

PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2004

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Weatherford Housing Authority

PHA Number: TX349

PHA Fiscal Year Beginning: (mm/yyyy) 10/2004

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units:
Number of S8 units:

Number of S8 units:

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

(select all that apply)

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) 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)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

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

- The PHA's mission is: to provide decent, safe, and sanitary housing for all eligible applicants and participants. In order to perform these duties, the Weatherford Housing Authority will ensure that all properties meet Housing Quality Standards (HQS), and that program participants are trained to find and pre-inspect their units. We will strive to ensure that participating landlords are trained and held responsible for keeping rent units in a decent, safe, and sanitary condition. We will work to ensure fairness and equality for all our program participants. WHA will work closely with our Municipality in order that all aspects of housing remain viable and consistent.

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)
 - *Conduct outreach countywide for potential landlords
 - *Utilizing media to attract out of town builders and LITC investors
 - ***Continue our successful partnership with the Affordable Housing of Parker County Corporation** who is building one and two bedroom duplexes that are 504/ADA certified for the elderly, handicapped, and disable with state funding.

They started building in the late 90's, and in 2004 acquired 6 more duplexes. This vendor is building in Springtown, Texas and the community center built on site is utilized for different community programs that assist the elderly. This vendor recently announced he will be building some units in Weatherford, Texas this year on Hwy. 920. **SEE ATTACHMENT #3**

***Agency will continue to work and support the Glenn Lynch Companies, Inc.** which introduced LITC projects to our area. Besides the existing 100 large town homes consisting of three and four bedrooms, vendor recently completed Cypress View Villas. This new multi family development will consist of 192 units of multi story residences of which 100% will be rent restricted to those with qualifying incomes. Unit mix consists of the following:

64 two bedrooms/two bath units
96 three-bedroom/two bath units
32 four-bedroom/two bath units

Glenn Lynch advised agency in December of 2002 that Cypress View Villas would be completed by May 2004, and units were available for leasing June 2004.

***The Rhino Group, out of Azle, Texas** committed to build the first modular style duplexes for larger families in 2003. The first site named, Rolling Creek, was completely leased by June 2004. It is located on Hwy. 51 in the Springtown area. Rolling Creek has 14 (3-bedroom) duplexes and houses 28 families. Their second site, Windy Creek, will also consist of 14 (3-bedroom) duplexes, and a few duplexes are ready for occupancy. Windy Creek will be located on 199 in the Springtown area. Owner is working on security, playgrounds, picnic areas, and landscaping at both sites.

Larger families desiring to work in the metroplex area want to live outside the city limits. The Rhino Group is building in areas that will afford our clients this opportunity.

The Rhino Group recently purchased 130 acres approximately 6 miles out of Weatherford, Texas on Hwy. 920. They are closing on the land by late June and estimate building will start in 60 days. The proposal includes 54 two-bedrooms with one bath, and 48 three-bedrooms with two bath. Two major differences were noted on this project. These units will be site built, not modular, and owner is paying the water. The proposed name of the site will be Bluebonnet Hills. **SEE ATTACHMENT #2**

- PHA Goal: Improve the quality of assisted housing
Objectives:
 Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score) **88 FOR 2003**
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
- X Continue to upgrade our Housing Quality Standards and inspections
- X Continue to improve tenant briefings providing program participants with tools and training needed to find the best rental units available. Tenants are trained to perform their own HQS inspection prior to agency inspection. The Executive Director, who trains housing inspectors for The Texas Housing Association, performs the briefings. Briefings also include training of how to present and explain the Housing Choice Voucher Program to new landlords, how to present family needs and situations, and tenants are encouraged to assist landlord with small repairs or cleaning, thus showing initiative and responsibility. Agency's briefing methods have improved the quality of housing stock and landlords are encouraged by tenant's involvement. Approximately 95% of move-in inspections pass the first HQS inspection and this enables agency to stay at 100% in utilization.

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
- X *Solicit more LITC builders to consider building in Parker County
- X *Solicit builders who are interested in building one and two bedrooms units for the elderly, handicapped, and disabled that are 504 certified.
- X *Encourage more building in the county areas, outside the city limits

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
 - *Using rent reasonableness to encourage owner upgrading/rehab in return for higher rents
 - *Encouraging tenants (especially those with higher incomes) to rent in higher income areas which encourages self-sufficiency. This provides tenants with the confidence to become first time home buyers which also promotes our program in higher income areas.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - X *Collaborate efforts with Weatherford Independent School District to promote Literacy and ESL (English as a second language):
 - X *Collaborate efforts with other county/city agencies to promote the need for affordable childcare. Parker County families can be educated and encouraged to work, but without affordable or free childcare, it's a losing battle. WHA surveys the cost of childcare annually in order to allow working parent(s) a fair deduction which in turn lowers their rent.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
 - Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)
 - X *Initiate quarterly landlord briefings to ensure they are kept abreast of all directive changes which may affect our program and assure owners that the same standards

prevail throughout the nation. In addition, agency will continue to encourage and communicate with developers, contractors, and financial experts, and bankers concerning the need for more affordable housing in Parker County.

- X *Continue public relations with all community groups, scheduling program presentations to educate the public on the Housing Choice Voucher Program. Presentations will include equal opportunity and fair housing issues along with discrimination issues, etc. Agency will schedule an annual presentation with the Board of Realtors, which should take concerns on this subject to a greater height of awareness. The Equal Opportunity emblem and it's meaning needs more respect, consideration, and it's our opinion that property owners that do not adhere to this requirement should be held accountable.
- X *Continue to train program participants and provide discrimination complaint forms in the briefing packets. The provided forms are in English and Spanish.

Other PHA Goals and Objectives: (list below)

- X To increase our Family Self-Sufficiency Program by adding volunteer vouchers
- X To promote a literacy program in house to further meet QHWRA and Welfare To Work goals
- X To increase the involvement of our WHA Resident Advisory Board with agency policies regarding tenant obligations and terminations
- X Establishing and promoting a small hearing-impaired center at the WHA office to provide resources and equipment for our hearing impaired program participants. Equipment will be purchased from a deaf-owned company out of Azle, Texas and will be donated on an as needed basis. Translator services will be provided upon tenant's request to assist with paperwork and understand program requirements. WHA will contract with an agency out of Ft. Worth, Texas for this service. WHA will provide resource information for both the hearing and eyesight impaired regarding specially trained dogs that are available free of charge. Resources on Alzheimer's disease will also be offered along with bilingual assistance if needed. The Alzheimer's agency in Ft. Worth is in need of bilingual assistance for clients who do not speak, read, or writes in English.

**Streamlined Annual PHA Plan
PHA Fiscal Year 2004**

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	282		120
Extremely low income <=30% AMI	258	91%	
Very low income (>30% but <=50% AMI)	23	8%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	173	61%	
Elderly families	23	8%	
Families with Disabilities	33	12%	
Race/ethnicity *BLACK	9	3%	
Race/ethnicity*HISPANIC	32	11%	
Race/ethnicity *WHITE	240	85%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public

housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The Weatherford Housing Authority will continue to encourage developers and builders to provide affordable housing for large families and elderly units equipped with ADA/504 requirements. Agency will hold more briefings enabling more families to come off the waiting list and participate in the program. In May 2004, WHA joined efforts with the Affordable Housing of Parker County Corporation to implement a tenant based program funded through the state that will provide transitional vouchers. These state funded vouchers will be the stepping-stones for eligible clients with emergency needs to receive assistance while they are on the WHA waiting list. The transitional voucher can be used for two years and with our waiting list being less than one year long, WHA should be able to absorb the transitional voucher holder returning the transitional voucher back to the AHPC Corporation. The goal is to start with 10 transitional vouchers good for two years and eventually assist 20 families. *SEE ATTACHMENT #3

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

- Other: (list below)
- X *Continue to work with corporations and builders/developers that are building outside the city limits providing affordable housing to large families and the elderly in county areas where decent, safe, and sanitary housing has been limited for decades.

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 ***if the Flex Voucher Program is approved**
- Other: (list below)
- X *Encourage families at or below 30% median to participate in our FSS Program, continue their education, and work towards becoming economically self-sufficient.

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)
- X *The first two marked will only work if the Flex Voucher Program is approved, or if due to funding cuts WHA has no choice but to establish a preference for working families. It is obvious the only way PHA's are going to survive the funding crunch will be to work with families that can pay more rent, and work diligently on families that are not reporting all their income (fraud recovery).
- X *WHA encourages and provides families of higher incomes with information on units that rent above the norm to encourage deconcentration. Higher income families are encouraged to take advantage of Portability and consider relocating to cities that already have a successful first time home buyer program promoting self sufficiency.

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)
- X *WHA will continue to encourage other federal programs like the 202 Program, Park View Terrace, located in Weatherford that provides housing for the elderly.
- X *WHA will continue to encourage and support owners who apply for state funding through the Texas Dept. of Housing and Community Affairs (TDHCA) to build elderly units (one and two bedroom) whereby a percentage are equipped and certified to meet the needs of our disable and handicapped tenants. WHA has single and two member elderly families that due to medical and/or disabilities require a live in aide attendant. The Affordable Housing of Parker County Corporation (AHPC) has built and will continue to build two bedroom duplexes in Springtown, Texas to accommodate the need for a live in aide and elderly couples that due to medical reasons are not able to sleep in the same bedroom. *SEE ATTACHMENT #3

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)
- *WHA will continue to work and encourage landlords to apply for state and/or federal funding available to assist families with disabilities. The Rhino Group, LP out of Azle and Al Swan with Weatherford Estates have agreed to provide 3 bedroom units in the near future that will meet the 504/ADA needs. While WHA has more elderly families with disabilities needs, we are seeing more and more large families where more than two members are disable, etc. The Affordable Housing of Parker County Corporation has an on going goal to continue building one and two bedrooms units strictly for the elderly, disable, and handicapped which are 504 certified. *SEE ATTACHMENT #2 & #3

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)
- *Marketing program presentations for civic and community groups including churches that consist or involve families of races and ethnicities with disproportionate needs.

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)
 - *Educate program participants during briefing sessions on Fair Housing and providing them with information made available through the Fair Housing Dept. at our Ft. Worth HUD Office.

 - *Providing Fair Housing outreach and awareness by promoting program presentations throughout Parker County.

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)
 - *Results of consultation with county corporations, builders/developers on differences and obstacles encountered when building outside verses inside the city limit

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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 20__ grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,564,162	To assist 517 Vouchers and Utility reimbursements
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$2,564,162	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

N/A.....for WHA

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)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission

to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

- 1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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)]

B. Section 8 WHA STARTS AGAIN

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):

- *Past rental history with any PHA including WHA
- *Check program software (HAPPY.COM), which provides history on any client that has participated in any housing program with any PHA in the U.S. that owes monies to any PHA in the U.S.
- *The “HUD Definition of a Disable Person” form is required to define and determine eligibility of a disable HOH or spouse for deduction purposes and/or the income earned disallowance process. *Elderly families requiring a two bedroom due to the need of a live in aide, a two member elderly family not being able to sleep in same bedroom, or

a single elderly requiring space for medical apparatus, will require a third party verification from their doctor certifying the need for a two bedroom.

Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? ON AN AS NEEDED BASIS
*WHA utilizes Public Data.com for criminal checks on all adults listed on application, and any adult added to a tenant's lease.

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)

*PAST RENTAL HISTORY DOCUMENTED IN THE FILE ONLY, and owners are required to come into office and review file. Other stipulations will need to be added once the UIV security requirements are initiated.

(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:

*If prospective tenant has difficulty in locating housing due to a handicapped/disability, language

barriers, transportation problems, serious medical issues, or due to work schedule, extensions in increments of 30 days will be allowed but not to exceed 120 days. Extensions will also be offered if tenant locates a new owner that is performing extensive rehab on rent unit for rent reasonableness, or if any owner is facilitating rent unit for a handicapped/disabled family and requires additional time to meet the 504/ADA criteria, etc.

(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?

NOTE: WHA is presently over the 75% targeting requirement and **should** funding cuts affect our program in the near future, agency will consider requesting a lower percentage so that we can get more working families with higher incomes on the program.

SKIP THIS SECTION AND MOVE TO #5

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

START HERE, BUT #5 DOES NOT APPLY TO WHA

(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)

STOP HERE AND SKIP #4

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

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

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

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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

a. 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)

START HERE PLEASE

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-

component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)
WHA receives the higher metropolitan Fair Market Rents like Ft. Worth and Arlington, and our rents are not as high. Rent Reasonableness Survey indicates staying in the low 90% is sufficient for this area.

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) **NOT APPLICABLE TO WHA**

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

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

- Annually
- Other (list below)

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

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

*2004 Rent Reasonableness Survey indicates **street rents** are very comparable to what WHA offers **units on the Section 8 Program**, and with the vacancy rate at an all time high, very few rent increase request are being submitted.

(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)

*Policy referenced in Admin. Plan, which is being upgraded extensively. Presently, WHA will grant an exemption from the payment of the minimum rent of \$50.00 if the family is unable to pay that rent as a result of a financial hardship under the same qualifications structured by HUD. WHA is starting the 90 day period from the date the family requested the hardship, and after suspension period, family will be offered a responsible repayment agreement on the amount of back rent owed. At the maximum, tenant family would not owe more than \$150.

SKIP SECTION 5 AND SECTION 6

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)

Development name:

Development (project) number:

Status of grant: (select the statement that best describes the current status)

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

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

d. Yes No: 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:

e. Yes No: 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:

SKIP #6

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:

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

START HERE

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component**; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description *SKIP #2, #3

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, what is the maximum number of participants this fiscal year? ___

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:

- c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2003 – 2004)

**The Weatherford Housing Authority is presently structuring funds to proceed with our most important goal, acquiring a larger facility. While we have considered purchasing land and building, we have been approached by another non-profit entity that has plans to build 80 duplexes of affordable housing in a low target census tract. The non-profit corporation is successful and very reputable in our county, and they have 30 acres to work with. WHA would have the option to buy or lease to purchase. This would save our agency all the preparation work including procurement requirements. The WHA Board will be reviewing this offer soon with a reputable consultant, our fee accountant, auditor, and legal counsel. Once this goal can be financially initiated, all the others will fall into place, including childcare provisions when tenants are attending WHA Resident Board functions or programs. SEE ATTCH. #3*

**WHA continues to work with the WISD Community Advisory Council to promote literacy programs including English as a Second Language (ESL) and the GED Program. The Executive Director, Ms. Cuellar, participates as a board member on the council and continues to encourage program participant involvement. Ms. Cuellar obtains all literacy materials in English and Spanish and staff members disseminate as needed. Literacy and ESL are excellent starting tools for families desiring to take advantage of our FSS program. WHA also works with Weatherford College to insure program clients are provided with all available class and financial aid information. WHA's tenant board representative, Becci Wilhite, will graduated from Weatherford College in August 2004 and has started a job with the college utilizing her degree. She is an FSS participant, and inspiration to our resident council, and an excellent mentor for those trying to acquire self- sufficiency.*

**The WHA Resident Advisory Council, which consists of FSS Program participants, agreed last year to get involved with tenant obligation issues when tenants felt they had been terminated improperly, etc. They also agreed to participate in hearing process. This year the WHA Board of Directors expressed concerns with tenants getting involved in termination issues due to the privacy act regulations, and directed E.D. to consult with the HUD office for clarification, etc. Executive Director consulted with HUD representative, Avis Merck, who agreed that due to privacy issues this would not be a good idea. Avis Merck pointed out that persons involved in tenant hearings should be impartial and disinterested. She did however agree that the WHA tenant board representative could remain as a liaison between WHA tenants and the E.D. with respect to program issues and concerns, but should not be involved in any hearing process. Since 1999, WHA has only had one hearing request from a terminated program participant. The director during scheduled briefings trains program regulations and tenant obligations extensively along with the corrective action required for any violation. This training saves the agency the work and time necessary to handle a hearing properly; for the hearing process can involve two to three staff members.*

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan

The Weatherford Housing Authority will consider substantial deviation from the 5-Year Plan any change to the Mission Statement such as:

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

Substantial deviation to the 5-Year Plan will require Board and Resident Council approval, along with HUD review before implementation.

b. Significant Amendment or Modification to the Annual Plan

The Weatherford Housing Authority will consider the following as significant amendment or modification to the annual plan:

- Any change in policy or procedures that require a regulatory 30-day posting
- Any change inconsistent with the local, approved Consolidated Plan

Any significant amendment or modification to the annual plan will require a full public hearing and HUD review before implementation.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations *SEE ATTACHMENT #1

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

If yes, provide the comments below:

1) RAB is concerned that agency is taking too long to initial the new facilities. Several RAB members were unable to participate due to the lack of childcare.

b. 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:

*RAB was advised that WHA Board of Directors would be initiating the new facilities as soon as funding issues for this year were settled and guaranteed, etc.

*RAB understands that when the new facilities are acquired, WHA should be able to accommodate childcare needs for representatives attending RAB meetings. This year E.D. volunteered a staff member to assist with childcare in present building for the three hours needed for RAB to finalize the plan and attend the Public Hearing.

Other: (list below)

*All other goals set for 2005 involved acquiring more rental units in census tract 1405, which is a socially and economically challenged area. The RAB and agency goal is to develop a deconcentration plan that will encourage building and growth in the 1405 census tract. We started working on this last year and have several developers already building in this needed area. Not only are they building with large families and the elderly in mind, they have agreed to 504 and ADA a percentage of units to facilitate the disable/handicapped. Please refer to attachments from the resident board, (ATTACHMENT #1), and the Rhino Group, (ATTACHMENT #2).

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: **Becci Wilhite**, who is also an FSS Participant and a member of the WHA Resident Council Board.

Method of Selection:

Appointment **BY THE MAYOR**

The term of appointment is (include the date term expires): 2006

NOT APPLICABLE TO WHA

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process N/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)

Eligible candidates: (select one) **N/A**

- 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)

Eligible voters: (select all that apply) **N/A**

- 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)

b. 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):

Date of next term expiration of a governing board member: 2006

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Major Joe Tison was recently re-elected

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

*City of Weatherford, Texas, a non-entitlement city

a. 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 on its waiting list 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.
***WHA requested and received HUD Form 50075 from TDHCA on consistency.**
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

*Weatherford, Texas is considered a non-entitlement city and The Texas Dept. of Housing & Community Affairs in Austin, Texas is the appropriate state official that certifies our Five Year & Annual Plan is consistent with the Consolidated Plan of The State of Texas prepared pursuant to 24 CFR Part 91. TDHCA certifies this by using HUD form 50075.

(4) (Reserved)

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

10. Project-Based Voucher Program

a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers

in the coming year? If yes, answer the following questions.

- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
 Access to neighborhoods outside of high poverty areas
 Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): n/a

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan Plan being updated to include approx. (38 to 40) policies & (38 to 40) procedures required by first RHIP training WHA attended on June 11, 2004.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Determination
	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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	housing.	Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

All capital funding items do not apply to WHA

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: DOES NOT APPLY TO WHA		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

ATTACHMENT #1: WHA Resident Advisory Board Goals & Recommendations 2005-2009

June 17, 2004

Attn: Resident Advisory Board and FSS Participants
Weatherford Housing Authority

From: Mary Ann Cuellar, Executive Director

RE: Final review of WHA Annual Plan for 2004

Thank you for expressing an interest in participating with a select group of program participants in forming our Resident Advisory Board. This is the fifth year our agency has had the opportunity to hear your concerns and recommendations regarding our Section 8 Voucher Program and its future. Several of you served last year, and we certainly learned from your participation and input.

As I have informed most of you, goals suggested for this year will be much easier to accomplish.

1. Working to occupy Glen Lynch Companies, Inc., Cypress View Villas Apts., a low income housing tax credit property that consists of 192 multi story residences of which 100% will be rented restricted to those with qualifying incomes. Unit mix will be as follows: 64 two bedroom/two bath, 96 three bedroom/two bath units, 32 four bedroom/two bath units. Rent schedule falls within WHA's payment standard perfectly. Occupancy schedule started June 16, 2004.
2. Working to occupy 6 duplexes, with Affordable Housing of Parker County in Springtown. Twelve one bedroom units built strictly for the elderly, handicapped, and disabled. All units are 504 certified and very accessible to a large community center where residents are involved in many community programs. 504 certified indicates units are equipped with required access and equipment required for handicapped and disabled. Many social agencies provide program presentations at this community center to accommodate tenant needs, etc.
3. Supporting a new tenant based program initiated by the Affordable Housing of Parker County agency. Utilizing state funding, agency will provide affordable housing in Parker County to approximately 20 families of any bedroom size. Agency will work with private owners using vouchers like the Weatherford Housing Authority, and each voucher will have a two year term. Qualifying families will start assistance with this agency and also apply for our Section 8 Voucher Program. When their name comes up on **our** waiting list they can transfer over to **one of our vouchers** allowing the availability of the

original voucher for another family. This type of **transitional housing** is essential in Parker County especially during emergency times such as being displaced by disaster, becoming a victim of abuse, or finding yourself homeless. The Affordable Housing of Parker County agency acquired this state funding in May 2004 and are already working with the Freedom House. The Freedom House is a crisis intervention center for Parker County that handles domestic violence, sexual assault, and victims of crime. With the WHA waiting list staying under a one year wait, we should be able to assist two families per each transitional voucher. The goal for both agencies is to assist approx. 40 families with this state funding.

4. Supporting the Weatherford Estates Development that is in the planning stages of building 88 affordable housing units with state funding off the Peaster Hwy. in Weatherford. With such a huge need for elderly housing, Weatherford Estates is providing 26 one bedroom units, duplex style, of which 5% will meet ADA/504 compliance. The remaining 52 will be three bedrooms, duplex style, of which 5% will also meet ADA/504 compliance. Developer estimates project will kick off this fall.
5. Implementation of a mini center for the hearing impaired that will be operated through the Weatherford Housing Authority. After researching ADA compliance for our agency, I discovered an enormous world of opportunity for our hearing impaired clients. WHA has approx. 8 - 10 families with hearing impaired adults and/or children. The resources available, of which most are free, will surprise you. WHA is not only providing resource information, but is also purchasing equipment that will enable our clients to live in a more comfortable environment. I am working with a deaf-owned company out of Azle, and have purchased a new telecommunication device for the deaf (TDD)- a state of the art machine which allows us to communicate with the hearing impaired by phone. We are also purchasing other products for our clients. Products will be donated on an as needed basis, along with extra batteries, etc. Our resource list will provide information on free services and web sites. We will also be able to refer our clients to an agency that can provide trained dogs for the hearing impaired. We will be adding resources for the vision-impaired and Alzheimer's in the near future. I have recently joined the Weatherford Noon Lions Club which assists with trained dogs for the vision-impaired and has a wonderful facility in Kerrville, Texas. I was the first woman invited to participate with the Brownwood Noon Lions Club, and I am very familiar with what this organization can do for the vision-impaired.
6. Resident Council Board to assist with tenant complaints regarding tenant obligations, and participate in hearings when program participants do not agree with cancellation reasons.
7. Encourage Portability for those who want to take advantage of the First Time Home Buyer Program. Larger agencies in the metroplex have established excellent First Time Home Buyer Programs, and our clients can transfer their vouchers to one of these agencies and become fully self sufficient. Research indicates some metroplex areas have more affordable homes than Parker County does at this time.
8. Agency acquiring a larger facility through building or lease- to- purchase when funding

becomes available. Once this goal is accomplished WHA should be able to provide childcare for tenant families when agency offers programs or educational classes.

Keep in mind that the WHA Board of Directors stated clearly in the 5-Year Plan submitted last year, this agency would not undertake any major projects or programs until funding was available. It is still our job to move forward with more feasible goals, and continue working together to insure tenant involvement.

If you have any new ideas, contact me immediately and we can add them to the list. Our meeting to finalize the plan will be Monday, June 28, at 5:30. The meeting will be held at the Agency - 1128 Ft. Worth Hwy. The Public Hearing is scheduled for 6:30 P.M., and Teresa Brake, President of WHA Resident Advisory Board, is cooking her famous chicken tenders. Agency will provide side items, and we promise a fun and productive evening.

I realize most of you either work or attend college here or outside our area, making your schedule very tight and hectic. Remember, ideas and input can be discussed over the phone, so don't hesitate to handle what you can by phone.

Please call and confirm your attendance. If phone lines are busy, try our cell number (817-475-9941). Again, thank you for your interest!!

Sincerely,

Mary Ann Cuellar
Executive Director



Rhino Group, L.P.
917 Boyd Road
Azle, TX 76020
817-270-4660 * fax 817-270-4661

Attachment #2: *Affordable Housing in Azle, Texas - Parker County*

June 21, 2004

Weatherford Housing Authority
Attn: Mary Ann Cuellar
1128 Fort Worth Highway
Weatherford, TX 76086

Dear Mary Ann,

As we discussed, Rhino Group remains committed to the WHA programs. *We have found that our WHA tenants are our BEST renters*; we rarely have any problems in collecting rents or having the property well maintained. It is always a pleasure to work with you and your most competent staff, and the tenants are always grateful to have a decent place to live where they are treated with dignity and respect.

We will certainly consider working with “special needs” or physically challenged tenants. Rhino Group will also support hearing impaired tenants with hard wired, strobe light smoke alarms/detectors. We feel that it is our responsibility to help these tenants, and find it most rewarding.

I thought I would update you on our various projects:

Rolling Glen (Springtown). This community of 28 duplex units was built in 2003 and is fully leased. All units are 3 BR, 2 bath, and have large covered porches and covered parking. Each duplex has washer/dryer connections, dishwasher, stove, and icemaker in the refrigerator. Each sits on one acre of land. We are now at the point of adding amenities such as landscaping, fencing in the front, brick entry, playground, picnic area, and security lighting. We are also going back and pouring concrete parking to replace the gravel. These units lease for \$695.

Windy Creek (Springtown). This community of 28 duplex units (all 3 BR, 2 bath) is currently under construction. Twelve of the units are completed and leased. The

remaining 12 units are in various stages of completion, and we do have availability now. We expect to complete construction within 8 weeks. This summer, the road will be paved, and we'll begin adding landscaping, fencing in front, brick entry, playground, picnic area, and security lighting. Each duplex has washer/dryer connections, dishwasher, stove, and icemaker in the refrigerator. Each duplex sits on 1 acre of land, and units lease for \$695.

Bluebonnet Hills (Weatherford). This project is 6 miles from Weatherford on Highway 920. We anticipate beginning construction within 60 days. There will be several major differences from Rolling Glen and Windy Creek in this community. *First*, we will be site-building these homes rather than using modular units. *Second*, the water bill will be included with the rent. *Third*, we will also be adding 2 BR, 1 bath units in addition to the 3 BR, 2 bath duplexes. All units will have covered porches, concrete parking, washer/dryer connections, dishwashers, stoves, and refrigerators with icemakers. Long term projections are for 54 two bedroom units and 48 three bedroom units. We can build as fast as the rentals are absorbed.

All communities that Rhino Group develops are planned to allow for safety and to take into account a "quality of life" issue. We try to provide play and picnic areas and covered porches on all that we do.

Our goal is to provide a sense of community that is lacking in apartment buildings. We have been successful so far in that we do have tenants who look out for each other and help each other. The response to our rental units has been tremendous at both projects, and we anticipate no less at Bluebonnet Hills.

Sincerely,

Christi Summerour

Attachment #3 Affordable family and elderly housing in Parker County

SPRINGTOWN, TEXAS

Since 1978 Affordable Housing (AHPC) has **owned and managed 31 elderly units**. These units are not subject to ADA Regulations, however in the twenty six year history of this project, no tenant has ever been denied rental due to their disability. We have enjoyed serving tenants with missing limbs, tenants that were totally blind and/or hearing impaired. For the see impaired we have notched the thermostat, range/oven controls, refrig/freezer handles and faucet handles. These tenants were able to reside for many years living independently in their home. This project accommodates the hearing impaired with flashing lights for phones, chimes, and smoke detectors. Door stoops are modified as necessary to accommodate wheelchairs and walkers.

There are nineteen one-bedroom units and twelve two-bedroom units in this project with the rental assistance being provided by USDA. These units have operational in the community for twenty-six years without a vacancy. Each unit is refurbished prior to release and is considered by both USDA and the insurance inspectors to be in excellent condition due to an aggressive maintenance program.

In 1999, working with a matching grant from the Housing Trust Fund, State of Texas, and all units had the HVAC units modified to benefit these tenants with a 12 SEER rating. No displacement of tenants was incurred. In 2004 Oncor (TXU) provided energy teams to inspect and upgrade every unit to ensure the highest standards of energy efficiency (Doors, windows, attic and weather stripping).

In 1999 twelve additional units were added to the inventory (4 one bedrooms and 8 two bedroom units) for elderly, handicapped or disabled tenants. *Two units* were equipped to ***comply with the ADA standards***. Each unit is equipped with refrigerator, W/D connections, separate HVAC controls/units and hot water units. Again these units have incurred no vacancies since their opening. Each unit has a porch area, front and rear yard space with separate sidewalk entrances to each unit. Exterior walls are rated at R-19 and ceilings at R-30.

In 2001 *there were an additional ten one bedroom units added to the Springtown Complex with two units designed to comply with the ADA regulations.* The units have off street parking facilities with ADA approved crosswalks and sidewalks.

In 2004 twelve additional one-bedroom units were added to the Springtown Complex. At this time an interior *sidewalk was also added to the complex allowing full access to all ADA tenants to the Community Room/ Office*. These tenants are free to visit friends and neighbors without vehicle transportation or contending with crossing streets or public traffic routes. ***Two additional ADA units were reserved for special needs tenants.***

In summary there are sixty-five units operated for elderly, handicapped or disabled tenants in Springtown, Texas.

There are six designated ADA units rather than the 5% mandatory set aside.

There is a full service medical clinic within walking distance of every unit. If a tenant cannot travel to the clinic, a nurse will make a house call to analyze the medical conditions for the doctor.

The local police operate a crime watch program specifically for the elderly.

There are monthly luncheons each month with potluck dishes. This function is used to provide free diabetic and blood pressure testing. These luncheons are sponsored by management and include police officers to meet the tenants and answer questions.

Each month the tenants raise issues of concern and a speaker is arranged for the following month to address those issues. Emergencies are handled immediately.

Previous speakers include TXU for energy issues, the fire department for emergency procedures (loss of power- medical equipment down-loss of HVAC- etc). Medicare representatives, Neighbors to Neighbors (which is the local version of United way for personal needs of assistance with food stamps, energy bills, clothing, furniture etc), the Committee on Aging who identifies changes to regulations that affects the benefits of these tenants and the local senior center who provides games, crafts, dances, and lunch each Friday.

Santa is a normal guest each Christmas and we thought the kids were excited.

There is a Chamber Senior Christmas tree where names are drawn and wishes and dreams really do come true.

For religious services, each denomination in the community participates and picks up their members for church services and special events.

The Cub Scouts always remember the fruit and caroling during the season and the church youth groups fill in through out the year.

This complex has been recognized by Federal and State elected officials as well as the TDHCA, Texas House of Representatives (Urban Affairs) The Texas Senate and USDA as the model community for elderly tenants.

During the 2004 inspection by TAAS, and ADA inspectors, AHPC was advised these units were one of the very few projects ***in the nation*** that has attained compliance with the ADA regulations. The average age of tenants is

seventy-six years old and ninety plus percent of these tenants are thirty percent or less of the median income for the area.

The average waiting list runs between sixty to seventy applicants. This is the project's waiting list and does not include a separate list at the housing authority.

Tenants utilize the Verizon "lifeline" which reduces their monthly billing but also provides access to expedited EMS facilities.

Based on the initial costs that were incurred for the construction of the original thirty-one units, the average rent has been maintained below market rates. The one bedroom unit runs approximately \$100.00 per unit per month lower and the two bedroom units runs approximately \$150.00 per month below the market rates. USDA regulations allow tenants with no income to reside in these units and management distributes monthly reimbursement checks to tenants that qualify under the USDA formula for the utility rebates.

Tenants are permitted to have pets and the option (if they desire) to plant flowers each spring.

If a tenant is ill, bedridden or unable to travel to the pharmacy, there are daily (everyday including Saturday & Sunday) deliveries made to the door of these tenants.

The USDA project is still funded under the original subsidy agreement of 1978 as a direct result of the lower rent structure.

AHPC continues to work with elected officials and their staff to search out affordable tracts of land that can be utilized to create affordable housing. In Parker County these cities are Willow Park, Hudson Oaks, Poolville, and Reno. The acquisition price of land has a direct bearing on the rental income required to amortize the loan. In rural areas without wastewater facilities, AHPC is exploring portable wastewater facilities that meet the prerequisites of EPA and the State of Texas. Multiple septic systems congested in one area have been proven to cause contamination in the aquifer, which is the source of supply for well drinking water. The engineers of Hydrotec, Inc. is presently conducting testing under the auspicious of the state to obtain the certification for these new technology systems.

Tenant Based Rental Assistance

Affordable Housing (AHPC) administers rental vouchers similar to the PHA. The primary difference is our vouchers are limited to a one-year term with one renewal year period. The potential tenants that AHPC can assist are restricted to incomes at thirty (30) percent or less of the median published by HUD. The eligibility terms of our state contract states: Each of the households assisted shall be individuals or families with special needs. "Special Needs individual" or "special needs family" means an individual or family with at least one member who is considered:

1. Elderly (62 years of age or older)
2. Homeless
3. A person with HIV/AIDS
4. A person with an alcohol or drug addiction
5. Migrant farm worker
6. Victim of domestic violence
7. A colonial worker
8. Disabled

With the inadequate supply of section eight vouchers available to accommodate elderly/disabled tenants in Parker county, an agreement was consummated with the Housing Authority to utilize our TBRA vouchers to assist these special needs individuals. When these tenants become eligible on the waiting list of the housing authority the tenant is switched from the TBRA system to a permanent voucher (section eight) status. The time that has not expired on the temporary voucher (TBRA) is then utilized to assist the next family on the waiting lists of eligible tenants.

In addition to working with the elderly tenants this concept has been extended to disabled individuals. In support of the agreement with the Housing Authority, AHPC works with the Committee on Aging, the Freedom House (victims of abuse), Hospice, school counselors, the Department of Human services, Social workers and counselors from both Campbell Memorial Hospital and Wise Regional Medical Facilities and the Family Protective Services.

While the TBRA voucher is an extremely effective tool to resolve short-term housing issues, the critical need remains to obtain permanent vouchers to support the vast expansion of families in both Parker and Wise Counties. Parker County has exceeded 100,000 in population according to the 2000 census yet; there are vouchers available for less than one (1) percent of these citizens. In Wise County, the percentage of available vouchers is zero.

Due to the recent floods in Parker County, the County was declared a presidential disaster area; AHPC was authorized to include flood victims in the homeless category.

The AHPC TBRA program has on staff bilingual and HUD certified Housing counselors to assist the families move from rental assistance to home ownership. AHPC conducts a single-family home program, which creates housing with lower costs in support of these efforts. Please note the Home Buyer Assistance (HBA) and HBA w/ rehab for additional details.

Home Buyer Assistance (HBA)

This program is funded by the Texas Department of Housing and Community Affairs (TDHCA) to assist new homebuyers with down payment/closing cost assistance. This funding provides for a \$450.00 allowance for preparing the necessary legal documentation and the balance of \$4550.00 is distributed (closing costs or down payment) as needed to assist the client. There is a lien placed against the property that is

forgivable at the rate of ten (10) percent annually with no principle or interest payments due during this term provided the home remains the primary residence of the purchaser. AHPC administers this program for housing they have created, works with the Board of Realtors and utilizes local banks/mortgage companies that provide the permanent mortgage funding. Texas Bank has a community development office that specializes in first time homebuyer mortgages. AHPC works in support of this banks program, as their funding is available thru out the year. In some cases the client has the privilege of obtaining the HBA assistance and then qualifying for a bank loan, a first time home buyer bond issue program thru the TDHCA or qualifying for a USDA loan that provides for an interest credit agreement. When the purchaser is disabled, then a separate application is made to the Texas handicapped Association that can provide up to \$11,000 per person for use as down payment or closing costs as needed. It is quite probable the buyer would be required to pay zero down, experience zero closing costs and obtain a one to two percent interest rate on their home. This combination of loans/grants translates into simple terms “a buyer can own their home as cheap as they can rent an apartment”. The buyer must be credit worthy which is a primary issue in qualifying this classification of buyer. Maybe one in twenty applications can produce a credit score on the first pass to qualify for these benefits. After six months of AHPC counseling with the borrower, approximately seven (7) to eight (8) applicants can qualify. After a year of counseling the range increases to twelve (12) to fourteen (14) families which can qualify for a home loan.

In addition to making these assistance programs available to the buyer, AHPC has incorporated the paying the first year of insurance coverage for the buyer and providing a minimum of four months of taxes for the escrow account. These actions were incorporated to offset the famous “Shock Letter” received by all borrowers at the end of their first year of mortgage payments when escrow account is reviewed and the appraisal district is taxing at full market value. Most buyers must endure not only the shortage in their existing escrow account but also absorb the increase in payment to ensure the new year of escrow is adequately funded. Most foreclosures are a direct result of the shortages noted herein as the first time buyer does not have the income or assets to absorb this financial impact with their current incomes.

AHPC also coordinates programs with the Federal Home Loan Bank for assistance in HBA, reduction of interest rates, and/or the acquisition or remodeling of older projects.

AHPC is a registered agency with the Texas Residential Construction Commission (TRCC) in compliance with the new state regulations of 09/03. AHPC also is registered with the Home Buyer Warranty Corporation and is authorized to issue ten (10) warranty programs on housing units they construct.

As part of the development team (necessary to support the various activities undertaken by the corporation each year) AHPC has appraisal services, market research, architectural, certified structural and building inspectors, certified housing counselors, and engineers to address to address the complex issues encountered in the development of new or rehab of existing properties.

Homebuyer with Rehab

This is a program that duplicates the homebuyer assistance that has been described under HBA. This program mandates the administrator (Affordable Housing) to purchase the property, rehabilitate the home to code and then sell this home to eligible buyers with incomes less than eighty percent of the HUD promulgated median incomes.

This program is unique in that the purchaser does not have to obtain a permanent mortgage to include the monies expended for the rehab. Please note the following example provided to clarify each phase of this program.

1. Administrator purchases property. AHPC normally purchases foreclosed homes from HUD, USDA, FHA and banks. For the purpose of this example, lets utilize \$50,000 for a purchase price.
2. The administrator fronts the costs to rehab the property to code and provides a registered warranty inspector's certificate to the buyer. For this example we can use \$20,000.00 to complete this rehab.
3. At this point the property has incurred \$70,000 dollars of cost. The property is sold to a qualified buyer. This home will appraise for some \$85 to 90,000.00 dollars. Please note the contract terms listed below:
 1. Sales price \$50,000.00
 2. 2nd lien. \$20,000. 10 year term forgivable reducing the note at 10% per year. No interest or principle payments are due during this term provided the home remains the primary residence of the buyer. Only if the buyer elects to sell during the ten-year term does this note become callable.
 3. 3rd Lien \$5000.00 (closing cost assistance) once again a ten year term forgivable at 10% per year with no interest or principle payments unless the home is sold. If the buyer elects to sell this note balance must be repaid at closing on a pro rata basis. (Ten minus years of occupancy determines balance due).
 4. The buyer only has to qualify for the \$50,000 first mortgage loan. The lower sales price greatly expands the opportunity for lower income families to achieve home ownership. Adding the mandatory insurance and taxes to the payment, this eligible family can achieve ownership at a similar rate or less of the cost to rent a smaller unit in the open market. The homes offered are brick; three bedrooms/ two bath units with approximately 1400 feet (or more) of living area with central heat and air. A smaller three-bedroom unit would rent for some \$800 to \$1000 per month. Since the normal procedure is to process the lower income homebuyer thru the USDA mortgage service, I have shown the proposed mortgage payment (with taxes and insurance inclusive) at three different interest rates that previous history has dictated most homebuyers (90 % or more) will qualify for.

1% subsidized loan	\$ 387.28
2% subsidized loan	\$406.92

3% subsidized loan \$428.32

(\$50.00 per month for insurance and \$150.00 per month for taxes are inclusive in the amount stated)

This is the program AHPC would recommend for tenants currently receiving rental assistance from the Housing Authority. USDA accepts the Section eight voucher to account for a portion of the total mortgage payment. The tenant continues to pay the difference to the mortgage company (rather than a landlord) to complete each monthly installment. The housing authority can rely on the lender to ensure the tax and insurance accounts are maintained in a current status because of the annual escrow review, which is part of servicing this loan. The buyer is still reviewed annually by the PHA to determine their eligibility prerequisites. The housing authority retains the administrative fee for each voucher until the family either becomes ineligible for further assistance or the loan is paid in full. I submit this procedure is a win-win situation for both the PHA and the homebuyer.

WORK IN PROGRESS

Bridgeport, Texas: AHPC currently is under construction with a contract from the HTF, TDHCA to construct ten (10) one bedroom elderly units. AHPC has a second contract with the Home division, TDHCA for the construction of ten (10) elderly one bedroom units. This project will commence immediately upon the completion of the HTF contract. Then AHPC will construct the third set of ten (10) one bedroom elderly units under a HUD 202 award. These will establish a total of thirty (30) elderly units with construction and lease up projected to be completed by the spring of 2005. In addition to the existing contracts, AHPC is making application for twenty four (24) three bedroom family units under the CHDO funding cycle with the TDHCA. The units described herein will be the first affordable housing to be constructed in this County whose population exceeds some sixty thousand. There are no rental assistance programs currently operating in this County.

WEATHERFORD, TEXAS; AHPC has completed the acquisition of land in Weatherford, Texas to construct twenty eight one bedroom elderly units fifty two three bedroom family units. AHPC has tendered a proposal to the WHA for the construction of a new office complex. This proposal was intended to address the issues of inadequate office space, no parking available to service clients, and the prerequisite for easy access to and for clients being served throughout the County. The proposed location will locate the WHA facilities within 1000 feet of interchange of the loop to be constructed around the City of Weatherford. There is a critical need for new units that can comply with ADA regulations and are maintained to preclude inspection issues. The paucity of available vouchers for this County is detrimental to maintaining an efficient and responsive housing service to the citizens. It is intended that the described proposal for facilities will eliminate the space and accessibility issues allowing the WHA to operate

efficiently.

In discussion with Federal, State and County officials, there is no doubt everyone is in one accord to increase the availability of vouchers to provide adequate service to the citizens. It is common knowledge that no County has enough vouchers to address every need. But it is imperative with the documented growth in this region and the projections of the anticipated growth during the next decade, that this County continue to work to achieve adequate quantities of vouchers to address the critical housing issues that have been identified and documented in housing studies and surveys.

Submitted by,

Al Swan, AHPC