

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2005

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Lamar

**PHA Number:** CO006 – CO065

**PHA Fiscal Year Beginning:** 01/2005

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[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: 1) To provide decent, safe, sanitary, and affordable housing to elderly, handicapped, and/or disabled persons in Lamar and the surrounding counties. To advocate for the needs required by those persons stated above in order to maintain their quest for a suitable living environment free from discrimination, as long as it is their choice and medically and economically feasible. 2) To improve the overall housing quality standards of existing housing in Lamar. 3) To advocate for and assist in providing decent, safe, sanitary, and affordable existing housing for low income families in Lamar and the surrounding county, advocating that these families need a support system to encourage self-sufficiency and continuing education in order to reach an income earning capacity that no longer required subsidized housing for them, and to learn that subsidized housing for families is not a way of life but temporary assistance when needed.

**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: Review needs for vouchers specific to Disabled persons and reunification vouchers. Apply for vouchers in response to community/county need.
- Reduce public housing vacancies: Improve marketing; review criteria; consider near-elderly age waivers

- Leverage private or other public funds to create additional housing opportunities: Seek CHDO status to develop affordable single family homes in the affordable rent range. Seek 501 (c) (3) status to secure additional private funds.
- Acquire or build units or developments
- Other (list below)
  
- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score) 84
    - Improve voucher management: (SEMAP score) 100
    - Increase customer satisfaction: Further empower Resident Council to take charge of satisfaction improvement activities
    - Concentrate on efforts to improve specific management functions: Improve financial systems; procurement procedures; increase training of staff/board
    - Renovate or modernize public housing units: Use materials/systems that lower maintenance costs or utility costs.
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other:
  
- 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: Goal of implementing:2005
    - Implement public housing or other homeownership programs: CHDO programs to fund additional programming.
    - Implement public housing site-based waiting lists: Go to pre-application and merge lists to identify HC Voucher people that can be served until vouchers are issued.
    - 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: 2005 work with Board and RAB to develop policy for deconcentration.

- 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: Continued updating of emergency alarms in apartments.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: Provide improved on-site activities and additional in-unit accommodation features.

**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)

**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: Increase and broaden bilingual advertising; partner with other providers to assure no gap in housing services.
    - 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: Contact other providers to underscore our desire to serve all who income qualify.
    - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Increase the number of units that accommodate mobility issues and increase training of staff in ADA/504 requirements.
    - Other: (list below) Continuous staff and board training on fair housing objectives; work to provide enlarged housing opportunities through unit modification

**Other PHA Goals and Objectives: (list below)**

Seek out ways to reduce the perception that assisted housing is a lower lifestyle, which may deter some from seeking our services. Outreach to those who need but resist our services –

**Annual PHA Plan  
PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

A change of Executive Director has occurred at this agency; with this change of leadership will come a change of direction and focus. Two major changes will occur: Certification as a Community Housing Development Organization (CHDO) to develop single family housing. 75% of county housing is pre-1940 and constitutes a lead-paint hazard to children, as a CHDO we can abate and improve housing. The second change will be founding a 501 (c) (3) subsidiary to attract addition funds for housing and social issues related to poverty. An enhanced public-serving focus will be our model – do more: do better.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (South\_acop)
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (2004\_budget)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

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

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

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,127	5	5	5	2	5	1
Income >30% but <=50% of AMI	994	5	5	3	2	3	1
Income >50% but <80% of AMI	982	3	3	2	2	3	1
Elderly	2,362	5	1	2	3	1	1
Families with Disabilities	225	3	3	3	5	2	1
Race/Ethnicity :W	11,379	N/A					
Race/Ethnicity :B	43	N/A					
Race/Ethnicity :A	54	N/A					
Race/Ethnicity :H	4,766	N/A					

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 04
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:

- Other housing market study  
Indicate year: 8/96
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List					
Waiting list type: (select one)					
<input type="checkbox"/> Section 8 tenant-based assistance					
<input type="checkbox"/> Public Housing					
<input checked="" 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:					
<b>Bold = Sec.8</b>	# of families		% of total families		Annual Turnover
<i>Italic = Public H.</i>	<b>Sec.8</b>	<i>Public H</i>			
Waiting list total	<b>125</b>	8			% <b>12%</b> 100%
Extremely low income <=30% AMI	<b>109</b>	5	<b>87.2%</b>	62.5	
Very low income (>30% but <=50% AMI)	<b>16</b>	2	<b>12.8%</b>	25	
Low income (>50% but <80% AMI)	<b>0</b>	1	<b>0</b>	12.5	
Families with children	<b>78</b>	0	<b>62.4%</b>	0	
Elderly families	<b>8</b>	8	<b>6.4%</b>	100%	
Families with Disabilities	<b>39</b>	8	<b>31.2%</b>	100%	
Race/ethnicity	<b>(W)121</b>	8			
Race/ethnicity	<b>(B)1</b>	0			

Housing Needs of Families on the Waiting List				
	<b>(Indian/Alaskan) 3</b>			
Race/ethnicity	<b>(Non/H)65</b>	7		
Race/ethnicity	<b>(H)60</b>	11		
Characteristics by Bedroom Size (Public Housing Only)				
1BR	<b>46</b>	8	<b>36.8%</b>	100%
2 BR	<b>48</b>	0	<b>38.4%</b>	
3 BR	<b>31</b>	0	<b>24.8%</b>	
4 BR				
5 BR				
5+ BR				
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
If yes:				
How long has it been closed (# of months)?				
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes				

### C. Strategy for Addressing Needs

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

Lamar Housing Authority will be adopting a pre-application waiting list that integrates all programs into a central list with applicant project preferences noted. This will allow us to inform applicants about availability on all units to broaden choice.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations:** Our vouchers continue to have year-long waiting lists, 70% consisting of families with children. The other 30% component of underserved population is >40% AMI in the under 50 year old group w/o children needing 1-bedroom dwellings. We have vacancies in our elderly units and may need to consider waivers for near-elderly categories to house some of the 30% who would become qualified with the waiver.

**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) Certify as a CHDO and compete for HUD HOME grants to develop affordable housing within single family units to increase the volume and quality of rental housing stock. Most homes here were built before 1940. The agency will be reviewing all Homeownership programs for potential for our rural area.

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) Units already specified for elderly: Market multi-county area to attract attention to vacancies in elderly housing.

**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) Units already specified for disabilities: Market multi-county area to attract attention to vacancies in available units.

**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) Continue to market, by example, the positive outcomes in found through fair housing strategies.

**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) HUD cuts in program and operating funds retro to year in progress.

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004/05 grants)</b>	<b><u>181,924</u></b>	Housing/operating
a) Public Housing Operating Fund	26,000	
b) Public Housing Capital Fund	51,937	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	45,000 (HAP 555,000)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Cap 03	12,000	Upkeep
<b>3. Public Housing Dwelling Rental Income</b>		
<b>30 Units – Strainhurst South</b>	67,669	Upkeep/reserves
<b>4. Other income (list below)</b>		
Sec 8 New Construction 50 units rent/subsidy	255,159	Upkeep/debt and improvements
<b>USDA 60 units rent/subsidy</b>	291,200	Upkeep/debt/reserves & improvements
<b>4. Non-federal sources (list below)</b>		
<b>22 Units elderly/handicap</b>	77,000	Upkeep/debt
Mgmt Fees	17,600	Program support
<b>subtotal</b>	(661,641)	
<b>Total all resources</b>	<b><u>843,565 (1,398,565)</u></b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number) 1-2 units
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) At application: all forms and self-disclosed income are required to be put on waiting list. Full verification at offer stage

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) Will be instituting a Pre-application list agency wide non-site based by time/date

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

- PHA main administrative office
- PHA development site management office
- Other (list below) By mail; fax; or phone.

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

1. How many site-based waiting lists will the PHA operate in the coming year?4

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? all

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) From web-site; by phone; by toll-free number.

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below) Problems with neighbors
- Other: (list below) It has occurred that some of our fragile residents make transfer requests that we find relevant to their welfare.

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.

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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; very homogeneous community

#### **(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) Web-site

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)

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

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

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

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

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

**(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): USDA Rural Development; LIHI Credit apartments; Sec. 8 New Construction; Pre-application list

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) Email/fax/U.S. Mail

**(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: Hard to house; special needs; inability to rent up although seeking housing; circumstances beyond control of family (reviewed case-by-case) upon special appeal.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 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) Domestic Violence

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

### (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **Undue Hardship exemption: HA exempts for 90 days following a request for exemption.**

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: The higher of \$50 or 30%

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\$200\_\_
- Other (list below)

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below) HUD FMR 1994

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

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

## **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below) Or as FMR is reduced by HUD

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) Rent reasonableness

## **(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) Undue hardship exemption/zero income certification policy. Follow Colorado Department of Housing criteria.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: 5 Board Commissioners selected by City from public application – accountable to Community and Resident Advisory Boards; Executive Director hired by/accountable to Board; Program and Maintenance staff hired by/accountable to Director; Financial Officer hired by Board accountable to Board and Director; Resident Advisory Boards elected by residents – partners to Agency/Board.

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	30	12%
Section 8 Vouchers	107	4%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program	N/A	

(PHDEP)		
Other Federal Programs(list individually)	50 S-8 New Construction	12%
USDA Rural Dev.	60 Agricultural units	20%

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below) ACOP; Agency Management Policy and Maintenance Policy; Pet Policy; Resident policy.
- (2) Section 8 Management: (list below) ACOP: S-8 Policy manual;

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below: None

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

- PHA main administrative office
- PHA development management offices
- Other (list below) Response directly to Executive Director if problem is staff; Response directly to Board if problem is Director.

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below) By Mail or phone.

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment ( A) Captial Fund Program Annual Statement

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

- |  |
|--|
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
|--|

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

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

#### **(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2005 Estimate)	(As of: DD/MM/YY)
Public Housing	0	
Section 8	0	

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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below) No problems evident to warrant measures or grant application

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

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

3. Which developments are most affected? (list below) None

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) Coordination with Adult Protective Services for services – our area units are elderly/disabled only and we have experienced virtually no drug/crime activity.

2. Which developments are most affected? (list below) None

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

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

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

2. Which developments are most affected? (list below) None

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Attachment C

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?

4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

\*\* FY 2003 not available from auditors at plan submission date

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

Provided below: Public Hearing was held October 8, 2004 with each of our HUD programs having representation from individuals in attendance. None had pre-reviewed plan – but were interested to ask specific questions about future goals. Comments included request for S-8 Homeownership voucher program to be added; desire that current HUD financial cuts not reduce programs; interest in moving elderly units to near-elderly status to reduce vacancy rates. No concerns or negative comments were received. Resident Advisory Board advised at their meeting that they would send no formal representatives to the public hearing and they expressed no comments for inclusion.

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

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

The PHA changed portions of the PHA Plan in response to comments  
List changes below: Will begin process for expanding to S-8 homeownership program; will move up consideration date for waiver of age on public housing unit tenant criteria.

Other: (list below) Will address concerns over funding cuts in programs by seeking to broaden recourse base with addition of 501 (c) (3) subsidiary to attract foundation funding and addition of CHDO programs for family housing.

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

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

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

### 3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe) All openings for PHA Board are listed in our newsletter and advertised for application in the newspaper. We encourage residents to apply as citizens even though we are exempted.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) As an exempt PHA, residents can apply for openings and be selected by our City Commissioners for a 5 year term.

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

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

1. Consolidated Plan jurisdiction: (provide name here) Prowers County, Colorado; City of Lamar, Colorado

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below) Move toward CHDO status to improve aging housing stock within community.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) Willingness to assist in planning/forecasting our housing needs and certify our compliance to their plan.

**D. Other Information Required by HUD**

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

## **Attachments**

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

Attachment A: Deconcentration Policy

Attachment B: Board-approved operating budget

Attachment C: Pet Policy

Attachment D:

Attachment E: Community Service

# PHA Plan Table Library

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

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number CO06006501-05 FFY of Grant Approval: (12/2005)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	12,000
3	1408 Management Improvements	10,000
4	1410 Administration	6,000
5	1411 Audit	3,000
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	0
9	1450 Site Improvement	6,300
10	1460 Dwelling Structures	7,000
11	1465.1 Dwelling Equipment-Nonexpendable	2,000
12	1470 Nondwelling Structures	3,000
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	10,000
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	1,500
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>60,800</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	12,500
23	Amount of line 20 Related to Security	2,200
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Operations	Agency support and labor costs for 504	1406	12,000
Management Impr.	Training; Systems improvements	1408	10,000
Administration	10% indirect cost allowance	1410	6,000
Audit	Agency and A-133 Audit expense share	1411	3,000
Site improvements	Replace expansion joints in walks; Termite control	1450	6,300
Dwelling Structures	Add more roll-in showers	1460	7,000
Dwelling Equipmt.	Replacement of appliances	1465.1	2,000
Non-dwelling structures	Benches/rails/walks or arbors	1470	3,000
Replacement Reserves	Funding up for large scale roofing replacement project	1490	10,000
Relocation costs	Cost for relocating elderly tenants to other available units during/after modification projects	1495.1	1,500

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
1406	Within 18 months	Within 36 months
1408	Within 18 months	Within 36 months
1410	Within 12 months	Within 36 months
1411	Within 12 months	Within 36 months
1450	Within 12 months	Within 36 months
1460	Within 12 months	Within 36 months
1465.1	Within 12 months	Within 36 months
1470	Within 12 months	Within 36 months
1490	Within 6 months	Within 36 months
1495.1	Within 12 months	Within 36 months

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
2007	Roof Improvement project	75,000	2009/10
2008	Nondwelling Site improvements – walks/benches/covered areas/family gathering areas (ongoing improvement project multi-year)	10,000	ongoing 2005 to 2010
2009	Road/parking stablization – sealant/ patching every 3-4 years (5,500 p/y)	11,000	2007 & 2009
		4,500	2007
2010	Eave/trim work	2,500	2006
2011	Tree trimming (2,000 p/y)	8,000	2006;07/08/09/
2012	Mgmnt Improvement projects: Financial and project software (\$2,000 p/y)	8,000	2005-09
2013	Management improvements: staff training/memberships (\$ divided per year)	15,500	2005-09
2014	Boiler/waterheater replacement reserve project (per year to fundup) (8,000 per year)	16,000	2008; 2009
2015	Operating funds per year (12,000)	48,000	2005-2009
2016	Administration costs per year (6,000)	24,000	2005-2009
2017	Additional accessibility improvements (6,000 +/- per year)	30,000	2005-2009
2018	Management Improvements: equipment upgrades; software	7,000	2005-2009

<b>Total estimated cost over next 5 years</b>	<b>300,000</b>	



#### **10.4 DECONCENTRATION POLICY**

It is Lamar Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, LHA will skip families on the waiting list to reach other families with a lower or higher income. LHA will accomplish this in a uniform and non-discriminating manner.

The Lamar Housing Authority will affirmatively market its housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, LHA will analyze the income levels of families residing in each of its developments, the income levels of census tracts in which LHA developments are located, and the income levels of the families on the waiting list. Based on this analysis, LHA will determine the level of marketing strategies and deconcentration incentives to implement.

#### **10.5 DECONCENTRATION INCENTIVES**

The Lamar Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

#### **10.6 OFFER OF A UNIT**

When the Lamar Housing Authority discovers that a unit will become available, staff will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Lamar Housing Authority will contact the family by first class mail to make the unit offer. The family will be given ten (10) calendar days from the date the letter was mailed to contact the Lamar Housing Authority regarding the offer. In order to expedite the process, the LHA will sometimes make the first contact by telephone, so that a determination of interest in the unit may be made more quickly. When a unit is rejected on the basis of a phone contact with the family, such rejection will be documented in the applicant file.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant

file. If the family rejects the offer of the unit, the Lamar Housing Authority will send the family a letter documenting the offer and the rejection.

### **10.7 REJECTION OF UNIT**

If in making the offer to the family the Lamar Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Lamar Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will lose their preferences, but the date and time of application will be changed to the date and time the unit was rejected. Upon the third rejection of the offer of a unit, a family's application will be removed from the waiting list, and they must re-apply if they wish to remain on the waiting list.

If the family rejects with good cause any unit offered, they would not lose their place on the waiting list. Good cause includes reasons related to health. If the applicant is willing to accept an offered unit but is unable to move at the time of the offer and they can show clear evidence of their inability to move, they will not lose their place on the waiting list.

The family will be offered the right to an informal review of any decision to alter their application status.

### **10.8 ACCEPTANCE OF UNIT**

When a family agrees to accept a unit, the Lamar Housing Authority will determine final eligibility for admission into the public housing program by verifying suitability, as outlined in Section 8.3. Once suitability has been verified, the family will be required to attend a briefing. The head of household and other adult family members will meet with a LHA staff member, who will perform the final rent calculation, review the lease and the rules and regulations, and execute the lease with the family. All adult family members must sign the lease.

The applicant will be provided a copy of the lease, the grievance procedure, resident rules, pet policy, and the current schedule of routine maintenance charges. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to

execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Lamar Housing Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

## **14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

### **14.1 GENERAL**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement – Strainhurst South residents fall under the exemptions listed below.

### **14.2 EXEMPTIONS**

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

### **14.3 NOTIFICATION OF THE REQUIREMENT**

The Lamar Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Lamar Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Lamar Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

#### **14.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Lamar Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident council, the Lamar Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

#### **14.5 THE PROCESS**

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Lamar Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.

- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Lamar Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

**14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

The Lamar Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

**14.7 OPPORTUNITY FOR CURE**

The Lamar Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis. fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Lamar Housing Authority shall take action to terminate the lease.

<i>LHA- 2004</i>	
income	Budget 04
Rent	1,008,001
subsidy	170,040
Sec. 8 operating	54,506
DOH fee	22,293
property mgmnt	48,451
Space rent	8,345
Springfield	2,400
HUD(Cts)	14,405.40
excess utility	2,880.00
Interest	5,128.00
other income	6,487.00
Laundry income	5,122.00
<b>total Income</b>	<b>1,348,058.40</b>

Admin Expenses	
	Expense
Salaries/fringe	156,732.00
Supplies	16,570
Legal	4,273.00
Training	9213
Travel	935.00
Phone	10,574.00
Audit/accounting	23,784.00
office rent	7,540.00
Sundry	7,443.00
S-8 Landlord pmnts	419,545.00
<b>Sub-total expense</b>	<b>656,609</b>

Tenant Services	
	Expense
Salaries	5,178.00
Supplies	792
Contracted	1475

cable	11,403
water	19,401.00
Electricity	56,616.00
gas	31,940.00
trash/sewer	12,001.00

Sub-Total 138,805.92

#### Maintenance Expense

##### Expense

Salaries	82,091.00
Materials	67,387
Contract labor	59,666

Sub-Total 209,144.00

#### Employee And Property Expense

##### Expense

Property/liability Ins	34,363
Pera	22,693
Emply Health Ins	39,888.00
Vac/leaves	12,679.00
Unemply. Ins	511.00
Workman's Comp	9,523.00

Sub-total 119,657.00

#### Cost of Ownership

Depreciation	87,939.00
Ammortization	0

Bond issue	3034
Courts Bond	81638
USDA Reserve Pmt	24373
USDA Debt Pmt	73949
Betterment/add.	10,000

Sub-total	192,994.00
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Total expenses	1,317,209.92
Total Income	1,348,058.00

Net Difference	30,848.08
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0  
0  
0  
0  
0

**LAMAR HOUSING AUTHORITY**

**PET POLICY**

**FOR**

**STRAINHURST AND ALAMO APARTMENTS**

**EFFECTIVE 11/16/99**

LAMAR HOUSING AUTHORITY (LHA) PET RULES AND POLICIES

**I. INTRODUCTION**

The Pet Rules and Policies for Strainhurst and the Alamo Apartments are developed in accordance with the HUD regulations, with an effective date of \_\_\_\_\_.

The rules adopted by these projects are reasonably related to the legitimate interest of the Lamar Housing Authority (LHA) including: Providing a decent, safe and sanitary living environment for existing and prospective tenants; and protecting and preserving the physical condition and LHA's financial interest in the project. Any tenant or prospective tenant of any apartment may have a common household pet.

**II. DEMONSTRATION OF ACCEPTABILITY**

**A. MANAGEMENT APPROVAL**

Prior to a pet being accepted for keeping in an apartment or being brought onto the premises within Strainhurst or the Alamo Apartments the proposed owner must complete and submit a LHA PET REGISTRATION to LHA. (Attachment A) If the pet is accepted per these Pet Rules and Policies, the Resident/Pet Owner and the LHA will enter into "PET AGREEMENT". (Attachment B) This agreement must be updated annually. In addition to executing the Agreement the Resident/Pet Owner must provide to LHA documented proof of the proposed pet's health, suitability and acceptability in accordance with the provisions outlined below.

Registration includes:

If the pet is a dog or cat, a certificate signed by a licenses veterinarian or designated state or local authority or agent, stating that the pet has received all inoculations required by state or local law and the animal is in good health, has no communicable diseases or pests, and is spayed or neutered is required. Pet must be licensed in accordance with applicable state and local laws and regulations.

Registration will be coordinated with the annual reexamination date. Approval for the keeping of a pet shall not be granted until the requirements specified above have been met and in no

event will approval of other than the common household pets be extended.

LHA shall refuse to register a pet if: the pet is not a common household pet identified more specifically in this policy, pet owner fails to provide complete pet registration information or fails annually to update the registration, pet owner fails to pay required pet deposit or, LHA reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other lease obligations.

The LHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet or that the pet is inappropriate, based on the therapeutic value to the pet owner or the interests of the property of existing tenants.

LHA is required to notify the pet owner if LHA refuses to register a put. The notice shall state the basis for LHA's action and shall be served in accordance with the HUD notice requirements. The notice of refusal to register a pet may be combined with a notice of pet violation. The registration requirements may not conflict with state or local law.

#### **B. STANDARDS**

Common household pets (kept in the home for pleasure rather than for commercial purposes) as outlined below will be permitted under the following guidelines:

1. **Dogs (Not allowed at the Alamo Apartments)**  
Maximum number: (1) Maximum adult weight - 25 pounds.  
Must be housebroken, spayed or neutered.
2. **Cats**  
Maximum number: (1) Must be trained to use a litter box or other waste receptacle. Must be spayed or neutered.
3. **Birds**  
Maximum number: (1) Must be enclosed inside a cage at all times.
4. **Fish**

Maximum aquarium size - 20 gallons. Must be maintained on approved stand.

**5. Rodents**

Maximum number: (1) (Only rabbit, guinea pig, hamster or gerbil) Must be enclosed inside an acceptable cage at all times.

**6. Turtles**

Maximum number: (1) Must be enclosed inside an acceptable cage at all times.

**No pets other than specified may be kept by a Resident. Only one four-legged, warm-blooded pet will be allowed per unit. Failure to properly register and to provide the specified proof of the proposed pet prior to a pet being brought into the Resident's apartment shall result in the initiation of an action to remove the pet and to evict the Resident.**

Pet Rules will not be applied or enforced to animals who assist the handicapped.

LHA will grant the exclusion if the tenant or prospective tenant certifies in writing that:

- a. The tenant or a member of the family is handicapped.
- b. The animal has been trained to assist with that specified handicap.
- c. The animal actually assists the handicapped person.

**III. PETS TEMPORARILY ON THE PREMISES**

Pets which are not owned by a tenant will not be allowed. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of LHA. One of the two exceptions from this rule will be visiting pet programs sponsored by a humane society or other non-profit organization. The other exception is that residents may care for other residents' pets on a temporary basis, but first must notify LHA's Executive Director and must agree, in writing, to abide by the pet rules. State or local laws or regulation governing pets temporarily in dwelling accommodations shall prevail.

**IV. ADDITIONAL FEES AND DEPOSITS**

**A. PET DEPOSIT**

The Resident/Pet Owner shall not be required to pay a refundable deposit at this current time as long as the present trend of pets not causing extraordinary damages continues. LHA reserves the right to change the required deposit by amendment to these rules.

**B. PET WASTE REMOVAL CHARGES**

1. A separate pet waste removal charge of \$5.00 per occurrence will be assessed to the Resident/Pet Owner when the pet waste is not removed in accordance with the prescribed pet rules.
2. Pet deposit and pet waste removal charges are not part of rent paid by the tenant.

**C. PET DAMAGE CHARGES**

1. All reasonable expenses incurred by the LHA as the result of damages directly attributable to the presence of the pet in project shall be the responsibility of the Resident/Pet Owner including: Cost of repairs and replacement to tenants dwelling unit, fumigation (including disinfestation of fleas) of tenant's dwelling unit.
2. Such expenses as a result of a move-out inspection shall be deducted from the security deposit at move-out, and the Resident/Pet Owner shall be billed for any balance due.
3. Any Pet Deposit imposed shall be refunded when the tenant moves out or when the Resident no longer keeps a pet, whichever is earlier.
4. Legal costs to recover unpaid costs or expenses may be commenced if a properly prepared and outlined invoice is not honored.

Failure of the Resident/Pet Owner to pay costs or expenses for damages will be considered a violation of the pet policy may result in initiation of procedures to terminate the pet owner's tenancy.

V. ADDITIONAL PET RULES

A. PET AREAS ALLOWED

Pets must be maintained within the resident pet owner's unit. When outside the apartment (within the building or on development grounds,) dogs and cats must be kept on a leash or carried and under the control of the Resident/Pet Owner or other responsible individual **AT ALL TIMES**. Pets are not allowed in the common areas including the lobbies, offices, community rooms, and laundry areas, except to enter and exit the building through entrances in the Alamo Apartments. Resident/Pet Owners are allowed to exercise pets and permit pets to deposit waste on project outside premises as long as the Resident/Pet Owner immediately cleans up after the pet. Resident/Pet Owner shall keep their pets under control at all times.

B. PET CONTROL

Resident/Pet Owner agrees to control his/her pet so that the pet does not constitute a nuisance or a threat to the peaceful enjoyment of the project by other tenants, project employees, and the public. Resident/Pet Owner agrees to control the noise of his/her pet so that such noise does not constitute a nuisance to other tenants or interrupt their peaceful enjoyment of their apartments. Failure to control pet may result in the removal of the pet from the premises. This includes but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

C. CLEANLINESS REQUIREMENTS

1. Litter Box Removal of Waste Requirements: (for cats and other animals using a liter box or cage subject to state and local law). All animal waste from the pet exercise area caused by his/her pet or the litter from litter boxes shall be picked up immediately by the pet owner and disposed of in sealed plastic trash bags and placed in trash bins located on the project's grounds. Litter shall be changed at least twice weekly. Waste shall be separated from the litter daily. Litter shall not be disposed of by being flushed through a toilet. Charges for unclogging the toilet due to the improper disposal of pet waste shall be billed to the

Resident/Pet Owner. Litter boxes shall be kept INSIDE the Resident/Pet Owner's dwelling unit. Resident/Pet Owner will be held responsible for the immediate cleaning or any dirt or pet waste tracked through or deposited in the common areas, grasses, lobby, halls or elevators by his/her pet. Any apartment occupied by a dog, cat, or rodent will be fumigated at the time the apartment is vacated.

2. Odor: Resident/Pet Owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

**D. PET CARE**

No dog shall be left unattended in any apartment for a period in excess of 6 hours; and cats or other pets in excess of 12 hours (fish are excluded). All Resident/Pet Owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet. Resident/Pet Owner must be aware and recognize other residents may have chemical sensitivities or allergies related to pets or may be easily frightened and/or disoriented by animals. The Resident/Pet Owner agrees to exercise common sense and common courtesy with respect to such other resident's right to the peaceful and quiet enjoyment of common areas and his/her apartment.

**VI. ALTERATIONS**

Resident/Pet Owners shall not alter their unit, patio, unit area, or common areas to create an enclosure for the animal.

**VII. RESPONSIBLE PARTIES**

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

**VIII. INSPECTIONS**

**A. NOTICES**

LHA may, after reasonable notices to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

#### **B. COMPLAINTS**

LHA may enter and inspect the unit only if he or she has received a signed, written complaint alleging that the conduct or condition of the pet in the dwelling unit constitutes a nuisance or threat to the health or safety of the occupants of the project or other persons in the community, under applicable state or local law.

### **IX. PET RULE VIOLATIONS**

#### **A. PET RULE VIOLATION NOTICE**

If a determination is made, on objective facts supported by written statements, that a Resident/Pet Owner has violated a rule, written notice will be served on the Resident/Pet Owner. The notice must contain a brief statement of the factual basis for the determination and the pet rule(s) alleged to be violated.

The notice also must state, that the Resident/Pet Owner has 10 days from the effective date of the service of notice to correct the violation or make a written request for a meeting to discuss the violation. That the Resident/Pet Owner is entitled to be accompanied by another person of his or her choice at the meeting; and that the Resident/Pet Owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

#### **B. PET RULE VIOLATION MEETING**

If a Resident/Pet Owner request a meeting on a timely basis, LHA will establish a mutually agreeable time and place for the meeting. The meeting will be scheduled no later than 15 days from the effective date of service of notice of the pet rule violation, unless the pet owner agrees to a later date in writing. The Resident/Pet Owner and LHA will discuss the alleged violation at the meeting and attempt to correct it. As a result of the meeting, LHA may give the Resident/Pet Owner additional time to correct the violation.

**C. NOTICE FOR PET REMOVAL**

If the Resident/Pet Owner and LHA are unable to resolve the violation at the meeting or the Resident/Pet Owner fails to correct the violation in the allotted time, LHA will serve notice on the Resident/Pet Owner at or after the meeting to remove the pet. The notice must contain a brief statement of the factual basis for the determination and the pet rule(s) that have been violated; state that the Resident/Pet Owner must remove that pet within 10 days of the effective date of service of the notice of pet removal; and state that failure to remove the pet may result in initiation of procedures to terminate the Resident/Pet Owner's tenancy.

**D. TERMINATION OF TENANCY**

LHA may initiate procedures for termination of the Resident/Pet Owner's tenancy based on a pet rule violation if the pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified; and the pet rule violation is sufficient to begin procedures to terminate the Resident/Pet Owner's tenancy under the terms of the lease and applicable regulations.

**E. PET REMOVAL**

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the procedures identified below will be followed. This includes pets which appear to be poorly cared for or which are left unattended for longer than previously specified. The situation will be reported to the Responsible Party(s) designated by the Resident/Pet Owner.

If the Responsible Party(s) is unwilling or unable to care for the pet or if LHA, despite reasonable efforts, has been unable to contact the Responsible Party(s), the LHA may enter the pet owner's unit and remove the pet, place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility, but no longer than 30 days. The cost of the animal care facility shall be borne by the pet owner. If no responsible party is available after the 30 days, LHA will contact the animal care facility or the local authority to have the pet adopted.

**X. EMERGENCIES**

LHA will be concerned about pets who become vicious or display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. LHA will refer these cases to the local authority authorized under applicable state or local law to remove these pets who exhibit this behavior.

TERMINATION OF TENANCY

The following procedure for termination of the tenancy for a pet owner's failure to remove a pet who is a threat to the health or safety of the tenancy as a whole or who is a threat to the health or safety of the tenancy as a whole will be followed. This includes pets which appear to be poorly cared for or which are left unattended for long periods of time. The situation will be reported to the appropriate parties designated by the Resident/Pet Owner.

PET REMOVAL

If the health or safety of a pet is threatened by the death or incapacity of the pet owner or by other factors that render the pet owner unable to care for the pet, the procedures described below will be followed. This includes pets which appear to be poorly cared for or which are left unattended for long periods of time. The situation will be reported to the appropriate parties designated by the Resident/Pet Owner.

If the responsible party is unwilling or unable to care for the pet or if LHA deems reasonable efforts have been made to contact the responsible party, the LHA may enter the pet owner's unit and remove the pet. The pet will be held in a facility until the pet owner or a representative of the pet owner is able to assume responsibility for the pet. The cost of the animal care facility will be borne by the pet owner. If no responsible party is available after 30 days, the LHA will contact the animal care facility or the local authority to have the pet adopted.

LHA PET REGISTRATION  
(Attachment A)

I/we have read the Pet Rules and Policies and agree to abide by the rules and regulations.

I/we would like to make application to Lamar Housing Authority to allow the pet described below to live in the dwelling unit

located at \_\_\_\_\_ Apt. No. \_\_\_\_\_

\_\_\_\_\_ Current Resident \_\_\_\_\_ Prospective Resident

RESIDENT'S NAME: \_\_\_\_\_ UNIT NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RESIDENT'S TELEPHONE NO.: \_\_\_\_\_

PET'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

DESCRIPTION OF PET: \_\_\_\_\_

VET'S NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

HOW LONG HAVE YOU HAD THIS PET? \_\_\_\_\_

HAS YOUR PET LIVED IN RENTAL HOUSING BEFORE? IF SO, WHERE?

\_\_\_\_\_

PLEASE GIVE PREVIOUS LANDLORD'S NAME AND TELEPHONE NUMBER.

\_\_\_\_\_

HAS YOUR PET EVER BITTEN OR HURT ANYONE? PLEASE DESCRIBE.

\_\_\_\_\_

LHA PET REGISTRATION (page 2)  
 (Attachment A cont.)

DATE AND EVIDENCE OF:

<u>TYPE</u>	<u>WEIGHT</u>	<u>CERT. OF GOOD HEALTH</u>	<u>INOCULATIONS</u>
DOG	_____	_____	_____
CAT	_____	_____	_____
OTHER	_____	_____	_____

\*Copies of Certificates must be attached and evidence of renewal of certification must be submitted annually.

<u>TYPE</u>	<u>DISTEMPER</u>	<u>SPAYED/NEUTERED</u>	<u>LICENSE</u>
DOG	_____	_____	_____
CAT	_____	_____	_____
OTHER	_____	_____	_____

\*Copies of License must be attached and must be renewed annually or as required by state or local law.

CERTIFICATE OF GOOD HEALTH

BIRD \_\_\_\_\_

FISH AQUARIUM SIZE: \_\_\_\_\_ GALLONS

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

ATTACH PICTURE OF PET AND OWNER HERE

LHA PET AGREEMENT  
(Attachment B)

This Pet Agreement, when executed, becomes an attachment to the lease between \_\_\_\_\_ (name of Resident/Pet Owner) and Lamar Housing Authority.

I/we have read and have received an explanation and understand the provisions of the Pet Rules and Policies of LAMAR HOUSING AUTHORITY dated \_\_\_\_\_ and agree to comply fully with stipulated provisions.

I/we understand that violation of these rules may constitute cause for the removal of my/our pet from the premises or termination of my/our tenancy (or both).

I/we accept complete responsibility for the care, control, and cleaning of the pet.

When required by the LHA to remove my/our pet from the premises, for cause, I/we agree to accomplish this removal and understand that failure to do so may constitute cause for the initiation of an eviction.

In the event I/we want to substitute pets, add a pet or, if the pet is removed from the unit, I realize I will have to reapply for approval of the new pet.

RESIDENT/S \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS:

The above named resident(s) has/have read and signed these rules in my presence:

NAME/TITLE \_\_\_\_\_

DATE \_\_\_\_\_

RESPONSIBLE PARTY CERTIFICATION FOR PET  
(Attachment C)

By signing this certification, the undersigned parties agree to take responsibility for the pet described below which belongs to the following Resident:

RESIDENT/PET OWNER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

APT. NO. \_\_\_\_\_ PHONE \_\_\_\_\_

The responsibility includes removing the pet from the premises, either temporarily or permanently, if the Resident/Pet Owner is unable to care for the pet or if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

I certify that I will assume the responsibilities described above and will respond to the LHA's request within four hours of notification:

RESPONSIBLE PARTY NAME: \_\_\_\_\_

RELATIONSHIP TO THE RESIDENT/PET OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

RESPONSIBLE PARTY NAME: \_\_\_\_\_

RELATIONSHIP TO THE RESIDENT/PET OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

PAYMENT AGREEMENT FOR PET DEPOSIT  
(Attachment D)

I/We, \_\_\_\_\_, as the occupant of apartment  
\_\_\_\_\_ of \_\_\_\_\_ Project, do hereby agree, to  
pay the required Pet Security Deposit of \$\_\_\_\_\_ in a lump  
sum on the date of move-in \_\_\_\_\_, or to pay the  
amount in \_\_\_\_\_ payments with the first payment being  
\$\_\_\_\_\_ and the next five payments being \$\_\_\_\_\_ each,  
due and payable on the first to the fifth day of  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Occupant

\_\_\_\_\_  
Lamar Housing Authority Representative