

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

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# Pinellas County (Fla.) Housing Authority Plans

5-Year Plan for Fiscal Years 2000 - 2004

**AND**

**ANNUAL PLAN UPDATE FOR FISCAL YEAR 2004**

**OFFICIAL SUBMISSION**

as approved by Pinellas County Housing Authority  
Board of Commissioners on October 15, 2003

**PHA Plan  
Agency Identification**

**PHA Name:** Pinellas County Housing Authority

**PHA Number:** FL062

**PHA Fiscal Year Beginning:** 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)

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**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]  
**(as amended 7/2003)**

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is to provide safe, quality housing for families in need, as well as to develop new horizons which promote greater economic opportunities through assisting participants in achieving self-sufficiency; enhancing housing options; fostering healthy and vibrant neighborhoods; promoting empowerment, responsibility and accountability of clients and staff; furthering the aims of fair housing; and developing successful partnerships with federal, state and local community organizations.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies: **Maintain at 97%+ level during 2004**
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (Partnership with private landlords to increase housing options)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score): **Maintain High Performer Status during 2004**
  - Improve voucher management: **(SEMAP score) 90%**
  - Increase customer satisfaction: **Hold a minimum 75% RASS score**
  - Concentrate on efforts to improve specific management functions ( e.g., public housing finance; voucher unit inspections): **Continue to implement PHAS**
  - Renovate or modernize public housing units: **250**

- Demolish or dispose of obsolete public housing: 100 (**Heatherwood demolished 1/02**)
- Provide replacement public housing: 100 Adult Living Facility (**licensed in 6/03**)
- Provide replacement vouchers:
- Other: **Privatize Housing Quality/Uniform Performance Condition Standard inspections**

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards: (Ongoing)
- Implement voucher homeownership program: 10 participants per year
- Implement public housing or other homeownership programs: 1 (**implemented 5/2002**)
- Implement public housing site-based waiting lists: (**for Helen Piloneo ALF in 2/04**)
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Carry out revised ACOP**
- 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: **Maintain Community Policing**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities): (**process completed in 2002**)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability: Implement public housing Family Self Sufficiency Program (**ongoing - done 10/01**)
- Provide or attract supportive services to increase independence for the elderly or families with disabilities: **Maintain limited health screening programs**
- Other: (list below) **Create Certified Nursing Assistance training program**

## **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: **VCA completed 12/02**
  - Other: **Participated in Fair Housing Consortium to test for discrimination in multi-family housing**

### **Other PCHA Goals and Objectives:**

- Expand staff training and empowerment to enhance PCHA-wide levels of professionalism.
- Partner with Pinellas County Community Development to make Section 8 Housing Choice Vouchers available as Project-Based Assistance within their rehabilitated housing program.
- PCHA Resident Initiatives Center will continue to expand homeownership opportunities as it targets Family Self Sufficiency families
- Will continue to work to enhance affordable housing opportunities
- Will pursue a cooperative agreement with Pinellas County Human Rights Office to further the aims of fair housing
- PCHA will make a diligent effort to expand the scope and outreach of its Section 3 initiatives to impact a greater number of public housing residents, Section 8 participants and the residents that live around PCHA complexes.

**Pinellas County Housing Authority (PCHA) Fiscal Year 2004 Annual Plan**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PCHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA\*** (eligible for FYE 2002)
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PCHA Plan** [24 CFR Part 903.7 9 (r)]

A brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PCHA has included in the Annual Plan.

The PCHA will continue to focus on its core mission of serving the needs of the elderly and families during 2004 with a special emphasis on leasing up its newly completed Assisted Living Facility. Depending upon funding availability, major landscaping and repainting projects at Rainbow Village will be completed, as well as new windows for French Villas and Lakeside Terrace. Lakeside Terrace should also see new entry doors and much improved landscape and parking areas.

The agency also will continue its emphasis on building and improving its overall operational efficiency by implementing procedures identified in staff strategic planning meetings during 2003. The PCHA will further strive to maintain its high Section 8 Voucher Utilization rate and improved public housing leaseup rates. The PCHA will also continue its efforts to expand affordable housing and home ownership opportunities within the community and enhance the public housing family self-sufficiency program.

**iii. Annual Plan Table of Contents** [24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Annual Plan Type	--
ii. Executive Summary	--
iii. Table of Contents	4-5
Listings of Attachments to Plan Submission and Supporting Documents	
Available for Review at PCHA Central Administrative Office	5-8
1. Housing Needs	8-13
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15-23

4. Rent Determination Policies	24-26
5. Operations and Management Policies	26-28
6. Grievance Procedures	28
7. Capital Improvement Needs	28-30
8. Demolition and Disposition	30-31
9. Designation of Housing	31-32
10. Conversions of Public Housing	32-33
11. Home Ownership	33-35
12. Community Service Programs	35-37
13. Crime and Safety	37-39
14. Pet Policy	39
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	39-40
18. Other Information	40-41

### 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 (Attachment A/A-1/2/3)
- FY 2004 Capital Fund Program Annual Statement (Attachment H)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart (Attachment B)
- FY 2004-2008 Capital Fund Program 5-Year Action Plan (Attachment I)
- Modernization Program Performance and Evaluation Reports (Attachment J)
- Public Housing Drug Elimination Program (PHDEP) Plan Statement(Attachment D)
- Comments of Resident Advisory Board or Boards (Attachment C)
- Criteria to Determine What Constitutes Significant Plan Change (Attachment E)
- Summary of Community Service Requirements Policy (Attachment F)
- Summary of Pet Ownership Policy (Attachment G)
- List of Members of Resident Advisory Group (Attachment L)
- Summary of Progress on Fiscal Year 2000-03 Annual Plans (Attachment K)
- Voluntary Assessment of Conversion of Public Housing Developments (Attachment M)
- Results of Flat Rent Study (9/4/01) (Attachment N)
- Statement of Capacity to Administer a Section 8 Homeownership Program (Attachment O)
- Follow-up Plan for Resident Satisfaction Survey Results

### Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant years	Annual Plan: Capital Needs 2001 – 2003 Programs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: 2002-2006
	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
X	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
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

## **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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ability</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	7,082	5	5	3	3	5	5
Income >30% but <=50% of AMI	7,909	5	4	3	3	4	4
Income >50% but <80% of AMI	12,124	5	4	4	3	4	3
Elderly	N/A	5	4	3	3	2	3
Families with Disabilities	N/A	5	4	3	3	3	5
Caucasian	N/A	4	4	3	3	3	5
Afro-American	N/A	4	4	3	3	3	5
Hispanic	N/A	5	4	3	3	3	5

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

Consolidated Plan of the Jurisdiction/s (Indicate year: 2000)

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

## 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.

<b>Housing Needs of Families on the <u>SECTION 8</u> Waiting List</b> (reflects data as of June 1, 2003)*			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<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	1689*	-----	350 (14%)
Extremely low income <=30% AMI	982	58.14%	
Very low income (>30% but <=50% AMI)	652	38.60%	
Low income (>50% but <80% AMI)	55	3.26%	
Families with children	932	55.18%	
Elderly families	330	19.54%	
Families with Disabilities	459	27.18%	
Race (White)	891	52.75%	
Race (Afro-American)	734	43.46%	
Race (Native American/Other)	16	.95%	
Race (Asian)	31	1.84%	
Unknown (Applicant did not disclose)	8	.47%	
Ethnicity (Non-Hispanic)	1473	87.21%	
Ethnicity (Hispanic)	216	12.79%	

### Housing Needs of Families on the **SECTION 8** Waiting List

(reflects data as of June 1, 2003)\*

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

If yes:

How long has it been closed (# of months)? (since November 2002)

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

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

### Housing Needs of Families on the **PUBLIC HOUSING** Waiting List

(reflects data as of July 1, 2003)\*

Waiting list type: (select one)

Section 8 tenant-based assistance

**Public Housing**

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1384*	-----	147
Extremely low income <=30% AMI	1040	75.14%	
Very low income (>30% but <=50% AMI)	306	22.11%	
Low income (>50% but <80% AMI)	38	2.75%	
Families with children	917	66.26%	
Elderly families	86	6.21%	
Families with Disabilities	245	17.7%	
Other	743	53.68%	
Race (White)	606	43.79%	
Race (Afro-American)	7	.51%	
Race/ (Native American/Other)	23	1.66%	
Unknown (Applicant did not disclose)	1	.07%	
Ethnicity (Non-Hispanic)	1223	88.37%	
Ethnicity (Hispanic)	161	11.63%	
1BR	447	32.3%	50 (34.8%)
2 BR	580	41.91%	49 (34.1%)
3 BR	330	23.84%	37 (26%)
4 BR	24	1.73%	7 (4.8%)

<b>Housing Needs of Families on the <u>PUBLIC HOUSING</u> Waiting List</b> (reflects data as of July 1, 2003)*			
5+ BR	3	.22%	4 (.3%)
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)? N/A			
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

While the PCHA cannot substantiate a significant housing shortage at the time that this document was prepared and published, it will focus on assisting clients in both Section 8 and public housing programs in maximizing their housing options.

#### **(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: Explore new admissions preferences aimed at families with economic hardships

**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 (**former Heatherwood Apts approved by Miami HUD during 2003**)
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: **Continue Lease up public housing Adult Living Facility during 2004**

**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: Conduct Fair Housing and Mobility Counseling Program

**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 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 2004 grants)</b>		
a) <b>Public Housing Operating Fund</b> <sup>1</sup> NOTE: (includes Elderly/Disabled Service Coordinator funding under PIH 2003-22)	<b>1,400,000<sup>1</sup></b>	
b) Public Housing Capital Fund	996,000	
c) HOPE VI Revitalization	00	
d) HOPE VI Demolition	00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	16,731,761	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	N/A
g) Resident Opportunity and Self-Sufficiency Grants	00	N/A
h) Community Development Block Grant	439,000	Co-fund landscaping/ sidewalk project at Rainbow Village
i) HOME	00	N/A
Other Federal Grants (list below)	00	N/A
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		Utilize modernization funds for approved work items
FFY 2003 Capital Fund Program	996,000 (est.)	
<b>3. Public Housing Dwelling Rental Income</b>	762,750	Normal Operating Expenses
<b>4. Other income (list below)</b>		
Interest income	155,334	
<b>5. Non-federal sources (list below)</b>	00	
<b>Total resources</b>	<b>\$ 20,708,095 <sup>2</sup></b>	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<sup>2</sup> estimated at 9/24/03		

### **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:

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: Credit Report

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

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

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

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

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

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

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

- PHA main administrative office

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 1
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? 0
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: Documented extenuating circumstances

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): Single applicants who are not elderly, disabled or displaced can only be admitted after all elderly or disabled families or single displaced persons have been offered units at “mixed population” development sites.

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

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
  
- 1 Homelessness (those residing in a homeless shelter at the time of certification of housing)  
High rent burden

Other preferences (select all that apply)

- 2 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
- 2 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)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 3 Other preference: Single applicants who are not elderly, disabled or displaced can only be admitted after all elderly or disabled families or single displaced persons have been offered units at "mixed population" development sites.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below: Upward mobility preference for working families on PCHA-wide basis was included in recently-adopted ACOP.
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing  
 Actions to improve the marketability of certain developments  
 Adoption or adjustment of ceiling rents for certain developments  
 Adoption of rent incentives to encourage deconcentration of poverty and income-mixing  
 Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts  
 List (any applicable) developments below: French Villas and Rainbow Village

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 (if known by PCHA)  
 Other (past tenancy information)

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

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

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

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances: Sixty-day Limited extensions granted for disability accommodations, hard-to-house families and extenuating circumstances

**(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**)  
(Rev. 10/01)

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): Elderly/disabled before non-elderly/disabled applicants

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

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

#### Date and Time

#### Former Federal preferences

- 1** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
  
- 1** Homelessness (those residing in a homeless shelter at the time of certification of housing)  
High rent burden

#### Other preferences (select all that apply)

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

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: (HOPWA, VASH and other inter-agency agreements)

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

- Through published notices  
 Other: (networking with other agencies)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

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

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

---or---

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

- b. Minimum Rent

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

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

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

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

Extenuating hardships addressed in Admissions and Continued Occupancy Policy

c. Rents set at less than 30% of 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: Not Applicable

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)

d. 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 (**see above comments**)
- 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 (mark 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 re-examinations, how often must tenants report changes in income or family composition to the PHA such that the changes result in a rent adjustment? (mark 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: (Once a year at rental examination due to changes in family income and/or composition or HUD-approved allowances.

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 200</b>	<b>Expected Turnover</b>
Public Housing	495	150
Sect. 8 Vouchers/Certificates	2,654	350
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers:		
Family Unification	50	10
VASH	11	3
Public Housing Drug Elimination Program (PHDEP)	DISCONTINUED FOR FISCAL YEAR 2002	----

### **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:

- a. Admissions and Continued Occupancy Policy
- b. Tenant Selection and Admissions Policy
- c. PCHA Policy/Rules Manual
- d. Maintenance Policy & Procedures (Includes Pest Control measures)
- e. Site Manager's Complete Guide to Assisted Housing
- f. Fair Housing and Equal Opportunity Plan
- g. Code of Federal Regulations and other HUD-required documents

(2) Section 8 Management:

- a. Administrative Plan
- b. Fair Housing and Equal Opportunity Plan
- b. Code of Federal Regulations and other HUD-required documents

**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 H

-or-

The Capital Fund Program Annual Statement is provided below:

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan (Attachment I)

-or-

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

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

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

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

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

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

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

- 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>1. Demolition/Disposition Activity Description</b>	
1a. Development name: Former Central Admin Office FL062	1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	

3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date application: (6/04)
5. Number of units affected: 1
6. Coverage of action: <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Entire Property
7. Timeline for activity: a. Actual or projected start date of activity: Early 2004 b. Projected end date of activity: 9/30/04

<b>2. 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) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission)	
5. Number of units affected:	
6. Coverage of action: <input type="checkbox"/> Part of the development <input type="checkbox"/> Entire Property	
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)]

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 PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission:	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next

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

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

See Attachment M

**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.

**Program Description:** Homeownership Program targets working and eligible elderly families within PCHA’s existing Section 8 FSS program to minimize turnover. Participants must have a 3% minimum down payment of purchase price, (at least 1/3 of which is from the family’s personal resources). Financing must be provided, insured, or guaranteed by state, federal or other agency that complies with secondary

mortgage market underwriting requirements, or complies with generally accepted private underwriting standards.

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 (50 family and 50 elderly/disabled slots)  
 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

1. Participant in PCHA Family Self-Sufficiency Program for at least one year
2. A first-time homeowner and income eligible according to minimum federal wage standards

## **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? 03/12/01

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

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

### **B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Neighborhood Senior Services (congregate dining at Lakeside Terrace)	80	needs based	development office	both
Head Start at French Villas and Rainbow Village	40	needs based	development office	both
YMCA youth programs and after school care at Rainbow Village and youth program at French Villas	100	needs based	development office	both
Limited Healthcare screening program (all complexes)	150	needs based	development office	both
Limited Case Management at Helen P. Piloneo ALF and Lakeside Terrace	100	needs based	development office	public housing
Urban League economic uplift programs at Rainbow Village	75	needs basis	development office	public housing

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 9/1/03)
Public Housing	Self-Cap of 50	26
Section 8	218	218

- 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. Community Service Requirement** (pursuant to section 12(c) of the U.S. Housing Act of 1937)  
A summary of this requirement is included at Attachment F. Complete document is available for public review at Central Administrative Offices.

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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? Rainbow Village and French Villas. Note: Recent resident surveys reflect a modest downward trend at these family developments. However, the PCHA has experienced a cyclical trends in criminal/safety issues.

**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:

- 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? Rainbow Village and French Villas

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? French Villas and Rainbow Village

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

PHAs eligible for FY 2001 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? **PHDEP FUNDING DISCONTINUED FISCAL YEAR 2002**
- Yes  No: Has the PHA included the PHDEP Plan for **ACTIVE PROGRAMS** in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: D)

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

A summary of Pet Policy is included at Attachment G. Complete document is available for public review at Central Administrative Offices.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? 1
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)? Timely submission will follow policy changes presented to PCHA Commission on 1/22/03.

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment C
  - 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: Pinellas County (Fla.)

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)

**D. Other Information Required by HUD**

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

**Attachments**

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









# ATTACHMENT A

## Admissions Policy for Deconcentration

### RESOLUTION NO. PH-99-485

WHEREAS, the new Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires a LHA to submit an admissions policy with a de-concentration reduction strategy designed to provide for de-concentration of poverty and income mixing by bringing higher income tenants into lower-income projects and visa versa.

WHEREAS, the QHWRA states that this de-concentration strategy should not be construed to impose or require any specific income or racial quotas for any project or projects.

WHEREAS, the QHWRA requires that at least 40% of the PCHA's dwelling units be made available in a given fiscal year to families whose incomes do not exceed 30% of the AMI.

WHEREAS, the targeting requirements apply to new admissions only.

WHEREAS, QHWRA states that the PCHA may offer "incentives" to encourage eligible higher income families to occupy dwelling units in development predominantly occupied by eligible very low income families and visa versa.

WHEREAS, the QHWRA requirements for income targeting also applies to the Section 8 program.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Pinellas County Housing Authority here formally directs the Pinellas County Housing Authority administration to implement the above and attached strategies.

**ADOPTED 6/16/99 by PCHA BOARD OF COMMISSIONERS**

# ATTACHMENT A-1

## SPECIFIC DE-CONCENTRATION STRATEGIES

The Pinellas County Housing Authority in its effort to insure that no concentration of very-low income families will be allocated to any particular development under its operation, has created this strategy to guarantee all applicants their rightful enjoyment of all our developments.

The PCHA will formulate its de-concentration efforts from the recent regulatory requirements which dictate the distribution of “mixed income communities”.

The PCHA will reserve 40% of all its available units to families whose total annual income falls within the parameters of the very-low income ranges as established by HUD (30% of Area Median Income).

To further insure the equal de-concentration of very-low income families, the PCHA will assure its efforts as follows:

<u>Applicant Income Range</u>	<u>Unit Percentile</u>
0 to 15% of very –low income	20% of all developments
16 to 30% of very-low income	20% of all developments

# ATTACHMENT A-2

According to Final Rule to Deconcentrate Poverty and promote Integration in Public Housing, published December 22, 2001, the PCHA conducted the following analysis to determine whether any covered developments falls between the “Established Income Range”, defined as “those covered developments where the average income is between 85% and 115%(inclusive of those percentages) of the PHA-wide average for covered developments”, and found none that fell outside of that range. The analysis is included on A-3 that follows.

## Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name :</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

# ATTACHMENT A-3

## ANNUAL AVERAGE INCOME OF PUBLIC HOUSING COMPLEXES (AS OF 7/10/03 - 452 records listed)

Annual Income by Development and PCHA-wide

-----

Rainbow Village (FL62-009).....	\$8,949
Helen Piloneo ALF (FL062-010) .....	\$8,111
Lakeside Terrace (FL62-004) .....	\$8,714
French Villas .....	\$8,234

=====

**PCHA AVERAGE = \$8,626**

## BEDROOM ADJUSTMENT FACTOR CALCULATION

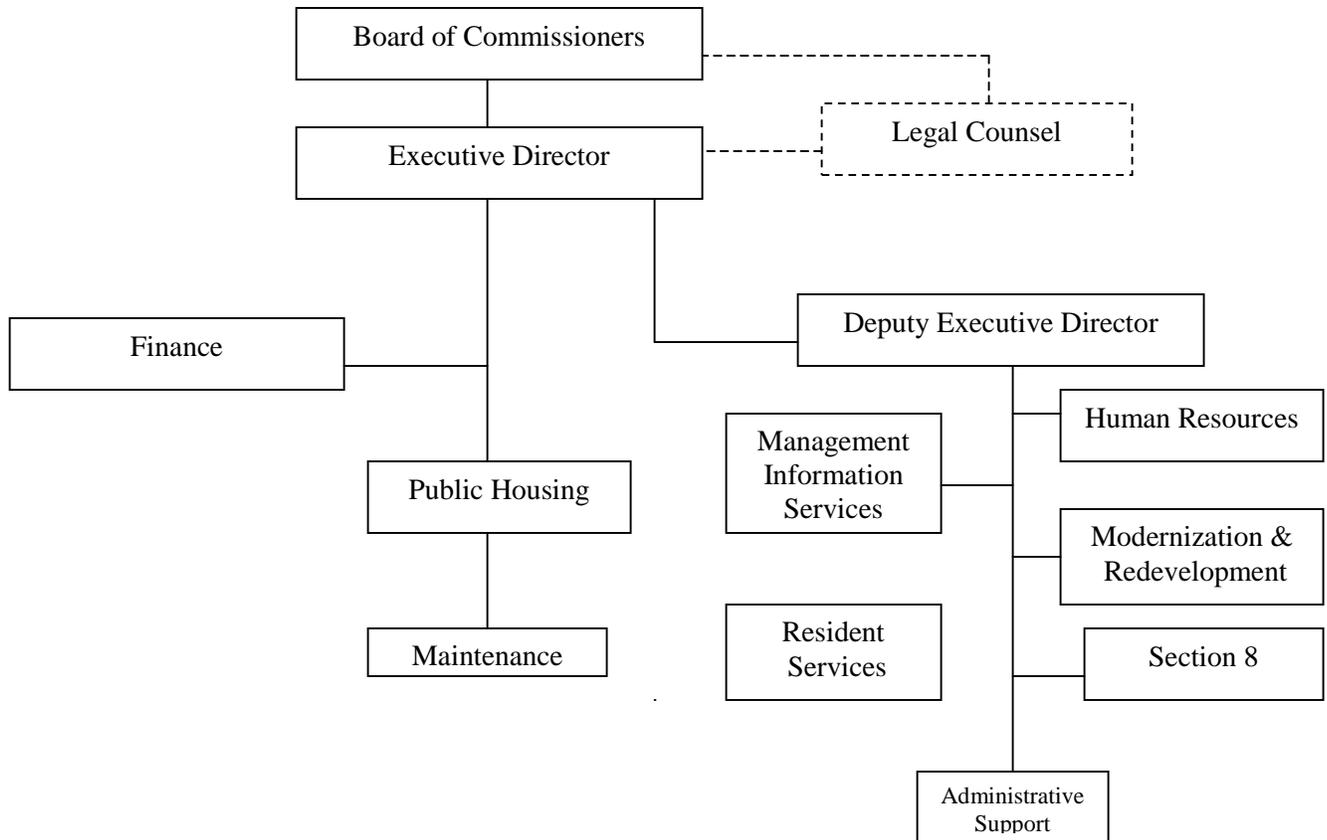
BDR.	0-BDR (0.70 Factor)	1-BDR. (1.00 Factor)	2-BDR. (0.70 Factor)	3-BDR. (1.25 Factor)	4-BDR. (1.40 Factor)	5-BDR. (1.61 Factor)	6-BDR. (1.82 Factor)
QTY.	0	287	152	104	38	12	2

Product of Qty x Factor	0	287	106.4	130	53.2	19.32	3.64
<b>Calculation:</b> Sum of 1-BDR thru 6-BDR divided by 595 Total PCHA units 599.56 / 595 = <b>1.008 Bedroom Adjustment Factor</b>							
PCHA Average Income (\$8,626) divided by Bedroom Adjustment Factor (1.008) = <b>PCHA-wide Adjusted Avg. Income (\$8,558)</b>							

<b>PCHA BEDROOM DISTRIBUTION</b>							
Complex	0-bdr.	1-bdr.	2-bdr.	3-bdr.	4-bdr.	5-bdr.	6-bdr.
Rainbow Village	-	24	60	64	38	12	2
French Villas	-	65	80	40	-	-	-
Lakeside Terrace	-	108	2	-	-	-	-
Helen P. Piloneo ALF	-	90	10	-	-	-	-
<b>TOTAL of UNITS</b>	<b>0</b>	<b>287</b>	<b>152</b>	<b>104</b>	<b>38</b>	<b>12</b>	<b>2</b>

# ATTACHMENT B

## Pinellas County Housing Authority Organizational Chart (as of 8/25/2003)



Department	FY 03	FY 04 Budgeted	Current Allocation			
			Owned - Rental	Section 8	MOD	Other
Executive	7	7	31%	29%	18%	22%
Public Housing	39	39	78%			22%
Finance	6	6	44%	28%	14%	14%
Section 8 (Leased Housing)	16	14	2%	98%		
Construction/Modernization	2	1			100%	
HUD Compliance Agreement (VCA)	0	0	---	----	----	----
Family Services	7	7	45%	26%		29%
Administration	8	8	46%	38%	4%	12%
Non-Profits	12	12	---	----	----	100%
<b>Totals:</b>	<b>97</b>	<b>94</b>	---	----	----	---

# ATTACHMENT C

## Summary of Resident Advisory Board Comments as of 10/15/03

### BACKGROUND

The RAB is composed of PCHA public housing representatives appointed by their Resident Associations and Section 8 program volunteers who reflect a significant portion of PCHA assisted households. Since the majority of RAB volunteers had not previously served in this capacity, they received an overview of the 5-Year Plan and their role in the process.

The following comments reflect Resident Advisory Board's (RAB) participation in the Pinellas County Housing Authority's preparation of its Fiscal Year 2004 annual update submission of the current 2000 – 2004 Five-Year Agency Plan. Their remarks are summarized below by category and followed by the PCHA response.

### **1. Level of satisfaction with overall PCHA performance**

- Strongly agreed that PCHA offers solid programs.
- Satisfied with the PCHA, but encouraged it to continue to improve its outreach to landlords
- Impressed with the newly-completed Helen P. Piloneo Public Housing ALF
- Encouraged the PCHA to continue to look for more affordable housing opportunities
- In light of current and a perceived trend of federal funding cuts, the RAB challenged the PCHA to seek out more grants and income sources rather than reduce any resident services/programs

**PCHA Response:** The PCHA takes its responsibility as a housing provider and the needs of those we serve very seriously. We will continue to improve the level and quality of our service delivery and explore as many avenues as possible to minimize the impact of funding reductions and at least maintain the stability of all programs

### **2. Improvements to PCHA Operations**

- **EXTREMELY concerned about HB 1841 and S 947, which are currently in congressional committees. They fear that distributing Section 8 Voucher Assistance via block grants will negatively impact the program for both current and future applicants.**
- Challenged PCHA to find better ways to inform community about housing programs (Section 8 in particular) and establish even better community linkages
- Felt PCHA can establish more effective ways to educate its existing Section 8 clients about its process, requirements, related programs, including a periodic newsletter etc.
- PCHA should try to issue more vouchers whenever they are available

- Very supportive of Housing Search Assistance Program for Section 8 clients and the growing Family Self-Sufficiency based Home Ownership program

**PCHA Response:** The PCHA agrees that the Block Grant process for Vouchers would be counterproductive to the core purpose of subsidized housing and supports the RAB efforts to demand that Congress kills this legislation.

The PCHA will aggressively seek ways to extend our programs, up to, and including obtaining more Housing Choice Vouchers when possible. We will continue to work to increase the effectiveness of our educational and marketing activities for clients and landlords alike and will develop a periodic Section 8 newsletter in cooperation with interested RAB volunteers in late 2003.

### **3. Specific Public Housing Issues**

- Expressed support for continuation of community policing despite discontinuation of Public Housing Drug Elimination Program (PHDEP) funding.
- Looking forward to landscaping improvements at Rainbow Village and hope that Lakeside Terrace will also get laundromats, bathroom remodeling and parking lot repaving in the future.
- Should consider preventative maintenance programs for outbreak of wasps at French Villas.
- Glad to see the Community Service Requirements reinstated. Hopefully residents will cooperate.
- Very pleased with outdoor lighting and parking lot repaving projects at French Villas and suggested that PCHA look for better partners to assist in further developing that community's computer lab.
- Supported the PCHA's contention that the proposed changes to the Public Housing Assessment System were excessive and hope future revisions are more realistic.
- Encouraged PCHA to develop better methods to communicate with residents.
- Expressed concerns about resident apathy and lack of participation within their associations.
- Agreed that PCHA should consider the City of Largo's overtures to annex Rainbow Village IF such an action truly benefited the Authority and its residents.
- Supported the Y.E.S program, a Section 3-based initiative, at Rainbow Village. They encouraged the newly-revamped Family Services Dept. to continue developing other economic uplift programs for more public housing residents.
- Suggested that public housing development resident associations may want to look into forming a jurisdiction-wide council and perhaps look into incorporating as a 501 c(3) organization to better apply for alternative funding opportunities with the PCHA.

**PCHA Response:** We are equally disappointed that PHDEP funding is not on the immediate horizon. However, we are strong advocates of community policing and will continue to provide it through other sources. Community Service Requirements have been a rather volatile issue in recent times. The PCHA will fulfill federal mandates and hopes that non-exempt residents will also embrace the spirit of the mandate.

Lack of resident motivation has been a historical problem. The PCHA continues to look for ways to “light a fire”. We remain open-minded and cooperate as much as feasible with as many residents and community partners as possible.

Certainly, all of the issues raised by the RAB are meaningful and have been fully considered. These are all important matters that will not be lost in the process. We will strive to be the best possible stewards of the public trust and fulfill our agency mission. We are excited about undertaking new strides with the upcoming 2005-2009 5-year agency plan in January of 2004 .

# ATTACHMENT D

## FFY'S 2002 AND THEREAFTER PHDEP FUNDING DISCONTINUED BY CONGRESS

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**The following represents a final public reporting  
on the most recent PHDEP activities.  
Final HUD programmatic closeout documents will be on file  
when available at the Central Offices of the PCHA.**

# PINELLAS COUNTY HOUSING AUTHORITY PUBLIC HOUSING DRUG ELIMINATION GRANT PROGRAM FIVE-YEAR PLAN FOR FY 1999-2003\*

## **A. OVERVIEW AND BACKGROUND**

The Quality Housing and Work Responsibility Act of 1998 (QWHRA) mandated changes in the Public Housing and Drug Elimination Program (PHDEP). The final rule provided for the distribution of PHDEP funds on an allocation basis. The Pinellas County Housing Authority (PCHA) was eligible for these funds and therefore submitted a budget and action plan for the FFY 1999 PHDEP program year to the Miami Office of HUD. This single-year plan was incorporated into the overall PCHA's FFY 2000 Agency Annual Plan. However, PHDEP further required that all participating agencies develop and submit a comprehensive five-year, program-specific plan to more fully address the needs of the communities serviced by this grant. This 5-Year PHDEP Plan was an amendment to the overall FFY 2000 Agency Plan.

The PCHA has funded a Pinellas County Sheriff 's Community Police Deputy at Rainbow Village since 1995 to address drug-related and violent crime within that community. A renewed HUD nationwide commitment to fund such activities through the PHDEP has encouraged the PCHA to maintain the community policing activity at Rainbow Village throughout the 5-year grant coverage period and direct the remaining \$130,000 (+) funding towards other issues described in the Intended Activities section that follows.

## **B. INTENDED ACTIVITIES**

After consultation with key residents and the Pinellas County Sheriff's Office, the PCHA has identified the following activities as responsive to resident needs and consistent with the Agency "Plan" objectives of fostering "healthy and vibrant" neighborhoods:

### **FFY 1999 (Year One)**

1. The PHDEP will continue to fund the Community Policing Deputy at Rainbow Village.
2. Install fencing at key perimeter areas to deter unwanted foot traffic. This barrier will serve to supplement enforcement activities with the additional positive result of enhancing community identity.
3. Apply for New-Approach Anti-Drug Program funding to continue existing "Safe Neighborhood Grant" funding of extended community-based law enforcement presence in Greater Ridgcrest Area (which includes Rainbow Village) and Lealman Census Tract Area (which includes French Villas, Lakeside Terrace, Heatherwood and Crystal Lakes Manor).
4. Contract for independent evaluation as prescribed by PHDEP guidelines. Incorporate appropriated changes as necessary in a timely manner.

### **FFY 2000 (Year Two)**

1. The PHDEP will continue to fund the Community Policing Deputy at Rainbow Village.

2. A community is built, or destroyed, one family at a time. The PCHA will commit PHDEP funds to employing two full-time Social Service “Worker/Coordinators” to be community builders. One will be stationed on-site at both Rainbow Village and French Villas. This initiative is envisioned to supplement the worthwhile concept of “community” policing and deal with personal issues within the families at a more in-depth level.

These Worker/Coordinators will identify at-risk families and provide personal, caring support, and referral services, coordinate with Community Police Officers, etc. They will also hand-carry a self-sufficiency outreach to residents to supplement the FSS program that is an integral program area of the PCHA’s evolving Resident Initiatives Center. Resident Associations will participate in defining roles for these workers.

This delivery of supportive services is particularly timely inasmuch as the PCHA is beginning to re-populate its housing complexes since the waiting list reopened in 1999 and is consistent with welfare-to-work reforms.

### **FFY 2001 (Year Three)**

1. The PHDEP will continue to fund the Community Policing Deputy at Rainbow Village.
2. Social Service “Worker/Coordinators” will continue with specified roles and additionally work with Community Police Officers to implement crime/drug/gang-related educational programs for residents and PCHA staff.

### **BUDGETING REVISIONS NOTES**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Miami Office of HUD approved PCHA’s request to re-program \$21,370 of FFY 2000 PHDEP to fund computer labs in French Villas and Rainbow Village in February 2002. This revision was consistent with the PCHA vision of proactively addressing crime and its precursors by developing positive alternatives of learning and self-sufficiency.</li><li>2. In light of federal discontinuance of PHDEP funding for 2002 and beyond, the PCHA has determined that it can best utilize remaining FFY 2001 PHDEP funding by shifting some of social services and community policing to other funding streams. It will use the unneeded \$9,300 for evaluation activities to install security lighting at French Villas. A revision was forwarded to, and approved by, Miami HUD.</li></ol> |
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**C. REMAINING IMPLEMENTATION SCHEDULE FOR ACTIVE PROGRAMS**

<b>Grant Program Year</b>	<b>Activity</b>	<b>Milestone</b>	<b>Goal</b>	<b>Completion</b>	<b>Status</b>
<b>2000</b> (per 2/02 approved budget revision)	Continue Funding Commtly Police	Renew Annual Contract	<b>Retain Deputy</b>	<b>11/30/00</b>	DONE
	Employ Social Services Coordinators		<b>Complete Hire</b>	<b>1/01</b>	DONE
	Implement Referral Program		<b>Implementation</b>	<b>9/1/01</b>	DONE
	Conduct Resident Surveys		<b>Complete Survey</b>	<b>1/31/02</b>	DONE
	Start Computer Labs	Purchase Hardware and Software	<b>9/1/02</b>	---	DONE
<b>2001</b> (reflects budget revision submitted to HUD in 9/02)	Continue Funding Commtly Police	Renew Annual Contract	<b>Retain Deputy</b>	<b>10/01</b>	DONE
	<del>Contract for Independent Evaluation</del>	<del>Bid Project</del>	<del>*****</del>	<del>10/31/02</del>	N/A
		<del>Award Project</del>	<del>*****</del>	<del>11/30/02</del>	
	Complete Items from Proposed Budget Revision to extend Community Policing and Install Security Lights at French Villas	Award Construction Contract	<ul style="list-style-type: none"> <li>• <b>Retain Deputy</b></li> <li>• <b>Install Lights</b></li> </ul>	<b>4/30/03</b>	DONE
	Conduct Resident Surveys		<b>Complete Survey</b>	<b>1/31/03</b>	In process
	Implement Program changes		<b>Changes Done</b>	<b>9/1/03</b>	Pending
<p><b>PROGRAM YEARS 2002 AND THEREAFTER WERE DISCONTINUED DUE TO RECISSION OF FEDERAL FUNDING.</b></p>					

# ATTACHMENT E

## BASIC CRITERIA PCHA WILL USE TO DETERMINE WHAT CONSTITUTES A SIGNIFICANT AMENDMENT OR MODIFICATION TO ITS 5-YEAR PLAN

### OVERVIEW

The 5-Year Plan is a living document. The PCHA may need to amend or modify certain policies, rules, regulations or other aspects within it from time to time. Such changes to “The Plan” will be subject to formal adoption by the PCHA Board of Commissioners in a publicly-held meeting and approval by the U.S. Department of Housing and Urban Development (HUD). The following represent the PCHA’s general criteria that could trigger changes to “The Plan.”

#### 1. STATUTORY MANDATES

The PCHA will comply with all changes required by law. Formal modifications to “The Plan” will be undertaken when so required by these mandates.

#### 2. COMPLEXITY OF ISSUE

The PCHA serves over 4,000 households in Pinellas County. Each resident and applicant concern is worthy of consideration. Most issues can and will be resolved directly by staff with the involved person(s). Matters that cannot will be referred to higher-level staff for review and action. Additionally, appropriate outside sources will be consulted as necessary to further resolve ongoing issues when necessary. The PCHA Grievance Policy will be followed, as circumstances dictate.

#### 3. REACH OF ISSUE

Issues that might substantially impact existing PCHA policies, or that might result in a different outcome for, or treatment of, residents, participants and applicants within any PCHA program will first be analyzed by PCHA staff and brought before the PCHA Board of Commissioners and HUD for additional action as appropriate.

#### 4. IMPACT ON THE COMMUNITY

As a public servant, the PCHA remains sensitive about matters that may affect any member of the community. Staff will attempt to deal with such matters informally, when possible, and then proceed accordingly, as described above.

# ATTACHMENT F

## PINELLAS COUNTY HOUSING AUTHORITY (PCHA) COMMUNITY SERVICE/SELF SUFFICIENCY POLICY

### \* IMPORTANT NOTE \*

HUD notified housing authorities in its June 20, 2003 Public and Indian Housing Notice (No. 2003-17) that the Community Service/Self-Sufficiency requirements, which had previously been held in abeyance, were officially re-instated. Certain public housing residents were once again required to meet these responsibilities. As such, the PCHA began implementation of this mandate on July 1, 2003 when it sent a notice to ALL of its public housing residents informing them that, unless exempted, they are once again expected to begin to meet these requirements prior to October of 2003. The PCHA will now commence monitoring resident fulfillment of these requirements.

### SUMMARY

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This requirement has been incorporated into the PCHA Housing Dwelling Lease and the Admissions and Continued Occupancy Policy (ACOP)

**A. Community Service** – volunteer work which includes, but is not limited to:

- Work at a local school, hospital, recreation center, senior center or child care center
- Work with youth or senior organizations
- Work at the PCHA to help improve physical conditions
- Work at the PCHA to help with children's and senior programs
- Helping neighborhood groups with special projects
- Working through resident organization to help other residents with problems
- Caring for the children of other residents so they may volunteer

**NOTE: Political activity is excluded.**

**B. Self Sufficiency Activities** -activities that include, but are not limited to:

- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Full time student status at any school, college or vocational school

### C. PCHA obligations-

1. To the greatest extent possible and practicable, the PCHA will:
  - Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement*)
  - Provide in-house opportunities for volunteer work or self-sufficiency programs.
2. The PCHA will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution
3. The PCHA will make the final determination as to whether or not a family member is Exempt from the Community Service requirement. Residents may use the PCHA's Grievance Procedure if they disagree with the PCHA's determination.
4. Noncompliance of family member
  - At least thirty (30) days prior to annual re-examination and/or lease expiration, the PCHA will begin reviewing the exempt or non-exempt status and compliance of family members. (This will be the chief responsibility of the Manager)
  - If the PCHA finds a family member to be non-compliant, the PCHA will enter into an agreement with the non-compliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-complaint member agrees to move out of the unit.
  - The family may use the PCHA's Grievance Procedure to protest the lease termination.

In general, the office Management staff will be responsible for the enforcement of the Community Service Requirement. However, the Resident Initiatives Center will assist in the goal of helping residents required to comply with this obligation. The PCHA intends to provide a "Team Effort" environment to assist residents in accomplishing their requirements.

# ATTACHMENT G

## PINELLAS COUNTY HOUSING PCHA (PCHA) PET OWNERSHIP POLICY SUMMARY (EFFECTIVE JANUARY 1, 2001)

This policy and its rules shall apply for the keeping of pets by Residents living in the units operated by the Pinellas County Housing PCHA. Not all rules apply to service or companion animals verified to be needed by a person with a documented disability. Common household pets as authorized by this policy means domesticated animals, such as cats, dogs, fish, birds, and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes. Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed. Residents will register their pet with the PCHA **BEFORE** it is brought onto the PCHA premises, and will update the registration annually.

The PCHA may refuse to register a pet if:

1. The pet is not a common household pet
2. The keeping of the pet would violate any applicable house pet rule;
3. The pet owner fails to provide complete pet registration information;
4. The pet owner fails annually to update the pet registration;
5. The PCHA reasonably determines, based on the pet owners' habits and practices and/or the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
6. Financial ability to care for the pet will not be a reason for the PCHA to refuse to register a pet.

The PCHA will notify the pet owner if the PCHA refuses to register a pet. The notice will:

- 1) state the reasons for refusing to register the pet; 2) Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and 3) Be combined with a notice of a pet rule violation if appropriate.

Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds. The size limitations do not apply to service animals.

A \$50.00 one-time refundable pet security deposit and a \$25.00 one-time pet fee for the pet owner's unit shall be made to the PCHA. Such deposit and fee will be per pet and shall be used to help cover the cost of damages to the unit by the pet.

Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed. Pets (dogs and cats), shall be allowed to run only on the owner's yard area or area designated by the PCHA as pet walking areas. Owners shall clean up after the pet after each time the animal eliminates.

This policy also provides procedures for the following:

1. Pet Violation Procedure
2. Pet Rule Violation Meeting
3. Notice of Pet Removal
4. Initiation of Procedure to terminate pet owners residency
5. Protection of the Pet
6. Nuisance or threat to health and/or safety
7. Application of rules
8. Appendix I – Pet Agreement
9. Appendix 2- Pet Policy Certification
10. Appendix 3- Pet Policy Rules Violation Notice

# ATTACHMENT H

## 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> Pinellas County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P062501-04 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2004</b>
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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
1	Total non-CFP Funds				
2	1406 Operations	100,000			
3	1408 Management Improvements	45,000			
4	1410 Administration	115,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	612,743			
11	1465.1 Dwelling Equipment—Nonexpendable	23,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	40,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$996,243			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$307,800			
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				

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

PHA Name: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P062501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	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: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P062501-04 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	
PCHA - Wide	Operations	1406	1	100,000				
	Resident Job Training	1408	1	25,000				
	Computer software/Training	1408	1	20,000				
	Capital Fund Manager Salary	1410	1	61,912				
	Asst. Capital Fund Manager Salary	1410	1	38,588				
	Capital Fund Coordinator & Asst. Benefits	1410	2	15,000				
	Architectural/Engineering Fees	1430		50,000				
	Computer Hardware	1475		20,000				
	Vehicle	1475	1	20,000				
HPP ALF	Landscaping	1450		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: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P062501-04 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	
(FL62.010)	Storm Shutters	1460		75,000				
Rainbow Village (FL62.2)	Interior Rehabs	1460		90,000				
	Hardwire Smoke Alarms	1460		70,000				
	Interior Sewer line replacement	1460		17,500				
	Roofing	1460		136,211				
	Appliances	1465		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: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P062501-04 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	
Lakeside Terrace (FL62.4)	HVAC Upgrades	1460		10,000				
	Exterior Doors	1460		40,000				
	Appliances	1465		10,000				
French Villas	Interior electrical upgrades	1460		49,032				

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

PHA Name: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P062501-04 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	
(FL62.9)	ADA Modifications	1460		5,000				
	Windows	1460		40,000				
	Hardwire smoke alarms	1460		70,000				
	Appliances	1465		3,000				
	Signage/Flagpole	1450		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: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program No: : FL14P062501-04 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	
FL062-9	6/06			6/08			
FL062-2	6/06			6/08			
FL062-4	6/06			6/08			
FL062-010	6/06			6/08			
PCHA-Wide	6/06			6/08			

# ATTACHMENT I

<b>Capital Fund Program Five-Year Action Plan (FFY 2004 – 2008)</b>					
<b>Part I: Summary</b>					
PHA Name: Pinellas County Housing Authority				<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: FL14P06250105 PHA FY: 2005	Work Statement for Year 3 FFY Grant: FL14P06250106 PHA FY: 2006	Work Statement for Year 4 FFY Grant: FL14P06250107 PHA FY: 2007	Work Statement for Year 5 FFY Grant: FL14P06250108 PHA FY: 2008
	Annual Statement				
F162.010 HPP ALF		\$70,000	\$70,000	\$10,000	\$10,000
F162.2/Rainbow Village		\$366,225	\$331,225	\$417,454	\$278,826
F162.4/Lakeside Terrace		\$139,761	\$156,229	\$100,000	\$206,686
F162.0/French Villas		\$80,000	\$98,532	\$133,532	\$169,427
HA-wide		\$340,257	\$340,257	\$335,257	\$331,304
CFP Funds Listed for 5-year planning		\$996,243	\$996,243	\$996,243	\$996,243
Replacement Housing Factor Funds					

## Capital Fund Program Five-Year Action Plan (FFY 2004 –2008)

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: <u>2005</u> PHA FY: <u>2005</u>			Activities for Year: <u>2</u> FFY Grant: <u>2005 (cont.)</u> PHA FY: <u>2005 (cont.)</u>		
See	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Annual Statement	F162.010/HPP ALF	Lawn Furniture	\$10,000	PA - Wide	Operations	\$100,000
		Generator	\$60,000		Salaries & Benefits (Coordinator & Asst.)	\$129,814
	<b>Subtotal</b>		<b>\$70,000</b>		Job Training	\$10,443
					Computer Equipment	\$20,000
	F162.2/Rainbow Village	Appliances/Water heaters	\$10,000		Vehicles	\$20,000
		Electrical Upgrades	\$56,225		Architect & Engineering Fees	\$50,000
		Interior Rehabs	\$100,000		Travel & Training	10,000
		Landscaping	\$200,000			
	<b>Subtotal</b>		<b>\$366,225</b>	<b>Subtotal</b>		<b>\$340,257</b>
	F162.4/Lakeside Terrace	ADA Modifications	\$2,000			
		Street repaving	\$108,000			
		Bathrooms	\$29,761			
	<b>Subtotal</b>		<b>\$139,761</b>			
	F162.9/French Villas	Water line upgrades	\$60,000			
		Replace sewer lines	\$20,000			
	<b>Subtotal</b>		<b>\$80,000</b>			
	<b>Total CFP Estimated Cost</b>		<b>\$655,986</b>			<b>\$340,257</b>







# ATTACHMENT J

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

PHA Name: PINELLAS COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: FL14PO6250101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2001</b>
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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 04/30/03

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	150,000.00	200,000.00	200,000.00	200,000.00
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	140,000.00	28,621.28	28,621.28	28,621.28
4	1410 Administration	30,500.00	59,644.52	59,644.52	59,644.52
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000.00	47,931.22	47,931.22	47,931.22
8	1440 Site Acquisition				
9	1450 Site Improvement	172,000.00	9,365.54	9,365.54	9,365.54
10	1460 Dwelling Structures	265,000.00	212,189.97	212,189.97	212,189.97
11	1465.1 Dwelling Equipment—Nonexpendable	45,000.00	29,585.00	29,585.00	29,585.00
12	1470 Nondwelling Structures	161,289.00	360,522.43	360,522.43	360,522.43
13	1475 Nondwelling Equipment	70,000.00	125,929.04	125,929.04	125,929.04
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,073,789.00	1,073,789.00	1,073,789.00	1,073,789.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: PINELLAS COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL14PO6250101 04/30/03 Replacement Housing Factor Grant No:				Federal FY of Grant <b>2001</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		
PCHA Wide	Operations	1406		200,000.00	200,000.00	200,000.00	200,000.00		
	Community Policing	1408		55,000.00	26,254.68	26,254.68	26,254.68		
	Computer Software	1408		0	1,624.98	1,624.98	1,624.98		
	Office Supplies	1408		0	741.62	741.62	741.62		
	Travel and Training	1410		10,000.00	19,646.75	19,646.75	19,646.75		
	CFP Manager & Asst. Manager	1410		85,000.00	29,997.77	29,997.77	29,997.77		
	CFP Coord & Asst Benefits	1410		24,000.00	10,000.00	10,000.00	10,000.00		
	Architectural & Engineering Fees	1430		50,000.00	47,931.22	47,931.22	47,931.22		
	Computer Hardware	1475		30,000.00	39,437.16	39,437.16	39,437.16		
	Vehicles	1475		40,000.00	86,491.88	86,491.88	86,491.88		
Heatherwood FL 62-01	Appliances	1465.1		4,000.00	0	0	0		
Rainbow Village FL 62-02	Landscaping	1450		104,000.00	0	0	0		
	Renovate Bathrooms	1460		100,000.00	100,905.50	100,905.50	100,905.50		
	Replace HVAC equipment	1460		69,789.00	1,809.35	1,809.35	1,809.35		
	504 Compliance Renovations	1460		0	13,623.50	13,623.50	13,623.50		
	Asbestos Abatement	1460		0	4,650.00	4,650.00	4,650.00		
	Refrigerators and Ranges	1465.1		30,000.00	19,121.00	19,121.00	19,121.00		
	Satellite Laundries	1470		132,000.00	266,900.17	266,900.17	266,900.17		
Lakeside Terrace FL 62-04	Landscaping	1450		10,000.00	0	0	0		
	Bathroom Upgrades	1460		40,000.00	0	0	0		
L.T. (cont.)	504 Compliance Renovations	1460		0	8,823.00	8,823.00	8,823.00		
French Villas FL 62-09	Landscaping	1450		15,000.00	0	0	0		
	Exterior Bldg Lighting	1450		25,000.00	0	0	0		
	Renovate Bathrooms	1460		0	27,178.60	27,178.60	27,178.60		
	Replace A/C Drain lines	1460		40,000.00	6,678.00	6,678.00	6,678.00		

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

PHA Name: PINELLAS COUNTY HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14PO6250101 04/30/03 Replacement Housing Factor Grant No:				<b>Federal FY of Grant</b> <b>2001</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
	504 Compliance Renovations		1460		0	45,738.00	45,738.00	45,738.00	
	Asbestos Abatement		1460		0	2,784.02	2,784.02	2,784.02	
	Refrigerators and Ranges		1465.1		10,000.00	10,464.00	10,464.00	10,464.00	
	Repave parking lot		1470		0	93,622.26	93,622.26	93,622.26	
	Railings		1450		0	9365.54	9365.54	9365.54	

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

PHA Name: PINELLAS COUNTY HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: FL14PO6250101 Replacement Housing Factor No: 04-30-03				<b>Federal FY of Grant: 2001</b>			
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual			
PCHA WIDE	04-02	04-02		07-05	04-03				
HEATHERWOOD	04-02	04-02		07-05	04-03				
RAINBOW VILLAGE	04-02	04-02		07-05	04-03				
LAKESIDE TERRACE	04-02	04-02		07-05	04-03				
FRENCH VILLAS	04-02	04-02		07-05	04-03				

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

PHA Name: Pinellas County Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14PO6250102 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Original Annual Statement  Reserve for Disasters/  Revised Annual Statement (revision no:1 - 8-31-03)  
 Performance and Evaluation Report for Period Ending: 6/30/03  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				
2	1406 Operations	200,000	200,000	200,000	
3	1408 Management Improvements	59,757	19,757	19,757	775.00
4	1410 Administration	109,500	109,500	109,500	63,073.65
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	75,000	75,000	70,526.66
8	1440 Site Acquisition				
9	1450 Site Improvement	248,170	198,170	198,170	89,079.15
10	1460 Dwelling Structures	81,600	289,316	289,316	232,349.28
11	1465.1 Dwelling Equipment—Nonexpendable	33,000	25,500	25,500	10,475
12	1470 Nondwelling Structures	112,716	40,000	40,000	39,735.55
13	1475 Nondwelling Equipment	100,000	38,500	38,500	18,588.93
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,500	500	500	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$996,243	\$996,243	\$996,243	\$524,603.22
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$243,600	\$243,600	\$243,600	\$193,691.66
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: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14PO6250102 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	
PCHA - Wide	Operations	1406		200,000	200,000	200,000	0	
	Resident Job Training	1408		22,500	10,000	10,000	0	
	Computer Software/Training	1408		37,257	9,757	9,757	775	
	Capital Fund Manager Salary	1410		57,750	57,750	57,750	42,049.10	
	Asst. Capital Fund Manager Salary	1410		36,750	36,750	36,750	21,024.55	
	Capital Fund Coordinator & Asst. Benefits	1410		15,000	15,000	15,000	0	
	Architectural/Engineering Fees	1430		50,000	75,000	75,000	70,526.66	
	Computer Hardware	1475		20,000	6,000	6,000	2,342.43	
	Vehicle	1475		20,000	20,000	20,000	16,246.50	
	Relocations Costs	1495		1,500	500	500	0	
Rainbow Village (FL62-02)	Landscaping	1450		173,170	103,170	103,170	0	
	ADA Modifications	1460		5,000	168,600	168,600	135,759.56	
	Asbestos Removal	1460		0	6,000	6,000	5,432	
	Appliances	1465		18,000	18,000	18,000	10,475	
	Satellite Laundry	1470		112,716	40,000	40,000	39,735.55	
	HVAC Upgrades	1475		50,000	7,500	7,500	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: Pinellas County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</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	
Lakeside Terrace (FL62.4)	Building Exterior ID Signage	1460		5,000	3,052	3,052	0	
	Exterior Doors	1460		41,600	3,052	3,052	0	
	Appliances	1465		15,000	7,500	7,500	0	
French Villas (FL62-09)	Parking Lot repave/signage	1450		65,000	90,000	90,000	89,079.15	
	Asbestos Removal	1460		0	14,250	14,250	14,200.98	
	Security Lighting	1460		0	12,362	12,362	12,361.14	
	ADA Modifications	1460		5,000	75,000	75,000	57,932.10	
	Renovations; Floors, Paint, Bathtubs	1460		25,000	7,000	7,000	6,663.50	
	HVAC Upgrades	1475		10,000	5,000	5,000	0	
HPP ALF (FL62-010)	Landscaping	1450		10,000	5,000	5,000	0	

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

PHA Name: PINELLAS COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: FL14PO6250102 (6-30-03) Replacement Housing Factor No:				Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PCHA WIDE	6/04			6/06			
HPP ALF	6/04			6/06			
RAINBOW VILLAGE	6/04			6/06			
LAKESIDE TERRACE	6/04			6/06			
FRENCH VILLAS	6/04			6/06			

# ATTACHMENT K

## SUMMARY OF PROGRESS ON KEY ITEMS WITHIN PCHA FISCAL YEARS 2000 – 2003 ANNUAL PLANS

DESCRIPTION OF KEY ITEM	STATUS
Move into new Central Office facilities	Done in 2001
Create a Family Self-Sufficiency Program for Public Housing in 2000	Began in 2001
Improve existing and find new partnerships with community agencies	PCHA has entered into several partnerships – e.g. Sheriff’s Office, Catholic Charities. Community Development Dept. has granted \$400,000 for Rainbow Village landscaping.
Target available assistance to families at or below 30 % and at or below 50% of Adjusted Median Income AND Elderly and Families with Disabilities	Done. Addressed in Waiting List.
Increase families of races and ethnicities with disproportionate needs’ awareness of PCHA programs and community resources	Being done through Community Outreaches for Section 8 and newsletters.
Establish \$50.00 Minimum Rent in Public Housing	Done 2000.
Establish Ceiling Rents at all PCHA complexes	Converted to flat rents in 2002
One-offer to those on Public Housing Waiting List	Done.
Make 3% of Public Housing units handicap accessible	Done 2000.
Implement federally-mandated Pet Policy and Community Services Requirements in Public Housing.	Pet Policy implemented. Community Service Requirements will be re-activated, effective 7/1/03
Expand affordable housing within county.	PCHA purchased a rental community in Oldsmar for Section 8 clients and private renters July of 2001. PCHA completed Public Housing ALF for 62+ Medicaid Waiver holders.
Continue working to fill Public Housing vacancies and improve Section 8 Leaseup rates	Public housing occupancy rates have been at or near 95% since spring of 2002. Section 8 Leaseup rates have been 90%+ since early 2001.
Establish Home Ownership Program	20 success stories in since program began in 5/2001
Take advantage of Public Housing Drug Elimination Grant Program (PHDEP).	<ul style="list-style-type: none"> <li>• Fence at Rainbow Village in 10/01</li> <li>• Funded Social Service Field Workers in public housing started on form 1/01 until 3/31/03</li> <li>• Ongoing Community Policing at Rainbow Village</li> <li>• <b>PCHA remains committed to funding community policing despite elimination of Public Housing Drug Grant funding</b></li> </ul>
Important modernization projects recognized and completed	<ul style="list-style-type: none"> <li>• Handicap modifications PHCA-wide</li> <li>• Repainted Lakeside Terrace and French Villas</li> <li>• Landscaping and Playground at French Villas</li> <li>• New Guard rails at French Villas</li> <li>• New windows, laundramats and playgrounds at RV</li> </ul>
Prioritize Admission Preferences	Completed in 2001. Will be modified again in 2004.

# ATTACHMENT L

## RESIDENT ADVISORY BOARD TO PINELLAS COUNTY HOUSING AUTHORITY FY 2004 ANNUAL PLAN SUBMISSION

The following people participated as Resident Advisors in the PCHA's Fiscal 2003 (i.e., Year 4 of the 2000-2004 Five-Year Annual Plan:

### SECTION 8 REPRESENTATIVES

- Sara Benton                      4711 Imperial Palms Dr., Largo, FL
- Jacquelyn Schmidt            1662A Arnold Lane, Dunedin, FL
- Judy Briggs                      1643A Carefree Lane, Dunedin, FL
- Donna Spurgeon              8455 Bayou Boardwalk, #250, Largo, FL
- Terry Freyre                    1845 Oak Trail W., Apt. 103, Clearwater, FL
- Marie Clough                  4100 62nd Ave., N., Apt. 37, Pinellas Park, FL

### PUBLIC HOUSING REPRESENTATIVES

#### RAINBOW VILLAGE

- Ed Horn                          12375 Jefferson Circle, Apt. A, Largo, FL

#### LAKESIDE TERRACE/HELEN PILONEO ALF

- Jo Blankenship                4100 68th Way N., Apt. F, St. Petersburg, FL

#### FRENCH VILLAS

- Lorraine Dingee              5401 68th Way N., Apt. F, St. Petersburg, FL
- Shirley Hurd                  5411 68th Lane N, St. Petersburg, FL

# ATTACHMENT M

## ASSESSMENT FOR VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS TO TENANT-BASED VOUCHER ASSISTANCE\*

\* (as referenced at Component 10 (B) Voluntary Conversion Initial Assessments)

<b>TBA Conversion Assessment Questionnaire</b>	<b>PCHA Response</b>																		
How many of the PHA's developments are subject to the Required Initial Assessments?	<b>3</b>																		
How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?	<b>1</b>																		
How many Assessments were conducted for the PHA's covered developments?	<b>3</b>																		
<p style="text-align: center;">Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Development Name</th> <th style="padding: 5px;">Number of Units</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">N/A</td> <td style="text-align: center; padding: 5px;">N/A</td> </tr> <tr><td style="height: 15px;"> </td><td> </td></tr> </tbody> </table>	Development Name	Number of Units	N/A	N/A															<b>0</b>
Development Name	Number of Units																		
N/A	N/A																		
If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:	<b>N/A</b>																		

# ATTACHMENT N

## Pinellas County Housing Authority Flat Rent Study (completed September 4, 2001)\*

\*(NOTE: An updated study will be conducted jointly with a Section 8 Rent Reasonableness Study during the PCHA's 2004 fiscal year.)

### Pinellas County Housing Authority - Report on *Flat Rent Study*

#### Background Statement.

Section 523 of the *Quality Housing and Work Responsibility Act of 1998 (QHWRA)* states that in the absence of HUD-approved ceiling rents established prior to 10/1/99, the PHA shall establish a schedule of *flat rents*. Either the *transitional ceiling rent* schedule or a *flat rent* schedule must be implemented with all certifications (*initial or annual*) effective on or after 10/1/99 to afford the family as choice of rent pursuant to the public housing reform act of 1998. For PHAs electing to rely on their *ceiling rents* to afford the family's choice of rent (i.e., formula-based rent vs. ceiling rent), the PHA must perform a *market rent study* and establish a *schedule of flat rents* effective on or before 10/1/2002.

The flat rent schedule is to be based on the rental value of the unit, which HUD interprets to be the same as the *reasonable market value* of the unit which allows a PHA to remain competitive with the private rental market while remaining affordable and preserving the financial stability of the agency.

Under guidance of HUD Notice PIH 98-41; the March 15, 1989 PIH Notice on ceiling rents; and subsequent HUD guidance, the Pinellas County Housing Authority established its Flat Rents based on the operating cost of its public housing units, private market rental value (*market value*) of these units, and DHA and QHWRA objectives for encouraging residents to work.

#### Statement of Methodology.

- The monthly costs to operate the housing of the PCHA was defined as: **one twelfth of the sum of all annual operating expenses reported on the Statement of Operating Receipts and Expenditures as of the end of the most recent fiscal year and the aggregate annual utility allowances for all tenant paid utilities; minus the sum of (1) excess utility charges and (2) annual cost associated with units approved for deprogramming. The following unit size adjustment factors were applied to the Operating Costs:**

OBR – 0.70	1BR – 0.85	2BR – 1.00	3BR – 1.25	4BR – 1.40	5 BR – 1.61
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- An adjustment was made to account for a deposit to replacement reserve in the amount of 10 percent of the monthly cost of operating the housing. Since such a reserve is not currently applicable to the public housing program, the PCHA made a voluntary election to incorporate this imputed deposit to replacement reserve.

STEP ONE - CALCULATE TOTAL MONTHLY OPERATING COST

<b>Operating Expense (from Statement of Operating Receipts and Expenditures (FYE 6/30/01))</b>	<b>\$2,318,589</b>
<i>PLUS</i> Cost of Utility Allowances for Tenant Paid Utilities	<b>\$182,765</b>
<i>MINUS</i> Cost of Excess Utilities	<b>-\$0</b>
<i>MINUS</i> Costs Associated with Approved Deprogrammed Units	<b>-\$30,000</b>
<i>PLUS</i> Deposit to Replacement Reserve (10% of net operating expense)	<b>\$29,954</b>
<i>EQUALS</i> Total Annual Operating Cost	<b>\$2,501,308</b>
<i>DIVIDED</i> by 12	<b>12</b>
<i>EQUALS</i> Total Monthly Operating Cost	<b>\$208,442</b>

STEP 2 - CALCULATE NUMBER OF UNITS OWNED ADJUSTED FOR SIZE

#BRs	#UNITS	FACTOR	<u>ADJ.#</u>
0	0	0.70	0
1	293	0.85	249
2	146	1.00	146
3	104	1.25	130
4	38	1.40	53
5	14	1.61	22
TOTAL	595		600

STEP 3 - CALCULATE BASE TWO BEDROOM RENT

<b>Total Monthly Operating Cost</b>	<b>\$208,442</b>
<i>DIVIDED BY</i> Adjusted Number of Units	<b>600</b>
<i>EQUALS</i> Base Two-Bedroom Rent	<b>\$347</b>

STEP 4 - CALCULATE MINIMUM RENTS FOR OTHER BR SIZES

#BR	2BR RENT	FACTOR	RENT
0	\$347	0.7	\$243
1	\$347	0.85	\$295
2	\$347	1	\$347
3	\$347	1.25	\$434
4	\$347	1.4	\$486
5	\$347	1.61	\$559

Review of Area Comparable Rental Properties.

During the period of August 6 through August 9, 2001, the consultant surveyed the PCHA properties, in whole and assessed each unit size and type by property. Rental value or market value of the PCHA units was based on both the subsidized and unsubsidized market rents charged for units in comparable apartment complexes located near the PCHA public housing developments.

APARTMENT COMPLEX	0BR	1BR	2BR	3BR	4BR
Country Club Villas - 200 Country Club Dr. 33771		560	710	810	
Champions Point - 3660 East Bay Dr. 33771		530	555	580	
Fernwood – 301 Seacrest Dr. 33771		595	700		
Silver Palms - 221 Lake Ave. NE 33771		585	730		
Sailwinds - 10240 Sailwinds Blvd. 33773		625	760	880	
Winding Lane Apartments - 301 Belcher Rd., NE 33771		440	540		
Median Market Rents		\$560	\$700	\$810	
Average Market Rents		\$556	\$666	\$757	
Adjusted Median Rent		\$449	\$567	\$659	
Adjusted Average Rent		\$445	\$533	\$605	

**Note on Comparables:** Most of the above properties have amenities not present in the PCHA’s Public Housing. Such amenities include, but are not necessarily limited to:

- Wall to Wall Carpeting
- Clubhouse
- Automatic Dishwasher
- Swimming Pools

Therefore, the median and average rents for these comparable units were adjusted downward to take these amenities into consideration. *An adjustment factor of 0.80 was used.*

Schedule of *Flat Rents*.

PCHA’s objective is to set Flat Rents at a level to encourage residents to obtain work and/or to increase their incomes. Therefore, the flat rents are set at a level which exceeds operating cost but is competitive with median or average market rents for comparable units. The Flat Rents below are at least 30% higher than the PCHA “Break-Even” rent and/or equal to the adjusted average market rent.

0- BR	1- BR	2- BR	3- BR	4- BR	5- BR
<b>\$340</b>	<b>\$445</b>	<b>\$533</b>	<b>\$605</b>	<b>\$680</b>	<b>\$727</b>
30% > Min.	Adj. Avg. Mkt.	Adj. Avg. Mkt.	Adj. Avg. Mkt.	40%>Min.	30%>Min.

# ATTACHMENT O

## STATEMENT OF PCHA CAPACITY TO ADMINISTER A SECTION 8 HOMEOWNERSHIP PROGRAM

The federal regulations at 24 CFR Parts 5, 903 and 982 implement the homeownership (HO) option authorized by Section 8 (y) of the United States Housing Act of 1937, as amended by Section 555 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). Under the Section 8 (y) homeownership option, a public housing agency may provide tenant-based assistance to an eligible family that purchases a dwelling unit that will be occupied by the family.

The Pinellas County Housing Authority (PCHA) is preparing to implement such a Section 8-based Homeownership Program as it prepares to submit its Fiscal Year 2002 Agency Plan. The HOAP exclusively targets working families and eligible elderly families within PCHA's existing Section 8 FSS program to ensure a steady income flow of these future homeowners to reduce turnover and ensure better long-term outcomes.

The PCHA hereby certifies that its HOAP incorporates the following key components that demonstrate its capacity to administer this program:

1. The PCHA's HOAP has established a minimum homeowner down payment requirement of at least three percent of the purchase price for participation in its program and requires that at least one percent of the purchase price come from the family's personal resources; such as the Family Self-Sufficiency (FSS) Escrow Account, bank account, bonds, retirement plans, gifts, local or federal down payment assistance programs, etc.
2. The HOAP also requires that the financing for purchase of a home under this program must be provided, insured, or guaranteed by the state or Federal government or any other agency that complies with secondary mortgage market underwriting requirements, or complies with generally accepted private underwriting standards.
3. Lastly, the PCHA has realized the value of utilizing federal and community resources to facilitate a strong homeownership program and has made important contacts with Fannie Mae, banks, mortgage lenders, Pinellas County Community Development, Catholic Charities and others to gain their support and participation.

The PCHA's Homeownership Action Plan (HOAP) is a solid initiative that is consistent with the agency mission to expand affordable housing opportunities and responds to the increasingly popular concept amongst PCHA Section 8 participants that homeownership is an attractive alternative to lifetime rents.