

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
(exp 05/31/2006)

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 hereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 20____ - 20____

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 PHA Plan Agency Identification

PHA Name: Arlington Housing Authority

PHA Number: TX433

PHA Fiscal Year Beginning: 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: 3260

Number of public housing units:

Number of S8 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 are available for public inspection at: (select all that apply)

- Main administrative office of the PHA (includes all attachments)
- PHA development management offices
- PHA local offices
- Main administrative office of the local government (Public Information Office)
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below) City of Arlington Website

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

- | | |
|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | Main business office of the PHA |
| <input type="checkbox"/> | PHA development management offices |
| <input type="checkbox"/> | Other (public library) |

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

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

Vision...

The Arlington Housing Authority will be recognized by the community as the leader in providing quality housing assistance for low-income individuals and families in the City of Arlington. We will provide a full range of housing opportunities and solutions to help enable clients to reach their highest potential. We will maintain the public's trust by demonstrating program knowledge, professionalism, integrity, and accountability.

Mission...

The mission of the Arlington Housing Authority is to advocate for and pursue affordable housing opportunities for the maximum number of low-income individuals and families in Arlington by:

- ?? Establishing partnerships with public or private community service providers;
- ?? Effectively communicating with internal and external constituencies;
- ?? Attracting and retaining knowledgeable staff and Board members by supporting professional development and personal opportunities; and
- ?? Maintaining and improving fiscal accountability and operational efficiency.

AHA will serve the community and create an environment in which all citizens may support and participate in achieving the AHA vision.

Core Values...

COMPASSION – Understanding unique client needs;
Seeking to make a difference; treating clients with respect, empathy, and dignity.

COMMITMENT – Helping others with urgency, thoroughness, and dedication, providing flexibility of choices.

CREDIBILITY – Demonstrating honesty, integrity, knowledge, reliability, and fairness while maintaining the highest ethical standards; fostering accountability, excellence, and financial stability and efficiency.

COOPERATION – Developing community partnerships; being open to new ideas; initiating contacts and sharing information with all constituencies.

Strategies

- ?? Maximize integration of public and private services and resources
- ?? Utilize appropriate housing programs to increase client opportunities and choices
- ?? Leverage resources and maintain financial strength
- ?? Emphasize public relations to improve AHA image
- ?? Demonstrate program integrity to earn public trust
- ?? Recognize employee and volunteer contributions

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)

Increase outreach efforts to property owners by increasing active property owners by 1% each year

PHA Goal: *Improve the quality of assisted housing*

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions

- Renovate or modernize public housing units
- Demolish or dispose of obsolete public housing
- Provide replacement public housing:
- Provide replacement vouchers
- Other: (list below)

PHA Goal: *Increase assisted housing choices*

Objectives:

- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Implement public housing site-based waiting lists
- Convert public housing to vouchers
- Other: (list below)

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

PHA Goal: *Provide an improved living environment*

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments

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)

Foster livable neighborhoods and celebrate diversity. Use the Section 8 Program to expand housing opportunities beyond areas of traditional low-income and minority concentration.

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)

Work closely with local welfare-to-work programs so as to move FSS participants, who are also TANF recipients, into jobs, or educational or job training programs that achieve, or significantly move participants toward self-sufficiency.

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

PHA Goal: *Ensure equal opportunity and affirmatively further fair housing objectives*

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability

Undertake affirmative measures to provide a suitable living environment for Families living in assisted housing, regardless of race, color, religion, national Origin, sex, familial status, and disability

Undertake affirmative measures to ensure accessible housing to persons with all Varieties of disabilities regardless of unit size required

Other: (list below)

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

NOTE:

Per 24 CFR 903.11, high performing housing authorities are eligible to develop and submit streamlined Plan submissions

**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.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

<input checked="" type="checkbox"/>	1. Housing Needs-----	-p. 8
<input checked="" type="checkbox"/>	2. Financial Resources-----	p.16
<input checked="" type="checkbox"/>	3. Policies on Eligibility, Selection and Admissions-----	p. 16
<input checked="" type="checkbox"/>	4. Rent Determination Policies-----	p. 20
<input type="checkbox"/>	5. Capital Improvements Needs-----	N/A
<input type="checkbox"/>	6. Demolition and Disposition-----	N/A
<input checked="" type="checkbox"/>	7. Homeownership-----	p 21
<input checked="" type="checkbox"/>	8. Civil Rights Certifications (included with PHA Certifications of Compliance)	
<input checked="" type="checkbox"/>	9. Additional Information	
	a. PHA Progress on Meeting 5-Year Mission and Goals-----	p.23
	b. Criteria for Substantial Deviations and Significant Amendments-----	N/A
	c. Other Information Requested by HUD-----	p.28
	i. Resident Advisory Board Membership and Consultation Process	
	ii. Resident Membership on the PHA Governing Board	
	iii. PHA Statement of Consistency with Consolidated Plan	
	iv. (Reserved)	
<input type="checkbox"/>	10. Project-Based Voucher Program-----	N/A
<input checked="" type="checkbox"/>	11. Supporting Documents Available for Review	
<input type="checkbox"/>	12. FY 20__ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report--	N/A
<input type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan-----	N/A
<input type="checkbox"/>	14. Other (List below, providing name for each item)	

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-LLL a, Disclosure of Lobbying Activities. [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)]

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

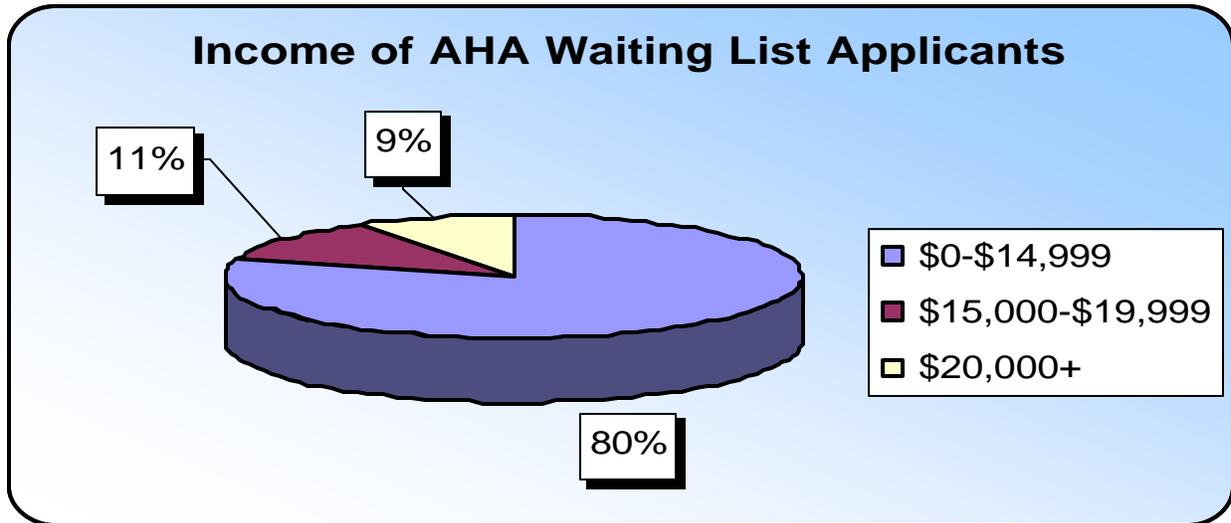
State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5020		
Extremely low income <=30% AMI	4092	82%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	928	18%	
Families with children	3314		
Elderly families	318	6%	
Families with Disabilities	993	20%	
Race/ethnicity- White	1167	23%	
Race/ethnicity- Black	2771	55%	
Ethnicity-Hispanic	801	16%	
Race/ethnicity-Asian	200	4%	
Race/ethnicity-Other	81	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2687	49%	
2 BR	1856	33%	
3 BR	416	8%	
4 BR	564	10%	
5 BR	13		
<input checked="" type="checkbox"/> 5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 6 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

On December 3, 2003, at the close of the business day, the AHA Board of Commissioners (in Resolution 03-18) closed the AHA's Waiting List since it had a sufficient number of applicants on its list for a period of time and since the length of time that a client would have to wait for assistance was considered to be unreasonable. At that time the

AHA had over 5,500 families on its Waiting List. The AHA developed several alternatives for reopening its Waiting List that were discussed with the AHA Resident Advisory Council and with the AHA Board of Commissioners. Since the Waiting List may not be re-opened for several years, the plan to re-open the list has not been finalized.

In December of 2003, the AHA contracted with BBC Research and Consulting to conduct a Housing Needs Analysis Study for the City of Arlington. The study will be completed in August of 2003. A portion of the study was completed and presented to the AHA Board of Commissioners in May of 2004 that includes a Socioeconomic Analysis for the City of Arlington. As part of this analysis, BBC provided the following information about clients on the AHA: Based on the information provided by BBC Research and Consulting:



- ?? 80% have incomes of less than \$15,000 per year.
- ?? 11% have incomes between \$15,000-\$19,999 per year.
- ?? 9% have incomes of more than \$20,000 per year.

Most (83%) of the families on the AHA waiting list consist of a female headed household with two children. The average household size is 2.56 members with a median family income of \$6,540 per year. According to the U. S. Department of Human Services the poverty guidelines in 2004 were as follows:

2004 HHS Poverty Guidelines

Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$ 9,310	\$11,630	\$10,700
2	12,490	15,610	14,360
3	15,670	19,590	18,020
4	18,850	23,570	21,680
5	22,030	27,550	25,340
6	25,210	31,530	29,000
7	28,390	35,510	32,660
8	31,570	39,490	36,320

For each additional person, add	3,180	3,980	3,660
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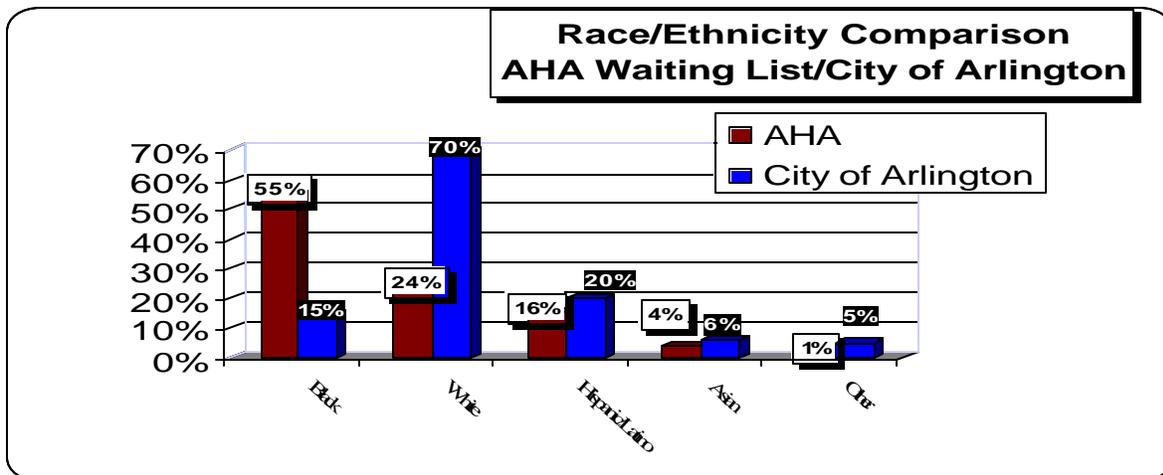
SOURCE: *Federal Register*, Vol. 69, No. 30, February 13, 2004, pp. 7336-7338.

Most of the AHA's applicant families fall below the poverty guidelines for a family of three (\$15,670). In fact, based on an average income of \$6,540, most AHA families are at 42% of the poverty range for a family of three.

Characteristics of Households on Waiting List, Arlington Housing Authority, March 2004
Source: Arlington Housing Authority and BBC Research & Consulting

	Full Waiting List		Arlington only	
Households on waiting list	4,888	100%	3,375	100%
Male	810	17%	591	18%
Female	4,065	83%	2,774	82%
No gender reported	13	0%	10	0%
With disability	947	19%	634	19%
No disability	3,910	80%	2,717	81%
Not reported	30	1%	23	1%
Family with children	3,212	66%	2,203	65%
Households with minors	3,254	67%	2,225	66%
Average number of minors per HH	2.00		1.98	
Householder Age:				
Average age	35.25		35.65	
Age Distribution:				
19 and under	205	4%	153	5%
20 to 29 years	1,875	38%	1,253	37%
30 to 39 years	1,320	27%	909	27%
40 to 49 years	715	15%	493	15%
50 to 59 years	388	8%	275	8%
60 to 64 years	127	3%	93	3%
65 and over	247	5%	192	6%
No age reported	11	0%	7	0%
	<u>4,888</u>	<u>100%</u>	<u>3,375</u>	<u>100%</u>
Household Size:				
Average household size	2.56		2.54	
Largest household	11 members		11 members	
Size Distribution:				
1 member	1,328	27%	937	28%
2 to 3 members	2,462	50%	1,686	50%
4 members	639	13%	445	13%
5 to 6 members	399	8%	271	8%
7 and over	59	1%	36	1%
Not reported	1	0%	0	0%
	<u>4,888</u>	<u>100%</u>	<u>3,375</u>	<u>100%</u>

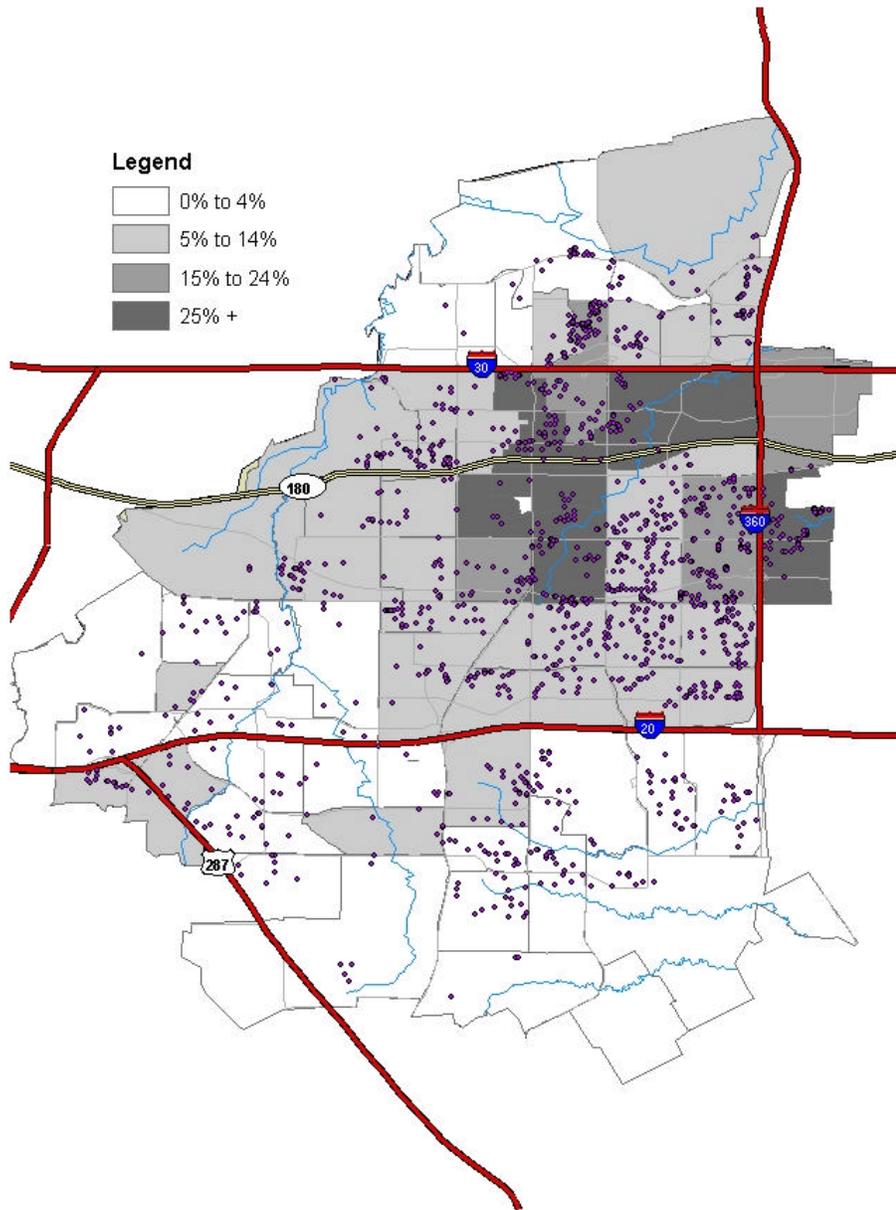
	Full Waiting List		Arlington only	
Time on Waiting List:				
Average time on waiting list (years)	0.68		0.72	
Shortest time (years)	0 years		0 years	
Longest time (years)	3 years		3 years	
Household Gross Annual Income:				
Average household income	\$8,051		\$7,840	
Median household income	\$6,540		\$6,540	
Lowest income	\$0		\$0	
Highest income	\$59,800		\$54,392	
Annual Household Income:				
Less than \$1,000	1,446	30 %	1,041	31 %
\$1,000 to 2,999	349	7 %	235	7 %
\$3,000 to \$4,999	303	6 %	201	6 %
\$5,000 to \$9,999	1,027	21 %	681	20 %
\$10,000 to \$14,999	773	16 %	537	16 %
\$15,000 to \$19,999	556	11 %	392	12 %
\$20,000 to \$29,999	411	8 %	276	8 %
\$30,000 to \$39,999	18	0 %	11	0 %
\$40,000 to \$49,999	1	0 %	0	0 %
\$50,000 and above	4	0 %	1	0 %
	4,888	100 %	3,375	100 %
Race/Ethnicity:				
American Indian	35	1 %	29	1 %
Asian	193	4 %	148	4 %
Black	2,692	55 %	1,747	52 %
White	1,161	24 %	875	26 %
Pacific Islander	15	0 %	9	0 %
Did not report race/ethnicity	147	3 %	83	2 %
Hispanic/Latino	772	16 %	571	17 %
Non-Hispanic/Latino	1,550	32 %	1,110	33 %



The AHA Waiting List reflects a larger composition of minorities than the City of Arlington as a whole as depicted in the chart above. 55% of the applicants on the AHA Waiting list are Black, 24% are White, 4% are Asian and 16% are of Hispanic ethnicity.

Many of the AHA's applicants tend to live in portions of the City of Arlington with higher than 10% Poverty Concentration as depicted in the following map:

Location of Current Persons on Waiting List and Concentrations of Poverty



Source: Arlington Housing Authority, U.S. Census Bureau, 2000 and BBC Research & Consulting. **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.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

In FY 2004, the AHA Board of Commissioners approved a preference in admission for working families. In the upcoming year, this preference will continue to be used if new families are admitted to the Section 8 Program.

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

On April 7, 2004, the Arlington Housing Authority Board of Commissioners approved a preference in admission for working families which became effective April 8, 2004 (per Resolution 04-05). Elderly and disabled heads of households or spouses were included in the working preference. In the upcoming year, this preference will continue to be used if new families are admitted to the Section 8 Program.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

AHA staff monitors the concentration of poverty through the SEMAP Reports obtained on a monthly basis from MTCS. As of April 30, 2004:

- 54% of all families served by the AHA lived in portions of the City of Arlington with less than 10% poverty.
- 24% lived in portions of the City with 10-19% poverty
- 21% lived in portions of the City with 20-29% poverty
- 1% lived in portions of the City with 30-39% poverty.

In the upcoming year, the AHA will continue to monitor the concentration of poverty of its participants.

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

In FY 2004 as a result of the passage of the FFY 2004 Consolidated Appropriations Act for the Housing Choice Voucher Program, the AHA has focused on efforts to maximize use of its resources and to promote operational efficiency. These efforts were aimed at “improving fiscal accountability and operational efficiency” in order to be able to continue to serve the maximum number of families possible with reduced funding appropriations. Therefore, the AHA implemented several cost containment strategies to reduce its average HAPs in including:

- ?? Revising the subsidy standard
- ?? Instituting a preference in admission for working families
- ?? Increasing the minimum rent
- ?? Enhancing Rent Reasonableness determination efforts
- ?? Increasing efforts to determine program fraud
- ?? Ensuring proper rent calculations through Rental Integrity Monitoring Program
- ?? Requiring certification of all Housing Specialists
- ?? Tying employee evaluations to SEMAP evaluation process.
- ??

In the upcoming year, the AHA will continue to review measures to reduce its average Housing Assistance Payment (HAP) costs to stay within budget appropriations. This analysis will include a review of the FMR’s and portability payments to other housing authorities.

(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

2. Other: (list below) **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		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) 2001 HOME	\$108,679*	Transitional Housing for 10 families
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2001 Shelter Plus Care	\$221,870*	Transitional Housing for 8 families
2002 Shelter Plus Care	\$467,805*	Transitional Housing for 15 families
2001 Supportive Housing	\$253,939*	Transitional Housing for 28 families
2003 Supportive Housing	\$578,864*	Transitional Housing for 28 families
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
ACC for Section 8 Program FY 2005 (Estimated)	\$23,103,384**	2,934**
4. Non-federal sources (list below)		
Total resources	\$24,734,541	
* as of April 30,2004 ** 90% of FY04 Revised ACC; Unit allocation		

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing -Not Applicable

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation

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

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

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

The AHA utilizes the State Department of Public Safety to access criminal records.

d. Yes : 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)

As required by the Conforming Rule (CFR 982.307(b)(2)) the AHA provides the family's current property address, as shown in the AHA's records, and the name and address, if known, of the property owner at the family's current and prior address. The AHA informs owners/agents that AHA has not screened the family's behavior or suitability for tenancy and that such screening is the owner's responsibility.

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

Note: As of December 3, 2003 (at the close of business day) the AHA Board of Commissioners approved the closing of the AHA's Waiting List. Therefore, no applications have been accepted since that time. The AHA has not finalized plans for reopening its Waiting List.

(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:

The Housing Choice Voucher expires at the end of sixty (60) days from the date of issuance unless the family submits a written request to extend their voucher. To request an extension of a voucher, the family is responsible completing the Voucher Extension Request Form stating the reason for an extension. The form will be placed in the family's file. With the approval of a Senior Housing Management Officer the voucher may be extended additional days for extenuating circumstances. Examples of such circumstances include: hospitalization; the family size or special requirements make finding a unit difficult; or a family emergency

affecting an immediate family member. The extension is logged on the voucher and in the family's file and the family will be notified in writing.

Special consideration will be given to hard to house families who are having difficulty finding suitable housing because of the special needs of a family member with a disability. In some cases hard to house families and disabled families may be granted an extension by the Senior Housing Management Officers beyond the initial extension. Only in cases approved by the Executive Director will families be allowed more than 120 days to find suitable housing. The extension is logged on the voucher and in the family's file and the family will be notified in writing.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

The AHA Board of Commissioners on September 6, 2000 established a residency preference for persons who live or work in Arlington since there was a sufficient pool of persons meeting these criteria to utilize all vouchers administered by the AHA.

On April 7, 2004, the Arlington Housing Authority Board of Commissioners approved a preference in admission for working families which became effective April 8, 2004 (per Resolution 04-05). Elderly and disabled heads of households or spouses were included in the working preference.

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.

3 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)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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

Note

Movement from the AHA Waiting List to actual participation in Section 8 Program and other housing programs (except for special admissions) is based first by the established preferences for persons who live or work in Arlington and secondly by persons who meet the working preference. Applicants that meet both preferences are placed ahead of applicants that meet only one preference by date and time of initial application. Applicants meeting only one preference will remain on the Waiting List, but will be ordered below those meeting both preferences, by date and time of application.

(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) Special Needs Grants Policies and Procedures Manuals

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

- Through published notices
- Other (list below)

Through collaboration with community partner agencies that provide case management and supportive services to special needs populations including: MHMR, AIDS Outreach, The Women’s Shelter, and Arlington Life Shelter.

4. PHA Rent Determination Policies

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

A. Public Housing- Not Applicable

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 the 50th Percentile of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

Effect on concentration of poverty

(2) Minimum Rent

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

- \$0

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

On April 7, 2004, the AHA Board of Commissioners (per Resolution 04-06) approved increasing the minimum rent from \$25.00 to \$50.00 effective June 1, 2004. "Minimum Rent" refers to minimum total participant payment (TTP) and not a minimum participant rent (TR). For families subject to a utility allowance, the families will be subject to a minimum total participant payment, but could still be entitled to a utility reimbursement if the utility allowance is greater than the TTP. A family must pay the greatest of 30% of monthly-adjusted income, or the AHA minimum rent of \$50.00.

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

- ?? The AHA will immediately grant a hardship exception to include the following situations:
- ?? The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or other (non-Section 8) local assistance.
- ?? The family would be evicted as a result of the imposition of the minimum rent requirement.
- ?? The income of the family has decreased because of changed circumstances, including loss of employment, death of the head of household and other circumstances determined by the AHA or HUD.

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.

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.

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

In November 2000, the Arlington Housing Authority (AHA), at the direction of the Board of Commissioners (Resolution 00-17), development of a homeownership assistance program to expand affordable housing opportunities for eligible applicants and participants. The following program parameters describe AHA's homeownership option:

Program Eligibility

- . Family must meet all eligibility requirements of the Section 8 Program and be a member of AHA's Family Self-Sufficiency Program.
- . AHA will determine the family's eligibility for the Section 8 Homeownership Assistance Program through briefing and pre-home ownership counseling sessions, review of employment history and credit worthiness.
- . Eligible families must attend and satisfactorily complete a homeownership program required by AHA.
- . Head of household, co-head or spouse is currently employed on a full-time basis and has been continuously employed during the year before commencement of homeownership

assistance. Households where the head of household, co-head or spouse is elderly or a person with a disability are exempt from this employment requirement.

- Annual income of the adult members who will own the home at the commencement of homeownership assistance must be equal to or greater than the federal minimum hourly wage multiplied by 2000 hours. Except in the case of elderly or disabled families, welfare assistance cannot be counted in determining if the family meets the minimum income requirement. This minimum income requirement is applied to determine initial qualification to purchase a particular home, not as a continuing requirement. Public assistance income is counted in determining income- eligibility and in calculating the amount of the monthly homeownership assistance payment.
- The home being purchased must be the family's principal place of residence.
- Minimum homeownership down payment requirement of at least 3 percent of the purchase price, with at least 1 percent of the purchase price coming from the family's personal resources.
- Family must be a "first-time homebuyer" (assisted family cannot include any person who owned a "present property ownership interest" in the residence of any family member in the past three years) or be a family that owns shares in a cooperative. "First-time homeowner includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse or resided in a home owned by his or her spouse.
- Head-of-household, co-head, or spouse cannot have previously defaulted on a mortgage obtained through the homeownership option.

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)?

In FY 2004, the AHA's first FSS participant purchased a home through the Homeownership Program and is utilizing her voucher towards her mortgage payments.

(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 downpayment 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).

The AHA leverages its resources by linking participants interested in homeownership with funding available through the Arlington Housing Finance Corporation. These funds may be used for down payment and closing costs expenses.

In FY 2004, the AHA partnered with Neighborhood Housing Services (NHS) and Austin Mortgage to make the dream of homeownership a reality for a FSS participant. NHS provided down payment and closing cost assistance and credit counseling. NHS has had many years of experience in housing development, housing finance and first-time home buyer counseling. Other services include community empowerment and assistance in determination of loan affordability, property inspections for rehabilitation, repair cost estimates, lender and contractor referrals and construction monitoring.

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 2000 - 2005)

The Arlington Housing Authority (AHA) is pleased to report that steady progress has been made in FY 2004, in achieving the Five-Year Strategic Plan and Objectives. The AHA's Mission, Vision, and Core Values continue to serve as the cornerstone of our efforts. HUD's strategic goals and objectives are reflected in AHA's strategy, goals and objectives. Though the FY 2004 Annual Plan there is no change or deviation from the strategies, policies, and initiatives, in the HUD-approved Five-Year Plan. The AHA Board of Commissioners held a public hearing on the Annual Plan July 7, 2004. The Resident Advisory Board's review of the Annual Plan was completed at their June 8, 2004 meeting.

Key strategies from the AHA's Mission Statement are incorporated into the AHA's Five-Year and Annual Plans.

They are as follows:

- ?? Maximizing integration of public and private services and resources
- ?? Utilizing appropriate housing programs to increase participant's opportunities
- ?? Leveraging resources and maintaining financial strength
- ?? Emphasizing public relations to improve the AHA's image
- ?? Demonstrating program integrity to earn public trust
- ?? Recognizing employee and volunteer contributions

The AHA Five-Year Plan is also tied to HUD's strategic goals including:

- ?? Expanding the supply of assisted housing
- ?? Improving the quality of assisted housing
- ?? Increasing assisted housing choices
- ?? Improving community quality of life and economic vitality
- ?? Promoting self-sufficiency and asset development of families and individuals
- ?? Ensuring equal opportunity in housing

AHA's Strategic Goal # 1 – Expand the Availability of Affordable Housing

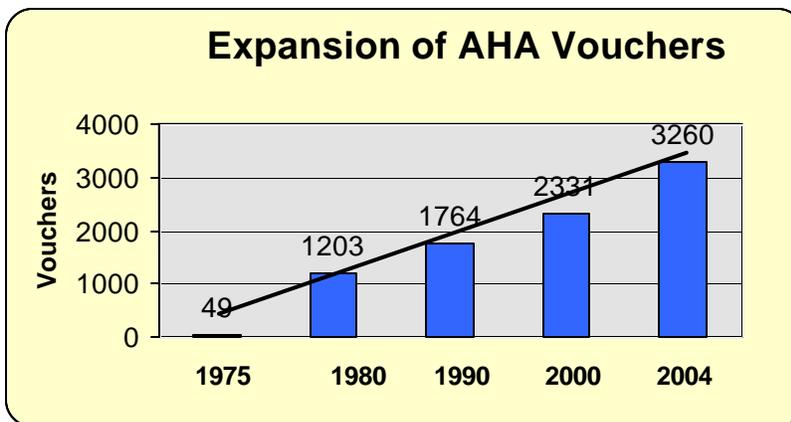
Since 2001, the AHA has successfully competed for HUD grants for special needs populations needing transitional housing assistance. These grants include the following:

?? 2001 Shelter Plus Care-	\$ 221,870	(8 vouchers for five years)
?? 2002 Shelter Plus Care-	\$ 467,805	(15 vouchers for five years)
?? 2002 HOME (TBRA) -	\$ 108,679	(10 vouchers for three years)
?? 2001 Supportive Housing -	\$ 253,939	(28 vouchers for three years)
?? <u>2003 Supportive Housing -</u>	<u>\$ 593,963</u>	<u>(28 vouchers for two years)</u>
Total	\$1,616,256*	

* Balance as of 4/30/04

In FY 2004, the AHA was awarded \$593,963 by HUD under the Supportive Housing Program. As a result of proactive grantsmanship, the availability of decent, standard housing that is affordable to extremely low-income special needs families has increased by 28 units in FY 2004. This brought the number of vouchers that the AHA administers for families needing transitional housing assistance to 89 in FY 2004. The AHA will administer the Supportive Housing Program in conjunction with the Arlington Life Shelter (ALS). ALS will provide intensive case management and the AHA will provide rental assistance over a two year period of time.

As depicted in the table below, the AHA has been successful in meeting its goal of expanding housing opportunities. The number of Section 8 vouchers administered by the AHA has increased by 40% (929 units) since 2000. The last major Section 8 funding award, the 601 Fair Share Vouchers that the AHA is currently administering was received in the summer of FY 2002. No funding for Section 8 vouchers was made available in FY 2004.



In FY 2004, the AHA continues to serve an additional 3260 families through the Section 8 Program, which is the largest program administered by the AHA. In March of 2004, the AHA's Contract Authority was \$25,816,041, which included: 2,634 regular vouchers, 174 Preservation Vouchers, 175 Mainstream vouchers, 162 FSS vouchers, 100 Family Unification vouchers, and 15 Temporary Housing Vouchers.

AHA Strategic Goal # 2 – Improve the Quality of Assisted Housing

The AHA strives to improve the quality of assisted housing by:

?? Improving voucher management.

HUD assesses the AHA's success in managing its Section 8 resources through its SEMAP score and Rental Integrity Monitoring (RIM) assessments. In FY 2004, the AHA was informed that it had been rated as a "High Performer" on its FY2003 electronic submittal to SEMAP to HUD. The AHA has consistently been rated as a High Performing Housing Authority for the past three years. In May of FY 2004 the AHA was reviewed by the local HUD office as part of the RIM Monitoring Process. The AHA had no findings and received an acceptable rating on its Administrative Plan.

?? Increasing customer satisfaction.

Both AHA participants and property owners are considered to be our "customers". In FY2004, the AHA continued the Landlord Advisory Committee which is composed of representatives from apartment complexes to improve communications, improve management practices and to voice concerns. Quarterly meetings were held with the Landlord Advisory Committee. Weekly workshops were held with property owners to help them gain familiarity with

their rights and obligations under the Section 8 Program. In FY 2004, efforts have focused on reducing the reinspection of units by informing property owners about their responsibilities under HUD's Housing Quality Standards (HQS) guidelines. By educating property owners about HQS requirements, the quality of the available rental housing stock is improving and the AHA's rapport with its participating property owners is improving.

?? Concentrating on efforts to improve specific management functions.

In FY 2004, the AHA has also closely monitored revenues and expenditures in order to be able to serve the maximum number of families possible with available funding. In order to reduce the average Housing Assistance Payment expenditures, the Board of Commissioners instituted a preference in admission for working families and increased the minimum rent to \$50. The AHA has also revised its subsidy standards used to determine bedroom composition and has increased its fraud detection efforts and its Rental Integrity Monitoring efforts.

AHA Strategic Goal # 3 – Increase Assisted Housing Choices, and to deconcentrate poverty, the AHA Board of Commissioners has:

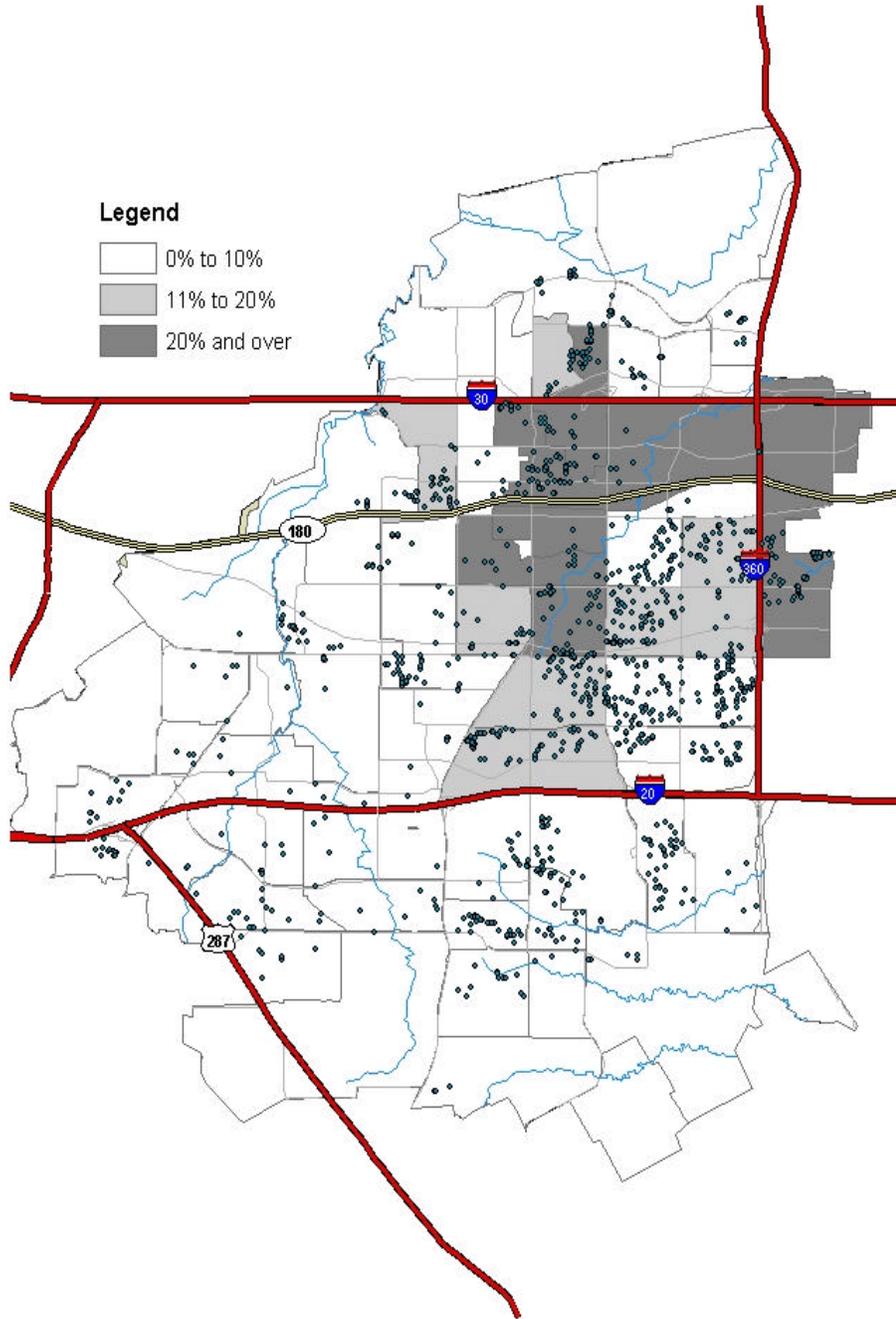
?? Established Fair Market Rents in this metropolitan area at the 50th percentile. Staff has continued efforts to deconcentrate poverty by distributing maps based on the 2000 Census to give to prospective clients and port in clients in their briefing packets which delineate low poverty areas of the city and surrounding areas. These maps also include information on the top ten employers for Arlington in order to promote economic independence through employment.

??AHA staff also monitors the concentration of poverty through the SEMAP Reports obtained on a monthly basis from MTCS. As of April 30, 2004:

- 54% of all families served by the AHA lived in portions of the City of Arlington with less than 10% poverty. This rating meets the criteria for points under the Deconcentration Bonus portion of the SEMAP.
- 24% lived in portions of the City with 10-19% poverty
- 21% lived in portions of the City with 20-29% poverty
- 1% lived in portions of the City with 30-39% poverty.

?? In FY 2004 the AHA has also contracted with BBC Research and Consulting and requested that, as part of their Housing Needs Analysis Study for the City of Arlington, that they prepare maps depicting the location of Arlington participants related to the concentration of poverty in Arlington (attached).

Location of Current Voucher Holders and Concentrations of Poverty



Source: Arlington Housing Authority, U.S. Census Bureau, 2000 and BBC Research & Consulting.

AHA's Strategic Goal # 4 – Provide an Improved Living Environment

To provide for an improved living environment for our families, the AHA strives to increase property owner participation in the Section 8 Program.

- ?? During the 2004 FY, the AHA continued to utilize the Landlord Advisory Committee which is composed of representatives from apartment complexes to improve communications, improve management practices, and to voice concerns. Meetings have been held quarterly with this committee and AHA staff.
- ?? The AHA also strives maintain the quality of affordable housing by conducting yearly Housing Quality Standards (HQS) inspections at the time of recertification of all clients.
- ?? Weekly workshops have also been held for new property owners to help them gain familiarity with their rights and obligations under the Section 8 Program. In FY 2004, efforts have focused on reducing the reinspections of units by informing property owners about their responsibilities under HQS.

AHA's Strategic Goal # 5 – Promote Self-Sufficiency and Asset Development of Families and Individuals

In order to promote self-sufficiency and asset development of AHA families, the AHA strives to:

- ?? increase the number and percentage of employed participants.
 - In FY 2004, the AHA Board of Commissioners established a preference in admission for working families in an effort to increase the number of employed participants and to reduce the AHA's average Housing Assistance Payment.
- ?? expand partnership agreements with various community agencies to improve participants employability; and
- ?? attain grant funding for FSS Coordinator to focus on welfare-to-work activities.
 - In FY04, the AHA received renewal of its FSS Grant for two FSS Coordinators in the amount of \$101,160. Through this funding, the AHA conducted seminars with FSS participants on topics aimed at enhancing their self-sufficiency skills and provided links to partner agencies which help FSS participants become self-sufficient. In FY 2004, thirteen FSS participants graduated from the FSS Program and received their escrow account balances. These escrow accounts can be used toward homeownership, to further educational pursuits, or other purposes. The average escrow balance for participants successfully completing the FSS Program is \$9,947.
 - In FY 2004 one FSS graduate became a homeowner through the Homeownership Program. She is using her voucher to assist with her mortgage payment. Neighborhood Housing Services provided housing counseling and Austin Mortgage assisted with financing.

AHA's Strategic Goal # 6 – Ensure Equal Opportunity and Affirmatively Further Fair housing Objectives:

To assist our families in obtaining housing opportunities, AHA will:

- ?? support Fair Housing; and
- ?? continue to contribute to the full realization of fair housing opportunities for all families.

Future Action

In order to achieve our Mission and Vision, the AHA will need to:

- ?? Maintain and improve fiscal accountability and operational efficiency by reducing its cost of providing rental assistance to eligible participants. In FY 2004, efforts to reduce operating costs to promote efficiency have included: revising the subsidy standard; increasing efforts to detect program fraud; increasing the minimum rent to \$50; and instituting a preference in admission for working families. In FY 2005, the AHA may need to consider reducing the Payment Standard or restricting ports to cities with higher rental costs if funding is insufficient to continue to serve the current number of budgeted families (3,260) or canceling contracts with property owners.

- ?? Continue proactive grantsmanship as funding becomes available
- ?? Enhance self-sufficiency, asset development and expand affordable housing opportunities, to include Section 8 Homeownership, as funding permits

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
- b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- 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:

The AHA's Resident Advisory Board met on June 8, 2004 and discussed the AHA's proposed submittal of its Streamlined Agency Plan for FY 2004. They supported the AHA's Plan and approved its submission to the AHA Board of Commissioners for adoption on July 7, 2004.

- 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:
 - Other: (list below)

(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: Rose Samra

Method of Selection:

Appointment
The term of appointment is (include the date term expires): June 30, 2004

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

Description of Resident Election Process

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)

- 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)

- 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?

- 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: June 30, 2006

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Mayor Kluck

(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 Arlington, Texas

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.
- 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)

In FY 2004, the AHA contracted with BBC Research and Consulting to prepare a Housing Needs Analysis Study that has been used to provide demographic/socioeconomic data for the preparation of this Plan and will also be used to complete the City of Arlington's Consolidated Plan. AHA staff participated in selecting the contractor to complete the study in conjunction with Grants Management in the City of Arlington Neighborhood Services Department. AHA staff, and Grants Management staff participated in public forums during the month of May 2004 that will be used to develop the Consolidated Plan.

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

(4) (Reserved)

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

10. Project-Based Voucher Program- Not Applicable

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).

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
X	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
X	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	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
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. X Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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
	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
X	Section 8 informal review and hearing procedures. X 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
X	Policies governing any Section 8 Homeownership program (Section XII 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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
X	FSS Action Plan(s) for public housing and/or Section 8. Part of AHA Administrative Plan (Appendix XVII)	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community 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)

Table Library