY AND INCOME-MIXING**

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

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

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income will be enacted and such skipping will be uniformly applied until the target threshold is met.

The PHA uses gathered tenant income information in its assessment of public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the KWA in its deconcentration goals.

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

**Admission policies related to the deconcentration efforts of the KWA do not impose specific quotas. Therefore, the KWA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments. . Using the FY 2003 statistical tabulation noted above, the JY Porter development was found to be 3% below the HUD range, and thus "waiting list skipping" will be used to help achieve the desired income range goal for this development in the coming year (FY 2004).**

### **Project Designation Methodology**

The KWA determines and compares tenant incomes at all of its PH developments. On analyzing its findings the KWA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

Our goal is to have eligible families with higher incomes occupy dwelling units in projects occupied predominantly by eligible families having lower incomes, and eligible families with lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes. The waiting list statistics indicate there are sufficient extremely low income and very low income persons to balance incomes in developments designated higher income developments.

**KWA uses the "Aggregate Average Method" to achieve its deconcentration objectives. The KWA reviews the annual resident income of all of its sites. Using the incomes of all families in all developments as a baseline, the KWA then determines the average income of all of its resident families, by development. This information is kept on file in the KWA. The KWA will designate higher income developments those with average income above the aggregate average. The KWA will designate lower income developments those with average income below the aggregate average.**

### **(3) ASSESSMENT OF DEMOGRAPHIC CHANGES IN HOUSING AUTHORITY PROPERTIES– FY 2003**

Since FY 2001, the Key West Housing Authority has had an integrated site based wait list for public housing. The KWHHA maintains on file a confidential breakdown of property demographics by site for FY 2000 when it had wait lists, and for FY 2001, 2002 and FY 2003, with an integrated list.

The KWHHA strives to maintain full rentals and promote racial, ethnic and economic diversity in all its properties.

In the J. Y. Porter Place, full occupancy has been achieved with an improvement in our ethnic diversity and our economic diversity, including a mix of higher income residents who can act as role models for low and very low income residents. During 2003, the annual average income of this development increased by 14% from \$13,069 in 2002 to \$14,916 in 2003. The trend has continued for an overall improvement in ethnic and economic diversity in this property. The 2002 figures compared to last year show a slight increase in racial diversity, with Black African Americans increasing by 5% and whites decreasing by 5%, bringing the racial diversity to nearly the same level as in 2000.

In Senior Citizens Plaza, we have maintained full occupancy and have improved ethnic diversity with no decline in racial or income distribution.

### **(4)Public Housing REAC Follow Up Plan Activities FY 2003 & 04** (Based upon results of Resident Service & Satisfaction Survey)

The following activities have been undertaken by the Key West Housing Authority in the Follow Up Plan to address improvements in two areas as follows:

#### **(1) RESIDENT COMMUNICATION**

- Monthly Newsletters are being sent to develop better avenues of communication with residents.
- An e-mail address has been established for residents to write to the Director of Operations
- Walk-In Days are being instituted wherein the Housing Director has an “Open Door” Policy for residents to drop in and discuss issues/problems ½ day , twice a month
- Monthly resident/staff meetings are being re-instituted. These meetings will be posted and provide residents with the opportunity to address their concerns and perceptions. Staff will also have the opportunity to identify and review problems and potential solutions and thus develop an on-going communications vehicle
- The Housing Director and/or Director of Operations visits each development site monthly and discusses issues with residents and staff
- Special events are being planned, including site improvements through the Butterfly Conservation for the Senior Citizens development

- Resident surveys are being conducted on safety and security

**(2) NEIGHBORHOOD APPEARANCE**

Overall, tighter and stronger management efforts are being directed at curb appeal for each development as follows:

- Maintenance Personnel as well as Housing Managers now walk development sites daily and do daily external property inspections
- The Director of Maintenance and/or the Director of Operations tours developments weekly
- The Housing Director walks each development site monthly
- Trash pick-up is now daily
- Bi-weekly bulk trash pick up, with emphasis on ensuring the dumpsters are not overflowing and that bulk trash items are removed immediately
- Abandoned cars are identified and towed as soon as possible
- Security Personnel and Housing Managers have been redeployed to keep non-residents out of the development areas
- Screening and orientation procedures now emphasize what is expected of tenants and how important neighborhood appearance is to a community
- Renewed emphasis has been placed on enforcing lease violations for those tenants not adhering to the housekeeping rules and standards
- Ensure that graffiti is removed through Urgent Work Orders and have incidents investigated

**Attachments**

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

**KEY WEST HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Frank Toppino, Chairman**  
**Juanita Mingo**  
**Bob Dean**  
**Jack T. Murray**  
**Roosevelt Sands, Jr.**

**KEY WEST HOUSING AUTHORITY  
RESIDENT COUNCIL - RESIDENT ASSOCIATION  
OFFICERS & DIRECTORS FY 2003**

**PORTER PLACE**

CaSandra Charles - Chairman  
301 White St., Apt. 4-H, Key West, FL 33040

**FORT VILLAGE**

Charnette K. Valdez – Chairman  
1009 Fort St., Apt. 11-B  
Key West, FL 33040

Serena Scott – Secretary/Treasurer  
1126 Emma St., Apt. 2-D

**ROBERT GABRIEL**

Bettijo Thompson – Chairman  
229 Amelia St., Apt 2-E

Keadia Stevens – Vice Chairman  
320 Angela St., Apt. 5-A

**GEORGE ALLEN**

Laura Mann – Chairman  
1200 First St., Apt E-6 P.O. Box 2697, Key West, FL 33045

Paulette Rivas, Director of Resident Management Corp, representing GA,FV  
1200 First St., Apt. F-3

Louis Fisher – Director Resident Management Corp. at large  
George Allen, 1200 First St., Apt H-4

**SENIOR CITIZEN PLAZA**

Arnold “Mickey” Bennett – Chairman  
1400 Kennedy Dr., Apt 234, Key West, FL 33040

Vilma Watson – Vice Chairman  
1400 Kennedy Dr., Apt 513

Lillian Rodriguez – Secretary/Treasurer  
1400 Kennedy Dr., Apt 119

Harry Sawyer, Sr. – Director RMC representing SCP  
1400 Kennedy Dr., Apt. 522

**RESIDENT ASSOCIATION OFFICERS**

President: CaSandra Charles  
Porter Place  
301 White St., Apt 4-H

Vice President: Laura Mann  
George Allen  
1200 First St., Apt. E-6

Treasurer: Charnette Valdez  
Fort Village  
1009 Fort St., Apt. 11-B

Secretary: Arnold “Mickey” Bennett  
Senior Citizen Plaza  
1400 Kenned Dr., Apt. 234

Parliamentarian: Bettjo Thompson  
Robert Gabriel  
229 Amelia St., Apt 2-E

**ADDITIONAL ATTACHMENTS BY FILE NAME:**

**f1013a01 – Capital Fund Program Tables FY 2003 & 5-Year Action  
Plan FY 2003-2007**

**f1013b01 - P&E Capital Fund Report dated 6/30/03 for FY 2003**

**f1013c01 – P&E Capital Fund Report dated 6/30/03 for FY 2002**



**CAPITAL FUND PROGRAM TABLES START HERE**

**f1013a01**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 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: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	145,163			
3	1408 Management Improvements	230,925			
4	1410 Administration	83,935			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	* 270,000	*(2003 Advance Funds)		
10	1460 Dwelling Structures	104,076			
11	1465.1 Dwelling Equipment—Nonexpendable	16,604			
12	1470 Nondwelling Structures	10,000			
13	1475 Nondwelling Equipment	24,397			
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			
21	Amount of Annual Grant: (sum of lines 2 – 20)	* 885,100	*(-270,000 from 2003		
22	Amount of line 21 Related to LBP Activities		Advanced Funds)		

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

<b>PHA Name:</b> THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL	<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL 14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-1	Sitework	1450		0				
J. Y. Porter Place Apts	Sewer Laterals							
	Interior Repairs, ie:	1460		15,500				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Water Heaters	1460		1,500				
	Ranges	1465		1,332				
	Refrigerators	1465		2,000				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-2	Sitework	1450		* 47,120	* (2003 Advance Funds)			
Fort Village Apts.	Sewer Laterals							
	Interior Repairs, ie:	1460		10,000				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Water Heaters	1460		1,500				
	Ranges	1465		1,888				
	Refrigerators	1465		1,416				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-3	Sitework	1450		* 37,000	*(2003 Advanced Funds)			
Robert Gabriel Apts.	Sewer Laterals							
	Interior Repairs, ie:	1460		20,420				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Ranges	1465		1,888				
	Refrigerators	1465		1,416				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-4	Sitework	1450		* 96,000	*(2003 Advanced Funds)			
George Allen Apts.	Sewer Laterals							
	Interior Repairs, ie:	1460		15,013				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Ranges	1465		1,332				
	Refrigerators	1465		2,000				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-5	Sitework	1450		* 89,880	*(2003 Advanced Funds)			
Senior Citizen Plaza	Sewer Laterals							
	Interior Repairs, ie:	1460		13,643				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Water Heaters	1460		1,500				
	Ranges	1465		1,332				
	Refrigerators	1465		2,000				
	Auditorium Expansion	1470		10,000				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	In-House A & E	1410		15,000				
Fees & Costs								
	Salaries & Benefits	1410		63,935				
	Sundry	1410		5,000				
PHA-WIDE								
	Travel	1410		0				
	Computer Hardware	1475		10,000				
	Vehicle/Equipment	1475		14,397				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P013501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE Management Improvements	Operations	1406		145,163				
	Resident Activities Coordinator	1408		32,000				
	Drug Elimination Investigator	1408		35,000				
	Security Guards	1408		20,000				
	Occupancy Specialist	1408		25,000				
	Management Information	1408		33,925				
	Human Resources	1408		15,000				
	Preventive Maintenance Program	1408		40,000				
	Training	1408		20,000				
	Computer Software	1408		10,000				

**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>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program No: FL14P013501-04 Replacement Housing Factor No:					Federal FY of Grant: 2004	
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		
FL 13-1	5/31/06			5/31/09				
J. Y. Porter Place Apts.								
FL 13-2								
Fort Village Apts								
FL 13-3								
Robert Gabriel Apts								
FL 13-4								
George Allen Apts.								
FL 13-5								
Senior Citizen Plaza								
PHA-WIDE								
Management								

**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
	Annual Statement				
FL131 Porter Place		25,332	25,332	80,332	80,332
FL132 Ft. Village		66,924 (-41,120 - 2003 Adv. Funds)	66,924	77,804	77,804
FL133 Robt.Gabriel		65,724 (-34,000 – 2003 Adv. Funds)	65,724	65,724	65,724
FL134 George Allen		119,345 (-93,541 – 2003 Adv. Funds)	119,345	119,345	119,345
FL135 Senior Citizen		123,355 (-86,880 – 2003 Adv. Funds)	123,355	57,475	57,475
PHA-WIDE		108,332	108,332	108,332	108,332
PHA-WIDE		376,088	376,088	376,088	376,088
Mgmt.Improvements					
CFP Funds Listed for 5-year planning		885,100 (-255,541 – Bal of 2003 Advanced Funds)	885,100	885,100	885,100
Replacement Housing Factor Funds					





























## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
<b>PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>FL14P01350103</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>	
<input 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: )</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 06/30/03</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	0				
2	1406 Operations	137,434				
3	1408 Management Improvements	175,925				
4	1410 Administration	83,935				
5	1411 Audit	0				
6	1415 Liquidated Damages	0				
7	1430 Fees and Costs	0				
8	1440 Site Acquisition	0				
9	1450 Site Improvement	160,000				
10	1460 Dwelling Structures	103,276				
11	1465.1 Dwelling Equipment—Nonexpendable	16,604				
12	1470 Nondwelling Structures	0				
13	1475 Nondwelling Equipment	10,000				
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				
21	Amount of Annual Grant: (sum of lines 2 – 20)	687,174				
22	Amount of line 21 Related to LBP Activities					

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL	Grant Type and Number Capital Fund Program Grant No: FL14P01350103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 06/30/03
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-1	Sitework	1450		0				
J. Y. Porter Place Apts	Sewer Laterals							
	Interior Repairs, ie:	1460		15,500				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Water Heaters	1460		1,500				
	Ranges	1465		1,332				
	Refrigerators	1465		2,000				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: <b>FL14P01350103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-2	Sitework	1450		0				
Fort Village Apts.	Sewer Laterals							
	Interior Repairs, ie:	1460		10,000				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Water Heaters	1460		1,500				
	Ranges	1465		1,888				
	Refrigerators	1465		1,416				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-3	Sitework	1450		0				
Robert Gabriel Apts.	Sewer Laterals							
	Interior Repairs, ie:	1460		19,620				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Ranges	1465		1,888				
	Refrigerators	1465		1,416				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: <b>FL14P01350103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-4	Sitework	1450		0				
George Allen Apts.	Sewer Laterals							
	Interior Repairs, ie:	1460		15,013				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Ranges	1465		1,332				
	Refrigerators	1465		2,000				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: <b>FL14P01350103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL 13-5	Sitework	1450		160,000				
Senior Citizen Plaza	Sewer Laterals							
	Interior Repairs, ie:	1460		13,643				
	Floor Replacement							
	Cabinets							
	Painting							
	Plumbing							
	Exterior Repairs	1460		5,000				
	Water Heaters	1460		1,500				
	Ranges	1465		1,332				
	Refrigerators	1465		2,000				
	Auditorium Expansion	1470		0				

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

PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program Grant No: <b>FL14P01350103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE Fees & Costs	In-House A & E	1410		15,000				
	Salaries & Benefits	1410		63,935				
PHA-WIDE	Sundry	1410		5,000				
	Travel	1410		0				
	Computer Hardware	1475		10,000				
	Vehicle/Equipment	1475		0				

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

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE Management Improvements	Operations	1406		137,434				
	Resident Activities Coordinator	1408		32,000				
	Drug Elimination Investigator	1408		0				
	Security Guards	1408		0				
	Training (Resident/Low Income/Sec 3)	1408		0				
	Resident Business Activities	1408		0				
	Computer Software	1408		10,000				
	Occupancy Specialist	1408		25,000				
	Management Information	1408		33,925				
	Human Resources	1408		15,000				
	Preventive Maintenance Program	1408		40,000				
	Training	1408		20,000				

**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>THE HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program No: <b>FL14P01350103</b> Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	
FL 13-1	5/31/06			5/31/09			
J. Y. Porter Place Apts.							
FL 13-2							
Fort Village Apts							
FL 13-3							
Robert Gabriel Apts							
FL 13-4							
George Allen Apts.							
FL 13-5							
Senior Citizen Plaza							
PHA-WIDE							
Management							



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	145,163.00	145,163.00	145,163.00	145,163.00
3	1408 Management Improvements	230,925.00	230,925.00	230,925.00	223,400.83
4	1410 Administration	83,935.00	82,402.72	82,402.72	76,460.84
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	5,288.72	8,756.50	8,756.50	8,756.50
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	270,000.28	270,000.28	270,000.28	270,000.28
10	1460 Dwelling Structures	91,043.63	94,849.87	94,849.87	94,849.87
11	1465.1 Dwelling Equipment—Nonexpendable	16,604.00	10,847.75	10,847.75	912.00
12	1470 Nondwelling Structures	19,860.37	19,860.37	19,860.37	19,860.37
13	1475 Nondwelling Equipment	22,280.00	22,294.51	22,294.51	22,294.51
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

**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 THE CITY OF KEY WEST, FL	Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: 06/30/03  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collaterization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	885,100.00	885,100.00	885,100.00	861,698.20
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 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 Obligated	Funds Expended	
<b>FL 13-1 J.Y. PORTER PLACE APTS</b>	SITework SEWER LATERALS	1450		0	0	0	0	
	INTERIOR REPAIRS, i.e. Floor Replacement; Cabinets; Painting; Plumbing	1460		42,335.48	42,335.48	42,335.48	42,335.48	
	EXTERIOR REPAIRS	1460		2,028.71	2,028.71	2,028.71	2,028.71	
	WATER HEATERS	1460		0	0	0	0	
	RANGES	1465		1332.00	1332.00	1332.00	0	
	REFRIGERATORS	1465		2000.00	2000.00	2000.00	0	

**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 THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 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 Obligated	Funds Expended	
<b>FL13-2 FORT VILLAGE APTS</b>	SITWORK SEWER LATERALS	1450		4,995.00	4,995.00	4,995.00	4,995.00	
	INTERIOR REPAIRS, i.e. Floor Replacement; Cabinets; Painting; Plumbing	1460		8,856.06	12,662.30	12,662.30	12,662.30	
	EXTERIOR REPAIRS	1460		2,055.37	2,055.37	2,055.37	2,055.37	
	WATER HEATERS	1460		0	0	0	0	
	RANGES	1465		1,888.00	899.25	899.25	228.00	
	REFRIGERATORS	1465		1,416.00	0	0	0	
<b>FL 13-3 ROBERT GABRIEL APTS.</b>	SITWORK SEWER LATERALS	1450		139,029.28	139,029.28	139,029.28	139,029.28	

**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 THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 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 Obligated	Funds Expended	
	INTERIOR REPAIRS, i.e. Floor Replacement; Cabinets; Painting; Plumbing	1460		10,687.68	10,687.68	10,687.68	10,687.68	
	EXTERIOR REPAIRS	1460		1,200.00	1,200.00	1,200.00	1,200.00	
	RANGES	1465		1,888.00	952.50	952.50	684.00	
	REFRIGERATORS	1465		1,416.00	0	0	0	
<b>FL 13-4 GEORGE ALLEN APTS.</b>	SITWORK SEWER LATGERALS	1450		0	0	0	0	
	INTERIOR REPAIRS, i.e. Floor Replacement; Cabinets; Painting; Plumbing	1460		11,284.02	11,284.02	11,284.02	11,284.02	
	EXTERIOR REPAIRS	1460		1,200.00	1,200.00	1,200.00	1,200.00	
	RANGES	1465		1,332.00	1,332.00	1,332.00	0	

**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 THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 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 Obligated	Funds Expended	
	REFRIGERATORS	1465		2,000.00	1,000.00	1,000.00	0	
<b>FL 13-5 SENIOR CITIZEN PLAZA</b>	SITWORK SEWER LATERALS	1450		125,976.00	125,976.00	125,976.00	125,976.00	
	INTERIOR REPAIRS, i.e. Floor Replacement; Cabinets; Painting; Plumbing	1460		10,196.31	10,196.31	10,196.31	10,196.31	
	EXTERIOR REPAIRS	1460		1,200.00	1,200.00	1,200.00	1,200.00	
	WATER HEATERS	1460		0	0	0	0	
	RANGES	1465		1,332.00	1,332.00	1,332.00	0	
	REFRIGERATORS	1465		2,000.00	2,000.00	2,000.00	0	
	AUDITORIUM EXPANSION	1470		0	0	0	0	
	ADMINISTRATION / LOBBY RENOVATIONS	1470		19,860.37	19,860.37	19,860.37	19,860.37	

**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 THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 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 Obligated	Funds Expended	
	EQUIPMENT	1475			8,648.10	8,648.10	8,648.10	
<b>PHA-WIDE</b> Fees & Costs	IN-HOUSE A & E	1410		25,000	27,322.72	27,322.72	27,322.72	
	SALARIES & BENEFITS	1410		53,935.00	51,080.00	51,080.00	46,336.67	
	SUNDRY	1410		4,604.50	3,604.50	3,604.50	2,405.95	
	TRAVEL	1410		395.50	395.50	395.50	395.50	
	FEES & COSTS	1430		5,288.72	8,756.50	8,756.50	8,756.50	
	COMPUTER HARDWARE	1475		13,587.60	13,640.41	13,640.41	13,640.41	
	VEHICLE/EQUIPMENT	1475		8,692.40	6.00	6.00	6.00	
<b>PHA-WIDE</b> Management Improvements	OPERATIONS	1406		145,163.00	145,163.00	145,163.00	145,163.00	
	RESIDENT ACTIVITY COORDINATOR	1408		35,000.00	41,718.98	41,718.98	41,718.98	

**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 THE CITY OF KEY WEST, FL		Grant Type and Number Capital Fund Program Grant No: FL14P01350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 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 Obligated	Funds Expended	
	DRUG ELIMINATION INVESTIGATOR	1408		35,000.00	34,256.81	34,256.81	34,256.81	
	SECURITY GUARDS	1408		17,000.00	2,640.10	2,640.10	2,640.10	
	TRAINING (RESIDENT/LOW INCOME AND SECTION 3)	1408		133,925.00	149,168.11	149,168.11	141,643.94	
	RESIDENT BUSINESS ACTIVITIES	1408						
	COMPUTER SOFTWARE	1408		10,000.00	3,141.00	3,141.00	3,141.00	

**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 THE CITY OF KEY WEST, FL</b>		Grant Type and Number Capital Fund Program No: FL14P01350102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
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		
FL13-1 J.Y. PORTER PLACE APTS.	5/31/04			5/31/06				
FL13-2 FORT VILLAGE APTS.	5/31/04			5/31/06				
FL13-3 ROBERT GABRIEL APTS.	5/31/04			5/31/06				
FL13-4 GEORGE ALLEN APTS.	5/31/04			5/31/06				
FL13-5 SENIOR CITIZEN PLAZA	5/31/04			5/31/06				
PHA-WIDE	5/31/04			5/31/06				

**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</b> <b>AUTHORITY OF THE CITY OF</b> <b>KEY WEST, FL</b>		Grant Type and Number Capital Fund Program No: FL14P01350102 Replacement Housing Factor No:			Federal FY of Grant: 2002		
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	

