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(exp. 02/28/2006)

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

PHA Plans for the Crystal City Housing Authority

5 Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

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

PHA Plan
Agency Identification

PHA Name: Crystal City Housing Authority

PHA Number: TX105

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

Public Access to Information

Name: Jose L. Lopez, Executive Director
Phone: 1-830-374-3433
TDD:
Email: (if available): ccha@prodigy.com

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[24 CFR Part 903.5]

A. Mission

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

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

☒ The PHA's mission is: (state mission here)

The Housing Authority's mission is to service the needs of low-income, very low-income and extremely low-income families in the Public Housing Authority's jurisdiction and to (1) increase availability of decent, safe, sanitary and affordable housing in its communities; (2) ensure equality opportunity in housing: (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In addition, the Housing Authority will strive to upgrade sub-standard housing through modernization, which will build stronger and healthier communities while promoting economic independence.

***Progress Statement**: The Crystal City Housing Authority has been working with its collaborators (partners) in its Youth Build Program. With the First Youth Build Grant we have been able to help twenty (20) of our young people in our community to: obtain their GED, receive leadership skills, and obtain employment skills through construction trades training. In addition they have found meaningful employment. We feel that this has been a complete success because we have been able to take these twenty young adults and helped them to be productive, self-sufficient and independent citizens of our community. And the success continues. We were awarded a second Youth Build grant in 2003 and have implemented this program to run concurrent with the first program. We have also applied for a third grant and we should know by the end of this year (2003) whether we are successful in getting it funded. Because of the success of the Youth Build Program we worked successfully with our partners, the Crystal City Independent School District and Southwest Texas Junior College in trying to develop a Regional Technical/Vocational Training Center. Also because of the success of the Youth Build Program, Crystal City has been designates as a testing center for GED. Before this year, Southwest Texas Junior College had only designated our neighboring communities of Uvalde and Carrizo Springs as testing centers. The next step in this progression is the idea (concept) of developing a Regional Charter School. We will be working with Youth Build USA and the National Council of La Raza (NCLR) to become affiliated with these*

national organizations and apply for funding for a planning grant. We are very excited because we will be able to serve many of our young adults that have fallen through the cracks.

The Crystal City Housing Authority also applied for a grant through the Texas Department of Housing and Community Affairs (TDHCA) HOME Program to rehabilitate/reconstruct 15 home-owner occupied homes for resident living in the Colonias in our community. We were successful in our application and were awarded a grant for $383,000. We will be working in collaboration with the Youth Build Program with this grant. Our youth build participants will be trained in the construction trades component and will be providing the labor force and job skills needed to rehabilitate or reconstruct these 15 homes through the grant.

As mentioned previously the Crystal City Housing Authority collaborated with the Carrizo Springs Housing Authority in their application to the Texas Department of Housing and Community Affairs for tax credits to build 60 units. They were funded and on June 30, 2003, we had a ground breaking ceremony and construction on the project began the following day. The project has been slated to be completed in twelve months but the project managers have indicated they will finish construction in nine (9) months. We are currently working with the Carrizo Springs Housing Authority and the HUD Field office in San Antonio to enter into a contract to a Section 8 Project –Based Voucher Program with the Villa Hermosa Apartments (60 tax credit apartments). We will be able to utilize 20% of our vouchers in the project (43 vouchers). In doing so, we should be able to dramatically raise our utilization rate to the 95% level required by HUD. This has been one of the issues brought up by HUD because if we did not utilize our unused vouchers, we would stand the chance of getting those vouchers recaptured and re-allocated by HUD. Now that they can see that the plan that we had formulated and proposed to HUD is indeed coming to reality. This venture has been a win-win-win situation for everyone concerned. The construction project will create jobs in our community and will go a long way in reducing the severe housing shortage (stock) and will bring in added revenues in the form of taxes that will be paid to the government entities.

The Crystal City Housing Authority is awaiting the approval of our application to establish a non-profit organization. We are excited because the creation of this non-profit agency will open many new possibilities to help in the rehabilitation and construction of homes in our community. We will be able to apply for grants and funding to create economic development in our community.

The Crystal City Housing Authority has partnered with the Crystal City Independent School District, the County of Zavala, and the City of Crystal City on a Technology Infrastructure Fund (TIF) grant for $250,000.00. The implementation of this grant will take place by the end of this year (2003). The

CCHA will receive approximately 10-15 computers that will be available to our residents for public access. This computer lab will help our residents especially our children take advantage of the latest technology available and this way stay competitive in their studies in school.

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

Progress Statement: *Groundbreaking on the Villa Hermosa Apartments (60 tax credit units) took place on June 30, 2003. Construction began thereafter. The PHA goal to expand the supply of assisted housing will fulfill 3 of the 5 objectives-----1. Reduce public housing vacancies; 2. Leverage private or other public funds to create additional housing opportunities; and 3. Acquire or build units or developments (tax credits). The CCHA is awaiting the approval of its non-profit agency, which should be by the end of 2003. Once we get the non-profit going we should be able to open up more possibilities in the housing section of our community. This will create additional housing opportunities for our residents.*

We were successful in obtaining a grant through the Texas Department of Housing and Community Affairs (TDHCA)-HOME Fund Program. The amount of the grant was for $383,000.00 to rehabilitate/reconstruct 15 (fifteen) home owner occupied homes in the Colonias. We will be partnering with the Youth Build Program where they will provide the labor/training force in the rehabilitation/reconstruction of these 15 homes.

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
  Maintain passing PHAS score
- ☒ Improve voucher management: (SEMAP score)

Maintain passing SEMAP score

☒ Increase customer satisfaction: *PHA conducts regular meetings with RAB, holds meetings with entire resident community and coordinates sporting activities for resident youth*

☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
PHA has provided training to commissioners and staff to keep them current on changes in HUD rules and regulations. Also provides training to RAB members on safety and other areas of concern.

☒ Renovate or modernize public housing units: *Electrical upgrades, asbestos removal and painting, etc. through out PHA communities on an on-going basis.*

☐ Demolish or dispose of obsolete public housing:

☐ Provide replacement public housing:

☐ Provide replacement vouchers:

☐ Other: (list below)

Progress Statement: *The CCHA's overall PHAS scores have improved significantly. Our FY 2001 PHAS score was an 81. Our PHA score for FY 2002 was an 87. The scores have steadily improved every since FY 1999 to 2002. We have improved 24 percentage points in a three year period which shows tremendous progress. Our goal is still to become a High Performer. This shows that the overall operation of the administration in all departments has steadily improved. We still have much to do, but we are definitely headed in the right direction.*

Our SEMAP score for FY 2001 was an 83. Our SEMAP score for FY 2002 was and 83. Although we have maintained a passing SEMAP score, our goal is to achieve a better score. The reason for no change in our score in 2002 was that the lease-up indicator (#13) score was a zero. The zero score is that we have a severe shortage of housing stock in our community. We are severely under-utilized in our Section 8 Voucher Program. With the collaboration venture with Carrizo Springs Housing Authority for the construction of 60 tax credit units (Villa Hermosa Apartments) we will be able to place our under-utilized vouchers in the apartments and raise our utilization rate to 95%. This should increase our SEMAP score significantly.

We have also taken great steps to improve specific management functions. We provided a commissioners training on July 12, 2003, where we invited PHAs from surrounding communities. The trainers are highly qualifies and experienced from the Texas Housing Association. The training was very successful. We also provided training for our Resident Advisory Council provided by the Texas Housing Association. We have taken significant steps to involve our residents to improve the quality of life.

One of our greatest strengths is our ability to work collaboratively with local and regional agencies to improve our delivery of services to our residents. For example: working with the Winter Garden Women's Shelter. We collaborated with them on a training seminar on child abuse July 26, 2003. This was a regional training where

approximately 75 participants attended this very important training. We will also be working with them so they can use our offices once a week to do outreach work with our residents.

We work with our local health clinic, Vida y Salud Health Systems, Inc. by providing our Resident Center for HIV counseling. They will be able to work with our residents several times a month for counseling on HIV issues.

Salvation Army: We were able to work with the Chief of Police of the Crystal City Police Department and the local chapter of the Salvation Army in sending ten (10) of our resident children to the Salvation Army Summer Camp. The Housing Authority staff and Chief Contreras worked closely with the Regional Salvation Army representative, Cindy Wells, in this very successful project, our children.

Renovate or Modernize Public Housing Units: CCHA has continuously made efforts to upgrade our public housing stock through our Capital Fund Program. Currently we are modernizing one of our developments – TX 1 – 32 units. We should have completely rehabilitated by the end of August 2003. Our Youth Build Program has been doing training on 4 (four) of the units. We are very proud of our youth build participants. We have been able to educate and train some of our at risk youth and help prepare them to enter the job market so that they can become independent and self-sufficient adults.

☒ PHA Goal: Increase assisted housing choices
Objectives:
- ☒ Provide voucher mobility counseling: *the PHA provided voucher mobility counseling to new participants at briefings and current participants during recertification interview.*
- ☒ Conduct outreach efforts to potential voucher landlords: *the PHA conducted regular landlord orientations and this will continue on an on-going basis.*
- ☒ Increase voucher payment standards: *payment standards currently at !00% of FMR*
- ☐ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs: *PHA is working on creating a non-profit to provide this service t their residents.*
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)
  - *43 units of Project-Based Certificate/Vouchers attached to tax credit 60 unit development*

Progress Statement: *CCHA applied for and was successful in obtaining a grant through the Texas Department of Housing and community Affairs (TDHCA) – HOME Program. The grant is for $383,000.00 to rehabilitate/reconstruct 15 homes. These funds will assist families living in Colonias and will target elderly and the low to very-low income*

residents. CCHA will be working in partnership with our Youth Build Program who will provide the pool of labor force to do the rehabilitation and reconstruction of these 15 homes.

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: *This is an on-going activity and is achieved through our Tenant Selection process.*
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *This is an on-going activity and achieved through our Tenant Selection process.*
- ☒ Implement public housing security improvements: *the PHA continues to maintain a good working relationship with its security service and has implemented many improvements that have resulted in a more peaceful and safe environment for our residents. For example, security provides daily reports on incidents and we meet with security on a daily basis to discuss concerns and provide solutions or alternatives so that they will not become crisis or get out of hand. Money generated from Capital Funds Program.*
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

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

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

- ☒ Increase the number and percentage of employed persons in assisted families: *the PHA continues to collaborate with the local workforce board and other employment agencies to assist our residents in finding employment and also to assist them training and receiving educational opportunities so that they can achieve self-sufficiency. Our PHA has applied for an apprenticeship program (Ross-Grant) and a youth build program to help our residents attain their goal in becoming self-sufficient.*
- ☒ Provide or attract supportive services to improve assistance recipients' employability: *the PHA continues to collaborate with the local workforce board and other employment agencies to assist our residents in finding employment and also to assist them training and receiving educational*

opportunities so that they can achieve self-sufficiency. Our PHA has applied for an apprenticeship program (Ross-Grant) and a youth build program to help our residents attain their goal in becoming self-sufficient.

☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. *the PHA continues to assist elderly or families with disabilities with providing and attracting supportive services as needed.*

☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *the PHA will continue to take all steps in order to ensure Equal Housing Opportunity to all of our clients. This is an on-going activity.*

☒ 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: *the PHA will continue to take all steps in order to ensure Equal Housing Opportunity to all of our clients. This is an on-going activity.*

☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *the PHA will continue to take all steps in order to ensure Equal Housing Opportunity to all of our clients. This is an on-going activity.*

☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

The most important challenges to be met by the Housing Authority of the City of Crystal City during FYB 2004 include:

- *Increase the peaceful and safe environment by providing security service to its public housing residents;*

- *Preserve and improve the public housing stock through the Capital Funds activities.*

- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*

- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*

- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

- *The CCHA has collaborated with the neighboring Carrizo Springs Housing Authority in applying to the Texas Department of Housing and Community Affairs (TDHCA) in order to attach 43 voucher to the 60 units of the Villa Hermosa complex through the Section 8 Project-Based Certificate/Voucher program.(added)*

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration ***(tx105a01)***

☒ FY 2004 Capital Fund Program Annual Statement ***(tx105b01)***

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☒ PHA Management Organizational Chart ***(tx105d01)***

☒ FY 2004 Capital Fund Program 5 Year Action Plan ***(tx105c01)***

☐ Public Housing Drug Elimination Program (PHDEP) Plan

☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☒ Other (List below, providing each attachment name)

- *Substantial Deviation and Significant Amendment or Modification* ***(tx105e01)***
- *Resident Member on PHA Board of Governing Body* ***(tx105f01)***
- *Membership of Resident Advisor Board* ***(tx105g01)***
- *Summary of Policy or Program changes for upcoming year* ***(tx105h01)***
- *Pet Policy – Family* ***(tx105i01)***
- *Pet Policy – Elderly/disabled* ***(tx105j01)***
- *Statement of Progress* ***(tx105k01)***
- *Voluntary Conversion Required Initial Assessment* ***(tx105l01)***
- *Deconcentration and Income Mixing requirement* ***(tx105m01)***
- *RASS Follow-up Plan* ***(tx105n01)***
- *Community Service Policy* ***(tx105o01)***
- *Section 8 Project Based Voucher Program* ***(tx105p01)***
- *2001 Performance and Evaluation Report* ***(tx105q01)***
- *2002 Performance and Evaluation Report* ***(tx105r01)***

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 ☒ 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 ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☐ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	116	3	3	3	1	2	2
Income >30% but <=50% of AMI	29	3	3	3	1	2	2
Income >50% but <80% of AMI	165	3	3	3	1	2	2
Elderly	179	3	3	3	1	2	2
Families with Disabilities	25	3	3	3	1	2	2
Caucasian(non-Hispanic)	88	3	3	3	1	2	2
African American (non-Hispanic	4	3	3	3	1	2	2
Hispanic	2292	3	3	3	1	2	2
Other	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

☐ Consolidated Plan of the Jurisdiction/s
Indicate year:

☒ 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)
1990 Census Data

***Note:** PHA and consultant were unable to obtain information on families with disabilities from local agencies. Therefore based on information received pertaining to PHA participants, estimated that about 8% of population falls into the Families with disabilities category.*

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ 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	102		
Extremely low income <=30% AMI	85	83%	
Very low income (>30% but <=50% AMI)	15	15%	
Low income (>50% but <80% AMI)	2	2%	
Families with children	97	95%	
Elderly families	3	2.9%	
Families with Disabilities	2	1.9%	
Hispanic	99	97%	
Caucasian	2	1.9%	
Other	1	0.98%	
Characteristics by Bedroom Size (Public Housing Only)	* PH breakdown		

Housing Needs of Families on the Waiting List			
1BR	28		
2 BR	8		
3 BR	2		
4 BR	2		
5 BR	0		
5+ BR	0		

Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes N/A

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
☒ Other (list below)
- Modernize units to improve marketability and improve customer satisfaction

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)
- The Housing Authority will attach 43 vouchers under the Section 8 Project Based Certificate/Voucher program to a tax credit 60 unit development to help ensure affordability.

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2004 grants)**		
a) Public Housing Operating Fund	555,096.00	
b) Public Housing Capital Fund	395,760.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	501,333.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME	383,000.00	Other
Other Federal Grants (list below)		
Youthbuild	395,570.00	Other

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2003 CFP	395,570.00	Public housing capital improvements
Youthbuild 2001-2002	399,725.00	Public housing capital improvements
3. Public Housing Dwelling Rental Income	220,850.00	Public housing operations
4. Other income (list below)	64,675.00	Public housing operations
4. Non-federal sources (list below)		
Sub-total	285,525.00	
Total resources	3,311,769.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☒ Other: (describe)

- At time application is submitted

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

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☒ Other (describe)
- *Citizenship status, social security documentation*

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

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

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

(2)Waiting List Organization

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

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

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

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

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

The PHA does not operate site-based waiting lists

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

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

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

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

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

(3) Assignment

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

☐ One
☒ Two
☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences: N/A

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

Other preferences: (select below) N/A

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

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

1 Date and Time

Former Federal preferences: N/A

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

Other preferences (select all that apply) N/A

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

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☐ The PHA-resident lease
☐ The PHA's Admissions and (Continued) Occupancy policy
☐ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
☐ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing *(see attachment tx105m01)*

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) N/A

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

☒ Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

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

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

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

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

☐ Criminal or drug-related activity

☒ Other (describe below)

- *Current and former landlord name and mailing address*
- *Participants last known mailing address*

(2) Waiting List Organization

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

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

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

☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:
-At times when the housing stock of available units is low.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences N/A

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

Other preferences (select all that apply) N/A

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences N/A

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

Other preferences (select all that apply) N/A

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

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

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

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

☐ This preference has previously been reviewed and approved by HUD

☐ The PHA requests approval for this preference through this PHA Plan

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

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials

☐ Other (list below)

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

☒ Through published notices

☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

- *Loss of or waiting on Federal, State or local assistance;*
- *If the family would be evicted due to minimum rent requirement;*
- *Reduction in family income, including loss of employment;*
- *Increase in family expenses such as education, childcare, transportation, medical expenses, etc.;*
- *Death in family.*

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

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

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

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

☐ 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)

- *$480 for each dependent;*
- *$400 for any elderly family or disabled family*
- *un-reimbursed attendant care if exceeds 3% of annual income;*
- *child care expenses;*
- *earned income of any family member under 18.*
- *The PHA will follow the mandatory Earned Income Disallowance (EID) regulatory requirements.*

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies**.**

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR *(removed)*
☒ Above 100% but at or below 110% of FMR *(added)*
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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)

The PHA will follow the mandatory Earned Income Disallowance (EID) regulatory requirements.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	288	89
Section 8 Vouchers	215	60
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

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

- *Work Order System*
- *Pest Eradication Policy*
- *Maintenance Plan*
- *Uniform Inspection System*
- *Admissions and Occupancy Policy*
- *Fair Housing Policy*
- *Grievance Procedures*
- *Tenant Selection and Assignment Plan*
- *Handicapped Policy*
- *Termination and Eviction*
- *Transfer and Transfer Waiting List*
- *Resident Initiative*
- *Section 3 Plan*
- *Pet Policy (families)*
- *Pet Policy (elderly)*
- *Personnel Policy*
- *Procurement Policy and Procedures*

(2) Section 8 Management: (list below)

- *Section 8 Administrative Plan*

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below: N/A

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

☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below: N/A

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) tx105b01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) tx105c01

-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: N/A
2. Development (project) number: N/A
3. Status of grant: (select the statement that best describes the current status) N/A
   - ☐ 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 N/A

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description N/A

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

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

☐ 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 N/A

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date

submitted or approved:

☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

☐ Requirements no longer applicable: vacancy rates are less than 10 percent

☐ Requirements no longer applicable: site now has less than 300 units

☐ Other: (describe below)

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

Voluntary Conversion Required Initial Assessment – attachment tx105l01

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 N/A

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ 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) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: N/A

a. Size of Program

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

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

☐ 25 or fewer participants

☐ 26 - 50 participants

☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria
☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

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

If yes, what was the date that agreement was signed? 25/01/01

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☒ Jointly administer programs
☒ Partner to administer a HUD Welfare-to-Work voucher program
☒ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
M.RG.D.C.	*100*	*Waiting List*	*MRGDC*	*Both*
S.W.T.J.C – GED	*28*	*Int. persons*	*SWTJC – CO Center*	*Both*
MET	*20*	*Waiting List*	*MET*	*Both*
Summer Youth	*50*	*Int. persons*	*MRGDC*	*Both*
Popeye Soccer League	*150*	*Int. persons*	*CCHA*	*Both*
MHMR	*50*	*Waiting List*	*MHMR*	*Both*
Skillastics Program	*40*	*Registration*	*CCHA/SWTJC*	*Both*

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

The Community Service requirement has been reinstated by HUD. The CCHA has reinstating the Community Service Policy and notified all its residents. We are including the policy as attachment tx105o01.

13. PHA Safety and Crime Prevention Measures - *Not participating*

[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? (list below)

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Policy (family) – tx105i01
Pet Policy (elderly/disabled) – tx105j01

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☒ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

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

☐ Attached at Attachment (File name)

☒ Provided below:

- *Recommended to have more security*
- *Recommended to enhance all play ground Areas*

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

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

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

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process N/A

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)
☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) *State of Texas*

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

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

☐ Other: (list below)

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

- *To preserve and rehabilitate the City's existing housing stock primarily for extremely low, very low and low-income families (0-90 percent of median income;*
- *To expand economic opportunities in the community particularly for lower income residents;*

- *To continue to encourage and support non-profit organizations in seeking additional funding sources and assist them in obtaining such funding whenever possible.*

D. Other Information Required by HUD

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

Attachments

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

PHA Plan
Table Library

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement *See attachment tx105b01*
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement *See attachment tx105b01*
Capital Fund Program (CFP) Part II: Supporting Table

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

Annual Statement *See attachment tx105b01*
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
See attachment tx105c01		
Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*

Attachment: tx105a01

DE-CONCENTRATION AND INCOME TARGETING POLICY FOR THE CRYSTAL CITY HOUSING AUTHORITY CRYSTAL CITY, TEXAS

Adopted by Board of Commissioners

Resolution No.:_____

Date of Adoption:_____

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DE-CONCENTRATION AND INCOME TARGETING POLICY

(of the Public Housing Admissions and Occupancy Policy)

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

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

A. Economic De-concentration:

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

Implementation may include one or more of the following options:

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

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B. Income Targeting

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

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

< The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).

< After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.

< To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de-concentration.

< The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

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CAPITAL FUND PROGRAM TABLES START HERE

Attachment: tx105b01

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

9/12/2003

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Housing Authority of the City of Crystal City	Capital Fund Program No: **TX59P10550104** Replacement Housing Factor Grant No:	**2004**

■ Original Annual Statement ☐ Reserved for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____

☐ Performance and Evaluation Report for Program Year Ending ☐ Final Performance and Evaluation Report for Program Year Ending_____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	0.00			
3	1408 Management Improvements	47,444.00			
4	1410 Administration	39,576.00			
5	1411 Audit	2,000.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	28,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	8,000.00			
10	1460 Dwelling Structures	250,990.00			
11	1465.1 Dwelling Equipment-Nonexpendable	6,450.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	2,500.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	10,800.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	**Amount of Annual Grant (sums of lines 2-20)**	**$395,760.00**			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs	34,944.00			
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures	91,163.00			

Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

9/12/2003

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550104 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	
HA Wide	**Operations**	1406		0.00				
	Total 1406			**0.00**				
	Management Improvements							
	Software	1408		2,500.00				
	Resident Initiatives Coordinator	1408		10,000.00				
	Benefits	1408		0.00				
	Security	1408		34,944.00				
	Total 1408			**47,444.00**				
	Administration *(Limited to 10% of Grant Total)*							
	Modernization Coordinator	1410		27,799.00				
	Benefits	1410		7,777.00				
	Supplies	1410		1,000.00				
	Advertising	1410		1,500.00				
	Travel, training	1410		1,500.00				
	Total 1410			**39,576.00**				
	Audit	1411		2,000.00				
	Total 1411			**2,000.00**				
	Fees and Costs							
	A/E Services			10,000.00				
	Asbestos Consulting Fees - plans/specs/			10,000.00				
	monitoring (105-3)			-				
	State of Texas fees for asbestos abatement			3,000.00				
	Update Annual Agency Plan/consortium fees			5,000.00				
	Total 1430			**28,000.00**				

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Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

9/12/2003

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550104 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	
HA Wide	**Dwelling Structures**							
	Water heaters	1460		4,000.00				
	Subtotal 1460			**4,000.00**				
	Dwelling Equipment - Non-Expendable							
	Ranges	1465	10	2,650.00				
	Refrigerators	1465	10	3,800.00				
	Total 1465			**6,450.00**				
	Non-Dwelling Equipment							
	Computer hardware	1475		2,500.00				
	Total 1475			**2,500.00**				
105-3	**Relocation Costs**							
	Temporary relocation of residents during	1495		10,800.00				
	abatement			-				
	Total 1495			**10,800.00**				

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

9/12/2003

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550104 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	
105-7	Trim Trees	1450		1,500.00				
	Street and parking lot repairs	1450		1,500.00				
	Playground equipment	1450		5,000.00				
	Total 1450			**8,000.00**				
	Dwelling Structures							
105-1	(132 units constructed 1953)							
	Reroofing	1460		36,187.00				
	Subtotal 1460			**36,187.00**				

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Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

9/12/2003

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550104 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	
105-3	(20 units constructed 1963)							
	Abate flooring, replace w/vinyl tile	1460		30,450.00				
	Interior painting, patch, texture	1460		15,000.00				
	Reconfigure kitchen/closet/pantry/ref. Space &	1460		68,190.00				
	upgrade kitchens to include cabinets,			-				
	countertops, sinks, faucets, associated			-				
	plumbing, vent hoods			-				
	Replace gas supply with electric, upgrade	1460		87,163.00				
	electric supply, change out appliances (heater,			-				
	range, water heater)			-				
	Repair termite damaged siding	1460		10,000.00				
	Subtotal 1460			**210,803.00**				
	2004 ESTIMATED GRANT TOTAL			**$395,760.00**				

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

9/12/2003

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Housing Authority of the City of Crystal City	Capital Fund Program No: **TX59P10550104** Replacement Housing Factor Grant No:	**2004**

Development No. Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	12/31/2006			12/31/2008			
105-1	12/31/2006			12/31/2008			
105-3	12/31/2006			12/31/2008			
105-7	12/31/2006			12/31/2008			

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

9/22/2003

Attachment: tx105c01

HA Name: **Housing Authority of the City of Crystal City**

■ Original ☐ Revision No. _____

Development Number/Name/HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
HA - Wide	See	146,904.00	136,235.00	224,870.00	221,470.00
105-1	Annual	0.00	0.00	0.00	22,000.00
105-2	Statement	0.00	0.00	0.00	47,096.00
105-3		85,729.00	0.00	0.00	8,000.00
105-4		163,127.00	196,238.00	53,907.00	0.00
105-5		0.00	63,287.00	50,848.00	8,100.00
105-6		0.00	0.00	66,135.00	61,994.00
105-7		0.00	0.00	0.00	27,100.00
CFP Funds Listed for		**$395,760.00**	**$395,760.00**	**$395,760.00**	**$395,760.00**
5-Year planning					
Replacement Housing					
Factor Funds					

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2005 PHA FY: 2005		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See	HA - Wide		
		Management Improvements	
Annual		Software	2,500.00
		Resident Initiatives Coordinator	10,000.00
Statement		Security	34,944.00
		Total 1408	**47,444.00**
		Administration *(Limited to 10% of Grant Total)*	
		Modernization Coordinator	28,632.00
		Benefits	7,544.00
		Supplies	1,000.00
		Advertising	1,200.00
		Travel, training	1,200.00
		Total 1410	**39,576.00**
		Audit **Total 1411**	**2,000.00**
		Fees and Costs	
		A/E Services	10,000.00
		Asbestos Consulting Fees - plans/specs/monitoring (105-4)	13,065.00
		State of Texas fees for asbestos abatement	3,000.00
		Update Annual Agency Plan/consortium fees	5,000.00
		Total 1430	**31,065.00**
		Dwelling Structures - Water Heaters **Subtotal 1460**	**4,000.00**
		Dwelling Equipment	
		Ranges	4,650.00
		Refrigerators	5,800.00
		Total 1465	**10,450.00**
		Non-Dwelling Equipment: Computer hardware **Total 1475**	**2,500.00**
	2005 continued	**Relocation (105-4)**	
	next page……	Temporary relocation of residents during abatement **Total 1495**	**9,869.00**
		TOTAL PHA - WIDE	**$146,904.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2005 PHA FY: 2005		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See	105-3	**Dwelling Structures:**	
		(20 units constructed 1963)	
		Interior painting, patch and texture	20,000.00
Annual		Replace front and rear doors with metal	15,000.00
		Replace interior doors	15,000.00
		Reroofing	18,956.00
Statement		Exterior painting, siding replacement	16,773.00
		Total 105-3	**85,729.00**
	105-4	(26 units constructed 1967)	
		Abate flooring, ceiling spray, replace tile, patch, texture	
		and paint	63,954.00
		Change out appliances (heater, range, w/h)	85,465.00
		Replace windows	13,708.00
		Total 105-4	**163,127.00**
		TOTAL ESTIMATED COST FOR 2005	**$395,760.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See	HA - Wide		
		Management Improvements	
Annual		Software	775.00
		Resident Initiatives Coordinator	10,000.00
Statement		Security	34,944.00
		Total 1408	**45,719.00**
		Administration *(Limited to 10% of Grant Total)*	
		Modernization Coordinator	29,490.00
		Benefits	6,886.00
		Supplies	1,000.00
		Advertising	1,100.00
		Travel, training	1,100.00
		Total 1410	**39,576.00**
		Audit **Total 1411**	**2,000.00**
		Fees and Costs	
		A/E Services	10,000.00
		Asbestos Consulting Fees - plans/specs/monitoring (105-5)	9,715.00
		State of Texas fees for asbestos abatement	3,000.00
		Update Annual Agency Plan/consortium fees	5,000.00
		Total 1430	**27,715.00**
		Dwelling Structures - Water Heaters **Subtotal 1460**	**4,000.00**
		Dwelling Equipment	
		Ranges	2,650.00
		Refrigerators	3,800.00
		Total 1465	**6,450.00**
		Non-Dwelling Equipment: Computer hardware **Total 1475**	**775.00**
	2006 continued	**Relocation (105-5)**	
	next page……	Temporary relocation of residents during abatement **Total 1495**	**10,000.00**
		TOTAL PHA - WIDE	**$136,235.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See		**Dwelling Structures:**	
	105-4	(26 units constructed 1967)	
		Replace gas supply with electric upgrade	68,165.00
Annual		Replace windows	20,000.00
		Upgrade kitchens to include cabinets, countertops, ss sinks, faucets, associated	65,000.00
		plumbing, venthoods and splashes	-
		Replace entry doors with metal	15,000.00
		Reroofing	18,073.00
		Exterior painting, siding replacement	10,000.00
Statement		**Total 105-4**	**196,238.00**
	105-5	(20 units constructed 1971)	
		Abate ceiling spray, texture and paint	25,592.00
		Upgrade kitchens to include cabinets, countertops, ss sinks, faucets, associated	37,695.00
		plumbing, venthoods and splashes	
		Total 105-5	**63,287.00**
		TOTAL ESTIMATED COST FOR 2006	**$395,760.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007			
2004	Development Name/Number	Major Work Categories	Estimated Cost	
See	HA - Wide			
		Management Improvements		
Annual		Software	2,500.00	
		Resident Initiatives Coordinator	10,000.00	
Statement		Security	34,944.00	
		Total 1408	**47,444.00**	
		Administration *(Limited to 10% of Grant Total)*		
		Modernization Coordinator	30,374.00	
		Benefits	6,202.00	1798
		Supplies	1,000.00	1000
		Advertising	1,000.00	2798
		Travel, training	1,000.00	
		Total 1410	**39,576.00**	
		Audit **Total 1411**	**2,000.00**	
		Fees and Costs		
		A/E Services	10,000.00	
		Asbestos Consulting Fees - plans/specs/monitoring (105-6)	60,000.00	
		State of Texas fees for asbestos abatement	3,000.00	
		Update Annual Agency Plan/consortium fees	5,000.00	
		Total 1430	**78,000.00**	
		Dwelling Structures - Water Heaters **Subtotal 1460**	**4,000.00**	
		Dwelling Equipment		
		Ranges	4,650.00	
		Refrigerators	5,800.00	
		Total 1465	**10,450.00**	
		Non-Dwelling Equipment:		
		Computer hardware	2,500.00	
		Purchase maintenance truck	17,500.00	
		Total 1475	**20,000.00**	
	2007 continued	**Relocation (105-4)**		
	next page……	Temporary relocation of residents during abatement **Total 1495**	**23,400.00**	
		TOTAL PHA - WIDE	**$224,870.00**	

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See		**Dwelling Structures:**	
	105-4	(26 units constructed 1967)	
		Upgrade bathrooms to include bathtubs, vanity, cabinets, faucets/showers, lights	20,000.00
Annual		and accessorites	-
		Reroofing	36,705.00
Statement		**Total 105-4**	**56,705.00**
	105-5	(20 units constructed 1971)	
		Upgrade kitchens to include cabinets, countertops, ss sinks, faucets, associated	5,625.00
		plumbing, venthoods and splashes	-
		Reroofing	35,000.00
		Exterior painting, siding replacement	10,000.00
		Total 105-5	**50,625.00**
	105-6	(116 units constructed 1976)	
		Abate flooring, replace with vinyl tile	66,135.00
		Repair termite damaged siding	-
		Total 105-6	**66,135.00**
		TOTAL ESTIMATED COST FOR 2007	**$398,335.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See	HA - Wide		
		Management Improvements	
Annual		Software	2,500.00
		Resident Initiatives Coordinator	10,000.00
Statement		Security	34,944.00
		Total 1408	**47,444.00**
		Administration *(Limited to 10% of Grant Total)*	
		Modernization Coordinator	31,285.00
		Benefits	6,291.00
		Supplies	500.00
		Advertising	500.00
		Travel, training	1,000.00
		Total 1410	**39,576.00**
		Audit **Total 1411**	**2,000.00**
		Fees and Costs	
		A/E Services	10,000.00
		Asbestos Consulting Fees - plans/specs/monitoring (105-4)	40,000.00
		State of Texas fees for asbestos abatement	3,000.00
		Update Annual Agency Plan/consortium fees	5,000.00
		Total 1430	**58,000.00**
		Dwelling Structures - Water Heaters **Subtotal 1460**	**4,000.00**
		Dwelling Equipment	
		Ranges	4,650.00
		Refrigerators	5,800.00
		Total 1465	**10,450.00**
		Non-Dwelling Equipment:	
		Computer hardware	2,500.00
		Purchase maintenance truck	17,500.00
		Total 1475	**20,000.00**
	2008 continued	**Relocation (105-6)**	
	next page……	Temporary relocation of residents during abatement **Total 1495**	**40,000.00**
		TOTAL PHA - WIDE	**$221,470.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

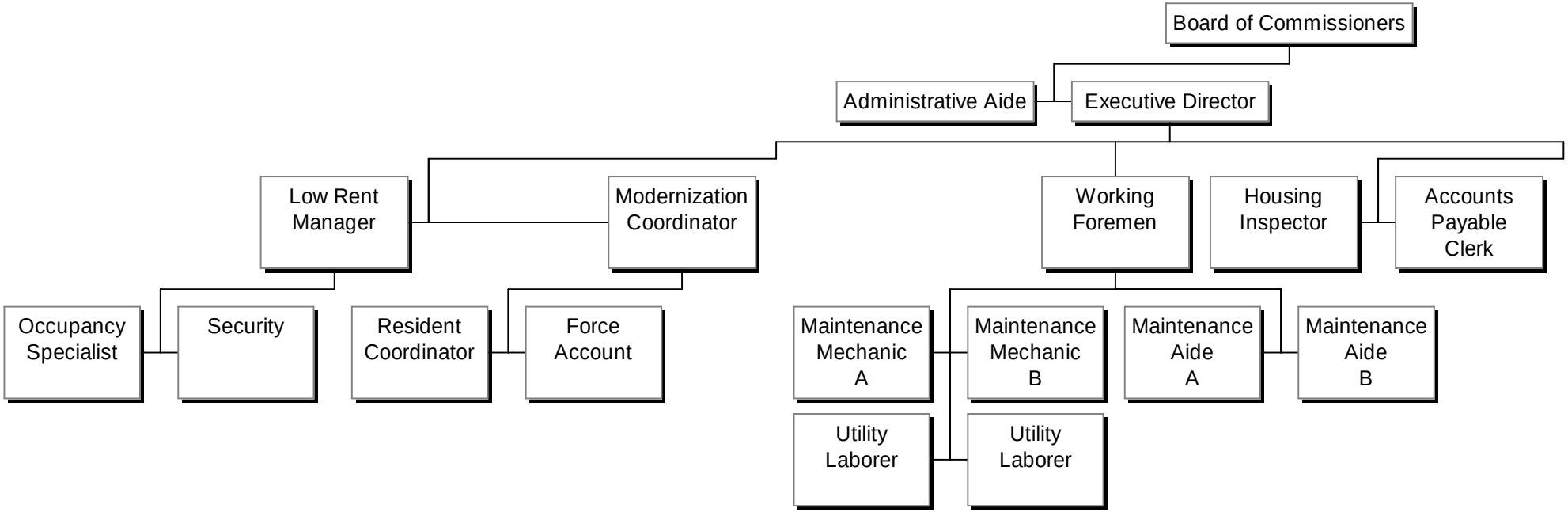
Activities for Year 1	Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See		**Site Improvements:**	
	105-1	Provide screened dumpster pads, truck pads	4,000.00
		Trim Trees	3,000.00
Annual		Sidewalk repairs	5,000.00
		Replacement of playground equipment	10,000.00
Statement		**Total 105-1**	**22,000.00**
	105-2	Replace clothesline pole sets	8,521.00
		Trim Trees	3,000.00
		Sidewalk repairs	5,000.00
		Replacement of playground equipment	10,000.00
		Subtotal 105-2	**26,521.00**
	105-3	Topsoil and seeding	5,000.00
		Trim trees	3,000.00
		Total 105-3	**8,000.00**
	105-5	Provide screened dumpster pads, truck pads	8,100.00
		Total 105-5	**8,100.00**
	105-6	Provide screened dumpster pads, truck pads	6,000.00
		Subtotal 105-6	**6,000.00**
	105-7	Provide screened dumpster pads, truck pads	8,100.00
		Trim Trees	4,000.00
		Street, parking lot repairs	5,000.00
		Playground Equipment	10,000.00
		Total 105-7	**27,100.00**
	2008 continued		
	next page……	**Site Improvements Page Total**	**$97,721.00**

Capital Funds Program Five Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008		
2004	Development Name/Number	Major Work Categories	Estimated Cost
See		**Dwelling Structures:**	
	105-2	(18 units constructed 1967)	
		Replace windows	13,709.00
Annual		Replace front and entry doors w/metal	6,866.00
Statement		**Subtotal 105-2**	**20,575.00**
	105-6	(116 units constructed 1976)	
		Abate flooring, replace with vinyl tile	55,994.00
		Repair termite damaged siding	-
		Subtotal 105-6	**55,994.00**
		Dwelling Structures Page Total	**76,569.00**
		TOTAL ESTIMATED COST FOR 2008	**$395,760.00**

Housing Authority of the City of Crystal City
Organizational Chart

Attachment: tx105d01



Attachment: tx105e01
Crystal City Housing Authority

A. Substantial Deviation from the 5-Year Plan:
- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:
- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30 day posting, ***such as changes in the Admission's policy, changes affecting*** rent ***or the organization of the Waiting List;***
- Any ***change being submitted*** to HUD that requires a separate notification to residents, such as ***changes in the*** Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or ***Public Housing*** Homeownership programs; and
- Any change ***in policy or operation that is*** inconsistent with the ***applicable*** Consolidated Plan.

Crystal City Housing Authority

Required Attachment tx105f01: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board:
David Mendoza, Jr. and Edelmira Castillo

B. How was the resident board member selected: (select one)?
☒Elected
☐Appointed

C. The term of appointment is (include the date term expires):
Expires September 2004 (2 year term)

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **N/A**
☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member: December 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Mayor Raul Gomez**

Crystal City Housing Authority

Required Attachments tx105g01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description,)

Horacio Ramos

Cindy De Luna

Margie Ramirez

Ruben Hernandez

Loraine Gomez

Attachment: tx105h01
Crystal City Housing Authority

Summary of Policy or Program Changes for the Upcoming Year

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

5-Year Plan

No changes

Annual Plan

Revised Admissions Policy for Deconcentration to remove reference to ceiling rents.

Revised Substantial Deviation and Significant Amendment or Modification definition for clarity.

Revised Pet Policy (family)

Revised Pet Policy (elderly/disabled)

Reinstated Community Service Policy and notified all residents of requirement reinstatement.

Removed selections referencing ceiling rents.

Attachment: tx105i01

PET OWNERSHIP POLICY

(FAMILY)

FOR

THE HOUSING AUTHORITY OF THE CITY OF CRYSTAL CITY, TEXAS

Adopted by Board of Commissioners
Resolution No.:_____
Date of Adoption:_____

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PET OWNERSHIP POLICY

OVERVIEW

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

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

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

A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;

B. a non-refundable nominal pet fee will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet's presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);

C. animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;

D. ***residents needing a service animal must provide verification for this need and verification that the animal is considered to be a service animal;***

E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;

F. Section 31 ***of the Housing Reform Act of 1998*** does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;

G. **Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments.**

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HOUSING AUTHORITY OF THE CITY OF CRYSTAL CITY

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.

2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).

3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds* ***at full growth***. The animal's height shall not exceed *fifteen (15) inches* ***at full growth***. Such limitations do not apply to a *service animal* used to assist a disabled resident.

4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Crystal City, TX or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.

5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.

6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. ***If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.***

7. All cats shall be declawed. Proof of compliance shall be furnished to management.

8. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.

9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.

10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.

11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.

12. Resident shall provid the PHA a color photograph of the pet(s).

13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.

15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.

16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms: "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.

19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner

shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.

22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.

23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.

24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.

25. Each pet owner shall pay a non-refundable pet fee of $0.00 and a refundable pet deposit of $100.00. A refundable deposit of $100.00 will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

26 The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.

28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill, absent from the dwelling unit, unable to care for his or her pet, ***or in the event of a death of the pet owner,*** the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).

30. ***If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.***

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

    a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

        (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.

        (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.

(3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.

(4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.

b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

(1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.

(2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

(3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.

d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

32. ***The resident shall control the pet while maintenance personnel are in the unit performing requested maintenance.***

33. ***Non-emergency work orders will only be completed if the resident is home with the pet, the pet has been caged or the pet has been removed from the unit***.

34. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.

35. ***If the pet runs out of the unit, if left alone, when the maintenance staff enters the unit due to an emergency work order request.***

36. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Crystal City and the Addendum to the Residential Dwelling Lease Agreement dated _____between:

THE HOUSING AUTHORITY OF THE CITY OF CRYSTAL CITY
1600 N. 7th
P. O. Box 727
Crystal City, Texas 78839

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)
for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

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

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

_____
Signature

Sworn and subscribed before me
this _____ day of _____, _____.

_____
Notary of Public

My Commission Expires:_____

PET POLICY ADDENDUM

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

_____ _____
Resident's Signature PHA Staff member's Signature

_____ _____
Date Date

_____
Type of Animal and Breed

_____
Name of Pet

_____

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

The alternate custodian for my pet is:

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

_____
_____
_____
_____

_____ _____
Resident's Signature Date

Refundable Pet Deposit _____ _____
Amount Paid Date

Attachment: tx105j01

PET OWNERSHIP POLICY

(ELDERLY/DISABLED RESIDENTS)

FOR

THE HOUSING AUTHORITY OF THE CITY OF CRYSTAL CITY, TEXAS

Adopted by Board of Commissioners

Resolution No.:_____

Date of Adoption:_____

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PET OWNERSHIP POLICY

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

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

A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;

B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;

C. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time; and,

D. ***residents needing a service animal must provide verification for this need and verification that the animal is considered to be a service animal.***

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HOUSING AUTHORITY OF THE CITY OF CRYSTAL CITY

Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.

2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).

3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds* ***at full growth***. The animal's height shall not exceed *fifteen (15) inches* ***at full growth***. Such limitations do not apply to a *service animal* used to assist a disabled resident.

4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Crystal City, Texas or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.

5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.

6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet’s age or illness.

7. All cats shall be declawed. Proof of compliance shall be furnished to management.

8. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.

9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.

10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.

11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.

12. Resident shall provide the PHA a color photograph of the pet(s).

13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.

15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.

16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms: "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.

19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner

shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.

22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.

23. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.

24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.

25. Each pet owner shall pay a refundable pet deposit of $ 0.00. The PHA may wave the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.

26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

    Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine

payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.

28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill, absent from the dwelling unit, unable to care for his or her pet, ***or in the event of a death of the pet owner,*** the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).

30. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.

31. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.

32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.

33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.

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

    a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

        (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.

(2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.

(3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.

(4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.

b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

(1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.

(2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

(3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.

d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

35. The resident shall control the pet while maintenance personnel are in the unit performing requested maintenance.

36. ***Non-emergency work orders will only be completed if the resident is home with the pet, the pet has been caged or the pet has been removed from the unit***.

37. If the pet runs out of the unit, if left alone, when the maintenance staff enters the unit due to an emergency work order request.

38. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Crystal City and the Addendum to the Residential Dwelling Lease Agreement dated _____between:

THE HOUSING AUTHORITY OF THE CITY OF CRYSTAL CITY
1600 N. 7th
P. O. Box 727
Crystal City, Texas 78839

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)
for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

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

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

_____
Signature

Sworn and subscribed before me
this _____ day of _____, _____.

_____
Notary of Public

My Commission Expires:_____

PET POLICY ADDENDUM

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

_____ _____
Resident's Signature PHA Staff member's Signature

_____ _____
Date Date

_____
Type of Animal and Breed

_____
Name of Pet

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

The alternate custodian for my pet is:

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

_____
_____
_____
_____

_____ _____
Resident's Signature Date

Refundable Pet Deposit _____ _____
Amount Paid Date

Attachment: tx105k01
Housing Authority of the City of Crystal City
PHA Plan Update for FYB 2004
Statement of Progress

The Housing Authority of has been successful in achieving its mission and goals in the year 2003. Goals are either completed or on target for completion by the end of the year.

Concerning modernization approximately $509,573.00 was either spent or obligated. PHA has done complete rehabilitation of 32 units in PHA development Rodolfo Espinoza Courts including abatement work.

Concerning self-sufficiency and crime and safety, PHA efforts reduced crime in the communities through increased patrolling by security, better communication between PHA and residents, better working relationships between HA and local law enforcement agencies, and the enforcement of policies.

Concerning improving the quality of life, PHA has vastly improved the safety and well being of its residents by making it a safer and a better place to live.

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

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

Attachment: tx105l01
Crystal City Housing Authority

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

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

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

TX – 105-001 through TX – 105-007

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

None

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

An assessment was made for each of the 7 developments in A. above.

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

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

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

N/A

Attachment: tx105m01
Crystal City Housing Authority

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:

Deconcentration Policy for Covered Developments			
Development Name:	**Number of Units**	**Explanation (if any) [see step 4 at § 903.2 (c) (1) ((iv)]**	**Deconcentration policy (if no explanation) [see step 5 at §903.2 (c)(1)(v)]**
Scattered Sites TX105003	20	C. The covered development's size, location, and/or configuration promote income deconcentration, such as scattered sites or small developments. The development is both scattered sites and small.	

Attachment: tx105n01
CRYSTAL CITY HOUSING AUTHORITY
RASS Follow-Up Plan

Communication

AREA OF CONCERN: Inability of Residents to Communicate With Management Regarding Problems and Issues

Clear communication of services, procedures, other neighborhood-related issues, and activities is a critical component in the success of a development. This section measures the level of that communication in the area of events, activities, and programs available to residents, and the ability of residents to communicate with management regarding problems and issues. The following are action items that will be implemented for making improvements in this area:

ACTION ITEMS:

1. **Establish Communication Linkages**

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on this issue. If situations which are identified as problems are improved, then it is believed that satisfaction with this service area should improve.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

2. **Resident-Oriented Service Training**

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident-Oriented Service Delivery by PHA Staff and Personnel. These workshops will train PHA staff and personnel to effectively communicate with residents. Coursework may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

Funding Source (if required) to be utilized: Capital Fund

Task Start Date: January 2003 Target Date of Completion: 9-23-03

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3. Improve Internal Communications

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident-Oriented Service Delivery by PHA Staff and Personnel. These workshops will train PHA staff and personnel to effectively communicate with residents. Coursework may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

4. Ensure Written Policies and Procedures

The Agency will immediately conduct a review of its written policies and procedures to determine if all applicable policies and procedures have been documented. When necessary, the Agency will prepare additional documents. The Agency will also ensure that residents have copies of them, that the residents have input and that they are in agreement with them. Care will be taken to assure that the Agency management or staff does not dictate policies. Finally, residents will be encouraged to participate, as much as possible, in policy development.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

5. Use Culturally Relevant Language

The Agency will immediately seek to institute and implement a policy of using culturally appropriate and relevant language in which to communicate with residents.

The Agency will also begin to institute a practice of preparing its written materials including; posters, signage, notices, bulletins, circulars, newsletters, and relevant reports in a language that is culturally appropriate for the majority of its residents that do not speak or understand English.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

6. Institute A Common Point Of Reference For Notices

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The Agency will immediately identify and institute an effective and easily accessible method of communicating with residents. Suggested methods will include, but will not be limited to the following: flyers/letters sent with the rent bill, flyers/letters placed in all mailboxes or a community bulletin board.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

7. Encourage Resident Involvement

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident Involvement in Community Building. Suggested topics may include: Resident Leadership Training, Community Building, Volunteer Training, Entrepreneurship Training, etc. These workshops will be part of the Agency's plan to assist and encourage residents to be part of the solution, to join or develop committees/organizations to help improve the community.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

Neighborhood Appearances

AREA OF CONCERN: Dissatisfaction With Upkeep In Different Areas of the Development

A poorly maintained development can lead to a number of problems. The appearance of the housing development should be neat and orderly. Ideally, the development should compliment the community and there should not be a clear line that defines the borders of the development due to perpetual problems such as litter, broken glass, and vandalism. Residents are encouraged to be part of the solution. There is an established process in place for residents to report problems. Management responds in a timely and professional manner to appearance problems in the community. The following are action items that the Agency will undertake to make improvements in this area.

ACTION ITEMS:

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on this issue.

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Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

2. Ensure Policies & Procedures are in Place

The Agency will immediately begin a review of policy regarding abandoned buildings and vacancy to bring it up to date and evaluate its effectiveness. If found to be inadequate, the Agency will revise and improve its systems to address this issue more rigorously.

Funding Source (if required) to be utilized: Capital Fund Program

Task Start Date: January 2003 Target Date of Completion: 9-23-03

3. Schedule Anti-Pest Treatments and Trash Removal Pickups More Frequently

The Agency will immediately implement a more regular pest extermination program more frequently and on an as needed basis, if necessary. It will also implement quarterly trash days on which large items can be picked up.

Funding Source (if required) to be utilized: Operating Funds

Task Start Date: January 2003 Target Date of Completion: 9-23-03

4. Be Proactive About Improving The Appearance of Neighborhood.

The Agency will immediately develop and implement a program for improving the overall appearance of the neighborhood. This program will include, but will not be limited to the following activities:

- Conducting an assessment (at least visually) of the community on a daily basis.
- Management and Executive Staff becoming personally involved in this assessment and not just relying on staff for input.
- Starting a neighborhood appearance council made up of residents. Awarding prizes or recognizing residents with the best kept yard, and recognizing that individual or family in a newsletter.

Funding Source (if required) to be utilized: Capital Fund Program

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Task Start Date: January 2003 Target Date of Completion: 9-23-03

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Attachment: tx105o01

COMMUNITY SERVICE POLICY
FOR THE
CRYSTAL CITY HOUSING AUTHORITY
CRYSTAL CITY, TEXAS

Adopted by Board of Commissioners

Resolution No.:_____

Date of Adoption:_____

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COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, established a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. (24 CFR Subpart F §960.600-609) The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act reinstated this provision.

The Crystal City Housing Authority (hereinafter referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience.

In order to effectively implement this new requirement, the PHA establishes the following policy.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The PHA does not claim these activities to be appropriate for all participating tenants. Each tenant is responsible to determine the appropriateness of the voluntary service within guidelines in this policy. The activities may include, but are not limited to:

- Unpaid services at the PHA to help improve physicals condition, including building clean-ups, neighborhood clean-ups, gardening and landscape work;
- Unpaid office related services in the development or Administrative Office;
- Assisting other residents through the resident organization;
- Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- Active participation in neighborhood group special projects;
- Assisting in after-school youth programs or literacy programs;
- Unpaid tutoring of elementary or high school age residents;
- Assisting in on-site computer training centers;

- Any other community service which includes the "performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community".

Note: Voluntary political activities are prohibited from being considered to meet the Community Service requirement.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities.

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month. Such activities can include, but are not limited to:

- Apprenticeships and job readiness training;

- Voluntary substance abuse and mental health counseling and treatment;

- English proficiency classes, GED classes, adult education, college, technical schools or other formal education
- Household management, budget and credit counseling, or employment counseling
- Work placement program required by the TANF program
- Training to assist in operating a small business

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

The following adult individuals, age 18 or older, of a household may claim an exemption from this requirement if the individual:

- Is age 62 years or older;
- Is blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals;
- Is engaged in work activities (at least 30 hours per week) as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
    1. Subsidized employment;
    2. Subsidized private-sector employment;
    3. Subsidized public-sector employment;
    4. Work experience (including work associated with the refurbishing of publicly assisted housing) only if sufficient private sector employment is not available;
    5. On-the-job-training;
    6. Job-search and job-readiness assistance;
    7. Community service programs;
    8. Vocational educational training (not to exceed 12 months with respect to any individual);
    9. Job-skills training directly related to employment;

10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
12. The provision of childcare services to an individual who is participating in a community service program.

- Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- Is a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

F. Family Obligations

At the time of annual recertification, all public housing household members age eighteen (18) or older must:

- Receive a written description of the community service requirement, information on the process for verifying exemption status and the affect of noncompliance on their tenancy.
- Complete certification forms regarding their exempt or non-exempt status from the community service requirement and submit the executed forms within ten (10) days of their recertification appointment. If a household member claims an exemption from the requirement, he/she must submit written verification of the exemption or provide information for obtaining third-party verification along with their completed exemption form.

At the time of the annual recertification appointment, each non-exempt adult household member must present their completed monthly record and

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certification form (blank form to be provided by the PHA at time of certification or recertification) of activities performed over the past twelve (12) months.

If a family member is found to be noncompliant, either for failure to provide documentation of community service or for failure to perform community service, he/she and the head of household will sign an agreement with the PHA to make up the deficient hours over the next twelve (12)-month period. The entire household will be allowed to enter into such an agreement only once during the household's entire tenancy with the PHA.

If, during the twelve (12)-month period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and to provide documentation with ten (10) calendar days of the occurrence. The community service requirement will remain in effect until such time as the exempt status is reported to the PHA and verified.

If, during the twelve (12)-month period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA within ten (10) calendar days of the change in status. He/she will be provided with appropriate forms and information for fulfilling the community service requirement. A household member who fails to report a change from exempt to non-exempt status will be required to enter into an agreement to complete an equivalent of eight (8) hours per month of community service for each month of unreported non-exempt status within ninety (90) days of discovery or the household's lease will be subject to termination.

Each household member must supply the PHA with accurate written information regarding exemption status. Failure to supply such information and/or misrepresentation of information is a serious violation of the terms of the lease and may result in termination of the lease.

G. PHA Obligations

To the greatest extent possible and practicable, the PHA will provide names and contacts at agencies that can provide opportunities for residents to fulfill their community service obligation.

The PHA will provide the household a written description of the community service requirement, the process for claiming status as an exempt person for PHA verification of such status in the notice of annual recertification. The PHA will provide the household with appropriate forms on which to claim exempt or non-exempt status and for tracking the community service hours.

The PHA will make the final determination as to whether or not a household member is exempt and/or is compliance with the community service requirement.
As failure to complete the community service requirement constitutes noncompliance with the terms of the Lease, the family may use the PHA's Grievance Procedures if they disagree with the determination of exemption status or noncompliance.

The PHA will assure that procedures are in place and residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- Going from unemployment to employment;
- Entering a self-sufficiency program;
- Entering a classroom educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- Third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- Birth certificates to verify age 62 or older; or
- Third-party verification of disabilities preventing performance of community service.

Families who pay flat rents and live in public housing units or families who income was over income limits when they initially occupied such a public housing unit will not receive an automatic exception.

H. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that

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provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

I. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination and for all new residents effective upon occupancy. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

J. Noncompliance

A resident who was delinquent in community service hours under the lease in effect at the time of the suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time.

A copy of that notice of noncompliance should be included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA will notify the resident:

1. of the noncompliance;

2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed;

4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the noncompliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult and the head of household (as applicable) to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

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Attachment: tx105p01

Crystal City Housing Authority

Section 8 Project Based Voucher Program

Agencies utilizing the Section 8 Project Based Voucher Program, including certificate programs that were converted to vouchers or intending to utilize the Section 8 Project Based Voucher Program during the upcoming fiscal year are required to provide the following information.

Our agency is currently operating or intends to operate a Section 8 Project Based Voucher Based Program. Yes ☒ No ☐

If yes:

Projected number of units: ***43*** *(20% of voucher allocation)*

General location(s) (eligible census tracts or areas within eligible census tracts):

Qualified census tract - #9503

How is this action consistent with the PHA Plans? Include the reasons why project basing instead of tenant basing the same number of units is appropriate.

> *Project based vouchers are consistent with the PHA Plans as the Plans call for expanding affordable housing. In addition, within the Mission progress statement, we have addressed the submission of an application for tax credits to build a 60 unit apartment of affordable housing called "The Villa Hermosa Apartments". Forty-three (43) of the PBV vouchers will be used in this project. Consistency for expanding affordable housing is included throughout the Plans as found under the goal to increase the availability of decent, safe, and affordable housing; the goal to increase assisted housing choices; the most important challenges to be met by our Agency during FYB 2003 in the Executive Summary; and the strategies for addressing needs.*

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CAPITAL FUND PROGRAM TABLES START HERE

Attachment tx105q01

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

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Housing Authority of the City of Crystal City	Capital Fund Program No: **TX59P10550101** Replacement Housing Factor Grant No:	**2001**

☐ **Original Annual Statement** ☐ **Reserved for Disasters/Emergencies** ■ **Revised Annual Statement/Revision Number** 2

■ **Performance and Evaluation Report for Program Year Ending 6/30/03** ☐ **Final Performance and Evaluation Report for Program Year Ending**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	107,223.00	107,223.00	107,223.00	107,223.00
3	1408 Management Improvements	56,613.00	56,613.00	56,613.00	54,613.00
4	1410 Administration	33,404.00	33,404.00	33,404.00	32,250.00
5	1411 Audit	1,300.00	1,300.00	1,300.00	1,300.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	45,562.00	45,562.00	45,562.00	45,562.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	15,627.00	15,627.00	15,627.00	15,627.00
10	1460 Dwelling Structures	248,437.00	248,437.00	248,437.00	208,435.00
11	1465.1 Dwelling Equipment-Nonexpendable	13,449.00	13,449.00	13,449.00	13,449.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	14,500.00	14,500.00	14,500.00	14,500.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	**Amount of Annual Grant (sums of lines 2-20)**	**$536,115.00**	**$536,115.00**	**$536,115.00**	**$492,959.00**
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs	32,922.00	32,922.00	32,922.00	32,922.00
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 and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Crystal City		Grant Type and Number: Capital Fund Program No: TX59P10550101 Replacement Housing Factor Grant No:						Federal FY of Grant: 2001
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	
HA Wide	**Operations**	1406		107,223.00	107,223.00	107,223.00	107,223.00	
	Subtotal 1406			**107,223.00**	**107,223.00**	**107,223.00**	**107,223.00**	100% Completed
	Management Improvements							
	Replacement of computer hardware, software	1408		2,307.00	2,307.00	2,307.00	307.00	
	Resident Initiatives Coordinator	1408		16,329.00	16,329.00	16,329.00	16,329.00	
	Benefits	1408		5,055.00	5,055.00	5,055.00	5,055.00	
	Security	1408		32,922.00	32,922.00	32,922.00	32,922.00	
	Subtotal 1408			**56,613.00**	**56,613.00**	**56,613.00**	**54,613.00**	96% Completed
	Administration							
	Modernization Coordinator	1410		21,263.00	21,263.00	21,263.00	21,263.00	
	Benefits	1410		9,894.00	9,894.00	9,894.00	9,894.00	
	Office Supplies	1410		205.00	205.00	205.00	205.00	
	Advertising	1410		1,490.00	1,490.00	1,490.00	336.00	
	Travel, training	1410		552.00	552.00	552.00	552.00	
	Subtotal 1410			**33,404.00**	**33,404.00**	**33,404.00**	**32,250.00**	97% Completed
	Audit	1411		1,300.00	1,300.00	1,300.00	1,300.00	
	Subtotal 1411			**1,300.00**	**1,300.00**	**1,300.00**	**1,300.00**	100% Completed
	Fees and Costs							
	Design services			39,500.00	39,500.00	39,500.00	39,500.00	
	Consortium fees			4,862.00	4,862.00	4,862.00	4,862.00	
	State fees			1,200.00	1,200.00	1,200.00	1,200.00	
	Subtotal 1430			**45,562.00**	**45,562.00**	**45,562.00**	**45,562.00**	100% Completed

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

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

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	
HA Wide	**Dwelling Equipment - Non-Expendable**							
	Water heaters	1465	20	3,232.00	3,232.00	3,232.00	3,232.00	
	Ranges	1465	20	4,247.00	4,247.00	4,247.00	4,247.00	
	Refrigerators	1465	20	5,970.00	5,970.00	5,970.00	5,970.00	
	Subtotal 1465			**13,449.00**	**13,449.00**	**13,449.00**	**13,449.00**	100% Completed
	Non- Dwelling Equipment							
	Vehicles	1475		14,500.00	14,500.00	14,500.00	14,500.00	
	Subtotal 1475			**14,500.00**	**14,500.00**	**14,500.00**	**14,500.00**	100% Completed

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

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

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	
	Site Improvements							
105-1	Trim trees	1450		5,381.00	5,381.00	5,381.00	5,381.00	
105-7	Provide screened dumpster & truck pads	1450		10,246.00	10,246.00	10,246.00	10,246.00	
	Subtotal 1450			**15,627.00**	**15,627.00**	**15,627.00**	**15,627.00**	100% Completed
	Dwelling Structures							
105-1	Upgrade electrical	1460	32	43,399.00	43,399.00	43,399.00	43,399.00	
	Asbestos abatement	1460	32	100,059.00	100,059.00	100,059.00	90,718.00	
	Interior work/electrical upgrade	1460	32	68,629.00	68,629.00	68,629.00	37,968.00	
105-6	Termite damaged siding repair	1460		36,350.00	36,350.00	36,350.00	36,350.00	
	Subtotal 1460			**248,437.00**	**248,437.00**	**248,437.00**	**208,435.00**	84% Completed
	2001 GRANT TOTAL			**$536,115.00**	**$536,115.00**	**$536,115.00**	**$492,959.00**	**92% Completed**

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

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Housing Authority of the City of Crystal City	Capital Fund Program No: **TX59P10550101** Replacement Housing Factor Grant No:	**2001**

Development No. Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	3/31/2002	12/31/2002		9/30/2003			
105-1	3/31/2002	12/31/2002		9/30/2003			
105-6	3/31/2002	12/31/2002		9/30/2003			
105-7	3/31/2002	12/31/2002		9/30/2003			

CAPITAL FUND PROGRAM TABLES START HERE

Attachment tx105r01

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

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Housing Authority of the City of Crystal City	Capital Fund Program No: **TX59P10550102** Replacement Housing Factor Grant No:	**2002**

☐ Original Annual Statement ☐ Reserved for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____

■ Performance and Evaluation Report for Program Year Ending 6/30/03 ☐ Final Performance and Evaluation Report for Program Year Ending_____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	50,975.00		50,975.00	50,975.00
3	1408 Management Improvements	48,064.00		48,064.00	28,808.00
4	1410 Administration	38,000.00		38,000.00	15,955.00
5	1411 Audit	1,000.00		1,000.00	1,000.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	65,100.00		48,000.00	12,125.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	279,370.00		1,003.83	1,003.83
11	1465.1 Dwelling Equipment-Nonexpendable	6,450.00		0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	20,794.00		20,794.00	19,325.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	**Amount of Annual Grant (sums of lines 2-20)**	**$509,753.00**		**$207,836.83**	**$129,191.83**
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs	32,664.00		32,664.00	32,664.00
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 and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Crystal City		Grant Type and Number: Capital Fund Program No: TX59P10550102 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	
HA Wide	**Operations**	1406		50,975.00		50,975.00	50,975.00	
	Total 1406			**50,975.00**		**50,975.00**	**50,975.00**	100% Completed
	Management Improvements							
	Upgrade computer system	1408		5,000.00		5,000.00	5,000.00	
	Resident Initiatives Coordinator	1408		8,000.00		8,000.00	4,304.00	
	Benefits	1408		2,400.00		2,400.00	1,297.00	
	Security	1408		32,664.00		32,664.00	18,207.00	
	Total 1408			**48,064.00**		**48,064.00**	**28,808.00**	60% Completed
	Administration							
	Modernization Coordinator	1410		26,000.00		26,000.00	11,071.00	
	Benefits	1410		8,000.00		8,000.00	4,420.00	
	Supplies	1410		1,000.00		1,000.00	43.00	
	Advertising	1410		1,500.00		1,500.00	52.00	
	Travel, training	1410		1,500.00		1,500.00	369.00	
	Total 1410			**38,000.00**		**38,000.00**	**15,955.00**	42% Completed
	Audit	1411		1,000.00		1,000.00	1,000.00	
	Total 1411			**1,000.00**		**1,000.00**	**1,000.00**	100% Completed
	Fees and Costs							
	Design Services			40,000.00		40,000.00	7,035.00	
105-1	Asbestos Consulting Fees - plans/specs/			17,100.00		0.00	0.00	
	monitoring			-		-	-	
	State of Texas fees for asbestos abatement			3,000.00		3,000.00	3,000.00	
	Update Annual Agency Plan/consortium fees			5,000.00		5,000.00	2,090.00	
	Total 1430			**65,100.00**		**48,000.00**	**12,125.00**	19% Completed

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

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550102 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	
HA Wide	**Dwelling Structures**							
	Water heaters	1460		4,000.00		0.00	0.00	
	Total 1460			**4,000.00**		**0.00**	**0.00**	0% Completed
	Dwelling Equipment - Non-Expendable							
	Ranges	1465	40	2,650.00		0.00	0.00	
	Refrigerators	1465	40	3,800.00		0.00	0.00	
	Total 1465			**6,450.00**		**0.00**	**0.00**	0% Completed
	Relocation Costs							
105-1	Temporary relocation of residents during	1495	32	20,794.00		20,794.00	19,325.00	
	abatement			-		-	-	
	Total 1495			**20,794.00**		**20,794.00**	**19,325.00**	93% Completed

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

PHA Name: Housing Authority of the City of Crystal City	Grant Type and Number: Capital Fund Program No: TX59P10550102 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	
	Site Improvements	1450		0.00		0.00	0.00	
	Total 1450			**0.00**		**0.00**	**0.00**	
	Dwelling Structures							
105-1	(32 units constructed 1953)							
	Abate flooring & clg. spray, replace tile, paint clg.	1460	32	84,651.00		0.00	0.00	
	Upgrade kitchens to include cabinets, counter-	1460	32	61,025.00		746.83	746.83	
	tops, sinks, faucets, associated plumbing,			-		.		
	venthoods, splashes			-				
	Upgrade baths to include replacement of	1460	32	45,685.00		0.00	0.00	
	vanity, wc, tub, tub surround, window,			-				
	plumbing, mc. heater/vnt/light, acc.			-				
	Replace interior doors	1460		14,400.00		0.00	0.00	
	Interior patching, texturing, painting	1460		21,000.00		257.00	257.00	
	Replace existing windows	1460		25,000.00		0.00	0.00	
	Reroofing	1460		23,609.00		0.00	0.00	
	Total 1460			**275,370.00**		**1,003.83**	**1,003.83**	0.4% Completed
	2002 GRANT TOTAL			**$509,753.00**		**$207,836.83**	**$129,191.83**	**25% Completed**

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

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Housing Authority of the City of Crystal City	Capital Fund Program No: **TX59P10550102** Replacement Housing Factor Grant No:	**2002**

Development No. Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	6/30/2003			12/31/2004			
105-1	6/30/2003			12/31/2004			

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