

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 2005 - 2009  
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:** The Housing Authority of the City of Dallas Texas

**PHA Number:** TX21P009

**PHA Fiscal Year Beginning: (mm/yyyy)** 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 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The Housing Authority of the City of Dallas, Texas (DHA) provides quality, affordable housing to low-income families and individuals through the effective and efficient administration of housing assistance programs and by creating and cultivating opportunities for program participants to achieve self-sufficiency and economic independence.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

## DHA's Strategic Framework

**Mission:** Increase the availability of decent, safe and affordable housing.

<b>Mission:</b> Increase the availability of decent, safe and affordable housing.				
	<b>Apply for rental vouchers</b>	<b>Reduce public housing vacancies</b>	<b>Leverage funds to create additional housing opportunities</b>	<b>Acquire/build units or developments</b>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Apply for Fair Share Voucher Allocations.</li> <li>• Apply for Special Use Vouchers (i.e. Mainstream).</li> <li>• Maintain a full utilization rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilization of outside resources to assist with make-ready workload.</li> <li>• Offer amenity packages for hard to lease units.</li> <li>• Identify properties that are below PHA occupancy average and develop strategic action plan to increase lease-up rate.</li> <li>• Maintain an overall occupancy rate of 97% or better during the next five years.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek funding from private lenders as well as Federal, State and local governments.</li> <li>• Texas Department of Housing and Community Affairs (TDHCA) – Tax Credit Program.</li> <li>• Federal Home Loan Bank – Affordable Housing Program.</li> <li>• City of Dallas – HOME and CDBG Programs.</li> <li>• Leverage Frazier Courts HOPE VI funds at ratio of 3 – 1 to create affordable housing units.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct inventory life span analysis.</li> <li>• Develop strategic Plan of Action to address acquisition or development of affordable units.</li> <li>• Preparation of HOPE VI and/or alternative redevelopment applications for identified severely distressed sites.</li> <li>• Redevelopment of Frazier Courts – HOPE VI site with 356 units.</li> <li>• Actively identify potential multifamily rental sites for acquisition.</li> <li>• Develop 158 rental and homeownership units in the Roseland Homes neighborhood.</li> <li>• Develop 40 multi-family rental units in connection with the Lakewest HOPE VI Program.</li> </ul>
<b>Baseline Data</b>	<b>Rental Vouchers</b>			
	<ul style="list-style-type: none"> <li>• FY 2004 Section budget authority is \$139,939,879.</li> <li>• FY 2004 Utilization as of July 2004 is 100%.</li> <li>• As of July 2004, there are 16,826 families on Section 8 waiting list.</li> </ul>			
	<b>Public Housing Vacancy</b>			
	<ul style="list-style-type: none"> <li>• DHA has 23 public housing developments.</li> <li>• As of July 2004 the average occupancy rate for all public housing developments is above 97%.</li> <li>• As of July 2004 Turner Courts, Park Manor, and Brooks Manor are below 97% occupancy rate.</li> </ul>			
	<b>Leverage funds to create additional housing opportunities</b>			
	<ul style="list-style-type: none"> <li>• DHA currently administers a \$20 million HOPE VI Grant for Frazier Courts, these funds will be leveraged with tax credits, private debt, HOME funds, etc. to create additional housing opportunities.</li> </ul>			
<b>Acquire or build units or developments</b>				
<ul style="list-style-type: none"> <li>• DHA operates 23 developments, which constitutes 4,489 units.</li> </ul>				

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score) FY 2003 - 89%
    - Improve voucher management: (SEMAP score) FY 2003 – 83.7%
    - Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)

## DHA's Strategic Framework

**Mission:** Improve quality of assisted housing  
Part I.

<b>Mission:</b> Improve quality of assisted housing Part I.				
	<b>Improve PHAS Score</b>	<b>Improve SEMAP Score</b>	<b>Increase Customer Satisfaction</b>	<b>Improve specific management functions</b>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Develop internal PHAS rating system to track progress toward individual components of PHAS.</li> <li>• Identify indicators in which score may be improved.</li> <li>• Develop strategic plan to address those identified indicators.</li> <li>• Improve overall PHAS score by minimum of one percentage point to achieve High Performer Status.</li> <li>• Purchase software and hire staff to conduct internal REAC inspections.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop internal SEMAP rating system to track progress toward individual components of SEMAP.</li> <li>• Identify indicators in which score may be improved.</li> <li>• Develop strategic plan to address those identified indicators.</li> <li>• Improve overall SEMAP score to achieve High Performer Status.</li> </ul>	<ul style="list-style-type: none"> <li>• Review results of HUD's resident survey.</li> <li>• Improve communication with residents at each development.</li> <li>• Encourage residents to establish Resident Councils at each development to address resident issues.</li> <li>• With resident involvement develop site specific plans to address resident issues.</li> <li>• Administer DHA initiated resident satisfaction surveys on quarterly basis.</li> </ul>	<ul style="list-style-type: none"> <li>• DHA will install a comprehensive information technology (IT) management system to improve capital planning process, convert to project-based accounting, extend the data quality improvement program and improve system security on all platforms and applications.</li> <li>• Utilizing existing technology that reduces the amount of overpaid subsidies due to the incomplete reporting of tenant income and improper calculation of tenant rent contribution.</li> <li>• Implement HUD's TASS and UIV systems.</li> <li>• Reduce error rate by 50%.</li> </ul>
<b>Baseline Data</b>	<b>Improve PHAS Score</b>			
	<ul style="list-style-type: none"> <li>• 2003 PHAS score 89%.</li> <li>• Physical component was the single lowest indicator.</li> </ul>			
	<b>Improve SEMAP Score</b>			
	<ul style="list-style-type: none"> <li>• 2003 SEMAP score was 83.7%.</li> <li>• Determination of Adjusted Income was the single lowest indicator.</li> </ul>			
	<b>Increase Customer Satisfaction</b>			
	<ul style="list-style-type: none"> <li>• In 2003 PHAS, DHA earned 9 points for resident satisfaction survey.</li> </ul>			
<b>Improve Specific Management Functions</b>				
<ul style="list-style-type: none"> <li>• Current software system – DOS.</li> </ul>				

## DHA's Strategic Framework

**Mission:** Improve quality of assisted housing  
Part II.

	<b>Renovate or modernize public housing</b>	<b>Demolish or dispose of obsolete public housing</b>	<b>Provide replacement housing</b>	<b>Provide replacement vouchers</b>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Develop a comprehensive strategic plan to renovate or modernize existing developments.</li> <li>• Involve resident and community organizations in planning process.</li> <li>• Design site specific plans of action utilizing capital fund program dollars.</li> <li>• Seek funding opportunities to carry out strategic plan (i.e. HOPE VI, Tax Credits, Loans, Grants, etc.).</li> <li>• Set aside FY 2002 thru 2009 Capital Fund Program dollars in BLI 1490 – Replacement Reserve to leverage for a major modernization plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an assessment plan to demolish Turner Courts Rhoads Terrace and Cedar Springs.</li> <li>• Seek funding opportunities to carry out strategic plan (i.e. HOPE VI, Tax Credits, Loans, Grants, etc.).</li> <li>• Demolish 300 units at the Frazier Courts site.</li> </ul>	<ul style="list-style-type: none"> <li>• Create mixed income communities that provide affordable housing opportunities.</li> <li>• Seek funding opportunities to carry out strategic plan (i.e. HOPE VI, Tax Credits, etc.).</li> <li>• Provide 356 replacement housing units in the Frazier Courts community.</li> <li>• Provide 158 replacement-housing units in the Roseland Homes community.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply to HUD for replacement vouchers for Turner Courts, Rhoads Terrace and Cedar Springs units scheduled for demolition.</li> </ul>
<b>Baseline Data</b>	<b>Renovate or modernize public housing</b>			
	<ul style="list-style-type: none"> <li>• 0 Beginning FY 2005.</li> </ul>			
	<b>Demolish or dispose of obsolete public housing</b>			
	<ul style="list-style-type: none"> <li>• 0 Beginning FY 2005.</li> </ul>			
	<b>Provide replacement housing</b>			
<ul style="list-style-type: none"> <li>• 0 Beginning FY 2005.</li> </ul>				
<b>Provide replacement vouchers</b>				
<ul style="list-style-type: none"> <li>• 0 Beginning FY 2005.</li> </ul>				

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

**DHA's Strategic Framework**

<b>Mission:</b> Increase assisted housing choices			
Part I.			
	<b>Provide voucher mobility counseling</b>	<b>Conduct outreach efforts to potential voucher landlords</b>	<b>Implement voucher homeownership program</b>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Provide families with counseling and transportation to view units in Walker qualified neighborhoods.</li> <li>• Provide a means of familiarizing Section 8 families with the housing and neighborhood amenities in these areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct quarterly landlord workshops.</li> <li>• Provide incentives for new landlord participation in qualified Walker census tracts.</li> <li>• Register at least 700 new properties/units per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively market section 8 homeownership program to existing voucher holders.</li> <li>• Recruit Family Self-Sufficiency program participants to the program.</li> <li>• Refer families to homebuyer and credit counseling organizations.</li> <li>• Partner with community organizations, lending institutions and real estate professionals.</li> <li>• Assist 60 families achieve homeownership.</li> </ul>
<b>Baseline Data</b>	<b>Provide voucher mobility counseling</b>		
	<ul style="list-style-type: none"> <li>• FY 2004 provided mobility counseling to 3,313 families.</li> </ul>		
	<b>Conduct outreach efforts to potential voucher landlords</b>		
	<ul style="list-style-type: none"> <li>• As of July 2004, there are 4,800 landlords on the program.</li> <li>• Between January 2004 and July 2004 - 11,833 new properties/units were placed on the program.</li> </ul>		
<b>Baseline Data</b>	<b>Implement voucher homeownership program</b>		
	<ul style="list-style-type: none"> <li>• 0 Beginning FY 2005.</li> </ul>		

## DHA's Strategic Framework

**Mission:** Increase assisted housing choices  
Part II.

<b>Key Performance Indicators</b>	<b>Implement public housing or other homeownership programs</b>	<b>Convert public housing to vouchers</b>
	<ul style="list-style-type: none"> <li>• Partner with local government and community organizations to refer families to homeownership programs.</li> <li>• Apply for and when approved implement HUD's Resident Opportunities for Self-Sufficiency (ROSS) Homeownership Grants.</li> <li>• Assist 70 families at FSS designated sites and the Lakewest community become homeowners.</li> <li>• Through the HOPE VI program develop 79 homeownership units.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a comprehensive strategic plan to convert Public Housing units to Section 8.</li> <li>• Conduct a physical needs assessment of Public Housing units.</li> </ul>
<b>Baseline</b>	<b>Implement public housing or other homeownership programs</b>	
	<ul style="list-style-type: none"> <li>• FY 2004 - 12 families from the Lakewest community became homeowners.</li> </ul>	
	<b>Convert public housing to vouchers</b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	

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

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements:
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)

## DHA's Strategic Framework

Mission: Provide an improved living environment.	
<b>Key Performance</b>	<b>Implement measures to promote income mixing</b>
	<ul style="list-style-type: none"> <li>• Continue to develop mixed income communities blending private market and publicly assisted units.</li> <li>• Develop 300 market rate multi-family rental units:               <ul style="list-style-type: none"> <li>○ Hall Street</li> <li>○ Frazier Courts</li> <li>○ Other sites</li> </ul> </li> </ul>
<b>Baseline Data</b>	<b>Implement public housing security improvements</b>
	<ul style="list-style-type: none"> <li>• Coordinate with Resident Councils and residents to create crime watch groups.</li> <li>• Work with security provider to develop and implement a security assessment strategy for each site.</li> <li>• Active enforcement of HUD/DHA lease and "House Rules".</li> </ul>
	<b>Implement measures to promote income mixing</b>
	<ul style="list-style-type: none"> <li>• Developed 73 market rate units since FY 2003.</li> </ul>
	<b>Implement public housing security improvements</b>
	<ul style="list-style-type: none"> <li>• 19 evictions were filed in 2003 for cause.</li> <li>• Three crime watch groups have been established (Roseland, Turner Courts and Kingbridge Crossing).</li> </ul>

**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)

## DHA's Strategic Framework

<b>Mission:</b> Promote Self-Sufficiency and asset development of families and individuals			
	<b>Increase number and percentage of employed persons</b>	<b>Provide or attract supportive services to improve employability</b>	<b>Provide or attract supportive services to increase independence for elderly or families with disabilities</b>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Increase the number clients working by 10%.</li> <li>• Increase the number of Family Self-Sufficiency participants by 30%.</li> <li>• At least 30% of active participants in the Family Self-Sufficiency program will have an escrow account.</li> <li>• Identify and communicate via direct mail economic opportunities to persons who report no earned income.</li> <li>• One-on one case management through the Family Self-Sufficiency program.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop formal partnerships with social service organizations and job trainers to provide educational and economic programs.</li> <li>• Provide training opportunities on-site at various developments as well as the RET center.</li> <li>• Conduct 15 job fairs for clients.</li> <li>• Conduct 80 job readiness and survival skills classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop formal partnerships with social service organizations, and job trainers to provide programs and opportunities to assist residents maintain an independent lifestyle.</li> <li>• Conduct health fairs.</li> <li>• On-site health care clinics.</li> <li>• Establish partnerships with local health care agencies and social service providers.</li> </ul>
<b>Baseline Data</b>	<b>Increase number and percentage of employed persons</b>		
	<ul style="list-style-type: none"> <li>• As of July 2004, 12% of families on the public housing program reported "Zero Income".</li> </ul>		
	<b>Provide or attract supportive services to improve employability</b>		
	<ul style="list-style-type: none"> <li>• As of July 2004, DHA has 3 Memorandum of Understanding/Agreement.</li> </ul>		
	<b>Provide or attract supportive services to increase independence for elderly or families with disabilities</b>		
	<ul style="list-style-type: none"> <li>• As of July 2004, DHA has 23 Memorandum of Understanding/Agreement.</li> </ul>		

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

## DHA's Strategic Framework

**Mission:** Ensure Equal Opportunities  
in Housing for all Americans

<b>Mission:</b> Ensure Equal Opportunities in Housing for all Americans			
	<b>Undertake affirmative measures to ensure access</b>	<b>Undertake affirmative measures to provide suitable living environment</b>	<b>Undertake affirmative measures to ensure accessible housing to persons with disabilities</b>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Develop satellite in-take sites at local community organizations, churches, etc. for families to place an application for housing.</li> <li>• Provide translator as necessary.</li> <li>• Advertise in local media all programs.</li> <li>• Develop and distribute to community organizations flyers, pamphlets and information on affordable housing programs.</li> <li>• Maintain central waiting lists.</li> </ul>	<ul style="list-style-type: none"> <li>• DHA will work with private landlords through routine Landlord workshops.</li> <li>• DHA will continue conduct Housing Quality Standard inspections on all Section 8 units.</li> <li>• DHA will conduct Quality 10% of units passing HQS inspection.</li> <li>• DHA will develop internal procedures to conduct REAC inspection of Public Housing developments.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a minimum of 5% handicap accessible unit for all developments.</li> <li>• Maintain a minimum of 2% visual and hearing-impaired units for all developments.</li> </ul>
<b>Baseline Data</b>	<b>Undertake affirmative measures to ensure access</b>		
	<ul style="list-style-type: none"> <li>• DHA has four satellite in-take sites.</li> <li>• As of July 2004, there are a combined total of 37,234 families on all waiting lists.</li> </ul>		
	<b>Undertake affirmative measures to provide suitable living environment</b>		
	<ul style="list-style-type: none"> <li>• For FY 2003, DHA completed 24,509 HQS inspections.</li> </ul>		
	<b>Undertake affirmative measures to ensure accessible housing to persons with disabilities</b>		
<ul style="list-style-type: none"> <li>• Comply with EEOC and Fair Housing Regulations and HUD HAP.</li> </ul>			

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

**DHA Strategic Goal:**

- DHA Goal: Promote resident employment and business opportunities:  
Objective:
  - Continue to operate a Section 3 Training & Employment program.
  - Encourage independent contractors to hire Section 3 residents.
  - DHA will actively solicit resident owned businesses to contract with.

**DHA's Strategic Framework**

<b>Mission: Promote resident entrepreneurial and business opportunities</b>			
<b>Key Performance Indicators</b>	<b>Section 3 Training &amp; Employment Training Program</b>	<b>Encourage independent contractors to hire Section 3 residents</b>	<b>DHA will actively solicit resident owned businesses to contract with</b>
	<ul style="list-style-type: none"> <li>• Subject to the availability of funds, DHA will recruit and enroll 100 residents over five years to participate in program.</li> </ul>	<ul style="list-style-type: none"> <li>• Award points in the procurement process to firms and organizations that will guarantee Section 3 participation.</li> <li>• Active monitoring and enforcement of contractual Section 3 language.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a process to assist residents who express an interest in developing their own business.</li> <li>• Assist 8 individuals establish child-care business.</li> <li>• Establish an economic development project in the Frazier Courts neighborhood.</li> </ul>
<b>Baseline Data</b>	<b>Develop Section 3 Program</b>		
	<ul style="list-style-type: none"> <li>• As of July 2004, 28 residents are participating in the Section 3 program.</li> </ul>		
	<b>Encourage independent contractors to hire residents</b>		
	<ul style="list-style-type: none"> <li>• In FY2003, independent contractors hired 84 residents.</li> <li>• As of July 2004, independent contractors hired 141 residents.</li> </ul>		
	<b>Solicit and contract with resident owned businesses</b>		
<ul style="list-style-type: none"> <li>• 0 Beginning FY 2005.</li> </ul>			

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Fiscal Year 2005 Annual Performance Plan for The Housing Authority of the City of Dallas, Texas (DHA) supports the objectives of the Agency's Five Year Plan and outlines the performance goals and the means and strategies that will be used in FY 2005 to achieve them.

DHA's primary role is to address the affordable housing needs of families who reside in the Greater Dallas metropolitan area. DHA is proposing \$201,230,638 in funding for FY 2005. These funds will support the following strategic goals:

- Creation of additional affordable housing units
- Increasing homeownership opportunities
- Modernization of existing housing stock
- Promoting self-sufficiency opportunities
- Ensuring accountability and management

This Executive Summary provides a brief overview of the key performance measures DHA has adopted to track its progress in achieving its strategic goals during FY 2005.

### **Creation of Additional Affordable Housing Units**

The City of Dallas' Consolidated Plan establishes a shortage of 30,000 affordable rental housing units in the City of Dallas. The plan states that 15% of families at 50% to 80% of Area Median Family Income were spending more than 30% of their gross income on housing cost. The shortage of affordable housing is also supported by the more than 36,045 families currently on DHA's various housing program waiting lists.

The following are some of the key performance goals DHA has established to track our progress in creating additional affordable housing units in FY 2005.

- Roseland Homes Scattered Site Multi-Family Units. As part of the final phases of a comprehensive revitalization plan for Roseland Homes, which is located in the northeast sector of Dallas, in FY 2005, DHA will complete the construction of 64 town-home units. To date this plan has produced 526 multi-family rental units. This mixed income community includes the development of 73 market rate multi-family rental units.
- Frazier Courts Multi-Family Units. In connection with the 2004 Frazier Courts HOPE VI application DHA will develop 76 multi family rental units. HOPE VI funds were leveraged with 9% tax credits from the Texas Department of Housing and Community Affairs. This phase is part of a total redevelopment of 356 units, which will be completed by 2009.
- Walker Section 8 Vouchers. As part of class action suit HUD will provide DHA with 3,200 vouchers. To date HUD has provided funding for 2,100 vouchers. DHA will request the balance of the vouchers from HUD in 2005.
- Housing Choice Vouchers. To assist families with affordable housing in the private market, DHA will identify and make application to the U.S. Department of Housing and Urban Development when a Notice of Funding Availability (NOFA) for Section 8 Housing Choice Vouchers is published.
- Expansion of housing choice. To increase availability and accessibility thereby creating additional choice for the families we serve, DHA will develop an aggressive marketing and recruitment campaign of new Section 8 landlords. In FY 2005 DHA will place 700 new properties/units on the program in areas of low minority and low poverty concentration.

### **Increasing Homeownership Opportunities**

The misconception of many families we serve is that achieving the American Dream of owning their own home is unrealistic. DHA is dedicated to helping more public housing and Section 8 residents realize the American Dream. The

following are some of the key performance goals DHA has established to track our progress in increasing homeownership opportunities in FY 2005.

- Roseland Homes. DHA will build 39 homeownership units on the Roseland Homes site and the surrounding neighborhood; some will be available for sale in 2005.
- ROSS Lakewest/FSS designated. During the implementation of these thirty-six month grants, DHA proposes to provide approximately \$450,000 for home maintenance, credit repair, down payment and closing cost expenses, etc. These funds will help approximately 60 families residing in the targeted developments achieve the American Dream.
- Family Self-Sufficiency Program for FY 2005. DHA will work with the existing FSS families (1,065) as well as new enrollees that participate in the FSS program who have identified homeownership as a goal in their Contract of Participation. DHA will work with these families to develop an individualized plan to address relevant issues of qualifying for a mortgage loan.
- Section 8 Housing Choice Voucher Homeownership. DHA's goal is to assist 20 voucher holders to become homeowners in FY 2005.

### **Modernization of existing housing stock**

Through the public housing program, DHA owns and operates 23 apartment complexes with a total of 4,489 units. The following are some of the key performance goals DHA has established to track our progress in modernizing our existing housing stock.

- Life Span Needs Analysis. DHA will conduct a study to determine the physical condition of its existing public housing stock including, major mechanical equipment. This study shall be utilized for the purpose of developing a comprehensive modernization strategy.
- Capital Fund Program. DHA will develop a comprehensive strategic plan to address the modernization needs of our existing public housing inventory. This plan will incorporate the ideas of residents, community organizations, and DHA staff. DHA will commit Capital Fund Program (CFP) dollars to address major capital improvements to our facilities. To ensure the efficient use of these funds, all CFP funds will be obligated within two years and expended within four years from the date of receipt.
- South Dallas Master Plan. DHA will work with a firm to develop a comprehensive Master Plan for the Rhoads Terrace and Turner Courts communities.

### **Promotion of Self-Sufficiency Opportunities.**

The area median income for a family of 4 in the City of Dallas is \$63,100, while only 13% of the heads-of-holds in public housing reported annual income over \$15,000. The following are some of the key performance goals DHA has established to track our progress toward promoting self-sufficiency opportunities for our residents.

- FSS Enrollment and Graduation. For FY 2005 DHA's goal is to increase the enrollment of new FSS participation in combination with successful FSS graduates by 20% or 282 families.
- FSS Escrow Accounts. For Section 8 families enrolled in the FSS program at least 30% shall have an established escrow account.
- Partnerships. Establish formal partnerships through the FSS Program Coordinating Committee (PCC) with private and public organizations to assist in the delivery of services that enable our resident to increase their quality of life.
- Section 3. Subject to the availability of funds, DHA will work with residents to create economic opportunities and gain practical work experience through DHA's Section 3 program. DHA will also aggressively work with its contracted vendors to ensure available trade position for DHA residents on associated contracts. Lastly, when possible DHA will contract directly with residents for services.

### **Ethics, Accountability and Management**

DHA embraces the highest standards of ethics, management and accountability in carrying out its responsibilities. To this end, in FY 2005, DHA will make measurable improvements in the following areas.

- Customer Service. Resident input is critical to the overall success of the agency. DHA takes the comments and concerns of our residents very seriously. The HUD resident survey is one barometer by which DHA measures resident satisfaction with their overall living conditions. In addition to HUD's annual survey, DHA will conduct its own quarterly resident surveys. The findings from these surveys will be used as a tool to continuously evaluate the level of satisfaction of DHA residents. Additionally, DHA staff will attend Resident Council meetings to provide residents with information as well as to address any comments, concerns or questions.
- Information Technology. To increase the efficiency and effectiveness of the agency's overall operations. In 2005, DHA will install a new software system. Project based accounting.

- **Management.** Improving the management and performance of public and assisted housing are important goals of the agency. DHA will ensure that the Housing Choice Voucher Management Score (SEMAP) maintains a level of high performer and the Public Housing Management Score (PHAS) will increase by at least one percentage point to also attain level of high performer.
- **Income and rent determination.** Due to the potential for incomplete reporting of income, which may result in the improper calculation of rent, DHA's goal in FY 2005 is twofold. First, DHA will establish partnerships with income reporting organizations to obtain direct income verification. Second, DHA will utilize new information technology software to assist in the rent calculations. Additionally, DHA will initiate a file audit process of 20% of the Public Housing program files. For the Section 8 program DHA will use the following formula: for the initial 2,000 persons on the waiting list 30 files will be audited, for each subsequent 200<sup>th</sup> person one additional file will be audited.
- **Human Capital.** With more than 400 employees, people are one the agency's most important resources. DHA will establish training programs to ensure that its staff develops and maintains the technical expertise to sustain the efficient and effective delivery of services to DHA residents.

## **Conclusion**

The Fiscal Year 2005 Annual Performance Plan for The Housing Authority of the City of Dallas, Texas (DHA) outlines the performance goals of the agency and the means and strategies that will be used in FY 2005 to achieve them. DHA has adopted several major performance goals: creation of additional affordable housing units, modernization of existing public housing stock, promoting self-sufficiency, increasing homeownership and ensuring accountability and management. DHA is proposing \$201,230,638 in funding for FY 2005 to support these strategic goals.

**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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**Annual Plan**

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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

- |                                     |   |  |
|-------------------------------------|---|--|
| <input checked="" type="checkbox"/> | Admissions Policy for Deconcentration   | Attachment A                               |
| <input checked="" type="checkbox"/> | Capital Fund Five Year Program Summary Statement  | Attachment B                               |
| <input type="checkbox"/>            | Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) | N/A  |
| <input type="checkbox"/>            | Implementation of Public Housing Resident Community Service Requirements  | N/A  |
| <input checked="" type="checkbox"/> | Pet Policy  | Included as part of tab 14 of this section |
| <input checked="" type="checkbox"/> | Resident Membership of the PHA Governing Board  | Attachment C                               |
| <input checked="" type="checkbox"/> | Membership of the Resident Advisory Board   | Attachment D                               |

### Optional Attachments

- |                                     |   |   |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | PHA Management Organizational Chart   | Attachment E                              |
| <input checked="" type="checkbox"/> | FY 2005 Capital Fund Program 5 Year Action Plan   | Included as part of Attachment B          |
| <input type="checkbox"/>            | Public Housing Drug Elimination Program Plan  | N/A                                       |
| <input type="checkbox"/>            | Comments of Resident Advisory Board (must be attached if not included in PHA Plan text) | To be included prior to submission to HUD |

### Other (List below, providing each attachment name)

- |                                     |  |              |
|-------------------------------------|--|--------------|
| <input checked="" type="checkbox"/> | Statement of Admissions and Occupancy Policy, Methods of Administration and Tenant Selection and Assignment Plan for the Low Rent Public Program | Attachment G |
|-------------------------------------|--|--------------|

<input checked="" type="checkbox"/>	Definition of Terms for Housing Assistance Programs Owned or Operated by the Dallas Housing Authority or the Dallas Housing Corporation	Attachment H
<input checked="" type="checkbox"/>	Administrative Plan for the Section 8 Housing Choice Voucher and Rehabilitation Programs	Attachment I
<input checked="" type="checkbox"/>	Definition of Terms for Housing Assistance Programs Administered by the Dallas Housing Authority	Attachment J
<input checked="" type="checkbox"/>	PHA Agency Plan Certification	Attachment K
<input checked="" type="checkbox"/>	Certification for a Drug Free Workplace (HUD-50070)	Attachment L
<input checked="" type="checkbox"/>	Certification of Payments to Influence Federal Transaction (HUD-50071) and Disclosure of Lobbying Activities (SF-LLL)	Attachment M
<input checked="" type="checkbox"/>	Certification Regarding Consistency with the Consolidated Plan	Attachment N
<input checked="" type="checkbox"/>	Section 8 Homeownership Capacity Statement	Attachment O
<input checked="" type="checkbox"/>	Certification Regarding Conversion of Public Housing Units to Tenant-Based Assistance	Attachment P
<input checked="" type="checkbox"/>	Dallas Housing Authority's Definition of "Substantial Deviation" and Significant Amendment or Modification of the Agency Plan	Attachment Q
<input checked="" type="checkbox"/>	FY 2002 , 2003 & 2004 Capital Fund Performance and Evaluation Report	Attachment R
<input checked="" type="checkbox"/>	Section 8 Project Based Assistance	Attachment S
<input checked="" type="checkbox"/>	DHA "House Rules"	Attachment T

**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>
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plan
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plan
<input checked="" type="checkbox"/>	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 Plan
This document is available from the City of Dallas, TX	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
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
1. <input checked="" type="checkbox"/>  2. <input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the methodology for setting public housing flat rents <u> X </u> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Schedule of flat rents offered at each public housing development <u> X </u> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <u> X </u> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<input checked="" type="checkbox"/>	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <u>  X  </u> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<input checked="" type="checkbox"/>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Policies governing any Section 8 Homeownership program <u>  </u> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<input checked="" type="checkbox"/>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<input type="checkbox"/>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	66,005	5	5	4	5	3	5
Income >30% but <=50% of AMI	49,776	5	5	4	4	3	4
Income >50% but <80% of AMI	80,175	1	1	1	1	1	1
Elderly	90,497	5	5	4	5	3	5
Families with Disabilities	N/A	5	5	4	5	3	5
White	501,163	3	3	2	2	2	1
African American	310,429	5	5	4	5	3	5
Hispanic	213,301	5	5	5	5	5	5
Asian/Pacific Islander	21,572	5	5	4	5	3	5
American Indian	3,788	5	5	4	5	3	5

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: FY2003-04 Through FY 2007-08
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset  
American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	6,578		
Extremely low income <=30% AMI	6,3301	96.23%	
Very low income (>30% but <=50% AMI)	224	3.41%	
Low income (>50% but <80% AMI)	24	.36%	
Families with children	3,141	47.75%	
Elderly families	269	4.09%	
Families with Disabilities	1,632	24.81%	
White	544	8.27%	
African American	5,403	82.14%	
American Indian	1	.02%	
Asian/Pacific Islander	67	1.02%	
Hispanic	465	7.07%	
Characteristics by Bedroom Size (Public Housing Only)		% of total families	Annual turnover
1 BR	3,806	57.86%	.27
2 BR	2,030	30.86%	.32
3 BR	694	10.55%	.26
4 BR	26	.40%	.28
5+ BR	14	.21%	.17
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)? <b>Not Applicable</b>			
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			

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	16,862		
Extremely low income <=30% AMI	16,173	95.91%	
Very low income (>30% but <=50% AMI)	604	3.45%	
Low income (>50% but <80% AMI)	80	.47%	
Families with children	8,296	49.20%	
Elderly families	2,089	12.39%	
Families with Disabilities	6,196	36.75%	
White	2,106	12.49%	
African American	12,480	74.01%	
American Indian	71	.42%	
Asian/Pacific Islander	684	4.06%	
Hispanic	1,212	7.19%	

Is the waiting list closed (select one)  NO  YES

If yes:

How long has it been closed (# of months)? **June 2004**

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$14,049,533.00	
b) Public Housing Capital Fund*	\$ 6,750,278.00	
c) HOPE VI Revitalization**	\$20,000,000.00	
d) HOPE VI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$139,939,879.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0.00	
g) Resident Opportunity and Self-Sufficiency Grants***	\$1,676,200.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$282,000.00	Public Housing Capital Improvements
<b>Subtotal</b>	<b>\$182,697,890.00</b>	
<b>Other Federal Grants (list below)</b>		
Texas Department of Housing and Community Affairs (TDHCA) – 9% Low Income Housing Tax Credits Allocation****	\$5,473,780.00	Public Housing Capital Improvements.
Multi-Family Service Coordinators	\$169,344.00	Section 8 Supportive Services.

### Notes:

**\*2005 Public Housing Capital Fund Program:** This figure is derived from a formula allocation considering multiple factors. The budgeted amount for FY 2005 is based on HUD's FY 2004 Capital Fund Program budget, which is the latest allocation. Additionally, this is a multi-year budget; all of the funds will not be expended in FY 2005.

**\*\*2004 HOPE VI Program:** This figure is based on FY 2003 maximum grant award. This figure may change subject to HUD's publication of the FY 2004 HOPE VI - Notice of Funds Availability. This is a competitive based grant application; DHA is not assured of funding. This grant is a multi-year budget; all of the funds will not be expended in FY 2005.

**\*\*\*Resident Opportunity and Self-Sufficiency:** This figure represents the total amount DHA has applied for under HUD's FY 2004 SuperNOFA. These are competitive based grants, which DHA is not assured funding. Public Housing Neighborhood Network, \$300,000: Housing Choice Voucher FSS Program Coordinators - \$332,000: Section 8 Mainstream Vouchers - 20 Vouchers: RSDM Family - \$500,000: Public Housing Family Self-Sufficiency Coordinator - \$44,200: RSDM Homeownership - \$500,000.

**\*\*\*\*Texas Department of Housing and Community Affairs:** This figure represents a 2004 LIHTC allocation for Frazier Fellowship L.P., an affiliate of the DHA, for the construction of 76 multi-family rental units. This is a multi-year allocation; all the funds will not be expended in FY 2005.

HUD 50075

OMB Approval No.: 2577-0266

Expires: 02/28/2006

**Financial Resources:**

**Planned Sources and Uses**

<b>2.Prior Year Federal Grants (unexpended funds only)(list below)*</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) 2002 Capital Fund Program TX21P00950102	\$3,172,077.00	Modernization and self-sufficiency programs.
b) 2003 Capital Fund Program TX21P00950103	\$3,600,946.00	Modernization and self-sufficiency programs.
c) 2003 Capital Fund Program Set-Aside TX21P00950203	\$387,694.00	Modernization and self-sufficiency programs.
d) 1994 HOPE VI Program – Lakewest TX21URD009I194	\$4,000,000.00	Replacement housing for units demolished.
e) 1998 HOPE VI Program – Roseland Homes TX21URD009I198	\$6,000,000.00	Renovation of Roseland Homes community.
f) 2002 HOPE VI Program – Frazier Courts TX21URD009I102	\$5,000,000.00	Renovation of Frazier Courts community.
g) 1991 PH Development Project TX21P009033	\$494,416.00	Develop affordable multi-family units.
h) 1991 PH Development Project TX21P009034	\$5,450,150.00	Develop affordable multi-family units.
i) 1992 PH Development Project TX21P009038	\$1,105,194.00	Develop affordable multi-family units.
j) 1991-1992 PH Development Project TX21P009042	\$999,410.00	Develop affordable single-family units.
k) 2002 ROSS RSDM – Family TX02RSF009P0093	\$166,000.00	Provide supportive services for the families residing at Frazier Courts.
l) 2002 ROSS Neighborhood Network TX02RNN009P0015	\$83,000.00	Computer lab for Turner Courts.
m) 2002 ROSS Homeownership TX02RHS009P0020	\$133,000.00	First time homebuyer program for families residing in Lakewest community.
n) 2003 ROSS Neighborhood Network TX009RNN017A003	\$83,000.00	Computer lab for Rhoads Terrace.
o) 2003 ROSS Homeownership TX009RHH011A003)	\$166,000.00	First time homebuyer program for families residing in FSS designated sites.
p) 2003 HOPE VI Neighborhood Network	\$70,000.00	Computer lab for Frazier Courts.
<b>SUBTOTAL</b>	<b>\$30,910,887.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$7,750,677.00</b>	Operation of housing
<b>Subtotal</b>	<b>\$7,750,677.00</b>	
<b>4. Other income (list below)</b>		
Excess Utilities	\$1,200,000.00	Operation of housing
Non-Dwelling	\$40,570.00	Operation of housing
Miscellaneous Charges	\$20,000.00	Operation of housing
Late Charges	\$130,000.00	Operation of housing
<b>Subtotal</b>	<b>\$1,390,570.00</b>	
<b>5. Non-federal sources (list below)</b>		
<b>Subtotal</b>	<b>\$0.00</b>	
<b>Total Resources</b>	<b>\$228,393,148.00</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: 90 days
- Other: (describe)
- b. Which non-income (screening) factors do the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?

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

DHA Applications and Assignments Office located at 3131 Fishtrap, Dallas, Texas 75212, Day Resource Center, Dallas Life Foundation, Housing Crisis Center, Martin Luther King Center, and Turtlecreek Manor.

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? Two

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 open programs

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):

DHA's Applications and Assignments Office located at 3131 Fishtrap, Dallas, Texas 75212

**(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

Per the Admissions and Occupancy Policy, applicants may decline an offer and remain at the top of the waiting list for a variety of reasons.

- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:

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

- b. Transfer policies:

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

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

Per DHA's Admissions and Continued Occupancy Policy, one resident initiated transfer is allowed per every two admissions.

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)  
*Involuntary displacement due to natural disaster*  
*Involuntary displacement due to government action*  
*Young adults aging out of the foster care program*

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

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system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Former Federal preferences:

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

Other preferences (select all that apply):

- Working families and those unable to work because of age or disability 2
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs 2
- 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)  
Involuntary displacement due to natural disaster 1  
Involuntary displacement due to government action 1  
Young adults aging out of the foster care program 2

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

SEE FOLLOWING PAGE

Deconcentration Policy for Covered Developments  
Outside the Income Range

Development Name	Number Of Families	Above Or Below EIR (\$7,896)	Above Or Below AMI (\$19,950)	Explanation (if any ([see step 4 at 24 CFR 903.2 (c)(1)(iv)])	Deconcentration policy (if no explanation see step 5 at 24 CFR 903. 2 (c)(1)(v))
Barbara Jordan Square	100	Within	Below		
Brackins Village	300	Within	Below		
Carroll Townhomes	65	Within	Below	HOPE VI	
Cedar Springs	220	Below	Below		Target capital improvements to this development
Conner Drive	76	Within	Below		
Elmer Scott	210	Within	Below	Proposed Demolition	
Frankford Townhomes	75	Within	Below	FSS Site	
Frazier Courts	250	Below	Below	HOPE VI	
Kelly	76	Within	Below		
Kingbridge Crossing	196	Within	Below		
Lakewest Townhomes	152	Within	Below		
Lakewest Village	50	Within	Below		
Larimore	76	Within	Below		
Little Mexico	101	Within	Below		
Military	76	Within	Below		
Monarch Homes	65	Within	Below	HOPE VI	
Pebbles Apartments	42	Below	Below		Target capital improvements to this development
Rhoads Terrace	294	Within	Below		
Roseland Estates	150	Unknown	Unknown	HOPE VI	Units under mixed finance plans using HOPE VI award before rule date
Roseland Townhomes	152	Within	Below	HOPE VI	
The Hamptons	225	Within	Below		
Turner Courts	102	Below	Below		Target capital improvements to this development
TX 9-29	22	Within	Below		
TX 9-30	20	Within	Below		
TX 9-37	15	Within	Below		
TX 9-40	18	Above	Above		
TX 9-42	25	Within	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)

### (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)

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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):

Applications and Assignments Office located at  
3131 Fishtrap Road  
Dallas, Texas 75212

**(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:

Families searching for housing in predominately white areas as defined by the Court in the Walker, et al. housing desegregation lawsuit are provided extra time and assistance to locate housing.

**(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?

c. Preferences

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)  
*Involuntary displacement due to natural disaster*  
*Involuntary displacement due to government action*  
*Young adults aging out of the foster care program*

1. 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.

- Former Federal preferences
- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Involuntary displacement due to natural disaster 1*
  - Involuntary displacement due to government action 1*
  - Young adults aging out of the foster care program 2*

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):

*Walker Settlement Voucher Plan*

- 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 highest 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:

- 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:

Families paying flat rents could be at less than 30 percent of their adjusted income. Families pay 10% of their total adjusted income or \$25 minimum rent.

- 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):  
For families entering DHA's public housing program, who have earned income, 50% of the earned income will not be included in the calculation of rent for 6 months thereafter.

- 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): \$350.00
- Other (list below)

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

(2) Flat Rents

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but 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):  
*HUD has approved FMRs at 125% in areas of low minority, low poverty concentration for class members receiving Settlement Vouchers.*

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

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

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

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

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

- Annually  
 Other (list below):  
Quarterly

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	4,440	N/A
Section 8 Vouchers	16,006	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	125	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

### **C. Management and Maintenance Policies**

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

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

Policy number 600-1

Statement of Admissions & Continued  
Occupancy Policy, Methods of  
Administration and Tenant Selection &  
Assignment Plan for Low Rent Public  
Housing

Procedure number 700-1.1

Work Orders

Procedure number 727-1.1

Exterminating Services

(2) Section 8 Management: (list below)

Policy number 500-1

Administrative Plan for the Section 8  
Housing Choice Voucher Programs  
Program

Policy number 500-3

Administration Plan for the Section 8  
Project-Based Assistance

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B

-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 (Capital Fund Statement)

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-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: Lakewest  
2. Development (project) number: TX21P009011  
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

1. Development name: Roseland Homes  
2. Development (project) number: TX21P009001  
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

1. Development name: Frazier Courts and Frazier Courts Addition  
2. Development (project) number: TX21P009005 & TX21P009006  
3. Status of grant: (select the statement that best describes the current status)

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- 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:

Turner Courts  
Rhoads Terrace

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:

9% Low Income Housing Tax Credits for Frazier Courts

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:

Roseland Homes HOPE VI Program  
Lakewest HOPE VI Program  
Frazier Courts HOPE VI Program

**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:	<input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one)	<input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission:	
5. Number of units affected:	
6. Coverage of action (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: <u>Park Manor</u>	
1b. Development (project) number: <u>TX21P00913</u>	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(06-16-2000)</u>	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" 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 <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <i>Audelia Manor</i>	
1b. Development (project) number: <i>TX21P00922</i>	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <i>(06-16-2000)</i>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?	
8. Number of units affected: 121	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" 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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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: <u>(DD/MM/YYYY)</u>
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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**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:

DHA has elected to implement a Homeownership program for Families participating in the Section 8 Housing Choice Voucher Program. Participating families must be active or successful graduates of the Family Self-Sufficiency Program.

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:

Eligible participants must be an active participant or successful graduate of the FSS program or a disabled family.

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 09/26/03

#### 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)

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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)
<i>Resident Employment &amp; Training Center (RET) One stop shop which offers life skills training, computer training, GED, eye-glass clinic, job readiness, employment search, child-care</i>	<i>Available for all individuals receiving housing assistance from DHA. (appr. 20,000 individuals)</i>	<i>Services are accessible immediately</i>	<i>RET is located at 2525 Lucas Drive Dallas, Texas 752</i>	<i>Both</i>

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 11/06/03)
Public Housing	201	291
Section 8	1,887	1,343

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)

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)

All public housing developments

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

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

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

All public housing developments

**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)  
The Walker Lawsuit requires store fronts on property

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

All developments benefit from the services of the Dallas Police Department.

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

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

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

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**14. Reserved for Pet Policy**

[24 CFR Part 903.7 9 (n)]

*The Pet Policy is attached.*

Dallas Housing Authority  
Pet Policy Elderly Sites

Section I. General

Section 227 of the Housing and Urban-Rural Recovery Act of 1983 provides for the ownership of “common household pets” in Federally-assisted rental housing developments designated for occupancy by the elderly or disabled. This policy sets forth the requirements and procedures to be complied with in order for residents living in elderly housing developments listed in Exhibit A to own and maintain a pet as provided under Section II of the policy. The responsibilities of owning a pet intensify when the owner resides in multi-story, high-density housing. The needs of the pet, its owner and the other residents must be, and have been, considered in developing this policy for pet ownership. This policy is intended to give clear guidance concerning the issue of pets and to aid the staff of The Housing Authority of the City of Dallas, Texas (DHA) in the performance of their duties.

Section II. Definition of Qualified Animals

Only the common household pets set forth and defined herein may be kept by residents. No vicious animals will be allowed. The term “common household pets” is defined for the purpose of this policy, as follows:

- A. Fish, excluding carnivorous species;
- B. Hamsters, gerbils, and guinea pigs;
- C. Birds, excluding pigeons and birds of prey;
- D. Dogs; and
- E. Cats.

Section III. Pets Requiring No Approval

*The common household pets referred to in Section II, Sub-section A, B, and C, of this policy, shall not require management pre-approval so long as they are kept and maintained in accordance with the following guidelines:*

- A. Fish, excluding carnivorous species, not more than three inches long; provided that the capacity of the aquarium or other container in which the fish are kept is no larger than ten gallons;

- B. Hamsters, gerbils or guinea pigs not to exceed two in number, provided that they are kept in a cage; and
- C. Birds, not to exceed two in number, excluding pigeons and birds of prey, provided that they are kept in a cage at all times.

#### Section IV. Pets Requiring Approval

Upon management's pre-approval, residents may keep one dog or one cat (per housing unit) which, when fully grown, does not (or will not) exceed 15 inches in height (as measured from the ground to the shoulder), and does not (or will not) weigh more than 15 pounds. Before allowing a dog or cat onto a DHA development, a resident must gain management's approval by doing the following. All pets must be registered prior to being brought on the premises:

- A. Completing DHA Form 620-1, the Pet Permit for a dog or cat, as an amendment to the lease. This permit, Exhibit B, shall be maintained in the resident's file.
- B. Inoculations

Providing the following with the Pet Permit:

- 1. Completed Veterinarian's Statement, DHA Form 620-2, Exhibit C, verifying that the dog or cat:
  - a. Has been neutered or spayed;
  - b. Is in good health;
  - c. Is free of all internal and external parasites (such as fleas, ticks and worms);
  - d. Has received all inoculations required by state and local law; and
  - e. Does not exceed 15 inches in height, as measured from the ground to the shoulder, and weighs no more than 15 pounds. In the event that the dog or cat is not fully grown, the veterinarian shall state whether he or she believes with reasonable medical certainty that the dog or cat will exceed these height and weight limitations when fully grown.
- C. Pet Restraint

By Providing Proper documentation from a medical Professional that the TENANT needs a service animal.

1. Proof that the dog or cat is properly licensed in Dallas, Texas, (for example, a copy of the paper license.) Resident must show the DHA development manager that resident's dog or cat is wearing its rabies and license tags and a tag with its owner's address and phone number. Manager will note the existence of proper tags on resident's Pet Permit.

The completed Pet Sponsor Agreement, DHA form 620-3, Exhibit D. This form gives the name, address and telephone number of an individual who agrees to be responsible for the resident's dog or cat should the resident be unable, for any reason, to care for the pet. The Pet Sponsor may not reside in any DHA housing development.

2. A \$ 200.00 pet deposit for each dog or cat, with an initial payment not to exceed \$ 50.00 when the pet is brought on the premise and subsequent monthly payments not to exceed \$ 10.00 per month until the amount of the deposit is reached shall be charged. The deposit shall be retained by DHA during the pet's residency. If deemed necessary by DHA, this deposit may be used for one or more of the following:

- a. To pay for the cost of repairing any and all damages to the housing development resulting from the resident's dog or cat;
- b. To pay for boarding the residents' dog or cat in a kennel if resident is unable to care for the pet and the sponsor cannot be reached;
- c. To pay the cost of having the housing development treated for infestation of fleas, ticks or lice, and/or having the housing development deodorized.

D. DHA may refuse to register a pet if:

1. The pet is not a common household pet;
2. The keeping of the pet would validate any applicable house pet rules;
3. The pet owner fails to provide complete pet registration information or fails to annually update the pet registration; or
4. DHA reasonable determines, based on the pet owners habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations.

Pet owners will be notified in accordance with HUD regulations if DHA refuses to register a pet. The notice shall state the basis for DHA's refusal.

Section V. General Provisions

## A. Registration – Leashes (Dogs and Cats)

A dog or cat may only be outside of the resident's apartment when accompanied by a responsible adult and must be kept on a leash not to exceed five feet in length. Dogs and cats are not allowed in the lobby, elevators, hallways or stairways, except when they are being taken between the resident's apartment and outside the building in which the apartment is located. When being taken in or out of the apartment, the dog or cat must, at all times, either be held by the responsible adult or be held on a leash close to the responsible adult. At no time are dogs or cats allowed in other common areas of the building such as the laundry room, craft room, and/or libraries. Neither dogs nor cats may, at any time, be chained or tied-up outside the building. At any development listed on Exhibit A, DHA may designate a specific "pet area" on the grounds to which pets are limited.

## B. Sanitary Standards - Waste

Pet owners will be responsible for the immediate clean up and disposal of all animal waste, whether inside the building, or on the grounds surrounding the building. The pet owner shall pickup and dispose of all animal droppings in accordance with the following:

1. Where designated pet areas exist, pet owners must use the designated areas for pet exercise and the deposit of pet waste. Pet owners are not allowed to exercise their pets or permit their pets to deposit waste on the premises outside the designated area.
2. Waste must be placed in a plastic bag, tightly secured and deposited in a dumpster, garbage can, or other receptacle designated by the DHA for animal waste.
3. Cat owners must provide a litter box, which must be cleaned out on a daily basis.
4. No animal waste, or the content of any litter box may, at any time, be placed in trash chutes. Litter box waste must be deposited in a dumpster, garbage can, or other receptacle designated by the DHA for animal waste.
5. A waste removal fee of \$5.00 will be charged each time DHA must remove pet waste that the owner has neglected.

## C. Abandonment

No dog or cat may be left unattended overnight. If pet owners are hospitalized, go on a trip, or are absent from their apartments overnight, the pet must be removed from the apartment until the owner returns. DHA retains the right to contact the pet sponsor to

remove the pet in the event the pet is left alone overnight. If for some reason, DHA is unable to contact the pet sponsor, DHA may enter the apartment, remove the pet, and place the pet in a kennel at the pet owner's expense. After ten (10) days in a kennel, the animal will be disposed of, or given away if not claimed by the pet owner or sponsor.

D. Death or Incapacity

If the pet owner dies or is physically incapable of properly caring for their dog or cat, DHA may contact the pet sponsor to remove the pet from the apartment. If DHA is unable to contact the pet sponsor, the pet will be placed in a kennel at the resident's expense. At the end of ten (10) days, the pet may be disposed of at the resident's expense, or given away if the pet sponsor has not claimed the pet.

E. Visitation

No guests or visitors are allowed to bring dogs or cats into the development or building. No DHA resident may "pet sit" or temporarily house a dog or cat for another resident or any other person.

F. Maintenance Work

DHA shall not be required to conduct maintenance in the apartment of a resident who has a dog or cat unless the pet owner is present and the pet is under the resident's control.

G. Nuisance or Threat

Nothing in DHA's policies shall prohibit DHA (or an appropriate community authority) from: 1) requiring the pet owner to remove pets; or 2) taking other action under the lease, if the pet is determined to constitute a nuisance or threat to the health or safety of others.

H. Termination

In the event that a pet owner violates any of the terms or conditions of the Pet Regulations, DHA may:

1. Terminate the resident's pet ownership agreement and require the removal of the pet within 5 working days after written notice to the resident; or

2. Terminate the resident's lease.

I. Admission to DHA Elderly Housing

Any applicants for DHA housing for the elderly and handicapped who wish to keep a pet will be required to comply with the terms and conditions of this policy as a condition of admission.

J. Exclusions

DHA will authorize support animals for a disabled person. DHA will require a written statement from a qualified professional verifying the need for a support animal.

K. Annual Recertification

Dogs and cats must be re-registered annually with proof of all inoculations and licenses at the time of the resident's annual income reexamination. Exhibit C, the Veterinarian Statement, must be completely filled out at the time of the annual recertification by a licensed veterinarian as proof that the pet remains in good health and has current inoculations.

## Exhibits

EXHIBIT A

PROPERTIES AT WHICH THIS PET POLICY APPLIES

9-014	Roseland Gardens
9-13	Park Manor
9-14	Brooks Manor
9-17	Cliff Manor
9-22	Audelia Manor
9-33	Oakland Apartments
9-44	Forest Green Manor
9-46	Lakeland Manor
9-48	Simpson Place



*I have read the Pet Policy and agree to comply.*

\_\_\_\_\_  
*(HOUSING MANAGER)*

\_\_\_\_\_  
*(RESIDENT SIGNATURE)*

\_\_\_\_\_  
*(DEVELOPMENT)*

\_\_\_\_\_  
*(DATE)*

\_\_\_\_\_  
*(DATE)*

DHA 620-2

VETERINARIAN'S STATEMENT

TO: Housing Authority of the City of Dallas

I, \_\_\_\_\_ hereby certify;  
(Print Full Name)

That I am a doctor of veterinary medicine licensed to practice in the State of \_\_\_\_\_ and that I have examined \_\_\_\_\_ at the request of \_\_\_\_\_.

(Name of Resident)

Based upon my examination, I hereby certify:

1. That the animal is a male/female. (Please Circle)
2. That the animal is \_\_\_\_\_ breed.
3. That the animal is \_\_\_\_\_ inches in height (as measured from the ground to the shoulder).
4. That the animal weighs \_\_\_\_\_ pounds.
5. That the animal when fully grown will not exceed 15 inches in height and will not weigh more than 15 pounds.
6. That the animal has been spayed/neutered. (Please circle)
7. That the animal has received all inoculations required by law.
8. That the animal is in good health and is free of all internal and external parasites.

\_\_\_\_\_  
(Signature of Veterinarian)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone Number)

DHA 620-3

PET SPONSOR AGREEMENT

I \_\_\_\_\_ hereby agree that I will be responsible for the pet of \_\_\_\_\_ should the resident ever be unable to provide suitable care for the pet. I further agree to remove the pet and arrange for its care, at no cost to the Authority, in the event the Resident becomes ill, is hospitalized, goes on a trip, or for any reason is unable to fulfill his/her obligations under the Pet Regulations.

\_\_\_\_\_  
(Signature of Sponsor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Home Address) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Business Address) \_\_\_\_\_  
(Phone Number)

I/We, \_\_\_\_\_ understand and agree that should I/we be unable or willing to remove my/our pet from my/our dwelling unit, the Housing Authority of the City of Dallas may enter the unit, remove the pet and place it in a facility of its choosing at my/our expense for up to 10 days if the above named sponsor cannot be reached. Further, I/we agree that at the expiration of ten (10) days, the pet may be disposed of at my/our expense, or given to any person willing to accept it.

\_\_\_\_\_  
(Housing Manager) \_\_\_\_\_  
(Signature of Resident) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Development) \_\_\_\_\_  
(Signature of Resident) \_\_\_\_\_  
(Date)

## **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)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

*The Resident Advisory Board provided comments during the monthly Resident Advisory Board Meetings. Those comments have been incorporated into the Agency Plan.*
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)  
The Resident Advisory Board comments have been incorporated into the Agency Plan.

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Dallas, Texas

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

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

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

The City of Dallas Consolidated Plan notes that more than 28 percent of all households in Dallas are extremely low (0-30% MFI) or low-income (31-50% MFI) and over half (55.5%) of these households are extremely low income. In addition 61 percent of the elderly renter households in Dallas are extremely low or low income and a large portion have poverty-level incomes. There are 19,439 elderly renter households in Dallas, of which 8,215 or 42.3% are in the extremely poor income category.

The Dallas Housing Authority's (DHA's) Agency Plan includes the processes DHA will use to help meet the City's housing needs by providing housing for approximately 15,000 extremely low, very low and low income families. DHA will provide housing for families, the elderly and persons with disabilities.

The City of Dallas' Consolidated Plan notes that "[t]he first priority is to comply with all City legal commitments including the Walker Consent Decree entered into on September 24, 1990. The Decree includes several areas with a housing emphasis." Many of the neighborhoods in which the City is required to conduct specific activities under the Decree include areas in which DHA owns housing developments. The City's work in these neighborhoods, including code enforcement, housing repair, and additional police services, support DHA's efforts as described in the Agency Plan.

**D. Other Information Required by HUD**

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

*None required or requested.*

## **Attachment A**

The Statement of Admissions and Continued Occupancy Methods of Administration and Tenant Section and Assignment Plan for the Public Housing Program Policy #600-1 Section I. Subpart (I) discusses the Preference/Deconcentration of Poverty. This policy is included as Attachment G of this document.

**Attachment B**

2005 Capital Fund Program and Five Year Summary Plan

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Dallas, Texas</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: TX21P0090105 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2005</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00		\$0	\$0
2	1406 Operations	\$500,000.00		\$0	\$0
3	1408 Management Improvements	\$1,229,543.00		\$0	\$0
4	1410 Administration	\$424,932.00		\$0	\$0
5	1411 Audit	\$0.00		\$0	\$0
6	1415 Liquidated Damages	\$0.00		\$0	\$0
7	1430 Fees and Costs	\$0.00		\$0	\$0
8	1440 Site Acquisition	\$0.00		\$0	\$0
9	1450 Site Improvement	\$385,000.00		\$0	\$0
10	1460 Dwelling Structures	\$440,000.00			\$0
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00		\$0	\$0
12	1470 Nondwelling Structures	\$0.00		\$0	\$0
13	1475 Nondwelling Equipment	\$200,000.00		\$0	\$0
14	1485 Demolition	\$0.00		\$0	\$0
15	1490 Replacement Reserve	\$2,570,812.00		\$0	\$0
16	1492 Moving to Work Demonstration	\$0.00		\$0	\$0
17	1495.1 Relocation Costs	\$0.00		\$0	\$0
18	1499 Development Activities	\$1,000,000.00		\$0	\$0
19	1501 Collateralization or Debt Service	\$0.00		\$0	\$0
20	1502 Contingency	\$0.00		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$6,750,278.00		\$0	\$0
22	Amount of line 21 Related to LBP Activities	\$0.00		\$0	\$0
23	Amount of line 21 Related to Section 504 compliance	\$0.00		\$0	\$0
24	Amount of line 21 Related to Security – Soft Costs	\$1,000,000.00		\$0	\$0

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: TX21P0090105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00		\$0	\$0	
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00		\$0	\$0	

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

PHA Name: The Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No:TX21P009 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00901 Roseland Homes								
TX21P00902 Little Mexico								
TX21P00903 Cedar Springs Place								
TX21P00905 Frazier Courts								
TX21P00906 Frazier Courts Addition								
TX21P00907 Brackins Village	1							
TX21P00908 Turner Courts								
TX21P00909 Rhoads Terrace								

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

PHA Name: The Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No:TX21P009 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00911 Lakewest	1) Architectural and engineering 2) Sitework 3) Dwelling structures 4) Dwelling equipment 5) Nondwelling structures 6) Nondwelling equipment 7) Demolition 8) Relocation	1430  1450 1460 1465.1 1470 1475 1485 1495						
TX21P00912 Cedar Springs Place								
TX21P00913 Park Manor	1) Upgrade landscape 2) Repair sprinkler system	1465.1		\$15,000.00 \$20,000.00				
TX21P00914 Brooks Manor								
TX21P00915 & 16 Turnkey								
TX21P00917 Cliff Manor								
TX21P00922 Audelia Manor								
TX21P00923 Scattered Sites								

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

PHA Name: The Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No:TX21P009 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00925 Barbara Jordan Square	1) Repair second floor porch		100	\$80,000.00				
TX21P00928 Pebbles Apartments	1) Replace roof		42	\$100,000.00				
TX21P00929 Single Family Homes	1) Replace roofs 2) Replace garage doors as needed		22 22	\$55,000.00 \$15,000.00				
TX21P00930 Single Family Homes	1) Replace roofs 2) Replace garage doors as needed			\$50,000.00 \$15,000.00				
TX21P00933 Villa Creek								
TX21P00937 Single Family Homes	1) Replace roofs 2) Replace garage doors as needed	1460	15	\$50,000.00 \$15,000.00				
TX21P00940 Single Family Homes	1) Replace roofs 2) Replace garage doors as needed	1460	15	\$45,000.00 \$15,000.00				
TX21P00942 Single Family Homes								

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

PHA Name: The Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No:TX21P009 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00943 Frankford Townhomes								
TX21P00944 Roseland Townhomes								
TX21P00945 Carroll Townhomes								
TX21P00946 Monarch Townhomes								
TX21P00947 Lakeview I								
TX21P00948 Hamptons								
TX21P00949 Kingbridge Crossing	1) Install cross bars on fence			\$20,000.00				
TX21P00950 Roseland Estates								
TX21P00951 Hidden Ridge								

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

PHA Name: The Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No:TX21P009 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide –	Operating			\$500,000.00				
	1) Drug Elimination & Self Sufficiency	1408		\$280,399.00				
	2) Resident Employment and Training Center – staff.			\$200,000.00				
	3) Resident Employment and Training Center – equipment and supplies.			\$8,000.00				
	4) Staff training.			\$20,000.00				
	5) Upgrade Computer Software.			\$15,000.00				
	6) Program Auditor – TIP.			\$67,984.00				
	7) PC Network technician			\$68,648.00				
	8) Management Improvements/Staff			\$569,512.00				
	1) CFP Admin Costs.	1410		\$30,000.00				
	2) Tech and Non-Tech Staff.			\$364,923.00				
	3) Bid Advertising-various projects			\$30,000.00				

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

PHA Name: The Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No:TX21P009 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	1) Concrete and sidewalk repair	1450		\$100,000.00				
	2) Playground equipment and maintenance			\$100,000.00				
	3) Fence Repair			\$100,000.00				
	4) Re-stripe parking lots			\$30,000.00				
	1) Replace Computer Equipment.	1475		\$100,000.00				
	2) Office Equipment			\$10,000.00				
	3) Vehicles			\$90,000.00				
	1) Replacement Reserve	1490		\$2,570,812.00				
	1) Security	1499		\$1,000,000.00				
	<b>Total</b>				\$6,750,278.00			

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950105 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00901 Roseland Homes	09/30/07			09/30/09				
TX21P00902 Little Mexico Village	09/30/07			09/30/09				
TX21P00903 Cedar Springs Place Addn	09/30/07			09/30/09				
TX21P00905 Frazier Courts	09/30/07			09/30/09				
TX21P00906 Frazier Courts	09/30/07			09/30/09				
TX21P00907 Brackins Village	09/30/07			09/30/09				
TX21P00908 Turner Courts	09/30/07			09/30/09				
TX21P00909 Rhoads Terrace	09/30/07			09/30/09				
TX21P009011 Lakewest	09/30/07			09/30/09				
TXP21P009012 Cedar Springs Place	09/30/07			09/30/09				

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

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950105 Replacement Housing Factor No:	Federal FY of Grant: 2004
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009013 Park Manor	09/30/07			09/30/09			
TX21P009014 Brook Manor	09/30/07			09/30/09			
TX21P009017 Cliff Manor	09/30/07			09/30/09			
TX21P009022 Audelia Manor	09/30/07			09/30/09			
TX21P009023 Scattered Sites	09/30/07			09/30/09			
TX21P009025 Barbara Jordan	09/30/07			09/30/09			
TX21P009028 Pebbles Apartments	09/30/07			09/30/09			
TX21P009029 Scattered Sites Family Homes	09/30/07			09/30/09			
TX21P009030 Scattered Single Family Homes	09/30/07			09/30/09			
TX21P009033 Lakeview II	09/30/07			09/30/09			

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950105 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P009037 Scattered Single Family Homes	09/30/07			09/30/09				
TX21P009040 Scattered Single Family Homes	09/30/07			09/30/09				
TX21P00942 Single Family Homes	09/30/07			09/30/09				
TX21P00943 Frankford Townhomes	09/30/07			09/30/09				
TX21P00944 Roseland Townhomes	09/30/07			09/30/09				
TX21P00945 Carroll Townhomes	09/30/07			09/30/09				
TX21P00946 Monarch Townhomes	09/30/07			09/30/09				
TX21P00947 Lakeview I	09/30/07			09/30/09				
TX21P00948 Hamptons	09/30/07			09/30/09				
TX21P00949 Kingbridge Crossing	09/30/07			09/30/09				
TX21P00950 Roseland Estates	09/30/07			09/30/09				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950105 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00951 Hidden Ridge	09/30/07			09/30/09				
PHA-Wide	09/30/07			09/30/09				
1) Drug Elimination & Self-Sufficiency	09/30/07			09/30/09				
2) RET – Staff	09/30/07			09/30/09				
3) RET – Equipment and Supplies	09/30/07			09/30/09				
4) Child Care Program	09/30/07			09/30/09				
5) Security	09/30/07			09/30/09				
6) Staff Training	09/30/07			09/30/09				
7) Upgrade Computer Software	09/30/07			09/30/09				
8) Program Auditor	09/30/07			09/30/09				
9) CFP Admin Cost	09/30/07			09/30/09				
10) Tech and Non-Tech Staff	09/30/07			09/30/09				
11) Bid Advertising Various Projects	09/30/07			09/30/09				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950105 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
12) Replace computer equipment	09/30/07			09/30/09				
13) Office Equipment	09/30/07			09/30/09				

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the City of Dallas, Texas		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
TX21P00901/ Roseland Homes	See Annual Statement	\$0	\$0	\$0	\$0
TX21P00902/ Little Mexico Village		\$40,500	\$300,000	\$0	\$60,000
TX21P00903/ Cedar Springs Place Addn.		\$0	\$0	\$0	\$0
TX21P00905/ Frazier Courts		\$0	\$0	\$0	\$0
TX21P00906/ Frazier Courts Addition		\$0	\$0	\$0	\$0
TX21P00907/ Brackins Village		\$0	\$0	\$41,400	\$0
TX21P00908/ Turner Courts		\$0	\$73,500	\$0	\$0
TX21P00909/ Rhoads Terrace		\$0	\$0	\$0	\$0
TX21P00911/ Lakewest		\$0	\$0	\$0	\$0

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the City of Dallas, Texas		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
TX21P00912/ Cedar Springs Place	See Annual Statement	\$0	\$231,000	\$91,000	\$0
TX21P00913/ Park Manor		\$101,000	\$0	\$40,000	\$0
TX21P00914/ Brooks Manor		\$0	\$0	\$0	\$0
TX21P00915/16/ Turnkey Homes		\$0	\$0	\$0	\$0
TX21P00917/ Cliff Manor		\$300,000	\$40,000	\$0	\$489,500
TX21P00922/ Audelia Manor		\$41,150	\$88,000	\$0	\$0
TX21P00923/ Scattered Sites		\$0	\$76,000	\$0	\$200,000
TX21P00925/ Barbara Jordan Square		\$54,200	\$0	\$324,681	\$0
TX21P00928/ Pebbles Apartments		\$0	\$10,000	\$0	\$0

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the City of Dallas, Texas		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
TX21P00929/ Single Family Homes	See Annual Statement	\$0	\$71,500	\$0	\$0
TX21P00930/ Single Family Homes		\$20,037	\$98,000	\$0	\$0
TX21P00933/ Villa Creek		\$0	\$0	\$0	\$0
TX21P00937/ Single Family Homes		\$0	\$41,500	\$0	\$0
TX21P00940/Scattered Single Family Homes		\$0	\$106,200	\$0	\$0
TX21P00942/ Single Family Homes		\$0	\$25,000	\$0	\$0
TX21P00943/ Frankford Townhomes		\$0	\$19,000	\$0	\$0
TX21P00944/ Roseland Townhomes		\$0	\$0	\$0	\$0
TX21P00945/ Carroll Townhomes		\$0	\$0	\$0	\$0
TX21P00946/ Monarch Townhomes		\$0	\$0	\$0	\$0

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the City of Dallas, Texas		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
TX21P00947/ Lakeview I	See Annual Statement	\$0	\$27,500	\$179,325	\$0
TX21P00948/ Hamptons		\$123,750	\$96,250	\$0	\$0
TX21P00949/ Kingbridge Crossing		\$0	\$156,800	\$0	\$0
TX21P00950/ Roseland Estates		\$0	\$0	\$0	\$0
TX21P00951/ Hidden Ridge		\$0	\$0	\$0	\$0
PHA Wide- Management Improvement	BLI-1408	\$1,305,168	\$1,368,277	\$1,432,041	\$1,504,118
PHA Wide – Administrative Expenses	BLI-1410	\$424,923	\$443,169	\$462,327	\$482,444
PHA Wide- Equipment	BLI-1475	\$200,000	\$110,000	\$110,000	\$110,000
PHA Wide- Operating	BLI- 1406	\$500,000	\$500,000	\$500,000	\$500,000
PHA Wide – Replacement Reserve	BLI-1490	\$2,457,195	\$1,630,195	\$2,312,504	\$2,150,991
PHA Wide – Development Activities	BLI-1499	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Totals</b>		<b>\$6,750,278</b>	<b>\$6,750,278</b>	<b>\$6,750,278</b>	<b>\$6,750,278</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TX21P00901 Roseland Homes			TX21P00901 Roseland Homes		
	TX21P00902 Little Mexico Village	1) Landscaping 2) Dumpsters 3) Replace water heaters	\$10,000 \$5,000 \$25,500	TX21P00902 Little Mexico Village	1) Replace HVAC	\$300,000
	TX21P00903 Cedar Springs Place Addition.			TX21P00903 Cedar Springs Place Addition.		
	TX21P00905 Frazier Courts			TX21P00905 Frazier Courts		
	TX21P00906 Frazier Courts Addition			TX21P00906 Frazier Courts Addition		

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P00901 Roseland Homes			TX21P00901 Roseland Homes		
	TX21P00902 Little Mexico Village			TX21P00902 Little Mexico Village	1) Paint exterior 2) Install ceramic tile	\$50,000 \$20,000
	TX21P00903 Cedar Springs Place Addition			TX21P00903 Cedar Springs Place Addition		
	TX21P00905 Frazier Courts			TX21P00905 Frazier Courts		
	TX21P00906 Frazier Courts Addition			TX21P00906 Frazier Courts Addition		

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TX21P00907 Brackins Village			TX21P00907 Brackins Village		
	TX21P00908 Turner Courts			TX21P00908 Turner Courts	1) Replace water heaters	\$73,500
	TX21P00909 Rhoads Terrace			TX21P00909 Rhoads Terrace		
	TX21P00911 Lakewest	1) Architectural and engineering 2) Sitework 3) Dwelling structures 4) Dwelling equipment 5) Non-dwelling structures 6) Non-dwelling equipment 7) Demolition 8) Relocation	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	TX21P00911 Lakewest		

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P00907 Brackins Village	1) Landscape improvements	\$41,400	TX21P00907 Brackins Village		
	TX21P00908 Turner Courts	1) Replace water heater	\$73,500	TX21P00908 Turner Courts		
	TX21P00909 Rhoads Terrace			TX21P00909 Rhoads Terrace		
	TX21P00911 Lakewest			TX21P00911 Lakewest		

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TX21P00912 Cedar Springs Place			TX21P00912 Cedar Springs Place	1) Replace dumpsters 2) Replace roof	\$6,000 \$225,000
	TX21P00913 Park Manor	1) Replace dumpster	\$101,000	TX21P00913 Park Manor		
	TX21P00914 Brooks Manor			TX21P00914 Brooks Manor		
	TX21P00915,16 Turnkey			TX21P00915,16 Turnkey		
	TX21P00917 Cliff Manor	1) Replace elevators	\$300,000	TX21P00917 Cliff Manor	1) Replace ceiling tile 2) Exterior window cleaning	\$15,000 \$25,000

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TX21P00912 Cedar Springs Place	1) Paint exterior	\$91,000	TX21P00912 Cedar Springs Place		
	TX21P00913 Park Manor	1) Additional security lighting	\$40,000	TX21P00913 Park Manor		
	TX21P00914 Brooks Manor			TX21P00914 Brooks Manor		
	TX21P00915,16 Turnkey			TX21P00915,16 Turnkey		
	TX21P00917 Cliff Manor			TX21P00917 Cliff Manor	1) Replace kitchen cabinets	\$489,500

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P00922 Audelia Manor	1) Upgrade fire protection equipment	\$41,150	TX21P00922 Audelia Manor	1) Upgrade landscaping 3) Repair lawn sprinkler system 4) Replace bathroom exhaust fans 5) Replace water heaters	\$15,000 \$20,000 \$13,000 \$40,000
	TX21P00923 Scattered Sites			TX21P00923 Scattered Sites	1) Replace exterior doors	\$76,000
	TX21P00925 Barbara Jordan Square	1) Replace dumpsters 2) Replace water heaters	\$4,200 \$50,000	TX21P00925 Barbara Jordan Square		
	TX21P00928 Pebbles Apartments			TX21P00928 Pebbles Apartments	1) Replace water heaters	\$10,000

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P00922 Audelia Manor			TX21P00922 Audelia Manor		
	TX21P00923 Scattered Sites			TX21P00923 Scattered Sites	1) Replace HVAC	\$200,000
	TX21P00925 Barbara Jordan Square	1) Replace HVAC as needed 2) Paint exterior	\$250,000 \$74,681	TX21P00925 Barbara Jordan Square		
	TX21P00928 Pebbles			TX21P00928 Pebbles		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P00929 Scattered Single Family Homes			TX21P00929 Scattered Single Family Homes	1) Replace water heaters 2) Replace HVAC	\$5,500 \$66,000
	TX21P00930 Scattered Single Family Homes	1) Replace fences	\$20,037	TX21P00930 Scattered Single Family Homes	1) Paint exterior 2) Replace water heaters 3) Replace HVAC	\$33,000 \$5,000 \$60,000
	TX21P00933 Villa Creek			TX21P00933 Villa Creek		
	TX21P00937 Scattered Single Family Homes			TX21P00937 Scattered Single Family Homes	1) Paint exterior 2) Replace water heaters 3) Replace fence	\$22,500 \$4,000 \$15,000
	TX21P00940 Scattered Single Family Homes			TX21P00940 Scattered Single Family Homes	1) Paint exterior 2) Replace water heaters 3) Replace HVAC 4) Replace fences	\$27,000 \$7,200 \$54,000 \$18,000
	TX21P00947 Frankford Townhomes			TX21P00947 Frankford Townhomes		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P009029 Scattered Single Family Homes			TX21P009029 Scattered Single Family Homes		
	TX21P009030 Scattered Single Family Homes			TX21P009030 Scattered Single Family Homes		
	TX21P009033 Villa Creek			TX21P009033 Villa Creek		
	TX21P00937 Scattered Single Family Homes			TX21P00937 Scattered Single Family Homes		
	TX21P00940 Scattered Single Family Homes			TX21P00940 Scattered Single Family Homes		
	TX21P00943 Frankford Townhomes			TX21P00943 Frankford Townhomes		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P009044 Roseland Townhomes			TX21P009044 Roseland Townhomes		
	TX21P009045 Carroll Townhomes			TX21P009045 Carroll Townhomes		
	TX21P009046 Monarch Townhomes			TX21P009046 Monarch Townhomes		
	TX21P009047 Lakeview I			TX21P009047 Lakeview I	1) Install additional pads and dumpsters 2) Install speed bumps 3) Landscaping improvements	\$15,000 \$2,500 \$10,000
	TX21P009048 Hamptons	1) Replace appliances	\$123,750	TX21P009048 Hamptons	1) Replace gutter and downspouts 2) Replace water heaters 3) Replace exterior lighting	\$30,000 \$56,250 \$10,000
	TX21P009049 Kingbridge			TX21P009049 Kingbridge	1) Replace water heaters 2) Replace appliances	\$49,000 \$107,800

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P009044 Roseland Townhomes			TX21P009044 Roseland Townhomes		
	TX21P009045 Carroll Townhomes			TX21P009045 Carroll Townhomes		
	TX21P009046 Monarch Townhomes			TX21P009046 Monarch Townhomes		
	TX21P009047 Lakeview I	1) Paint exterior	\$179,325	TX21P009047 Lakeview I		
	TX21P009048 Hamptons			TX21P009048 Hamptons		
	TX21P009049 Kingbridge			TX21P009049 Kingbridge		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P009050 Roseland Estates			TX21P009050 Roseland Estates		
	TX21P009051 Hidden Ridge			TX21P009051 Hidden Ridge		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	TX21P009050 Roseland Estates			TX21P009050 Roseland Estates		
	TX21P009051 Hidden Ridge			TX21P009051 Hidden Ridge		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	1) Drug Elimination & Self Sufficiency	PHA-Wide 1408	\$280,399	1) Drug Elimination & Self Sufficiency	PHA-Wide 1408	\$294,419
	2) Resident Employment and Training Center-staff		\$275,625	2) Resident Employment and Training Center-staff		\$289,406
	3) Resident Employment and Training Center-equipment and supplies		\$8,000	3) Resident Employment and Training Center-equipment and supplies		\$8,000
	4) Staff training.		\$20,000	4) Staff training.		\$20,000
	5) Upgrade Computer Software.		\$15,000	5) Upgrade Computer Software.		\$15,000
	6) Program Auditor-TIP		\$67,984	6) Program Auditor-TIP		\$71,383
	7) PC Network Technician		\$68,648	7) PC Network Technician		\$72,080
	8) Management Improvements staff		\$569,512	8) Management Improvements staff		\$597,988
	1) CFP Admin Costs.	PHA-Wide 1410	\$30,000	1) CFP Admin Costs.	PHA-Wide 1410	\$30,000
	2) Tech and Non-Tech Staff.		\$364,923	2) Tech and Non-Tech Staff.		\$383,169
	3) Bid Advertising-various projects		\$30,000	3) Bid Advertising-various projects		\$30,000
	1) Replace Computer Equipment	PHA-Wide 1475	\$100,000	1) Replace Computer Equipment	PHA-Wide 1475	\$100,000
	2) Office Equipment		\$10,000	2) Office Equipment		\$10,000
	3) Vehicles		\$90,000			
	1) Replacement Reserve	PHA-Wide 1490	\$2,457,195	1) Replacement Reserve	PHA-Wide 1490	\$1,630,195
	1) Development Activities	PHA-Wide 1499	\$1,000,000	1) Development Activities	PHA-Wide 1499	\$1,000,000
	Operating	PHA-Wide 1406	\$500,000	Operating	PHA-Wide 1406	\$500,000

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	1) Drug Elimination & Self Sufficiency	PHA-Wide 1408	\$309,140	1) Drug Elimination & Self Sufficiency	PHA-Wide 1408	\$324,597
	2) Resident Employment and Training Center-staff		\$303,877	2) Resident Employment and Training Center-staff		\$319,070
	3) Resident Employment and Training Center-equipment and supplies		\$8,000	3) Resident Employment and Training Center-equipment and supplies		\$8,000
	4) Staff training.		\$20,000	4) Staff training.		\$20,000
	5) Upgrade Computer Software.		\$12,500	5) Upgrade Computer Software.		\$15,000
	6) Program Auditor-TIP		\$74,953	6) Program Auditor-TIP		\$78,700
	7) PC Network Technician		\$75,684	7) PC Network Technician		\$79,469
	8) Management Improvements staff		\$627,887	8) Management Improvements staff		\$659,282
	1) CFP Admin Costs.		\$30,000	1) CFP Admin Costs.		\$30,000
	2) Tech and Non-Tech Staff.	PHA-Wide 1410	\$402,327	2) Tech and Non-Tech Staff.	PHA-Wide 1410	\$30,000
	3) Bid Advertising-various projects		\$30,000	3) Bid Advertising-various projects		\$422,444
	1) Replace Computer Equipment	PHA-Wide	\$100,000	1) Replace Computer Equipment	PHA-Wide	\$100,000
	2) Office Equipment	1475	\$10,000	2) Office Equipment	1475	\$10,000
	1) Replacement Reserve	PHA-Wide 1490	\$2,312,504	1) Replacement Reserve	PHA-Wide 1490	\$2,150,991
	1) Development Activities	PHA-Wide 1499	\$1,000,000	1) Development Activities	PHA-Wide 1499	\$1,000,000
	Operating	PHA-Wide 1408	\$500,000	Operating	PHA-Wide 1408	\$500,000

## **Attachment C**

### Resident Membership of the PHA Governing Board

The Mayor of the City of Dallas appoints the resident member of the Dallas Housing Authority Board of Commissioners to a two-year term. This position is currently vacant. The Mayor is currently interviewing candidates to fill this vacancy.

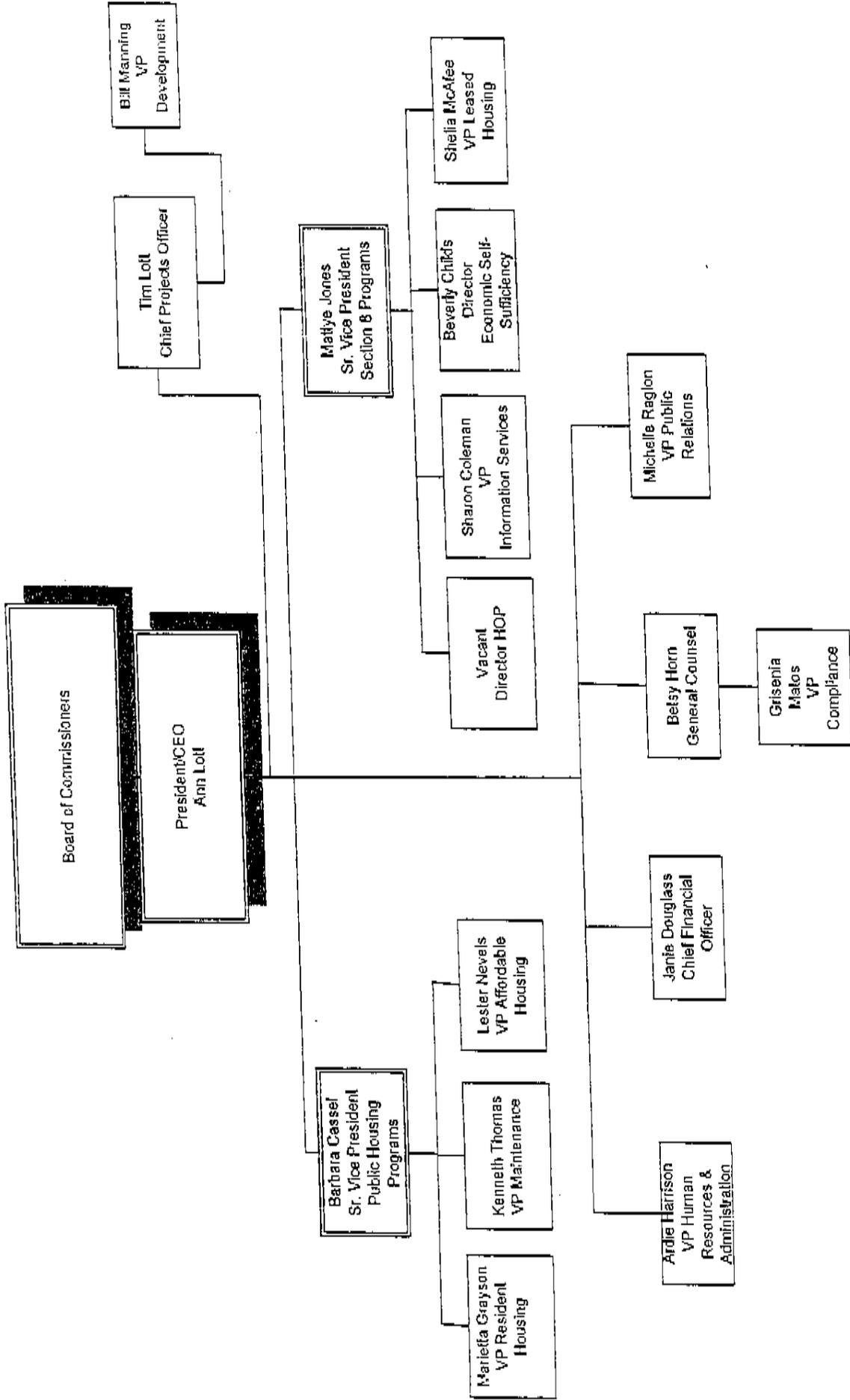
**Resident Advisory Board (RAB)  
Dallas Housing Authority**

<b>Development Name</b>	<b>President Name</b>	<b>Address</b>	<b>Office Phone# Home Phone #</b>
<b>Audelia Manor</b>	Tommie Pipkins	10025 Shoreview #113 Dallas, 75238	O/214-342-9771
<b>Brackins Village</b>	Marilyn Williams	132 Monaghans Ct. #82 Dallas, 75203	O/214-941-5963 H/214-943-8599
<b>Brooks Manor</b>	Jeanette Jenkins	520 W. Page #101 Dallas, 75208	O/214-942-2565 H/214-942-1893
<b>Estell Village</b>	Ella Waters	5921 Highland Hills #B Dallas, 75241	O/214-376-0777 H/214-376-0305
<b>Forest Green</b>	Thurman Evans	9730 Shepherd Rd #122 Dallas, 75243	O/214-340-8571
<b>Frazier Court</b>	Geraldine Fuller	4966 Mill Place #373 Dallas, 75211	O/214-421-9097 H/214-421-4703
<b>Hampton @ Lakewest</b>	Bettye Brown	2425 Bickers St. #203 Dallas, 75212	O/214-688-1555 H/214-631-0781
<b>Kingbridge Crossing</b>	Ruby Ross	3131 Kingbridge #202 Dallas, 75212	O/214-631-4095 H/214-630-4069
<b>Little Mexico</b>	Billie Castle	3102 Vera Cruz Plz #39 Dallas, 75201	O/214-871-2974
<b>Oakland Apartments</b>	Mary Sanders	4011 Malcolm X #111 Dallas, 75215	O/214-421-2883 H/214-565-0757
<b>Park Manor</b>	Lorenzo Johnson	3333 Edgewood #1317 Dallas, 75215	O/214-421-2055 H/214-428-0262
<b>Roseland Townhomes</b>	Jeanette Henderson	3535 Munger #213 Dallas, 75204	O/214-824-4479 H/214-827-3422 H/214-827-7796
<b>Roseland Gardens</b>	Bettye Malone	2255 N. Washington #321 Dallas, 75204	O/214-370-3327 H/214-370-8611
<b>Lakeview</b>	Virginia Jackson	3020 Bickers #302 Dallas, TX 75212	O/214-678-9022 H/214-267-1587

**Section 8 Resident Advisory Board  
Dallas Housing Authority**

Tywond Garrett  
Ivory Hall  
Charmoneick Miller  
Latrell Scott  
Annette Pearson  
Tawanna Staves  
Ranitta Bowman  
Marquise Broadnax  
Retha Morgan  
Myshia Neely  
Myra Montgomery  
Zaporiah Neal  
Earlene Swearinger

# Dallas Housing Authority



**Attachment F**

Public Housing Drug Elimination Program (PHDEP) Plan

NOT APPLICABLE

Statement of Admissions and Continued Occupancy Policy  
Methods of Administration  
and Tenant Selection and Assignment Plan  
for Low Rent Public Housing Program

The Housing Authority of the City of Dallas  
3939 N. Hampton Road  
Dallas, Texas 75212

September 30, 2004

**DRAFT**

STATEMENT OF  
 ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
 METHODS OF ADMINISTRATION  
 AND TENANT SELECTION AND ASSIGNMENT PLAN  
 FOR LOW RENT HOUSING PROGRAM

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STATEMENT OF  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
METHODS OF ADMINISTRATION  
AND TENANT SELECTION AND ASSIGNMENT PLAN  
FOR LOW RENT HOUSING PROGRAM

Section I. Conditions Governing Eligibility for Admissions

The U.S. Department of Housing and Urban Development (HUD) has established certain regulatory requirements applicable to Low Rent Housing Projects, which are generally set forth in 24 CFR, Parts 5 and 960. If there is any conflict between the regulations and these provisions the regulations will govern.

The Remedial Order entered into in the record of Debra Walker, et al. v. HUD, et al., on February 7, 1995, hereinafter referred to as the Remedial Order, is hereby incorporated into the Admissions and Continued Occupancy Policy for Low Rent Housing Program by reference and is made a part hereof as if fully set out herein. Where there is conflict between the Remedial Order and the Policy provisions, the Remedial Order will govern.

Definitions of terms used in this policy are included in DHA Policy 600-5, Definition of Terms for Housing Assistance Programs Owned or Operated by The Housing Authority of the City of Dallas, Texas (DHA) or The Dallas Housing Corporation (DHC).

A. Nondiscrimination

The Housing Authority of the City of Dallas, Texas (DHA) does not discriminate on the basis of race, color, national origin, religion, sex, handicap, familial status or age (except for eligibility requirements) in the leasing, rental, or other disposition of housing or related facilities (including land) included in any project or projects under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof. DHA will not deny, on account of race, color, national origin, religion, sex, handicap, family status or age, any eligible Applicant the opportunity to lease or rent dwellings in any such housing suitable to the family's needs.

In accordance with Executive Order 13166, DHA shall make every effort to provide Applicants with Limited English Proficiency (LEP) access to service providers who can provide written and/or verbal PHA related information in their language upon request. DHA shall take reasonable steps to ensure meaningful access to the information and services provided.

B. Application Procedures

1. DHA's records for admission to any Low Rent Housing assisted under the United States Housing Act of 1937, as amended, will indicate for each application:
  - a. the date and time the application was completed;

- b. DHA's determination of eligibility or non-eligibility of the Applicant and local preferences (if applicable);
  - c. the unit size for which the Applicant is eligible;
  - d. the date, location, identification and circumstances of each vacancy offered; and
  - e. the status of the offer (e.g., unit accepted or rejected).
2. Individuals applying for admission must submit a written application, in person or by mail to DHA's Applications and Assignments Division. Individuals applying for admission may also apply in person to any other site authorized by DHA for intake of applications. Applications will be accepted by mail from elderly, near elderly and disabled, and/or care givers to the elderly, near elderly and disabled Applicants who are home and/or bed bound. It will be necessary for Applicants receiving mailed applications to certify such condition by a physician's statement accompanying their returned mailed application. Applications must be signed by the Head-of- Household who must be at least 18 years of age or an Emancipated Minor before obtaining housing in a DHA owned and operated housing development. (Evidence of emancipation may be submitted by proof of a prior valid marriage of the minor or by prior court order removing the disabilities of minority of the Applicant.)
3. All complete applications will be date and time stamped when received.
4. Any incomplete or illegible application will be returned to the Applicant.
5. DHA will verify all information necessary to determine the Applicant's eligibility and applicable local preferences. Using DHA Procedure 610-1.2, this procedure provides guidance in the use of up front verification techniques, lists acceptable verification documentation, and outlines verification of eligible immigration status and required non-citizen documentation. All verification documents will be placed in the Applicant's file.
6. Social Security numbers will be verified in accordance with Verification Procedure, 610-1.2. Prior to admission, Applicants must provide Social Security numbers for all Family members six (6) years of age and older who have been issued a number by the Social Security Administration. All members of the Family must either submit Social Security number documentation, or execute a statement certifying that they have not been assigned a Social Security number. The Head-of-Household must execute the certification for minor children not legally emancipated.

If an Applicant or Family member who has signed a certification form later obtains a Social Security number, the number must be disclosed at the next regularly scheduled eligibility re-examination conference.

7. Applicants providing false information regarding Family Income, composition or other circumstances affecting their eligibility or rent level will be rejected. In the event the Applicant has been assigned a unit, the lease will be terminated and DHA will pursue any and all lawful civil claims and criminal actions, including the re-coupment of back rent.

#### C. Suspension of Applications Process

When it becomes evident that the number of eligible Applicants on the waiting list has increased to the extent that there is no reasonable prospect of housing additional Applicants within 36 months, the President/CEO may suspend the taking of further applications. This suspension may be for all or part of the Public Housing Program based upon the availability of suitably sized units. Such suspension will be announced publicly. The decision to resume accepting applications will also be announced publicly.

Waiting list closure and reopening is publicized by using a number of communications methods. These methods include, but are not limited to:

1. Local newspapers;
2. Public service announcements;
3. DHA's website;
4. Bulletins forwarded to local social service agencies; and
5. Postings at DHA owned, operated or managed sites.

#### D. Affirmative Fair Housing Marketing and Outreach Procedures

DHA will conduct affirmative marketing as needed so the waiting list includes a mix of Applicants with races, ethnic backgrounds, ages and disabilities proportionate to the mix of those groups in the eligible population of its area of operation. DHA will review the factors regularly to determine the need for and scope of marketing efforts. All marketing efforts will include outreach to those least likely to apply (see Policy 550-2). DHA may designate satellite sites for accepting applications. DHA staff will be available at these sites to assist Applicants in completing the housing application documents.

If additional applications are required to attain any of the objectives established in this Policy, DHA will engage in outreach efforts directed toward potential Applicants who might fulfill the need. DHA will avoid any outreach methods, which are likely to result in the receipt of applications from large numbers of Applicants that DHA will be unable to serve within a reasonable period of time.

### E. Income Targeting Requirements

#### At least 40 percent of families admitted to public housing

in any year by DHA must have incomes at or below 30 percent of the area median income. HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income families. Except under limited circumstances, the Applicant Family's annual income must not exceed the applicable income limit that HUD establishes and publishes for each county or Metropolitan Statistical Area (MSA) in the country. The income limits are based on the median income of the geographic area for which the limit is established. Income limits are based on Family size and the annual income the Family receives.

### F. Eligibility for Admission

DHA will consider all Applicants for admission to its housing programs who, at the time of admission, meet all of the following conditions and requirements:

1. The Applicant must qualify as a Family, Elderly Family, (including Handicapped and Disabled individuals), or a Single Person as defined in DHA Policy 600-5;
2. The Applicant's Family Income (as defined in Policy 600-5) must not exceed The Income Limits (Exhibit A) for Admission as published by the U. S. Department of Housing and Urban Development (HUD). These Income Limits will be adjusted periodically by HUD;
3. The Applicant must satisfy in full any overdue accounts or indebtedness owed to DHA resulting from previous tenancies in any housing program administered or managed by DHA or another housing authority;
4. The Applicant's lease must not have been terminated for cause by DHA within the previous sixty months (60) months;
5. In accordance with 24 CFR 5 Subpart E, DHA must document the citizenship or immigration status and, if applicable, must verify the immigration status for each Family member, regardless of age. DHA is prohibited from making any housing assistance available for the benefit of non-citizens with ineligible immigration status;
6. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not have been convicted of manufacturing or producing methamphetamine. A conviction of this nature permanently prohibits occupancy in any public housing unit;
7. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not be subject to a lifetime registration requirement under a State sex offender registration program. A criminal conviction which requires an individual to register under a State sex

offender registration program permanently prohibits occupancy in a Federally assisted Housing unit;

8. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not have been evicted, because of drug-related criminal activity, from housing assisted under the U.S. Housing Act of 1937, for a minimum of a ten (10) year period beginning on the date of such eviction. This requirement may be waived if:
  - a. since the eviction, the Applicant has successfully completed a supervised drug rehabilitation program approved by DHA. To prove satisfactory completion, the Applicant must provide a certificate of completion issued by the agency or rehabilitation center responsible for treatment. If the Applicant has not completed the rehabilitative process, but is undergoing the necessary steps to complete such a program the Applicant must provide proof of compliance to the rehabilitative process. For purposes of clarity; any agency licensed and approved by the Texas Commission on Alcohol and Drug Abuse (TCADA) will be considered a supervised and approved rehabilitation program. If the Applicant entering DHA's program is from another state, DHA will verify the Applicant has successfully completed a state approved supervised program from the Applicant's state of origin.
  - b. the circumstances leading to the eviction no longer exist (for example, the individual involved in drugs is in recovery and has successfully completed a supervised drug rehabilitation program approved by DHA).
9. The Applicant, nor any member of the Applicant Family who will be included on the lease, may not have a history of engaging in the illegal use of controlled substances, or engaging in a course of conduct that presents a pattern of illegal use of controlled substances. This requirement may be waived if the Applicant demonstrates to DHA's satisfaction that he or she no longer engages in the illegal use of the controlled substance(s). (See Section F.8.a.)
10. The Applicant, nor any member of the Applicant Family who will be included on the lease, must not have a history of misusing or abusing alcohol in any way that interferes or may interfere with the health, safety, or rights of others. This requirement may be waived if: the Applicant demonstrates to DHA's satisfaction that he or she no longer abuses or misuses alcohol and:
  - a. has successfully completed a supervised drug or alcohol rehabilitation program ;
  - b. has otherwise been rehabilitated successfully; or

c. is participating in a supervised drug or alcohol rehabilitation program.

11. In accordance with HUD guidelines and in order to avoid admitting Applicants whose presence might threaten the health, safety and welfare of all of the residents, and/or the peaceful enjoyment of the living environment, DHA will screen all Applicants and members of their households using the following additional criteria:

- a. No evidence of disturbing neighbors, destroying property, or living and housekeeping habits at prior and current residences that might adversely affect the health and welfare of other residents;
- b. No recent history of criminal activity involving crimes to persons or property and/or other criminal acts that would adversely affect the health, safety or welfare of other residents or DHA personnel; More specifically DHA will screen for criminal activity seven (7) years from the date of the latest occurrence of:
  - i.) Seven (7) years from the date of conviction if not incarcerated or placed on probation
  - ii.) Seven (7) years from the date of release from incarceration, or
  - iii.) Seven (7) years from the date of completion of probation or parole.
- c. No evidence of poor performance in meeting financial obligations, especially rent or a record of eviction from housing or termination from residential programs;
- d. No evidence of an inability and/or unwillingness to comply with the terms of DHA's lease;
- e. No evidence of willful misrepresentation of any information relative to eligibility, allowances, family composition or rent; and
- f. No history of behavior or conduct that suggests the Applicant or a member of his or her Family has a history of misusing alcohol or engaging in illegal use of controlled substance(s).

G. Determination of Eligibility and Notification of Applicants

All applications will be processed according to the date and time the application was received and any applicable local preference(s). Once DHA staff receives a completed application, the eligibility of the Applicant will be determined by DHA Screening Procedure, 600-4.1.

Each Applicant determined to be eligible will receive written notification of his or her eligibility and will be informed, if possible, of the approximate date he or she will be offered housing. A copy of this notification will be retained in the Applicant's file.

Each Applicant determined to be ineligible will be notified in writing. The notice will state the reason(s) for the determination of ineligibility and will explain the Applicant's right to submit a written request for a review of the determination, within ten (10) calendar days of the date of the notice. If the determination of ineligibility is based on a criminal record, DHA will provide the Applicant with a copy of the criminal record upon request. The Applicant will be given an opportunity to dispute the accuracy and the relevancy of the record at an informal hearing. The review and hearing procedures are described in DHA Procedure 600-4.1.

Applications, which are withdrawn by the Applicant, ineligible applications and the notice of ineligibility, will be retained in DHA files for at least three (3) years following the date of the withdrawal of the application.

#### H. Resident Orientation

Eligible Applicants selected for admission into a property owned, operated or managed by DHA will be required to participate in an orientation program conducted by DHA. The orientation program will acquaint new resident Families with the policies herein, the lease agreement, maintenance procedures, services provided by DHA, and resident responsibilities and obligations for the units. (See Procedure 610-1.4).

#### I. Preferences/Deconcentration of Poverty

In accordance with the Quality Housing and Work Responsibility Act (QHWRA) DHA will target families with a broader overall range of incomes. The income targeting preserve the rights of extremely low-income families while, deconcentrating poverty and promoting income mixing.

The income-targeting requirement guarantees a share of available public housing to the lowest income applicants. At least 40 percent of new admissions to public housing in a fiscal year must be "extremely low-income" (ELI) families (with annual incomes at or below 30 percent of the area median income). To achieve this goal, the process outlined below has been created.

##### 1. Determination of Average Income

Each year on July 1, DHA will determine the average income of Families at each public housing Family development and the average income of Families at all public housing developments. Based on this data, DHA will determine the Established Income Range (EIR) for the following fiscal year.

##### 2. Deconcentration of Poverty Efforts

DHA encourages Applicant Families to accept units in developments with incomes below the EIR by allowing a 50 percent reduction of Working Families' earnings for the first six months of tenancy and a 25 percent reduction during the second six months of tenancy. At the annual recertification DHA shall utilize the HUD required calculation formula to determine Family Income.

a. Incentives

DHA shall include in its unit make-ready, incentives to encourage Applicants above the established income range to accept units in developments with incomes below the range. These incentives shall include, but are not limited to, affirmative marketing plans and added amenity packages.

b. Target Investment and Capital Improvements

To encourage Applicant Families whose income is above the ELI to accept units in lower-income developments, DHA shall make recommendations and seek funding for capital improvements at developments with an average income below the Established Income Range.

c. Admissions Preferences

i) Working Families

Working Families (Families whose Head, spouse or sole member is employed are eligible for a working Families preference) will receive the benefit of a local preference priority of DHA's waiting list. An Applicant will also be given a working preference if the Head, spouse, or sole member is age 62 or older or is a person with a disability. To qualify for this preference, Families must have at least one adult member employed for six (6) consecutive months.

ii) Families Enrolled in a Self-Sufficiency Program

Families currently enrolled in a DHA approved educational or job training program are eligible for a Self-Sufficiency preference. To qualify for this preference, Families must have successfully completed a minimum of 50 percent of a training program. Applicants participating in the following programs will receive a preference:

- a. An adult basic education class (e.g. GED, Literacy or English as a Second Language-ESL);
- b. Secondary Education (enrolled as a full-time student), or

- c. Employment or Job Training Program (any State, Federal or DHA subsidized program).

- iii) Foster Care Age Out

Children considered to have “aged-out” of foster care are those who have obtained the legal age of 18 and have graduated out of the foster care services of the Child Protection Service of Dallas, Texas.

- iv) Displaced Families

Families who have been involuntarily displaced as a result of:

- 1) a governmental action or,
- 2) a declared natural disaster, (such as flooding, tornado, fire etc).

J. Admission to Elderly Developments

DHA has designated Audelia Manor and Park Manor developments for Elderly Persons only. Clients assigned to these developments must be Elderly Persons as defined in DHA Policy 600-5.

K. Admission of Single Persons

DHA will admit Single Persons as defined in DHA Policy 600-5. In determining priority for admission to housing, DHA will give priority to Single Persons who are Elderly, Disabled, or Displaced Persons before Single Persons who are eligible under this section. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a Family may not be provided a housing unit with two or more bedrooms.

L. Records Management

DHA maintains a system of records management that ensures that any criminal record received from a law enforcement agency and records received from drug treatment facilities are:

- 1. maintained confidentially;
- 2. not misused or improperly disseminated; and
- 3. destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to DHA’s action without institution of a challenge or final disposition of any such litigation.

All criminal records are maintained in a secured environment and maintained by the office of DHA's Screening Coordinator. Once the purpose for which the records were obtained and have been achieved, the records are permanently destroyed by shredding.

## Section II. Tenant Selection and Assignment Plan

Tenant selection and assignment to dwelling units is based upon a one-offer-one refusal plan. DHA maintains a combined waiting list for the Low Rent Public Housing. These housing developments include: Roseland Homes, Roseland Townhomes, Roseland Estates, Carroll Townhomes, Monarch Townhomes, Little Mexico Village, Cedar Springs Place, Frazier Courts, Frazier Courts Addition, Brackins Village, Turner Courts, Rhoads Terrace, The Hamptons at Lakewest, Kingbridge Crossings, Lakeview Townhomes, Cedar Springs Place Addition, Pebbles Apartments, Larimore Lane, Villa Creek, Park Manor, Brooks Manor, Cliff Manor, Conner Drive, Audelia Manor, Kelly Blvd., Military Parkway, Frankford Townhomes, Hidden Ridge Apartments and Barbara Jordan Square.

A separate list for transfers only (transfer list) is maintained for the Conner Drive, Military Parkway, Kelly Boulevard, Scattered Sites, Single Family Homes (TX 9-29, TX 9-30, TX 9-37, TX 9-40 and TX 9-42) and Lakewest Village.

A site-based waiting list is maintained for Frankford Townhomes and Hidden Ridge. Families moving to these sites must enroll in the Family Self-Sufficiency Program.

An Applicant who has met the requirements for eligibility is placed on all appropriate waiting lists for which he or she applies and is ready for assignment to a unit in one of DHA's developments. Each Applicant will be assigned to the waiting list in sequence determined by the date and time the application was filed, the type or size of unit, special needs of the Applicant, local preference(s) for which the Applicant is qualified, and any priority (ies) established by DHA policy. Upon completion of the application and certification process, eligible Applicants will be offered housing under one of the programs cited above.

### A. Offer of Housing

An offer of housing is made to an eligible Applicant when his or her name reaches the top of the waiting list and a suitable unit is vacant. An Applicant's name is placed on the waiting list in sequential order as follows: by unit type according to the date and time of receipt of a completed application, by bedroom size and in accordance with any applicable local preference(s). The Applicant is forwarded an offer letter, which identifies the name of the development, the unit number, the rent and the security deposit required to lease the unit. The letter also provides the Applicant with instructions for accepting the offer. The Applicant has three (3) working days from the date of the letter to respond in person to the development.

Each tenant selection and assignment will be made from the pool of all appropriately sized units, which are vacant and in the process of being made ready. The pool does not

include units being held vacant for scheduled modernization or transfers. Assignments are subject to the factors affecting priority and local preferences, as set forth in this policy (see Section I. 2.C. (i), (ii), (iii), and (iv)).

1. Racial Identity of Housing Developments

The racial characteristics of DHA's developments on the date that automated offers are made will be used to determine the "racial identity" status for assignments. This status will remain in effect until updated during the regular offer process. The selection of Applicants and the assignment of units will be as follows:

- a. When more than one unit is available that meets the Applicant's housing need and the racial composition of the development of the unit selected for the Applicant is neutral (or the racial composition is not the predominant race of the development), the Applicant will be granted a double offer (the unit that is the non-predominate race and the unit that is predominate).
- b. If the units offered are such that the racial composition within the developments are all the same, as well as the vacate date of the units, then an automated random selection will be made of the units.

B. Accepting an Offer of Housing

An Applicant must accept all offers in writing. Acceptance must be received by DHA within three (3) working days from the date of the offer letter.

Applicants are required to visit the site and view the apartment being offered. Applicants are encouraged to call the development's manager to make an appointment to view the apartment prior to visiting the development site.

C. Declining an Offer of Housing

An offer must be declined by the Applicant by appearing in person at the development for which the offer was made. Such declines must be submitted in writing by the Applicant to the development manager. An Applicant may decline an offer of housing and still maintain his or her position on the waiting list for the following reasons:

1. The Applicant is white and the unit offered is in a non-minority identified development. The Applicant will maintain the same position on the waiting list until a minority or neutral identified unit becomes available. While on this list, the Applicant will not be offered another non-minority unit;

2. The Applicant is offered a handicapped accessible unit when the Applicant has not requested or indicated the need for an accessible unit;
3. The Applicant is offered a unit, which will result in undue hardship not related to race, religion, color, sex, or national origin, (e.g. if the Applicant accepted the unit, employment, transportation or daycare facilities would be inaccessible); or
4. The Applicant is unable to move at the time of the offer and presents clear evidence, which substantiates this to the satisfaction of DHA (e.g. a doctor verifies the Applicant has just undergone major surgery and needs a period to recuperate; or a court verifies that the Applicant is serving on a jury which has been sequestered).

Declining an offer for one of the above reasons will not result in the Applicant losing his or her position on the waiting list. The Applicant is given priority based on application date and time and any applicable local preference(s). The Applicant will be offered the next available unit, which is ready for offer and which meets the Applicant's housing requirements.

#### D. Refusing an Offer of Housing

The Applicant refuses an offer by rejecting the unit for any reason other than the reasons noted in Section II.C. noted above. Additionally, failure of the Applicant to respond to an offer of housing will be deemed a rejection of the housing offer.

If the Applicant refuses an offer, the Applicant's name will be removed from the waiting list.

Each Applicant who refuses an offer will receive written notice of the refusal stating the Applicant's name has been removed from the waiting list. A record of the Applicant's refusal of the offer will be entered into DHA's computerized record keeping system. The development manager must return any Applicant file folder for which the Applicant has refused an offer to the Applications and Assignment Division by the next business day following the refusal.

#### E. Special Conditions

Each person who accepts an offer of a Public Housing unit excluding DHA's designated sites for the elderly and/or disabled (Park Manor, Brooks Manor, Cliff Manor and Audelia Manor) will be placed on the waiting list for DHA's Section 8 Housing Choice Voucher Program, with an application date corresponding to the date the Family moved into the public housing development. If the Family already has an active Section 8 application, DHA will use the existing application to establish the application date for the Section 8 Housing Choice Voucher Program. The Family will be notified that he or she

has been placed on the Section 8 Waiting List via a copy of DHA's form 600-21, Section 8 Notice. When the Family reaches the top of the Section 8 Waiting List, he or she will be offered a Section 8 Housing Choice Voucher. The Family may remain in the public housing unit while looking for housing in the private rental market using the voucher.

#### F. System for Monitoring Tenant Selection and Assignments

Detailed records of units offered, including the location, date, and circumstances surrounding each acceptance, decline, or refusal of an offer will be maintained and monitored through the following methods:

##### 1. Daily Tracking

Each housing manager will update occupancies and vacancies daily. Applicant folders should be returned from the housing development to the Applications office on the first working day following a refusal or decline. Applicant folders are reviewed by Applications and Assignments to ensure a timely re-entry into the pool of units available for leasing. Should an Applicant refuse a housing offer, their name is removed from the Low Rent Public Housing waiting list. However, if the Applicant declines a unit, Applications staff will confirm the decline is in accordance with DHA's decline policy to ensure the family is afforded a re-offer that accommodates their housing need. Applications personnel will review and correct, if necessary, the returned folders to ensure that Resident Housing has properly coded the Resident Selection and Assignment form.

Applications and Assignments will assign the appropriate tracking code and submit DHA Form 600-26, Information Services Transmittal Form for Returned Client Folders, to Information Services.

##### 2. Monthly Tracking

The Director of Applications and Assignments or his or her designee will review the Eligibility Specialist's work to verify his or her accuracy monthly.

##### 3. Quarterly Reporting

Applications and Assignment will prepare a quarterly report, indicating the division's compliance with the Remedial Order affecting DHA.

The report will contain documentation of the racial identity of DHA developments as well as documentation verifying that each Applicant accepting a Low Rent Public Housing unit was placed on the Section 8 Waiting List.

##### 4. Yearly Reporting

Random audits of DHA's offer process will be conducted by the Compliance Office to verify the accuracy of procedures and documentation used in the Tenant Selection and Assignment.

## G. Fair Housing

### 1. Complaints

DHA will respond to all complaints received from or submitted on behalf of Applicants who believe that their fair housing rights have been violated. A record of each complaint including the date, name of the person making the complaint, names of all person(s) involved; investigation of the facts; record of the hearing and the final decision regarding the complaint will be made and maintained by DHA. Each complainant will be furnished a written notice of the decision or action taken.

The Applicant will be advised of his or her right to file a complaint with the HUD Fair Housing and Equal Opportunity Office. Information outlining how to file complaints with HUD is posted in all DHA housing developments (See Policy 357-1).

### 2. Fair Housing Testing For Site Based Waiting List Properties

DHA will comply with the regulatory requirement as outlined in Procedure 610-2.15.

## Section III. Total Tenant Payment Determination

The initial amount of the Total Tenant Payment will be based on the information verified during the application process provided the information is not over 90 days old. If the information is over 90 days old, income and other information will be re-verified prior to calculation of the initial Total Tenant Payment level. Income will be calculated based on the definition included in DHA Policy 600-5.

The Family's contribution to the housing cost will be based upon the verified Annual Adjusted Income after consideration of earned income, benefits, allowances, assets, Mandatory Earned Income Disallowance (MEID), medical deductions and HUD designated income exclusions for all Family members.

### A. Total Tenant Payment Calculation

Total tenant payment procedure is found in 610-1.3. The monthly rent charged to a Tenant (new move-in) Family by DHA will be the highest of the following, rounded to the nearest dollar:

1. Ten percent (10%) of the Family's Unadjusted Income;
2. Thirty percent (30%) of the Family's Adjusted Income;
3. Twenty-Five dollars minimum monthly rent; or

4. At the Family's election, the flat rent (Exhibit B). Tenants electing to pay the flat rent will have their income(s) reviewed not less than once every three (3) years.

## B. Minimum Rent Requirement

DHA has established a minimum monthly rent of \$25.00. Residents paying the minimum rent may request an exception to the minimum rent if the imposition of a minimum rent causes a hardship for the family.

### 1. Minimum Rent Exemption Qualifications

Qualifications for minimum rent include the following :

- a. The Family has lost eligibility for, or is awaiting an eligibility determination for Federal, State, or local assistance program;
- b. The Family would be evicted as a result of the imposition of the minimum rent requirement;
- c. The income of the Family has decreased because of changed circumstances, including loss of employment; or
- d. A death in the Family (as defined in DHA Policy 600-5) has occurred.

### 2. Minimum Rent Exemption Requests

- a. If a Family requests a financial hardship exemption, DHA will suspend the minimum rent requirement beginning the month following the Family's request for a hardship exemption, and continuing until DHA determines whether there is a qualifying financial hardship and whether it is temporary or long term.
- b. DHA may not evict the family for nonpayment of minimum rent during the 90-day period beginning the month following the family's request for a hardship exemption.

### 3. Temporary Exemption

If DHA determines that a qualifying financial hardship is temporary, (less than 90-days) DHA will reinstate the minimum rent from the beginning of the suspension of the minimum rent. DHA will offer the Family a reasonable repayment agreement, on terms and conditions established by DHA, for the amount of back minimum rent owed by the Family.

### 4. Long Term Exemption

If DHA determines a qualifying financial hardship is long term (lasting 90-days

or more), then DHA will exempt the Family from the minimum rent requirements during the period in which the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the Family's request for exemption.

Every 30 days after a Family receives a Long Term Hardship Exemption, DHA will require proof from the Family to continue the exemption. The Family will be required to complete the Minimum Rent Hardship Request form. (See Exhibit C).

#### 5. Denial of Hardship Exemption

DHA will determine if hardship exist within 30 days of the request. Families who choose to switch from a flat rent to an income-based rent will not have the option to return a flat rent until their next scheduled annual re-examination.

If DHA determines there is no qualifying financial hardship exemption, then DHA will reinstate the minimum rent, including back rent owed from the beginning of the suspension. The Family must pay the back rent on terms and conditions established by DHA.

#### C. Family Choice of Rental Payment (Flat Rent)

DHA must inform the Family of rent options at the time the unit is being leased. Once a year, the Family will be given the opportunity to choose between an income –based rent or a flat rent. DHA will provide the Family sufficient information to make an informed decision (See exhibit D). Families choosing a flat rent will have a re-examination of income at least every three years. DHA will conduct an annual re-examination of Family Composition, community service, (if applicable), self-sufficiency and other criteria related to continued occupancy.

1. Flat rents shall be based on the rental value of the unit as determined by a study of rents for comparable unassisted units.
2. Designed so that rent structures do not create a disincentive for continued residency in Public Housing by Families that are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency.
3. Flat rents may not exceed the actual monthly cost attributable to providing and operating the units.

D. Switching Rent Type Families experiencing financial hardship and unable to pay flat rent because their situations have changed can opt to switch to an income-based rent. Families may request a change in rent type if there is a change in the following circumstances:

- a. Decrease in income;
- b. Loss or reduction of employment;

- c. Death in the Family;
  - d. Reduction or loss of earnings or other assistance; or
  - e. Increases in medical, childcare, transportation or education expenses.
- E. Treatment of Income Changes Resulting from Welfare Assistance
- 1. A Family whose welfare assistance is reduced specifically because of misrepresentation or non-cooperation with the Title IV-A or Title IV-D Agency will not have their rent reduced based on the benefit reduction.
  - 2. Families whose income is reduced due to a reduction in benefits as a result of the expiration of a lifetime time limit may have their rent reduced accordingly.
- F. Earned Income Disallowance

Qualified Families will receive an Earned Income Disallowance. A Qualified Family is one residing in Public Housing on or after October 1, 1999 and:

- 1. whose annual income increased as a result of employment of a Family member who was unemployed for 12 or more consecutive months previous to employment;
- 2. whose annual income increases as a result of increased earnings by a Family member during participation in any economic self-sufficiency or other job training program; or
- 3. whose annual income increases, as a result of new employment or increased earnings of a Family member during or within six months after receiving assistance, benefits or services under any state program for Temporary Assistance to Needy Families funded under Part a of Title IV of the Social Security Act. Qualified Families will receive the Earned Income Disallowance, which is described below.

1. Initial Twelve Month Exclusion

During the cumulative 12 month period beginning on the date a member of the Family is first employed or the Family first experiences an increase in annual income attributable to employment, DHA will exclude from Annual Income any increase in income of the Family member as a result of employment over the prior income of that Family member.

2. Second Twelve Month Exclusion and Phase In

During the second cumulative 12 month period after the date a member of the Family is first employed or the Family first experiences an increase in annual income attributable employment, DHA will exclude from Annual Income 50 percent of any increase in income of the Family member as a result of employment over the prior income of that Family member prior to the beginning of such employment.

3. Maximum 48-Month Term for Income Disallowance

The exclusion period can be interrupted, but in no case may the total number of months between the beginning of the exclusion and the final month of the exclusion exceed 48 months.

G. Zero Income Policy

When it is not possible to estimate projected Family income at the time of admission or regular re-examination or when a Family reports no income, a temporary determination will be made with respect to income, and a special re-examination will be scheduled. Provisional Zero Income re-examinations will be conducted every 30 days until a reasonably accurate estimate of income can be made. Provisional Zero Income re-examination requirements are defined in Procedure 641-1.2.

H. Effective Date of Rent Adjustment

The lease shall specify the initial amount of the Total Tenant Payment at the beginning of the initial lease term. DHA shall give the Family written notice stating any change in the amount of the Total Tenant Payment, and when the change is effective.

I. Mixed Family

A mixed Family, is a Family with one or more ineligible Family members. The amount of the assistance the Family receives is adjusted based on the number of Family members who are eligible compared to the total number of Family members. The prorated assistance is calculated by multiplying a Family's full assistance by number of family members who are not eligible to receive housing subsidy.

Section IV. Continued Occupancy, Occupancy Standards and Transfers

A. Family Self-Sufficiency Program

DHA has established a Family Self-Sufficiency (FSS) Program. The objective of this program is to provide supportive services to program participants, which will allow them to become self-sufficient within five (5) years. A detailed description of the DHA Family Self-Sufficiency (FSS) Program is included in the FSS Action Plan (DHA Policy 400-1).

Conner Drive, Military Parkway, Kelly Boulevard, Hidden Ridge Apartments, Lakewest, Scattered Sites, and Frankford Townhomes are DHA's FSS designated sites. Whenever there is a vacancy in these developments, an FSS Family will be selected from the FSS

transfer list. Families will be selected for transfer based upon the length of time they have participated in the FSS program, the date they requested a transfer, and the available bedroom size. FSS participants must also be in good standing with no housekeeping violations.

In the event there are not eligible Families on the FSS transfer waiting list for Hidden Ridge Apartments and Frankford Townhomes, DHA will allow Applicants residents from the Public Housing waiting list to move into these sites under the condition that the Family enrolls in the FSS Program upon leasing the unit.

Whenever single-family Public Housing homes are developed or existing single-family Public Housing homes become vacant, those homes will be offered to FSS Families. Only FSS participants will occupy these homes. Transfers to the single-family homes will first be offered to FSS participants who have homeownership as a goal. The single-family homes will be offered to participants as they reach the top of the FSS single-family homes transfer waiting list.

Families living in one of the developments listed above prior to its being designated an FSS site will not be required to move; however, FSS participants who transfer to one of these developments as part of the incentive housing may be required to move should they be terminated from the FSS Program for failure to comply with the Contract of Participation. Such Families will be required to transfer to one of DHA's other Public Housing developments as soon as an appropriately sized unit becomes available.

If the participant does not maintain active participation in the FSS Program and comply with the lease agreement, the FSS participant will be required to return to a Public Housing development that is not FSS designated housing. The Resident Housing manager will notify the resident they have up to thirty days to move-out or transfer to the first available non-FSS unit that will accommodate the Family's size and composition. If the resident becomes unemployed through no fault of his or her own (illness, accidents, lay offs, maternity leave, long or short term disability) they may continue occupancy, pending approval by the FSS case manager, and the director of Economic Self Sufficiency.

#### B. Adding Adults to the Lease

1. Adults will be added to the lease only in the instance of marriage to the Head-of-Household or a demonstrated and documented hardship to the Head/Co-Head. The Vice President of Resident Housing must approve requests for hardship consideration.
2. Adults requesting an addition or additions to a lease who qualify for assisted housing in their own right, will be encouraged to apply for housing rather than being added to an existing lease.
3. Adults being considered for addition to a lease must meet all of DHA's eligibility requirements for admission (Section I.F.) as described in DHA Procedure 610-1.2.

### C. Occupancy Standards

The unit will be used as the principle residence for the Family as represented on the application and lease. With the consent of DHA, members of the family may engage in legal profit making activities in their dwelling unit. Exhibit E provides of DHA's established occupancy standards.

The following will also apply:

1. At least one person must occupy each bedroom.
2. A maximum of two (2) persons may occupy a bedroom.
3. Dwelling units will be assigned so that persons of opposite sex will not occupy the same bedroom (except married couples and children under seven (7) years of age).
4. A single parent and child may occupy the same bedroom until the child reaches seven (7) years of age.
5. Only bedrooms will be used as regular sleeping quarters.
6. DHA considers an unborn child or a child in the process of being adopted as a Family member in determining unit size of an Applicant Family.

### D. Accommodation of Persons With Disabilities

While conducting lease and grievance procedures, for a person with a disability shall be provided reasonable accommodation to the extent necessary will be provided.

### E. Transfer Policy

The Head-of-Household must request a transfer in writing to the development manager, or DHA may initiate a request for transfer. DHA initiated transfers will take precedence over all other approved transfers. Management staff can deny a transfer request, verbally or in writing, at the development site if the request does not meet the criteria below.

#### 1. DHA Initiated Transfers

DHA reserves the right to require residents to transfer to another unit for reasons including, but not limited to, the following:

- a. Structural Emergency- emergency due to fire, flood, sub-floor problems etc.;
- b. Modernization- dwelling units under construction or renovation;
- c. Emergency Transfers- medical, reasonable accommodation, domestic violence, court orders;

- d. Under Housed- due to an increase in Family composition, the Family requires a larger unit;
- e. Over Housed- due to a decrease in Family composition, the Family requires a smaller unit;
- f. Non-Compliance with FSS Contract- failure of an FSS participant to comply with their Contract of Participation;
- g. Lead Hazard Reduction Activities- occupants shall be temporarily relocated before and during hazard reduction activities to a suitable, decent, safe, and similarly accessible dwelling unit that does not have lead-based paint hazards; or
- h. Transfers and Waiting List Management- whenever one of the above stated transfer demands occurs, this transfer shall take place prior to a new admission to suit the housing needs of an existing resident.

## 2. FSS Designated Sites Transfers

Families in the FSS Program may transfer to an FSS designated site as an incentive for participation in the Program. Families will be asked their choice among the FSS designated developments (Conner Drive, Kelly Boulevard, Hidden Ridge Apartments, Scattered Sites, Single Family Homes, Lakewest Village, Military Parkway, or Frankford Townhomes). Participants will be offered a transfer to a unit in the development of their choice when such a unit becomes available and their name reaches the top of the transfer list for that development. Participants will be placed on the transfer list in order by the date and time of their FSS Contract of Participation.

FSS participants in the program who express an interest in a Scattered Site Single Family Home will be placed on a transfer list for a home at one of the Single Family Homes or at Lake West Village, which are also FSS designated sites.

## 3. Family Initiated Transfers

4. DHA will consider Family initiated requests for transfer due to personal emergencies, medical emergencies, Family splits, to accommodate the transportation needs of the Family and as a reasonable accommodation for a Family member with a disability. DHA reserves the right to request verification of all claims for these Family initiated transfers. DHA reserves the right to refuse to transfer any Family whom, under the terms of their lease, is not in "Good Standing" (as defined in DHA Policy 600-5). Limitations on Transfers

The following transfer limitations apply:

- a. Occupancy Standards- All transfers are subject to occupancy standards.
- b. Unit Availability- Transfers initiated by DHA as a result of the Family being over or under-housed, and transfers initiated by the Family are subject to unit availability.
- c. Development Transfers- Except for DHA initiated transfers in emergencies or for modernization, there will be only one development transfer per site for every two move-ins from the Application and Assignment Waiting List.

#### 5. Resident Rejection of Transfer

Families on the transfer list may refuse transfer offers listed in Section IV.E. without losing their position on the transfer list. Families may also refuse transfer offers due to financial hardship. Families who request a transfer then refuse the offer will have their names moved to the bottom of the list and Families whose transfers are mandatory are subject to lease termination if they refuse the transfer. Families are entitled to use the DHA grievance Procedure if they are refused the right to transfer or if DHA requires them to transfer and they do not want to do so. (as defined in DHA Policy 645-1.1).

At the discretion of the Vice President of Resident Housing, DHA may approve additional transfers.

#### F. Family Splits

##### 1. Justification

DHA will split a Family and assign separate units under the following conditions:

- a. The current Family's Composition cannot be accommodated under DHA occupancy standards (e.g., the Family has grown too large for the current unit size);
- b. The Family is required to move due to modernization and an appropriately sized unit is not available;
- c. Family members are forced to leave the unit as a result of actual or threatened physical violence against Family members by a spouse or other member of the household; or
- d. Married couples obtaining a divorce.

##### 2. Approval

All Family splits must have the written approval of the Vice President of Resident Housing. This approval will be placed in the Family's file and a copy maintained by the Vice President of Resident Housing.

### 3. Process

The new Head-of-Household will be assigned a client number by Information Services upon receipt of a signed transfer approval from the Vice President of Resident Housing.

The Family member receiving the new client number must pay a security deposit and sign a new lease.

## G. Displaced Families

A displaced Family is a Family in which each member or whose sole member is a person displaced by governmental action or a declared natural disaster. DHA will require documentation of the displacement.

## H. Determining the Eligibility of a Remaining Member of a Tenant Family

Periodically, Family composition changes after initial occupancy. If the Head-of-Household leaves the unit, a determination will be made as to whether the remaining members of the household are eligible to receive assistance. Eligibility depends upon the type of housing occupied.

The following basic requirements for eligibility must be met for a person to qualify as a Remaining Member of a Tenant Family:

1. The individual must be a party to the lease when the Family member leaves the unit.
2. The individual must be of 18 years of age or older or an Emancipated Minor.
3. The Remaining Family Member is defined as the surviving member or members of the Family that were a party to the lease (not a live-in aide) and were living in the unit with the deceased member of the Family at the time of his or her death, or when the Head-of-Household moves out of the unit.
4. The Remaining Family Member is eligible to remain in the unit but will have to pay either minimum rent or elect to choose between income-based rent or flat rent.

## I. Community Service Requirement

Adult Family members that live in a DHA owned and operated low rent housing site must contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides or participate in an economic self-sufficiency program for eight (8) hours per month, unless the adult is:

1. 62 years of age or older;
2. blind or has a disability that prevents him or her from performing community service verified by a physician or is the primary caretaker of such individual;
3. engaged in a work activity;
4. meets the requirements for being exempted from having to engage in a work activity under the TANF regulations; or
5. a Family receiving TANF assistance and has not been found by the State to be in noncompliance with the TANF program.

Failure of a Family member to comply with the community service requirement will result in non-renewal of the Family's lease.

#### Section V. Leasing

A Low Rent Public Housing Dwelling lease is entered into between DHA and each Family. The lease will contain the current information including the names of all parties, amounts and due dates of rental payments, security deposits, utilities, any re-determination of rent, dwelling unit size and resident eligibility, occupancy of the dwelling units, damages and repairs, requirements for inspections, requirements of legal notice, conditions for termination of the lease and DHA's grievance procedure 645-1.1. This procedure provides instructions for Lease execution.

##### A. General

The Head-of-Household and the spouse (if any) will be required to sign the lease on behalf of the Family. The lease will be kept current at all times and must be compatible with DHA Policy, as well as State and Federal law.

##### B. Security Deposits

The Family must pay a \$50.00 security deposit prior to move in. When the Family's lease is terminated, whether voluntarily or involuntarily, the security deposit will be returned to the resident less charges owed to DHA and/or costs of repairing damages to the housing unit beyond ordinary wear and tear. DHA will provide written notice of any charges withheld from the resident's deposit within 30 days of the date of termination of the lease or conclusion of eviction proceedings whichever terminating event is the latest, or as otherwise required by law. Notice will be forwarded to the Family via the United States Mail addressed to the resident at the most recent address provided to DHA by the resident or to the resident's last known address.

### C. Pet Policy

DHA will adhere to the guidelines as set forth in the Pet Procedures 620-1 and 620-2.

## Section VI. Periodic Re-examinations

### A. General Re-examination Procedures

DHA will conduct annual, provisional and interim re-examinations of all Public Housing Families in accordance with DHA policy and procedures and HUD regulations. At the time of the annual re-examination, the Head-of-Household will be required to complete an Application for Continued Occupancy along with verification and documentation of income of all Family members, Family Composition, assets, employment, social security numbers of new Family members, and citizenship or eligible immigrant status of any new Family member. All household members 18 years of age or older will be required to sign an Authorization to Release Information and Privacy Statement. Failure to provide re-examination information as requested will result in termination of the lease.

In addition, DHA will conduct criminal background checks of all Family members who are 18 years of age or older, Emancipated Minors or juveniles certified and tried as adults in a criminal proceeding. The appropriate DHA personnel will review criminal history information and action will be taken to terminate assistance if grounds for denial or termination of the lease exist.

If applicable, the development manager will confirm that the Family has met the community service requirement as described in Section IV. F. Any Family who has not met its community service requirement will be required to execute a statement agreeing to complete all remaining hours before the Family is certified eligible to receive continued housing assistance. Continued failure of the Family to complete community service hours may result in non-renewal of the Family's lease.

Following receipt of the above documentation, a determination of eligibility for continued occupancy will be made. This determination is conditioned upon whether the Family continues to qualify as a Family as defined in DHA Policy 600-5 and the Family remains in compliance with the obligations and responsibilities detailed in the lease.

Families will be notified in writing of any changes affecting their Total Tenant Payment. Decreases in rent are effective on the first day of the month following the month in which the change occurred. Increases in rent are effective 30 days after the Family receives written notification of the rent increase.

### B. Annual Re-examinations

DHA will examine the Family's continued eligibility on an annual basis. Increases or decreases in the Total Tenant Payment as a result of re-examinations will be effective on the Family's Anniversary Date as defined in DHA Policy 600-5.

### C. Provisional Re-examinations

If DHA is unable to project the Family's income at the time of admission or re-examination or a Family claims to have no regular, recurring source of income, the Family will be placed on minimum rent. When this occurs, the Family will be placed on a provisional status and a provisional re-examination will be scheduled every 30 days until a reasonably accurate estimate of income can be projected.

### D. Interim Re-examinations

Families are required to report changes in re-exam the source of income, decreases in Family income and changes in Family Composition within ten (10) days of the change. DHA will prohibit processing of interim re-examinations when the Family reports a loss of welfare benefits due to fraud or failure to participate in a self-sufficiency or work activity.

DHA will verify loss of income using the third-party verification hierarchy as outlined in DHA Procedure 610-1.2. DHA will make the effective date of change for the month in which the loss of wages are reported, and will request verification of the loss income within ten (10) business days.

### E. Resident Misrepresentations

If a Family fails to report changes in income or Family Composition within ten (10) days of the change, and their failure to report the change causes the Family to pay a lower rent than should have been paid, the Family will be notified in writing and required to pay the difference between the rent paid and that which should have been paid, retroactive to the date the change in rent would have been effective. In the event the Family fails to fully report correct income at the time of admissions, annual or interim re-examination, DHA will terminate the Family's lease.

## Section VII. Lease Termination and Eviction

### A. Notice of Lease Termination

In the event DHA decides to terminate the lease contract, the Family will be provided a written Notice of Lease Termination. The Notice of Lease Termination will provide the reason(s) for the termination. DHA will follow the Leased Enforcement Policy 325-1 and eviction procedures as defined in DHA Procedure 325-1.1, Lease Enforcement. In all cases except where there is an immediate threat (e.g., drug or criminal related activity) to the health, safety and right to peaceful enjoyment of the premises by other Families, their guests or DHA employees, DHA will advise the Family of its right to make a written request for a hearing in accordance with DHA Policy 645-1, Resident Grievance Policy. Following delivery of the Notice of Lease Termination, the Family may request a written explanation of DHA's reasons for terminating the lease.

## B. Judicial Eviction

A judicial eviction occurs when the Family has been given a notice to vacate the dwelling unit as a result of a forcible entry and detainer suit filed in and heard by a court of competent jurisdiction. Families failing to comply with the provisions of their lease regarding rent, miscellaneous charges or other obligations contained therein and who fail to honor the Notice of Lease Termination will be subject to judicial eviction proceedings.

Judicial eviction proceedings will be initiated in the event the Family fails to move within the period specified in the Notice of Lease Termination. In no event will DHA initiate judicial eviction proceedings before the period specified in the Notice of Lease Termination has expired and the grievance procedure has been completed.

## Section VIII. Regulatory Compliance

DHA will periodically review its practices to ensure they conform with its obligations under the regulations and requirements of the U.S. Department of Housing and Urban Development.

## EXHIBIT A

Income Limits  
For the  
DHA Public Housing Program

Number of Persons In the Family		Maximum Annual Income Limit
1	Low Income	\$37,250.00
	Very Low Income	\$23,300.00
	Extremely Low	\$13,950.00
2	Low Income	\$42,550.00
	Very Low Income	\$26,600.00
	Extremely Low	\$15,950.00
3	Low Income	\$47,900.00
	Very Low Income	\$29,950.00
	Extremely Low	\$17,950.00
4	Low Income	\$53,200.00
	Very Low Income	\$33,250.00
	Extremely Low	\$19,950.00
5	Low Income	\$57,450.00
	Very Low Income	\$35,900.00
	Extremely Low	\$21,550.00
6	Low Income	\$61,700.00
	Very Low Income	\$38,550.00
	Extremely Low	\$23,150.00
7	Low Income	\$65,950.00
	Very Low Income	\$41,250.00
	Extremely Low	\$24,750.00
8	Low Income	\$70,200.00
	Very Low Income	\$43,900.00
	Extremely Low	\$26,350.00

Effective 1/31/02

## EXHIBIT B

**PUBLIC HOUSING  
FLAT RENTS**

<b>DEVELOPMENT NAME</b>	<b>EFFICIENCY</b>	<b>1 BDRM.</b>		<b>2 BDRM.</b>		<b>3 BDRM.</b>	<b>4 BDRM.</b>	<b>5 BDRM.</b>
Roseland Townhomes		\$618		\$746		\$870	\$988	
Monarch Townhomes		\$529		\$746		\$870	\$988	
Carroll Townhomes		\$529		\$746		\$870	\$988	
Little Mexico Village		\$656		\$665		\$775	\$856	
Cedar Springs Place		\$551		\$555		\$577	\$673	
Frazier Courts		\$479		\$552		\$650	\$767	
Brackins Village		\$571		\$657		\$756	\$920	
Turner Courts		\$558		\$666		\$765	\$934	
Rhoads Terrace		\$605		\$696		\$795	\$934	
Kingbridge Crossing		\$664		\$698		\$754	\$979	
Hamptons @ Lakewest		\$573		\$677		\$731	\$1017	
Lakeview Townhomes		\$572		\$626		\$709	\$804	
Lake West Village						\$758	\$803	\$1143
Villa Creek		\$572		\$699		\$883	\$825	\$1100
Park Manor	\$510	\$559		\$637				
Brooks Manor	\$447	\$535		\$703				
Cliff Manor	\$353	\$560		\$627				
Conner Drive						\$678	\$717	
Audelia Manor		\$500		\$642				
Kelly Blvd.						\$1351		
Larimore Lane						\$829	\$1250	
Military Parkway						\$722	\$785	
Barbara Jordan Square						\$829		
Pebbles Apartments		\$514		\$700		\$1021	\$1434	
Frankford Townhomes		\$691		\$818		\$1351	\$1163	
Scattered Site Tex 9-29				\$1042		\$973		
Scattered Site Tex 9-30				\$487		\$1029		
Scattered Site Tex 9-37				\$827		\$1030		
Scattered Site Tex 9-40						\$1162		
Scattered Site Tex 9-42						\$1197		
Hidden Ridge Apartments		\$510	\$560	\$685	\$815			
Roseland Estates		\$618		\$746		\$870	\$988	

EXHIBIT C



*Minimum Rent Options*

The Dallas Housing Authority will allow families to elect to request an exemption to the minimum rent requirements for hardship circumstances. Financial hardship situations include the following:

1. The Family has lost eligibility for or is awaiting an eligibility determination for Federal, State, or local assistance programs;
2. The Family would be evicted as a result of the imposition of the minimum rent requirement.
3. The income of the Family has decreased because of changed circumstances, including loss of employment; or
4. A death in the Family has occurred.

By my signature, I am acknowledging that this information has been explained and given to me.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager or Representative

\_\_\_\_\_  
Date

EXHIBIT C (continued)



***Minimum Rent Hardship Exemption Request Form***

I, \_\_\_\_\_ request to be considered to receive an exemption of the minimum rent requirement for the following option listed below:

\_\_\_\_\_ Family has lost eligibility for or is awaiting an eligibility determination of Federal, State, or local assistance programs;

\_\_\_\_\_ Family would be evicted as a result of imposition of the minimum rent requirement.

\_\_\_\_\_ The income of the Family has decreased because of changed circumstances, including loss of employment; or

\_\_\_\_\_ A death in the family has occurred.

Upon receipt of this request, documentation must be submitted in order to determine whether or not you have meet the requirements for the minimum rent exception.

\_\_\_\_\_  
Name of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager or Designee

\_\_\_\_\_  
Date

EXHIBIT C (continued)



***Minimum Rent Exemption Approval/Denial Form***

After carefully reviewing the request for the Minimum Rent Exemption and the documentation, the following decision has been rendered.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Comments:

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Manager/Designee

Date

EXHIBIT D

**FLAT RENT/INCOME BASED RENT OPTIONS**

DHA will allow families to elect annually whether to pay income based rent or flat rent. To qualify for flat rent a family's income based rent must be equal to or exceed the rent for bedroom sizes on the attached Development Flat Rent Listing.

I understand by selecting a Flat Rent in the amount of \$\_\_\_\_\_ the Dallas Housing Authority will not require me to complete an Annual Re-examination for the next three years unless my income decreases. If income decreases, the Head-of-Household must report to the management office to complete the Report of Change paperwork. I understand that an income-based rent will require me to pay additional charges for excess utilities.

\_\_\_\_\_ I choose to pay Flat Rent.

I understand by selecting income-based rent in the amount of \$\_\_\_\_\_ I will not have the option to select Flat Rent until my next scheduled annual re-examination. I understand that an income-based rent will require me to pay additional charges for excess utilities.

\_\_\_\_\_ I choose to pay 30% of my adjusted income.

**Switching from Flat Rent to Income-Based Rent Because of Hardship**

At any time families experiencing financial hardship and unable to pay Flat Rents because their situations have changed can opt to switch to an income-based rent.

DHA will allow Families to switch to an income-based rent in the following circumstances:

- Decreases in income
- Loss or reduction of employment
- Death in the Family
- Reduction or loss of earnings or other assistance
- Increase in expenses including, Medical costs, Childcare, Transportation, and Education.

\_\_\_\_\_  
Head-of-Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

## EXHIBIT E

## Occupancy Standards

The following standards will govern the number of bedrooms required to accommodate a Family of a given size and composition.

Unit Size	Number of Persons Per Unit	
	Minimum	Maximum
<b>0</b>	<b>1</b>	<b>1</b>
<b>1</b>	<b>1</b>	<b>2</b>
<b>2</b>	<b>2</b>	<b>4</b>
<b>3</b>	<b>3</b>	<b>6</b>
<b>4</b>	<b>5</b>	<b>8</b>
<b>5</b>	<b>7</b>	<b>10</b>

Definition of Terms for  
Housing Assistance Programs Owned or Operated by  
The Dallas Housing Authority or  
The Dallas Housing Corporation

The following are terms used in the administration of housing assistance programs owned or managed by the Dallas Housing Authority (DHA) or the Dallas Housing Corporation (DHC).

1. Adjusted Income - Annual Income less the following deductions:
  - a) \$480 for each Dependent;
  - b) \$400 for any Elderly Family or Disabled Family:
  - c) For any Family that is not an Elderly Family or Disabled Family but has a member (other than the Head of Household or Spouse) who is a person with a disability, Disability Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by Family members who are 18 years of age or older as a result of the assistance to the person with disabilities;
  - d) For any Elderly Family or Disabled Family:
    - 1) That has no Disability Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;
    - 2) That has Disability Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Disability Assistance Expenses computed in accordance with paragraph (c) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses;
    - 3) That has Disability Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Disability Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and
  - e) Child Care Expenses.
2. Anniversary Date - The anniversary date of each resident will be the first day of the month of the date of move-in.
3. Annual Income (Total Family Income) -

- a) All amounts, monetary or not which:
- 1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
  - 2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
  - 3) Which are not specifically excluded in paragraph (c) of this section.
  - 4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.
- b) Annual Income includes, but is not limited to:
- 1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
  - 2) The net income from operation of business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family;
  - 3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
  - 4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types or periodic receipts including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount

- (except as provided in paragraph (c)(14) of this section);
- 5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
  - 6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included shall consist of:
    - (i) The amount of the allowance or grant is exclusive of the amount specifically designated for shelter or utilities; plus
    - (ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage.
  - 7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; and
  - 8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).
- c) Annual Income does not include the following:
- 1) Income from employment of children (including fostering children) under the age of 18 years;
  - 2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenants' family, who are unable to live alone);
  - 3) Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);
  - 4) Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any Family member;

- 5) Income of a live-in aide, as defined in 24 CFR 5.403;
- 6) The full amount of student financial assistance paid directly to the student or to the educational institution;
- 7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;
- 8)
  - i) Amounts received under training programs funded by HUD;
  - ii) Amounts received by a Person with a Disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  - iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
  - iv) Amounts received under a resident service stipend. An resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative's coordination. No resident may receive more than one such stipend during the same period of time;
  - v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a Family member as a resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- 9) Temporary, nonrecurring or sporadic income (including gifts);
- 10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the

Nazi era;

- 11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- 12) Adoption assistance payments in excess of \$480 per adopted child;
- 13) Earned Income Exclusion - Families receiving housing assistance from DHA may receive an earned income exclusion as described below.

Families eligible for the earned income exclusion are those:

- a) whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years; or
- b) whose earned income increases during the participation of a family member in a family self-sufficiency or other job training program; or
- c) who is or was, within the past six months, receiving TANF assistance and whose earned income increases.

The earned income exclusion is:

During the first 12 months after a family member (meeting the requirements above) becomes employed, DHA will not use his/her income from employment in the determination of rent.

For the following 12 months, DHA will only use one half (50%) of the family member's earned income to determine the amount of rent.

- 14) Deferred periodic amounts of supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
- 15) Amounts received by the Family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 16) Amounts paid by a State agency to a Family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled Family member at home; or
- 17) Amounts specifically excluded by other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program which the

exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Currently, this list includes the following:

- i) The value of coupon allotments for the purchase of food in excess of the amount actually charged an eligible Family pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2017(b)).
- ii) Payments received by Families or volunteers in programs pursuant to the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058);
- iii) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));
- iv) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
- v) Payments of allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
- vi) Payments received under programs funded in whole or in part the Job Training Partnership Act (29 U.S.C. 1552(b));
- vii) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540 90 Stat. 2503-2504);
- viii) The first \$2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117(B), 1407);
- ix) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal Work-Study or under the Bureau of Indian Affairs Student Assistance Programs (20 U.S.C. 1087uu);
- x) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f));
- xi) Payment received after January 1, 1989, from the Agent Orange

settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. NO. 381 (E.D.N.Y.);

- xii) Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 94 Stat. 1785);
  - xiii) The value of any child care provided or arranged (or amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q); and
  - xiv) Earned Income Tax Credit Refunds (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32 (j)).
- d) For Public Housing only, in addition to the exclusions from annual income covered in paragraph c) above, the Dallas Housing Authority will exclude the following from annual income:

For families who have earned income entering DHA's Public Housing Program on or after July 1, 1997, fifty percent (50%) of the family's earned income will be excluded for a period of six months. Following this period, twenty-five percent (25%) of the family's earned income will be excluded for a period of six months. After the family has resided in public housing for 12 months, DHA will no longer exclude the family's earned income.

The earned income exclusion will be effective for only 12 consecutive months beginning with the date of move-in. The 50 and 25 percent exclusions will be based upon a single calendar year, not the number of months in which the exclusion is actually received by the family.

4. Applicant - A person or family that has applied for housing assistance.
5. Assets - Include, but are not limited to, cash, stocks, bonds, savings or equity in real property, excluding the value of personal property such as furniture, automobiles and household effects.
6. Child Care Expenses - Amounts anticipated being paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the

- amount of employment income that is included in Annual Income.
7. Counselor - Any person(s) responsible for determining the eligibility of an applicant.
  8. Dependent - A member of the Family (except foster children and foster adults) other than the Family head or spouse, who is under 18 years of age, or is a Person with a Disability, or is a Full-time Student.
  9. Disability Assistance Expenses - Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that is necessary to enable a Family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.
  10. Displaced Family - A Family or individual who has received official notification he/she is to be displaced by any low rent housing program or by a public slum clearance, redevelopment or urban renewal program, or through action of a public body or court, either through the enforcement of housing standards or improvement of dwelling units, or who were so displaced prior to making application for admission.
  11. Drug-related criminal activities - the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.
  12. EHPA- Earned Home Payments Account - An account established and maintained by HA for each Home buyer in the Turnkey III Program, pursuant to Paragraph 10 of HUD Handbook 7495.3, dated November, 1974.
  13. Elderly Family -means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.
  14. Elderly Person - A person who is at least 62 years of age.
  15. Eligible - An applicant that meets all of the eligibility requirements of the housing assistance program for which an application is made.
  16. Eviction - the dispossession of the Individual from the dwelling unit pursuant to State or local court action.
  17. Extremely Low Income Family - A family whose income does not exceed 30 percent of the median income for the area.
  18. Family - one or more persons sharing residency whose income and resources are available to meet the Family's needs and who are related by blood, marriage or operation of law; or an

- Elderly Family; or the remaining adult member of a resident Family (who meets all other eligibility criteria); or a Displaced Person. Other persons: Family members temporarily absent, may be considered a part of the Family group if they are living or will live regularly with the Family. All members of the Family must be named on the application or lease, whichever is applicable. A single person in the process of receiving legal custody of individuals under 18 years of age. A Family also includes a Single Person as defined herein.
19. Family Income - see Adjusted Income
  20. Family of Veteran or Serviceman - A Family is a "Family of a Veteran or Serviceman" when the head or any member of the Family is a Veteran or Serviceman.
  21. Felonious - criminal activity that is classed as felony under Federal, State, or local law.
  22. Full Time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.
  23. Good Standing - A resident is in good standing under the terms of the DHA lease if the rent or other payments due under the lease are current and there is no evidence of lease violations which would constitute grounds for termination.
  24. Handicapped Person - A person having an impairment which (a) is expected to be of long and continued duration, (b) substantially impedes his or her ability to live independently, and is of such a nature that such disability could be improved by more suitable housing conditions.
  25. Head of Household - The Family member who is held responsible and accountable for the Family.
  26. Home buyer - Member or members of a low-income family who have executed a Home buyer's Ownership Opportunity Agreement with the Dallas Housing Authority under the Turnkey III Program.
  27. Low Income Family - A Family whose Total Family Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low Family incomes.
  28. Medical Expenses - Medical expenses, including medical insurance premiums, that are

- anticipated during the period for which Annual Income is computed, and are not covered by insurance.
29. Military or Naval Service of the United States - Only the Army, Navy, Air Forces, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.
  30. Minor - A person less than eighteen (18) years of age.
  31. Monthly Adjusted Income - One twelfth of Adjusted Income.
  32. Monthly Housing Cost - For the Turnkey III Program, the sum of: (a) the monthly debt service amount shown on the Purchase Price Schedule for each home; (b) one twelfth of the annual real property taxes which the Home buyer will be required to pay as Homeowner of one twelfth of the P.I.L.O.T. attributable to fire and extended coverage of insurance carried by DHA with respect to the home; (d) the current monthly per unit amount maintenance-common property; and (e) the monthly utility allowance.
  33. Monthly Income - One twelfth of Annual Income.
  34. Monthly Operating Expense - The amount that is needed for administration of, Home buyer services, utilities, routine maintenance of common property, protective services, general expense and nonroutine maintenance of common property, all as defined by HUD.
  35. Near Elderly Family - A family whose head or spouse or sole member is at least 50 years of age but below the age of 62 years.
  36. Net Family Assets -
    - (a) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
    - (b) In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under 24 CFR 5.609.
    - (c) In determining Net Family Assets, DHA shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during

the two years proceeding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as a part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

37. NRMR - Non Routine Maintenance Reserve - The currently monthly per unit amount budgeted for routine maintenance and routine maintenance for common property.
38. Person with a Disability - Disabled person is defined in Section 223 of the Social Security Act (42 USC 423) or in Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendment of 1970. 42 USC 6001 (7) Section 223 of the Social Security Act defines disability as:
- a. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or,
  - b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (I) (1) of this title), "inability by reason of such blindness to engage in substantial, gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time."

Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

"a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which constitutes substantial handicap to such individual."

39. Required Monthly Payment - In the Turnkey III Program, the amount the Home buyer is required to pay DHA on or before the first day of each month (as with lease rentals).
40. Serviceman - A person (man or woman) now in the active military or naval service of the United States.
41. Single Person - A person living alone or intending to live alone if qualified as (i) an Elderly Person, (ii) a Disabled person, (iii) a displaced person, (iv) the remaining member of a tenant Family, and (v) any other single persons. In no event may any single person under clause (v) of the first sentence be provided a housing unit of 2 or more bedrooms. In determining

- priority for admission to housing, DHA shall give preference to single persons who are Elderly, Disabled, or displaced persons before single persons who are eligible under clause (v) of the first sentence.
42. Single Pregnant Women - Single, pregnant women with no other children, constitute a Family and have the same status as a Family consisting of two or more persons. When a pregnancy is the sole basis for determining eligibility, the pregnancy must be verified.
  43. Spouse - The husband or wife of the head of household.
  44. Tenant Rent - The amount payable monthly by the family as rent to DHA. Where all utilities (except telephone) and other essential housing services are supplied by DHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are supplied by DHA and the cost thereof is not in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.
  45. Total Family Income - See Annual Income.

46. Total Tenant Payment -
- a) Total Tenant Payment for families whose lease is effective on or after August 1, 1982.
    - (1) Total Tenant Payment is the amount calculated under section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)). If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under paragraph (C) of section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)(C)) shall be the amount resulting from one application of the percentage.
    - (2) Total Tenant Payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges (see 24 CFR 966.4).
  - b) Total Tenant Payment for families residing in public housing whose initial lease was effective before August 1, 1982. Paragraphs (b) and (c) of 24 CFR 5, as it existed immediately before November 18, 1996 (contained in the April 1, 1995 edition of 24 CFR, parts 900 to 1699), will continue to govern the Total Tenant Payment of families, under a housing program whose initial lease was effective before August 1, 1982.
48. Utility Allowance - If the cost of utilities (except telephone) and other housing service for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by DHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.
49. Very Low Income Family - A Low Income Family whose Total Family Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
50. Veteran - A person (man or woman) who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.
51. Violent criminal activity - includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.
52. Welfare Assistance - Welfare or other payments to families or individuals, based on need,

that are made under programs funded, separately or jointly, by Federal, State or local governments.

Administrative Plan for the  
Section 8 Housing Choice Voucher Programs

The Housing Authority of the City of Dallas

3939 N. Hampton Road

Dallas, Texas 75212

Administrative Plan  
Section 8 Tenant-based Housing Choice Voucher Program

## Introduction

The Housing Authority of the City of Dallas, Texas (DHA) administers the Section 8 Tenant-based Housing Choice Voucher Program, (Section 8 Program). Administration of this program is in compliance with the U.S. Department of Housing and Urban Development (HUD) regulations for the Section 8 Program, as specified in 24 Code of Federal Regulations (CFR), Part 982, HUD directives, DHA policy and this Plan. DHA complies with all Federal, State and local housing laws regulations. Definitions of terms used in this Administrative Plan are included in Policy 500-6, Definition of Terms for Housing Assistance Programs administered by DHA.

## Section I. Special Conditions and Objectives of the Section 8 Program

### A. Special Conditions and Arrangements

#### 1. Debra Walker, et al. v. HUD et al.

The Remedial Order Affecting DHA entered into the record of Debra Walker et al. v. HUD et al. (Walker) on February 7, 1995, hereinafter referred to as the Remedial Order, and any Court approved modifications to the Remedial Order, are incorporated into this Administrative Plan by reference. Where there is conflict between the Remedial Order and the Administrative Plan, the Remedial Order shall govern.

DHA will administer the Walker Settlement Program as deemed by the United States District Court of the Northern District of Texas, Dallas Division through the Settlement Stipulation and Order, March 8, 2001. This program is covered in full in Addendum 1.

#### 2. Public Housing Desegregated Housing Opportunities

Every Applicant that accepts an offer of a unit at a DHA Public Housing development that is designated neither elderly nor disabled, will be placed on the Waiting List for DHA Section 8 Program, with an application date corresponding to the date the Family moved into the development, unless the Family already has an active Section 8 application. In this case, the Applicants will retain their existing application date. When their name reaches the top of the Section 8 Waiting List, they will be given the opportunity to look for acceptable housing under the Section 8 Program while living in the Public Housing development.

When a voucher becomes available for the Family, DHA shall notify the Family in writing. The Family shall have fourteen (14) calendar days from the date of the letter to accept or reject the offer of the voucher.

## B. Objectives of Section 8 Programs

The objective of the Dallas Housing Authority is to provide decent, safe and sanitary housing to low-income Families otherwise unable to obtain adequate housing. The number of Families served is limited only by the funding available through local, state and federal programs, DHA's budget and the availability of adequate housing.

The Section 8 Program provides participating Families with a greater choice of housing opportunities by subsidizing rental payments to private Landlords. Through this program, DHA helps low-income Families obtain quality housing within DHA geographical jurisdiction. DHA's jurisdiction refers to all cities located in whole or in part in Dallas County, the City of Plano and Red Oak, Texas.

Through program administration, DHA will:

1. ensure eligibility of participating Families;;
2. ensure Housing Quality Standards are enforced for all units under contract in the Section 8 Program;
3. offer all current and future Section 8 Program Families counseling and referral assistance on the following priority basis:
  - a. all Section 8 Families residing in a unit in which payment to the Landlord is abated because of a failed inspection; and
  - b. all other Section 8 Families;
4. make every good faith effort to locate a substantial percentage of its Section 8 Families in targeted areas specified in the Remedial Order; and
5. limit occupancy of DHA's Section 8 Families to no more than 30% of the total number of units at any apartment community; except when the owner has demonstrated the ability to effectively manage the complex and adhere to Housing Quality Standards

## Section II. Departmental Responsibilities

The Section 8 Program requires the cooperation of several DHA departments to successfully move Families from the point of making an application to leasing an affordable unit.

### A. Resident Housing

The Vice President of Resident Housing is responsible for all housing program applications and Family eligibility. This position is accountable to a Senior Vice President. The Applications and Assignment office is a division of Resident Housing. A

director who is accountable to the Vice President of Resident Housing heads the division. This division is responsible for the following:

- a. Conducting outreach to potential Applicants;
- b. Receiving applications for housing programs administered by DHA;
- c. Determining the eligibility of Applicants applying for DHA programs;
- d. Making housing assignments to appropriate programs for eligible Applicants;
- e. Determining the special housing needs of elderly and persons with disabilities and;
- f. Supplying a sufficient number of Applicants to ensure 98% of the vouchers received from HUD are utilized.

B. Leased Housing

The Vice President of Leased Housing is responsible for ensuring that all units meet Housing Quality Standards before Families are assisted in the Section 8 Program; executing the HAP contract on behalf of assisted Families, and conducting annual and interim examinations of Families to ensure that all Families remain eligible for rental assistance. This position is accountable to a Senior Vice President.

1. Landlord Services is a division of Leased Housing. A director who is accountable to the Vice President of Leased Housing heads the division. This division is responsible for:
  - a. Receiving and reviewing Applicant's Request for Tenancy Approval (RFTA's) from Families and Applicants participating in the Section 8 Program;
  - b. Conducting HQS inspections to ensure all Section 8 units meet HUD requirements;
  - c. Conducting perimeter inspections for all multi-family Section 8 properties with at least 25 or more Families twice annually, reporting all obvious code violations to appropriate city code officials;
  - d. Conducting quality control inspections for 10% of the Section 8 units as required by the Remedial Order;

- e. Monitoring and responding to all complaints related to violations of HQS received from Section 8 Families and the public;
  - f. Reviewing rent requested by Landlords to ensure it is reasonable for the rental market;
  - g. Ensuring the Families' portion of the rent for the initial contract does not exceed 40% of their monthly-adjusted income.
2. A director who is accountable to the Vice President of Leased Housing heads the Section 8 division of Leased Housing. This division is responsible for the following:
- a. Coordinating and overseeing all Section 8 tenant-based programs;
  - b. Processing and executing Section 8 HAP contracts;
  - c. Conducting annual and interim reexaminations;
  - d. Ensuring Families and Landlords are in compliance with program requirements;
  - e. Maintaining quality files of participating Section 8 Families;
  - f. Monitoring and evaluating leasing activity;
  - g. Administering all portable vouchers;
  - h. Conducting home visits as needed for the homebound and Persons with Disabilities;
  - i. Collecting debts owed in connection with Families' participation in DHA Section 8 Programs; and
  - j. Maintaining a list of available rental units in areas within DHA jurisdiction.

C. Housing Opportunity Programs (HOP)

The Vice President of HOP is responsible for the mobility services defined in the Remedial Order. This position is accountable to a Senior Vice President. The services include:

1. Providing mobility services and counseling to Families seeking housing in Predominantly White Areas, in accordance with the Remedial Order and the Settlement Stipulation and Order filed March 8, 2001;

2. Briefing Families and disseminating program information in accordance with HUD regulations, the Remedial Order and Settlement Stipulation and Order filed March 8, 2001;
3. Providing a means of familiarizing Families with the housing and neighborhood amenities in the Predominantly White Areas by providing neighborhood specific information on crime rates, TAAS and TAKS results for the schools in the area, social services, job training and employment opportunities, day care, transportation and environmental hazards or other conditions inimical to family life;
4. Providing Families with individual counseling and transportation to view dwelling units in the Predominantly White Areas;
5. Maintaining a list of available rental units in the Predominantly White Areas for program participants;
6. Conducting outreach to Landlords of private rental housing in Predominantly White Areas within DHA jurisdiction;
7. Working directly with organizations involved in Fair Housing issues within DHA's jurisdiction to ensure all cases of alleged discrimination encountered by DHA staff or program Families are investigated and reported to appropriate authorities;
8. Analyzing Fair Market Rents and Voucher Payment Standards on a quarterly basis;
9. Administering the bonus incentive program for the City of Dallas; and
10. Providing post-move support services to Families moving to Predominantly White Areas.

### Section III. HUD Eligibility Standards

Families are eligible for assistance under the Section 8 Program, according to 24 CFR 982.201, if at the time they receive assistance, the Families:

- A. have been continuously assisted under the 1937 Housing Act with no breaks in assistance exceeding six consecutive months;
- B. qualify as a Very Low-Income Family (including Extremely Low-Income) under HUD's approved Income Limits;
- C. qualify as a Lower Income Family (other than Very Low-Income) and is displaced by Rental Rehabilitation or Development activities assisted under

section 17 of the 1937 Housing Act (42 U.S.C.), or as a result of activities under the Rental Rehabilitation Demonstration Program;

- D. qualify as a Moderate Income Family and is displaced while living in housing covered by the Low-Income Housing Preservation and Resident Homeownership Act of 1990; or
- E. qualify as a Low-Income Family for assistance as a non purchasing Family residing in a HOPE 1 (public housing homeownership or HOPE 2 (homeownership of multifamily units) Project under Section 8 of the 1937 Housing Act (42 U.S.C.).

In accordance with HUD regulations, DHA will document the citizenship or immigration status of each Family member, and, if applicable, verify the eligibility status for each Family member, regardless of age. DHA will not provide housing assistance to non-citizens with ineligible immigration status.

#### Section IV. Application Outreach and Intake

Applications for the Section 8 Program are accepted continuously. Specific dates, times and locations are announced by public notice in area newspapers, on local radio stations and posted in DHA Administrative Offices.

##### A. Completion of Applications

DHA accepts applications for all programs at a designated facility. Applicants must appear in person. One day is set-aside for the Elderly and Disabled to apply. Such Applicants may assign a representative with power of attorney if unable to appear due to the age or disability of the Applicant.

The application constitutes the basic record of Families applying for admission; therefore, Applicants must supply complete information and sign the application attesting to its accuracy. The application, together with all other materials relating to the Applicants' eligibility, will be placed in the Applicants' file.

Applicants are placed on the Section 8 Waiting List based on the date and time DHA receives the completed application. Applicants are told the approximate date they may receive a voucher following the conclusion of their eligibility determination. A general assessment of the Applicants' eligibility is determined based on the application data. If a member of the Family has a special need, or meets the qualifications for targeted housing programs, it is noted in the Families' profile.

## B. Admissions Preferences

The following preferences for admission to the Section 8 Housing Choice Voucher Program will be provided to Families applying for such housing. The preferences will not apply to Families applying for the Section 8 Project-Based Voucher Program.

1. Families involuntarily displaced from their current housing due to governmental action or natural disaster. Families qualifying for this preference shall have a first priority over all other Families applying for housing; and
2. Individuals graduating from the foster care program administered by the Texas Department of Protective and Regulatory Services. Individuals qualifying for this preference shall have second priority preference over all other Families applying for housing.

## Section V. Selection From the Waiting List and Verification Standards

A final determination of eligibility is made when the Applicants are selected from the Waiting List, and the income and Family composition is verified. At that time, the Family's total household income may not exceed the current HUD Income Limits (Exhibit A) for the Family size.

In accordance with Income Targeting requirements, seventy-five percent (75%) of the new admissions to the Section 8 Program each year will have incomes at or below thirty percent (30%) of the area median income.

Applicants are selected from the Waiting List in chronological order and sent an appointment letter with a date and time to appear for a final eligibility. Interview appointments are scheduled according to the date and time of application.

### A. Documentation to Determine Eligibility

All Applicants are required to sign HUD's Form 9886, Authorization to Release Information Privacy Act Notice and disclose the social security number for each Family member 6 years of age and older. If a social security number has never been issued for a Family member, the member must sign a certification statement that attests the information provided is accurate. The parent or guardian of a child or disabled adult must sign a certification statement for each person.

If a Family member does not have the original Social Security card issued by the Social Security Administration, DHA will accept photo identification and one or more of the following documents that include the social security number:

1. A state driver's license, if it includes the social security number;

2. Identification card issued by a federal, state or local agency;
3. Identification card issued by an employer;
4. Internal Revenue Service Form 1099; or
5. Benefit award letter from a government agency.

B. Documentation of Familial Relationships

Members of the Family must be related to blood, marriage or operation of the law as defined in DHA Policy 500-6. Each Family member must provide documentation to verify the relationship to the Head-of Household. Acceptable documents include:

1. Birth Certificates;
2. Certificates of birth issued by a physician, midwife, or hospital;
3. Guardianship papers issued by a magistrate or judge;
4. Benefit Award Letters on behalf of a minor or disabled adult;
5. Divorce decrees; or
6. Notarized Durable Power of Attorney.

Section VI. Admission Standards

Applicants not meeting basic eligibility requirements listed below at the time of selection from the Waiting List will be removed from the list.

A. Income

The gross annual household income must be documented and may not exceed the HUD-determined Income Limits for the Family size.

B. Documentation to Determine Citizenship or Eligible Immigration Status

DHA will provide housing assistance to United States citizens and eligible immigrants only. A household with at least one ineligible member is considered a "Mixed Family". At least one Family member must be a documented U.S. citizen or eligible immigrant. The subsidy standard will be based on the actual household members; but the Housing Assistance Payment (HAP) will be prorated to assist only the eligible members of the Family only.

Families must provide the following documents for each member as evidence of citizenship or eligible immigrant status:

1. United States Citizens
  - a. A written and signed Declaration by each Family member;
  - b. An original social security card, if one has been issued;
  - c. A United States passport; or
  - d. A Registration Card.
2. Eligible Immigrants
  - a. A written and signed Declaration by each Family member;
  - b. A signed Verification Consent Form; and
  - c. One of the original Immigration of Naturalization Services documents listed on the Declaration.
3. Background Screening

In accordance with 24 CFR, Section 982.553, DHA will conduct a criminal background check for every member of the Applicant's family age 18 and over. DHA will screen to ensure that no member of the Family has engaged in criminal activity that threatened the health and safety of the public.

The criminal screening will cover a period of seven (7) years prior to the application date. A Family's admission of a criminal background constitutes evidence and may be used in considering the approval or continuation of housing assistance. In cases whereby the Applicant has been involved with the judicial system, having undergone court supervision, DHA's criminal screening will cover 7 years following release from incarceration or 7 years from termination of the probationary or parole period, whichever is later. DHA may waive the requirement for Applicants participating in special programs targeting ex-offenders.

DHA will use the following standards to deny admission and/or terminate assistance to the Section 8 Program.

- a. Drug Related Eviction

DHA will review residential history to determine if the Family has lived in federally assisted housing, and deny admission if any Family member was evicted from a federally assisted housing unit for drug-related or violent criminal activities within ten (10) years of the eligibility date. An

exception may be made if the member responsible for the eviction is no longer a member of the household due to imprisonment or death.

b. Illegal Drug Use

DHA will deny admission to any Family if there is reason to believe that a Family member uses or sells any illegal drugs; or that a Family member's use or pattern of use of illegal drugs will threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

c. Conviction for Methamphetamine Production

d. DHA will permanently deny admission to Families if a member has been convicted for the manufacture of Methamphetamine (also known as speed). Sex Offenders

DHA will use the services of state and private agencies to check state registers for each state that the Family resided to ensure that no registered sex offenders are admitted to the program.

e. Alcohol Program Abuse

DHA will deny admission if there is reason to believe that any Family member has a pattern of abusing alcohol to the extent that it is a threat to the health, safety, or right to peaceful enjoyment of the premises by other residents.

f. Violent Criminal Activity

DHA will deny admission to any Family if there is reason to believe that a Family member engaged in any of the following acts:

- i. Crimes involving extreme physical force, such as forcible rape, murder, armed robbery, assault and battery through use of a weapon; or
- ii. Any activity involving the use of weapons against persons or property.

g. Crimes That Threaten the Peace, Health, and Safety of Others

Such crimes listed below are not all inclusive.

- i. Voluntary Manslaughter the unlawful taking of human life under circumstances falling short of willful or deliberate intent to kill.

- ii. Kidnapping- taking and carrying away a human being by force and against his will.
- iii. Mayhem- Inflicting an injury that permanently renders the victim less able to fight offensively or defensively; dismemberment or disablement of a limb; or bodily disfigurement.
- iv. Burglary- Unlawful entry to a building or occupied structure for the purpose of committing a crime.
- v. Arson- Starting a fire or explosion with the purpose of destroying a building or occupied structure of another; or destroying or damaging any property to collect insurance for the loss.
- vi. Terrorist Threats- Threatening to commit any crime of violence with the purpose of terrorizing another or causing evacuation of a building, place of assembly, or facility of public transportation.
- vii. Prostitution- Offering to engage, agreeing to engage or engaging in sexual conduct for a fee, or soliciting another in a public place to engage with him in sexual conduct for hire.

#### 4. Debts Owed to DHA

Applicants to the Section 8 program must be free of any debts to DHA or another housing authority before being admitted to the program.

Families participating in DHA rental assistance programs may not be indebted to DHA or another housing authority as a result of unreported income, overpaid subsidies, utility allowance reimbursements, vacancy loss, damages, and/or unpaid rental claims. In some instances, participants may be able to repay their debt in installments by signing a promissory note.

Families that owe a debt to DHA in excess of \$500 will be offered an opportunity to enter into a repayment agreement at the annual reexamination under the following terms and conditions:

- a. A minimum down payment of 25% of the total debt is required;
- b. The balance must be paid in full over a period of twelve (12) consecutive months;

- c. If the monthly payment becomes the equivalent of two (2) months delinquent, the agreement will be nullified, and the entire balance will be due upon demand from DHA;
- d. Families with a debt must be current on any repayment agreement or pay the entire balance in full before being eligible to relocate with continued assistance; and
- e. Families will be offered only one repayment agreement.

#### Section VII. Public Housing Residents and Former Program Participants

Applicants transferring from DHA public housing developments will be screened using the same processes as Applicants from the Waiting List. Additionally, the record of former Section 8 participants will be researched for possible program violations. The following violations are grounds for denial of admission:

1. While participating in the Section 8 Program, the Family must not have violated any Family Obligation, as set forth in 24 CFR 982.551 as amended. An exception may be granted by DHA if the Family member who violated the Family Obligation is not a current member of the household on the application.
2. No Family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
3. The Family must have paid any outstanding debt owed DHA or another housing authority as a result of prior participation in any federal housing program.
4. Families entering the Section 8 Program from DHA conventional housing programs must be in good standing, under the terms of DHA lease. The rent and other payments due under the lease must be current, and there must be no evidence of lease violations that would constitute grounds for termination.
5. Families assessed a debt to DHA after being issued a voucher, but prior to Section 8 HAP being executed on their behalf will be requested to pay the public housing debt in full. If a Family is unable to pay a debt in excess of \$500, the Family may be offered the opportunity to enter into an agreement to repay the amount owed. Under such an agreement, DHA will require 25% of the debt at the execution of the agreement, and offer the Family a promissory note to repay the remaining balance within twelve (12) months.

6. No Family member may have been evicted from public housing for non-payment of rent during the past 24 months.
7. No Family member may have engaged in or threatened abusive or violent behavior toward DHA personnel during the past 60 months.

#### Section VIII. Determination of Ineligibility and Informal Review

##### A. Review for Determination of Ineligibility

DHA will notify all Applicants determined to be ineligible for assistance. Applicants will be notified in writing of the reason(s) for the determination. The letter will notify the Applicants of the right to request an Informal Review of the determination. All requests for Informal Reviews must be requested within ten(10) calendar days of the notification letter. Upon request, Applicants subject to denial for criminal activity will be provided a copy of the criminal records and an opportunity to dispute the charge prior to the denial.

Applicants who refute a denial for admission to the Section 8 program will have the opportunity to present information and evidence to the Director of Applications and Assignments. This process is outlined in detail in the Applicant and Informal Review, Procedures 600-1.4. The request for the Informal Review must be made in writing within ten (10) calendar days from the date of the written determination. An Applicant that fails to respond to the written notice within ten (10) calendar days will be ineligible for an Informal Review and/or appeal. Should the Applicant fail to appear for a scheduled appointment, the denial will stand. The Director of Applications and Assignments may schedule a second appointment if, after review of the circumstances, it is deemed appropriate to do so. The Director of Applications and Assignments will conduct the review within twenty calendar days of the Applicant's request.

Once the appointment date has been scheduled, the Applicants or Applicants' representative(s) may request to examine and have copies made of all documents, records, and DHA policies that are relevant to the Informal Review. The copies will be made by DHA at the Applicants' expense. Any document not made available after requested by the Applicant may not be used or referred to by DHA during the Informal Review.

DHA may request to examine and copy all relevant documents that will be presented by the Applicant at the Informal Review Hearing if the Applicant does not make such documents available for examination on the request of DHA, the Applicant may not rely on the document at the review.

The Director of Applications and Assignments will review the files; document facts presented and determine the disposition of the case. The outcome of the Informal Review will be recorded in the Applicant's file. If it is determined that the Applicant is eligible, the Family's name will be placed on the Section 8 Waiting List without loss of position during the period of ineligibility, or issued a voucher, whichever is appropriate. The

Director of Applications and Assignments will notify the Applicant of the outcome, in writing, within ten (10) calendar days after the Applicant's appointment.

**B. Matters Not Subject to Appeal by Applicants**

DHA will not provide an opportunity for an Informal Review to:

1. Review discretionary administrative determinations by DHA, or to consider general policy issues or class grievances;
2. Review a determination of Families' unit size under DHA subsidy standards;
3. Review DHA determination not to approve leasing a unit under the Section 8 Program, or approve a proposed lease;
4. Review DHA determinations that a unit selected does not comply with HQS;
5. Review DHA determination that a unit selected is not in accordance with HQS because of the size of the Family;
6. Review DHA determination to refuse to extend Families' voucher past the a maximum time allowed under DHA policy;
7. Review DHA's schedule of utility allowances; and
8. Review DHA's decision not to approve a unit or tenancy.

DHA is not bound by the decision of the hearing officer or hearing panel. If DHA determines that it is not bound by a Hearing decision, DHA shall promptly notify the Family of the determination, and of the reasons for the determination.

**Section IX. Purging the Section 8 Waiting List**

When it appears that the wait for housing will be more than twenty-four (24) months, DHA will confirm Applicants' continued interest in the Section 8 Program and purge the Waiting List accordingly. DHA will contact Section 8 Applicants at their last known address to determine the continued interest in the program. Applicants not responding to the inquiry within fourteen (14) calendar days, or responding negatively, will be removed from the Section 8 Waiting List. Once Applicants are removed from the Waiting List, they will be required to re-apply for assistance.

**Section X. Subsidy Standards**

DHA will determine the Family's unit size and Family contribution to housing cost in accordance with 24 CFR, Section 982.402 and 982.515, using third party written verification. The Applications and Assignments division will determine the initial income and Family composition.

#### A. Family Subsidy Standards

DHA will exercise prudence in the determination and administration of housing Subsidy Standards. Maximum Subsidy Standards for an eligible Family is determined based upon the members included on the original application. All adult members must appear in person with photo identification. Members that are not identified at the time of the application will not be considered as a member of the assisted household.

Once the Family composition has been determined, the only additions to the household will be minor children by birth, adoption or legal guardianship. The only adult addition will be a spouse of the Head-of-Household upon approval of DHA staff.

In an effort to responsibly administer federal funds, DHA takes a conservative and stringent approach in determining the unit size for the voucher holder. DHA will issue a Voucher for the smallest sized unit possible using the following standards:

1. A minimum of two persons will occupy a bedroom.
2. A separate bedroom will be allowed for members of the opposite sex over the age of Seven (7).
3. A single Head-of-Household will share a room with a child under age
4. Family members of the same sex and generation will share a bedroom.
5. A bedroom may be allocated for an approved Live-in Aide to provide continuous medical assistance to an Elderly or Disabled Family member. No space will be considered for the Live-in Aide's family. The Live-in Aide must meet DHA screening criteria below; and be qualified to provide the services required by the Elderly or Disabled Family member
6. A bedroom will not be allocated to house medical equipment or furniture.
7. A Family may not lease a unit larger than what is allowed under DHA's subsidy standard.

#### B. Remaining Family Member

Under certain circumstances the original Family composition may be altered due to the Head-of-Household leaving the household. A Remaining Family Member, as defined by HUD, is an adult Family member living in the household at the time the Head of-Household permanently leaves the household.

If the Head-of-Household dies, or otherwise permanently leaves the household, and there is another eligible adult Family member capable of assuming the Head-of-Household position, the voucher assistance will pass to that Remaining Family Member, who will

then become the Head-of-Household. Another client number will be issued to the new Head-of-Household.

#### C. Temporary Absence of Head-of-Household

If the Head-of-Household is temporarily absent from the home due to medical illness requiring hospitalization or nursing home confinement, the Section 8 HAP will be provided for a maximum of 90 days. The Family will be responsible for their portion of rent to the Landlord for the 90-day period. If the Head-of-Household is unable to return to the Section 8 Housing Program assisted unit after the 90-day period, DHA will terminate the Family's assistance after a 30-day notice is provided to the Landlord and Family. An exception will be considered for the benefit of minor children if there is another eligible adult available to move into the unit and assume the role as Head-of-Household. The adult assuming the role as Head of Household must assume legal custody of the minor children. The newly designated Head of Household must meet DHA's eligibility standards and their income will be used to determine the Family's share of housing assistance. For the benefit of minor children, The newly designated Head of Household may assume permanent status as Head-of-Household if the initial Head-of-Household is unable to return to the unit and grants written authorization. In such cases, the initial Head-of-Household's claim to Section 8 assistance is lost.

#### D. Split Family

In cases of divorce or separation under a settlement or judicial decree, DHA will follow a court's ruling in determining which Family members continue to receive Section 8 assistance. In cases, where no settlement or judicial decree exists, DHA will:

1. Grant the voucher to the Family member caring for minor children, ill, Elderly or Disabled Family members;
2. Grant the voucher to the Family members forced to leave a unit as a result of actual or threatened physical violence against Family members by a spouse or other Family members of the household; and
3. Grant the voucher to the Family member retaining custody of the minor children; and
4. In the case of joint custody, DHA will grant the voucher to the Family member that provides housing for the minor children 51% or more of the time.

#### E. Family Total Tenant Payment (TTP)/Family Share

The Family's contribution to the housing cost will be based upon the verified Annual Adjusted Income after consideration of earned income, benefits, allowances, assets, Mandatory Earned Income Disallowance (MEID), medical deductions and HUD designated income exclusions for all Family members.

The amount of the Total Tenant Payment will be calculated based on the highest of:

1. Ten percent (10%) of the monthly Family Income; or
2. Up to a maximum of forty percent (40%) of the Family's monthly adjusted income at initial contract; or
3. Preservation minimum rent ;
4. DHA minimum rent (\$50.00 effective January 1, 2005).

The Preservation minimum rent is determined in accordance with HUD regulations for prepayment/voluntary termination of project-based properties. The applicable statute is Section 8(t) of the United States Housing Act of 1937.

#### F. Adjustments to Income

Adjusted income is the annual income of all household members after making the mandatory deductions as identified in 24 CFR 5.611 and 24 CFR 5.617.

1. Mandatory Deductions include:
  - a. \$480 for each dependent;
  - b. \$400 for elderly or disabled Families;
  - c. Un-reimbursed anticipated annual medical expenses of Elderly or Disabled Families that exceeds 3% of annual adjusted income;
  - d. Un-reimbursed disability assistance expenses for Disabled Family members that exceed 3% of annual adjusted income; and
  - e. Reasonable child care expenses to allow a Family member to work or attend school.
2. Mandatory Earned Income Disallowance (MEID)

A Section 8 voucher assisted Family with a member who has a disability may qualify for a disallowance of an increase in annual income under one of the conditions stipulated in 24 CFR 5.617.

The qualified Family member will receive an initial disallowance of one hundred percent (100%) of increased earnings for one year; fifty percent (50%) of the increase in earnings for the second year. DHA will allow up to 48 months for the disabled member to use the full disallowance.

## G. Verification of Income, Assets and Deductions

DHA will obtain and document in the Family's file the following:

1. Documentation verifying the Family's annual income;
2. Documentation of the cash value of assets and income derived from assets;
3. Expenses related to qualified deductions from annual income; and
4. Other factors that effect determination of annual income.

DHA will attempt to acquire third-party written verification of reported income, assets and deductions when determining the Family's income. All verifications used for this purpose will be no more than 120 days old from the effective date of the initial contract or reexamination.

DHA will adhere to the following hierarchy when verifying income, assets and deductions.

1. Written Third Party Documentation

Verification forms will be signed by the Family and mailed to the relevant third party to verify information provided by the Family

In addition DHA will utilize the following automated services and specialized agencies to obtain income verification:

- a. The Work Number

An automated service that provides access to a national database of employment and income records. This service is provided free of charge to public housing authorities. It may be accessed by phone or the Internet.

- b. Tenant Assessment Sub-System (TASS)

This system matches Social Security (SS) and Supplemental Security Income (SSI) to information supplied by the Family and reported to HUD through MTCS.

- c. Credit Bureau Reports

DHA maintains membership in a credit-reporting agency to obtain credit profiles of Families that report no continuing source of

income, and those that have a pattern of reporting job losses and reduced income.

2. Oral Third Party Documentation

If written third party documentation is not returned within 10 business days, DHA will attempt to contact the relevant party by telephone. DHA will attempt to verify the information provided by the Family and document the information provided by the third party on DHA Form number DHA-301, Verification Received by Telephone or Personal Contact.

3. Written Second Party Information

If oral third party documentation is not successful after two business days or the relevant third party refuses to provide verification via telephone, DHA will accept written documents provided by the Family.

Such documents will include:

- a. W-2 Forms if employed for two years or more;
- b. Pay check stubs or earnings statements reflecting six or more consecutive pay periods;
- c. Pay check stubs or earning statements reflecting less than six pay periods with a letter written on company letter head from authorized representative of employer indicating the estimated annual salary;
- d. Internal Revenue Service Forms 1040 or 1040A;
- e. Computer generated award letters or signed award letters from a City, State or Federal Agency.
- f. Computerized printout from pharmacist verifying medical expenses;
- g. Letter written on company letterhead verifying childcare expenses;

In the event written third party verification is not attained, DHA will document the unsuccessful attempts to obtain the preferred documentation.

4. Certification Provided by Family

When the means to obtain and verify income, assets and deductions have been examined, DHA may allow the Family to submit notarized written verification. H. Non-Cash Contributions to Families

In determining the gross annual household income, non-cash contributions will be used to determine the cash value of regular contributions or gifts received from organizations or from persons not residing in the dwelling. This information will be obtained from the Zero Income Checklist from HUD's Public Housing Handbook and Notarized Contribution Form and personal declaration questionnaire, which should include the contributing organization and/or person.

I. Lump Sum Payments

When the Family receives a lump sum payment from unemployment, disability compensation, workman's compensation and severance pay, DHA will annualize the total amount of the lump sum payment to determine the monthly income value. This monthly income amount will be used for a maximum 12-month period to determine Families portion of rent. If the Family receives a lump sum as "cash" and then retains the cash in a verifiable form such as being deposited in checking or savings account, invested in stocks or mutual funds, or used to purchase bonds or real estate as an investment, the cash is clearly identifiable as an asset. This is consistent with the concept of "Net Family Assets" as outlined in 24 CFR 5.603 "B".

J. Maximum Initial Rent Burden

A Family will not initially pay more than 40% of their monthly-adjusted income toward their portion of the rent and utility allowance for occupancy of a Section 8 assisted unit. This rent is applied at the initial lease-up of a new unit and not applied to subsequent years of occupancy.

Section XI. Special Programs

DHA operates Section 8 Programs under special allocations and regulations. Applicants are admitted to these programs based on the special criteria of each program. All Applicants for a special program must be pulled from the Waiting List and may be selected before other Applicants.

Applicants are admitted as a special admission when HUD awards funding that is targeted for specific types of Families. The programs are outlined below.

A. U.S. Department of Housing and Urban Development - Veterans Affairs Supportive Housing Program (HUD - VASH)

Under the HUD - VASH Program, Families are admitted based on selection by the local Veterans Affairs (VA) Office for participation in the HUD - VASH initiative. Participants are homeless veterans who initially agree to work with the VA Office to

receive support services to assist with becoming self-sufficient. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations. This program is covered in full in Addendum Number 2 of this Administrative Plan.

#### B. Family Unification

Under the Family Unification Program, Families are admitted based on referrals from the Child Protective Services Department of the Texas Department of Protective and Regulatory Services (CPS). Families admitted to this program are either in imminent danger of losing their child(ren) to foster care due to the lack of adequate housing; or the lack of housing is the sole reason for continued placement of the child(ren) in foster care. CPS provides supportive services to the participating Families. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations. This program is covered in Addendum Number 3 of this Administrative Plan.

#### C. Mainstream Housing for Persons With Disabilities

Mainstream tenant-based vouchers are available for Persons with Disabilities who have moved out of one of DHA's two elderly-only high rises, or Applicants on the Section 8 Waiting List who have a disability. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations.

#### D. Project-Based Vouchers for Persons with Disabilities

Participants in the Project-Based Voucher for Persons with Disabilities Program agree to move into units designated for this program. The housing assistance is tied to the unit and participants who move out of their units lose their housing assistance. This program is covered in the Administrative Plan for the Section 8 Voucher Program Assistance Attached to Units (Project-Based Voucher Assistance, Policy 500-3).

#### E. Preservation Program

Subject to funding availability from HUD, DHA will issue Special Admission vouchers targeted to Families that are affected by HUD or Landlord actions in HUD multi-Family apartment communities.

Under this program, eligible Families residing in an eligible preservation project on the date of the Landlord's prepayment or voluntary termination are offered tenant-based assistance under the Section 8 Program if, as the result of a rent increase no later than one year after the date of the Landlord's prepayment or voluntary termination, the Family's rent exceeds thirty percent (30%) of their adjusted income.

Special Admission in this Program is determined by HUD and is made available for Families under the following conditions:

##### 1. Landlord Opt-Outs

Landlords who choose not to renew an expiring Section 8 or Section 23 project-based contract;

2. Preservation Pre-Payments

Landlords choose to pre-pay the HUD insured mortgage or voluntarily terminates the mortgage insurance;

3. HUD Enforcement Actions

HUD terminates the HAP contract or does not offer the Landlord the opportunity to renew the expiring HAP contract for failure to comply with the terms of the contract; and

4. HUD Property Disposition

HUD becomes the Landlord of the property through foreclosure and is either selling or closing the property.

F. Project-Based Vouchers for the Elderly/Roseland Gardens

Participants in the Project-Based Housing for the Elderly will include Families originally displaced from the Roseland Homes development and other one-and two-person Families with all members 62 years of age or older. This program is covered in full in the Administrative Plan for the Section 8 Voucher Program Assistance Attached to Units (Project-Based Voucher Assistance) (DHA Policy 500-3).

G. Tenant-Based Vouchers for Disabled Individuals with Medicaid Waivers

DHA will provide housing opportunities in assisted living facilities for disabled individuals identified by the Social Security Administration (SSA) as being entitled to a Medicaid waiver of medical expenses. The housing assistance allows these individuals to reside in assisted living facilities rather than being moved to nursing homes or other medical facilities.

H. Walker Settlement Voucher

DHA will set aside 3,205 Section 8 vouchers pursuant to the Settlement and Stipulation Order filed on March 8, 2001. Implementation of these vouchers is described in the Settlement Voucher Implementation Plan approved November 28, 2001.

I. Fair Share Vouchers for Disabled Families

As part of its Fair Share allocation, DHA has received vouchers for use by Families that include a member with a disability. These vouchers will only be offered to such Families. Following admission to the Section 8 program, all other program requirements will apply.

#### J. Section 8 Homeownership Program

DHA will provide homeownership opportunity for voucher holders and public housing families participating in DHA's Family Self-Sufficiency Program through the Section 8 Housing Choice Voucher Homeownership Program. DHA will allocate a maximum ten percent (10%) of vouchers to assist eligible Families in attaining the "American Dream" of homeownership. This program is more fully described in Policy Number 560-1, Section 8 Homeownership Program.

#### Section XII. Shared Housing

DHA permits the use of Individual Lease Shared Housing. The Shared Housing Program and the regulations for administering the program are defined in 24 CFR 982.615, as amended.

This program is available only for Families that include a member with a disability. As a reasonable accommodation, two unrelated Families may share a housing unit, each utilizing an individual voucher.

The disabled Family may select a house or apartment that will be accessible and usable by the disabled member. The unit must provide adequate bedrooms for the Family members of each Family, as well as a living room, food preparation area and sanitary facilities.

The Landlord may occupy the assisted unit if not related by blood or marriage to any of the assisted Family members.

#### Section XIII. Briefing and Voucher Issuance

The Housing Opportunity Programs (HOP) Department briefs all Families that are entering the Section 8 Housing Choice Voucher Program for the first time, and Portable Families (Section 8 participants that transfer from another housing authority) entering DHA's jurisdiction. This process is covered in detail in the Housing Opportunity Program Procedures (510-1.1), Conducting Client Briefings.

##### A. Conducting a Briefing Session and Issuing Materials to Voucher Holders

Applicants are allowed two (2) appointments to attend a briefing session. Any Applicant that does not attend one of the two sessions will be denied assistance. Briefings are normally conducted as group sessions. When necessary, DHA will conduct individual briefings to accommodate the needs of the homebound or Persons with Disabilities. This process is covered in detail in Housing Opportunity Program Procedures (510-1.1)

##### B. Conducting Clients Briefings.

The Section 8 Division conducts briefings for the participant at the annual re-examination and relocation. All Section 8 Families are briefed in accordance with 24 CFR 982.301, as amended.

Fair housing and social service organizations may provide presentations at the briefings

with prior approval.

#### C. Information and Assistance for Participating Families

In addition to the information provided during the briefings, HOP will continually assist Section 8 Families seeking housing in Predominantly White Areas by providing:

1. updated property lists as requested, which contain the addresses of units available to Section 8 Families, as well as the Landlords' name, and telephone numbers;
2. information on individual units available for lease;
3. individual counseling and transportation to view units;
4. information on neighborhood amenities including information on crime, schools, day care, health care, and public transportation;
5. counseling to Families on program matters, and in instances of alleged program discrimination; and
6. follow-up services to Section 8 Families locating housing in Predominantly White Area.

#### D. Procedures for Extending Vouchers

Section 8 vouchers expire at the end of sixty days from the date of issuance unless the Family submits a Request for Tenancy Approval (RFTA) and other appropriate documents, or DHA extends the voucher in writing.

A request for an extension must be submitted in person to DHA prior to the expiration of the voucher, with a list of no less than twenty-five (25) verifiable Landlord contacts made by the Family during their housing search.

DHA will review, together with the Family, the efforts made by the Family to find a suitable dwelling unit and the types of problems encountered during the search. If DHA believes there is a reasonable possibility that the Family can, with additional assistance, find a suitable unit, DHA will grant an extension.

Class members participating in the Walker Settlement Program and actively searching for housing in Predominantly White areas will be given a maximum of one hundred twenty (120) days to find suitable housing. All other Section 8 Families will be given a maximum of ninety (90) days. Special consideration will be given to Families having difficulty finding suitable housing because of the special needs of a Family member with a disability.

Families will be considered successful in their housing search should they submit a

Request for Tenancy Approval (RFTA) prior to the expiration date on the Section 8 Voucher. The Family may submit only one RFTA at a time. Once the documents are received, DHA will suspend (i.e., toll) the term of the Family's voucher. Should the Family be required to resume their search for housing (e.g., the unit selected fails inspection), the Family will be allowed to resume their search for housing using the remainder of the time left on the voucher.

The voucher will be withdrawn if the Family fails to lease suitable housing during the term of the voucher. Expiration or withdrawal of a voucher does not preclude the Family from completing a new application for another voucher, provided DHA has not suspended taking applications for the Section 8 programs.

#### Section XIV. De-concentration

DHA seeks to increase the participation of Landlords with units located outside of areas with a high concentration of low-income and minority Families. To accomplish this goal, DHA Housing Opportunity Programs Department (HOP) conducts outreach to Landlords with properties in Predominantly White Areas and encourages them to accept voucher holders. The local media, professional real estate organizations, Apartment Listing Network and the Cole Indices are used as resources to increase the interest of private Landlords within DHA jurisdiction.

As part of this outreach effort, the HOP Department prepares and distributes information packets, brochures, leaflets, and handouts outlining the benefits of the Section 8 Program and other information as required by the Walker Remedial Order and Settlement Stipulation Order. HOP staff provides Landlords with information regarding HUD regulations, Section 8 Program guidelines, fair housing, Housing Quality Standards, and other Landlord related issues. In addition, the HOP Department conducts Landlord workshops, corporate briefings, property visits, and initiates telephone contact with Landlords owning housing units in Predominantly White Areas.

The HOP Department also works jointly with the City of Dallas to promote housing opportunities to Section 8 Families by offering a one time financial incentive to Landlords leasing three and four-bedroom units in the Predominantly White Areas of DHA jurisdiction.

The methodology for promoting de-concentration of Section 8 Housing Choice Voucher holders is outlined in the Housing Opportunity Program Procedures (510-1.1).

#### Section XV. Illegal Discrimination

Families who believe they have been discriminated against in their housing search by a Landlord or potential Landlord may contact the Dallas Housing Authority's HOP Department. Staff members receive ongoing training in the fair housing laws. Families will be provided with HUD's Fair Housing Complaint Form and DHA will assist the Family in completing the form. Additionally, DHA may refer Families to the City of Dallas' Fair Housing Organization or other Fair Housing Organizations that may be able to provide assistance.

## Section XVI. Re-examination and Occupancy

### A. Annual Re-examinations

DHA will re-examine income, assets, allowances, deductions and Family composition for all Section 8 Families at least annually to determine continued eligibility for Section 8 rental assistance.

DHA will also review and collect all delinquent balances owed to DHA by the Family. Such balances include but are not limited to:

1. Payments made under a special claim to a Section 8 Landlord on behalf of the Family;
2. Back-rent agreements made by the Family during participation in any of DHA programs; and
3. Charges incurred by the Family when they moved from a unit owned or operated by DHA.

All payments must be paid promptly as required under the repayment agreement. Families failing to pay the entire amount of the debt within the twelve-month period will be terminated from the Section 8 Program at the effective reexamination date.

### B. Interim Re-examination

Families are required to report changes in the source of income, decreases in Family income and changes in Family composition within thirty (30) days of the change. DHA will prohibit processing of interim re-examinations when the Family reports a loss of welfare benefits due to fraud or a failure to participate in self-sufficiency or work activity. When Families report a change that will affect the Family's share of rent, DHA will make adjustments at the interim reexamination of the amount of the Total Family Payment and the amount of the HAP.

Increases in Family's income must be reported at the annual re-examination, with one exception. Families participating in the Family Self-Sufficiency Program (FSS) must report all changes in income within thirty (30) days of the event in order to realize the benefit of an escrow account. Families are advised of this requirement at the time of their briefing and annual reexamination.

DHA will verify loss of income using the third-party verification hierarchy as outlined in Section X of this Plan. DHA will make the effective date of change for the month in which the loss of wages are reported, and will verify the loss within 5 business days. The new HAP payment will take effect the first of the following month. Families must continue to pay their original rent portion to the Landlord until such time as the new rent takes effect.

DHA will verify excessive out-of-pocket medical costs of \$500.00 annually or greater using the third-party hierarchy, and conduct an interim examination.

#### C. Special Re-examinations

For Families reporting no continuing source of income, DHA will conduct a review every ninety (90) days until it can be established that the Family has a continuing source of income. The quarterly review will require the Families to complete one or all of the following forms:

1. Zero Income Checklist as provided by the Vice President of Leased Housing;
2. Affidavit of No Income Form;
3. Personal Declaration Questionnaire; or
4. Any other resources that may provide income information. If at any time during the special reexamination a continuing source of income is established, DHA will adjust the Families share of rent and the HAP to the Landlord. A thirty (30) day written notice will be given to both parties.

#### D. Exception to Minimum Rent Requirement

Families paying the minimum rent required by DHA may request an exception to the minimum rent requirements for hardship circumstances. Such financial hardship include the following:

1. The Family has lost eligibility for, or is awaiting an eligibility determination for Federal, State, or local assistance program;
2. The income of the Family has decreased because of changed circumstances, including loss of employment; or
3. A death in the Family (as defined in DHA Policy 500-6 (Definition of Terms for the Housing Choice Voucher Program administered by the Dallas Housing Authority) has occurred.

#### E. Treatment of Income Changes Resulting from Welfare Assistance

Reduction in welfare assistance will not reduce the Family contribution if the reduction in benefits is because of Misrepresentation by a Family member in connection with a welfare program; or specifically for failure of a Family member to comply with a work activities program.

Families whose income is reduced due to a reduction in Temporary Assistance for Needy

Families (TANF) benefits as a result of the expiration of a lifetime term limit; or Families that have complied with the State's requirements, but cannot find a job, may have their rent reduced accordingly.

#### Section XVIII. Housing Quality Standards

Housing used in the Section 8 Program for the Dallas Housing Authority will meet the standards and acceptability criteria set forth in 24 CFR 982.401, as amended. The Landlord will, at a minimum, maintain the unit(s) in compliance with those requirements during the term of the contract. Annual inspections will be made of all units on the program to ensure compliance with HUD's requirements. Landlords and Families will be notified of the repairs necessary for compliance.

DHA will inspect all units prior to entering into a HAP contract. A detailed review of at least ten percent (10%) of the units passing inspection on the Section 8 program will be conducted to ensure the quality of the inspections.

DHA will document violations of HUD's Housing Quality Standards (HQS). When units are found to be in violation, DHA will take steps in accordance with HUD regulations. DHA will notify the code enforcement office of the city where the unit is located when code violations are observed and not corrected. DHA maintains a copy of all code violations forwarded to city officials for a period of 3 years.

DHA shall conduct perimeter inspections of multi-family complexes that house Section 8 participants at least twice annually, noting maintenance conditions of the premises and obvious code violations on surrounding properties. DHA will report these violations to the landlord and appropriate city officials for code enforcement follow-up.

##### A. Inspection Process

Before approving a lease, DHA will ensure the dwelling unit is inspected for compliance with Housing Quality Standards (HQS). All inspections of units shall be conducted within seven days of the date the unit will be ready for inspection, as documented on the RFTA packet. Copy of the inspection report will be given to the Landlord and Family. Copies of the report, are also mailed to the Landlord and Family. A report for every inspection will be prepared and maintained in the Family's file in the Section 8 division. Each report will specify the defects or deficiencies, if any, which must be corrected by the Landlord before the HAP contract will be executed.

##### 1. Initial Inspection

If, at the time of the initial inspection, DHA determines that violations exist, DHA will notify the Landlord and the Family in writing, and require the defects be corrected. A copy of this notification will be retained in the Family's file in the Section 8 division. If DHA determines, as a result of the re-inspection, that the Landlord has satisfactorily corrected all defects or deficiencies; DHA will execute

the HAP Contract.

If Landlords fail to make the required repairs within the time frame provided by DHA, the inspection and the RFTA will be cancelled. The Family may then be issued new paperwork to search for alternate housing, provided there is time left on the voucher to search for housing.

## 2. Annual Inspection

Regular annual inspections will be made of each unit prior to the anniversary date of the last passed initial or annual inspection. If the unit passes the inspection, DHA will continue HAP payments to the landlord.

## 3. Emergency Inspections

Emergency Inspections will be conducted immediately upon receipt of information that there are deficiencies in a unit that may be considered life threatening. Such deficiencies must be corrected within 24 to 72 hours of the inspection date, (depending on the nature of the deficiency).

## 4. Complaint Inspections

DHA will respond to all Families reporting violations of Housing Quality Standards in their units. Requests for complaint inspections are made to Landlord Services. Families may call the HQS Hotline or submit a written request. DHA will also respond to calls made by the general public reporting violations of HQS.

Once the complaint is received, DHA will notify the Family and Landlord of the complaint and give the Landlord and/or Family a reasonable amount of time to address the complaint and make necessary repairs. If the complaint is not addressed appropriately within the time frame specified, DHA will perform an inspection of the unit and staff will take the steps outlined for such situations according to the terms of the HAP contract.

DHA will determine "reasonable time" based upon the following conditions:

- a. Hazards that pose an immediate threat to the health and safety of the Family must be corrected within twenty-four (24) hours.
- b. Hazards that represent a potential threat to the health and safety of the Family must be corrected with three days.
- c. Hazards that pose no threat to the health and safety of Families must be corrected within 21 days unless the Director of Landlord Services grants an extension.

## B. Failed Housing Quality Standards Inspections

If a Family is issued a voucher for relocation because the HQS inspection revealed the unit is no longer in decent, safe and sanitary condition due to poor Landlord maintenance, DHA will immediately notify the appropriate city for code enforcement. The city will be given the property address and Landlord's name. If the unit is located in the City of Dallas, DHA will notify the City of Dallas Street Sanitation and Code Enforcement Services.

## C. Abatement

DHA will abate HAP to Landlords for units that fail HQS and the Landlords fail to make acceptable corrections within the required time frame. DHA will not abate payments to Landlords for violations of HQS, which are the Families' responsibility. After fifteen (15) days of abatement, DHA will offer housing mobility services to the Family to search for new housing.

DHA will automatically abate housing assistance payments when:

1. the unit fails a re-inspection for a violation of HQS that is the responsibility of the Landlord; or
2. Landlords fail to properly request a re-inspection through the automated voice response phone line within the time allowed.

## D. Notification to Relocate Family

Once an automatic abatement has occurred, a letter will be generated informing the Landlord of the abatement and giving the Landlord the fifteen (15) days to correct the deficiency. If the Landlord does not bring the unit into compliance after fifteen (15) days of abatement, DHA will begin the process of relocating the Family. DHA will cancel the HAP contract when the Family moves from the unit or sixty (60) days after the abatement date, whichever comes first.

Once DHA initiates action to move the Family, the Family must move from the unit or the Landlord must correct all deficiencies. The Landlord must correct all deficiencies and pass the inspection before the HAP contract terminates. DHA will reinstate the HAP payments when the unit passes inspection, but will not make any retroactive payments for any period the unit did not meet HQS. Both parties must sign the Continued Occupancy form and present it to the Section 8 office if the Family chooses to stay after the deficiencies are corrected..

If the unit does not pass inspection prior to the HAP contract termination date, and the Family decides not to move, but to instead enter into a separate lease with the Landlord, DHA will terminate the assistance to the Family in accordance with the HAP Contract.

In either instance, Landlord Services will notify the Finance Department to abate the

HAP to the Landlord. The Finance Department will retrieve any overpayment of the HAP from the Landlord's other assisted properties, or from the first HAP for any property leased under the program. If after 90 days no additional HAP is executed, the Finance department will be instructed to send a letter to the Landlord making formal demand for payment.

#### E.. Family HQS Breach

In accordance with the HUD Tenancy Addendum (HUD-52641-A), a breach of the HQS caused by the Family is not the responsibility of the Landlord. DHA will terminate assistance to the Family if the Family fails to correct a HQS breach caused by the Family member or by a guest.

The following actions constitute a Family breach of the HQS:

1. Failure to pay for any utilities that are to be paid by the Family;
2. Failure to provide and maintain any appliances that are to be provided by the Family; or
3. Damage to the unit beyond normal wear and tear.

#### F. Automatic Re-inspection

Effective January 1, 2005, at the time a unit fails an HQS inspection DHA will schedule a re-inspection by providing written notice to the Landlord. The re-inspection appointment will occur after the expiration of the 21 days allotted to correct any HQS deficiencies. The letter will advise the Landlord of the date and time the inspection will be conducted. Failure to have all repairs made or failure to make the appointment will cause for the family to be relocated and the HAP contract to cancel.

### Section XVIII. Determination of Contract Rent/Rent Reasonableness

DHA's Section 8 Program operates in a market that does not function normally due to its expanded jurisdiction. This expanded jurisdiction makes it difficult to obtain a Fair Market Rent (FMR) reflective of the entire jurisdiction. DHA will monitor the rents within its jurisdiction and disapprove a lease for a rent that is not reasonable, based on the rents charged for comparable rental units in the immediate area. DHA will exercise this authority for all Section 8 tenant-based program participants. The methodology for calculating rent reasonableness is outlined in DHA Rent Reasonableness Procedure (500-1.5).

DHA uses a computer-based databank of unassisted housing units to determine rents for comparable units for the initial contract rent when the Family initially moves into the unit and when an increase in rent is requested. Addresses of unassisted units throughout DHA's jurisdiction are added to the databank according to census tract every six months. The reasonable rent for subject units is determined by pulling five (5) units from the databank that match the

subject unit's census tract, bedroom and bath size and square footage. The program will select the units that most closely match the subject unit. The comparable data includes the value of utilities included in the rent, the value of amenities, and the monthly rent. If the requested rent for the subject unit is within the range of the rent of the comparables, the rent is considered reasonable. If the subject unit is outside the comparables, the value of the amenities will be added to the subject rent to arrive at a reasonable rent.

Section XIX. Term of Housing Assistance Payment (HAP) Contract

The initial term of the Lease and the HAP contract shall be 12 months. After such time, the HAP contract shall extend automatically to coincide with the term of the lease. Any changes to the lease must be approved by DHA, and the Landlord must provide DHA with a copy of the new lease.

Section XX. Lease Form

DHA prefers the lease used by the Landlord is the current version of the lease used by the Apartment Association of Greater Dallas or the Greater Dallas Association of Realtors. If the Landlord is not a member of either of these organizations, DHA will accept a form lease that complies with all Federal, State and local laws. DHA is not responsible for ensuring that the lease is in compliance with Federal, State and local laws. If the Landlord does not use the preferred lease, a certification attesting to the conformance of the lease with Federal, State and local laws will be required to be executed by the Landlord. Each Landlord is required to use the HUD lease addendum.

Section XXI. Security Deposit

DHA encourages Landlords to screen all Applicants. Landlords need not accept Families that have a history of damaging units or vacating without giving proper notice. DHA does not provide for reimbursement to Landlords in cases where there are damages caused by the Section 8 Families or their guests; where Families vacate without giving proper notice, and/or paying rent owed under the lease.

Landlords may collect a reasonable security deposit from Families. Security deposits that DHA determines to be in excess of private market practice, or in excess of amounts charged by the Landlord to unassisted Families is prohibited. When Families move out of the dwelling unit, Landlords, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the Family, damages to the unit or for other amounts owed to the Landlord under the lease.

Landlords must give the Family a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used for reimbursement, Landlords must refund promptly the full amount of the unused balance to the Family in accordance with

State law. If the security deposit is not sufficient to cover amounts the Family owes under the lease, the Landlord may seek to collect the balance from the Family.

DHA will not relocate a Family if Landlords provide documentation of debts owed due to nonpayment of rent or damages beyond normal wear and tear.

## Section XXII. Payments to Landlords

A new HAP contract may begin when all program requirements have been met. DHA monitors its Housing Assistance Payments to ensure system accuracy, timeliness and integrity. All payments to Landlords and Families are made by check or direct deposit, processed and prepared through DHA's Finance Department, independent of the Leased Housing Department. Payments are computed according to HUD approved formulas and schedules. The Landlord Services division keeps on file a copy of each Landlord's Tax Identification Number or Social Security number.

### A. Monthly Housing Assistance Payment (HAP)

HAP disbursements that exceed \$4,000 are deposited directly into the Landlord's bank account the first week of every month. All other payments are mailed to the Landlord the first week of every month. A computerized statement detailing payment activity accompanies the payment. Utility payments to Families are mailed directly to the Family at the assisted address during the same time frame.

All HAP's made by DHA to the Landlord are deemed received by the Landlord when the check is deposited by DHA into the U.S. Mail, Postage Pre-Paid or, in cases where payments are made pursuant to a Direct Deposit Agreement, when the funds are wired by DHA to the Landlord's bank.

### B. Late Payments

The first HAP for a new contract will be received no later than two calendar months following the execution of the HAP contract. All other payments will be received by the fifth day of each calendar month. DHA shall pay a late fee of \$25.00 for HAP's not received (as defined above), due to factors within DHA control. No other late fees will be paid. This payment is made upon request from Landlords, provided the Landlords have a policy and practice of collecting late fees from private market Families residing in his/her units.

No late fee will be assessed or paid by DHA if the payment is received late due to factors beyond DHA control or receipt of the late payment is due to an adjustment in either the amount of contract rent to the Landlord or the HAP to be made by DHA.

### C. Rent Increases to Landlords

The HAP Contract requires the Landlord to notify the Family, in writing, of proposed rent increases, and the date the increase will go into effect. A copy of this letter must be

sent to DHA at least sixty (60) days prior to renewal. All proposed rent increases must be approved by DHA as reasonable and cannot exceed rents charged for comparable unassisted units in the same complex.

DHA will conduct a rent reasonable survey using the computer databank of unassisted units to select comparable units. If the requested increase is determined reasonable, the approved increase will become effective the first day of the month following the 60-day notice.

Section XXIII. Release of Family Information to Landlords/Prospective Landlords

DHA will conduct criminal background checks on all Applicants and existing Families upon notice of possible criminal involvement by any member of the household. Applicants with a history of drug-related or violent criminal activity may be determined ineligible for the Section 8 Program. DHA may also conduct rental history checks for new Applicants. The rental information may be shared with the Landlord.

DHA will provide the Landlord with the Families' current address, as shown in DHA's records, and the name and address, if known, of the Families' current and previous Landlord.

Section XXIV. Occupancy in Multifamily Developments

DHA's general policy on the percentage of DHA-assisted Families participating in the Section 8 tenant-based program who may reside in a multi-family development complex is thirty percent (30%) of the total number of units in the development. Landlords who have demonstrated the ability to effectively manage the development complex and its perimeter, consistently complies with Housing Quality Standards, and no major security concerns have been reported for a minimum of one year may request to increase the percentage of assisted Families who will be housed in the development. The Vice President of Leased Housing will consider such requests.

Section XXV. Relocating Families

Families on the Section 8 Program may move anywhere within the United States and U.S. territory. Families who wish to move out of DHA's jurisdiction may do so utilizing the portability feature of their voucher. The Family must provide a minimum of thirty (30) days advance written notice to the Dallas Housing Authority and to the Landlord before DHA will issue a voucher to move. Families must honor the date of intended move out by remaining in the current unit until the month indicated in the notice to the Landlord. Families who move into a new unit early will be responsible for the entire rent to the Landlord until the new contract is executed.

Upon request for relocation, DHA will conduct a criminal background check for every member of the Family 18 years of age and older. If any Family member is found to have engaged in criminal behavior as outlined in Section VI of this Plan, DHA will deny the Family's request to relocate and terminate Section 8 assistance.

#### A. Families Eligible for Relocation

Families who are currently receiving subsidy may relocate under any of the following conditions:

1. Families have resided in their present unit for at least twelve (12) months;
2. Families have resided in their present unit for the time required under the most recent lease provided to DHA, and have given a 30 day written notice of their intent to vacate to their Landlord and DHA;
3. Families have not resided in their present unit for the required amount of time under their current lease, but have obtained the Landlord's written approval to terminate the lease due to extenuating circumstances that require the Family to move. Such moves are based upon conditions that threaten the safety and welfare of the Family (e.g., domestic violence) and require the review and approval of the Director of Section 8 division;
4. The unit has failed a HQS inspection and the Landlord failed to correct the deficiencies within the timeframe allowed for correcting identified problems;
5. The unit has been damaged or destroyed by fire or natural disaster;
6. Families are no longer eligible for their unit in accordance with existing subsidy standards;
7. The Landlord does not wish to continue participation in the Section 8 Program (Federal regulations prohibit a Landlord from leaving the Section 8 Program during the first year of occupancy by a Section 8 participant);
8. DHA determines the Landlord has breached the contract; or
9. Families have been evicted by the Landlord for reasons that do not violate the terms of their Family obligations as set forth in 24 CFR 982.551, as amended.

All relocating Families are scheduled by the assigned Section 8 Counselor to attend a briefing session. Families that DHA determines must relocate are allowed two appointments to attend a briefing session.

#### B. Restriction on Relocations

1. DHA will limit the number of times the Family may search for housing to once every 12 months, except:

- a. in circumstances where the unit is in violation of the Landlord's responsibilities under Housing Quality Standards;
  - b. in circumstances where Families can no longer reside in the unit due to medical conditions verified by a physician; or
  - c. in circumstances where there is an imminent threat to the health and safety of the Family.
  - d. in circumstances where the rate of crime is higher than the citywide average.
2. A Family in non-compliance with a promissory note and/or an agreement to repay a bad debt with DHA will not be permitted to move until the debt is brought current under the terms of the agreement.

DHA will not relocate a Family evicted by a Landlord for serious or repeated violations of their lease agreement.

### C. Portability

In accordance with 24 CFR. 982.353 (b)-(f) and 982.355, DHA will offer portability assistance to eligible Families to move outside its jurisdiction and administer portability vouchers of Families moving to DHA jurisdiction from other jurisdictions.

#### 1. Families Porting Out of DHA's Jurisdiction

Families living in DHA jurisdiction at the time of initial application for Section 8 assistance may move out of the jurisdiction with the initial voucher.

Families living outside DHA jurisdiction at the time of initial application must lease within DHA jurisdiction for at least one year before being eligible for portability assistance.

DHA may prohibit Families from porting to jurisdictions with a higher payment standard than approved within DHA's jurisdiction.

#### 2. Families Porting into DHA Jurisdiction

DHA will provide assistance to Families moving into DHA jurisdiction in accordance with 24 CFR 982.355. Families will be issued a DHA voucher to search for housing; however, the term of the voucher will coincide with the voucher issued by the initial housing authority.

DHA will administer the voucher and bill the initial housing authority for HAP payments made on behalf of portable Families.

Section XXVI. Housing Integrity Program

Initial examination and reexaminations of the Family's income and composition are conducted for all participants assisted through a DHA Section 8 program. In addition, Families are required to report changes in the source of income or Family composition within thirty days of the event. During these reexaminations, all Family members must disclose all sources of income and identify the household composition. Failure to accurately report and provide documentation of this information is a violation of the Family Obligations as stipulated in 24 CFR 982.551.

A. Program Abuse

Program abuse occurs when the Family fails to timely report a change in the source of income or Family composition within thirty (30) days of the event, and realize a financial benefit from the change, in the Family's circumstances.

B. Acts of Fraud

Fraud is defined as deceit or trickery deliberately practiced in order to gain some advantage dishonestly, or willful and intentional deception. Misrepresentation generally occurs when false statements or documents are submitted to avoid an increase in rent or reduce the current rent amount. Fraud also is defined as failure to report changes in household income or composition during an annual reexamination.

Other types of potential Fraud by participants include:

1. Subletting a unit;
2. Having an ownership interest in the unit;
3. Living in more than one unit;
4. Receiving more than one type of housing subsidy under any duplicative Federal, State, or local housing assistance program; and
5. Allowing unauthorized persons to reside in the assisted unit.

C. Resolving Abusive and Fraudulent Practices

All allegations of program abuse or Fraud will be forwarded to the Director of Section 8 or the appropriate counselor. DHA will document the complaint on the Allegation of Suspected Program Fraud, Abuse and Criminal Activity Reporting Form.

Information in the Family's file will be compared with the allegations. No action will be taken if discrepancies are not found.

1. Social Security Discrepancy Reports

The Social Security Administration (SSA) provides public housing authorities with Income Discrepancy reports on recipients of Social Security and Supplemental Security Income (SSI) that do not report all benefits to the housing authority. This report is available on-line through the Tenant Assessment Sub-System (TASS) accessible through HUD's webpage.

2. Credit Reporting Agency

DHA retains membership with a credit-reporting agency to obtain credit reports for Families suspected of misrepresenting income.

3. Shared Participant Program

TenantCheck™ is a free internet service utilized by housing authorities to record the names of program participants that were terminated for violating the Family Obligations as stipulated in 24 CFR 982.551.

#### D. Resolution of Program Abuse Cases

If the reported information in the Family's file concerns a matter other than "Unreported Income" the Family will be subject to termination. Information gathered and verified during the re-examination and interim revision period will be compared with information in the Family's file to determine if there are any discrepancies. In addition, DHA will use resources outlined in 610-1.2 (Verification Procedures and Documents for All Assisted Housing Programs Administered and/or managed by The Housing Authority of the City of Dallas and the Dallas Housing Corporation) to obtain verification of income that may not have been reported.

Families failing to timely report all changes in the source of income and/or Family composition resulting in a financial benefit will be allowed to correct the oversight by repaying to DHA all the funds that were overpaid on behalf of the Family. Families will be given a maximum of ninety (90) days to pay the entire amount. DHA may not recover the overpayment by withholding the Housing Assistance Payment or the Utility Allowance Payment (UAP). Failure to repay the overpayment within the time allowed will result in termination from the Section 8 Program.

#### E. Resolving Fraudulent Activity

If an internal file review indicates that the Family has misrepresented their income or circumstances resulting in a financial gain, DHA will terminate assistance and offer the Family an opportunity for a hearing. The Landlord will be given a thirty-day (30) notice of termination of the HAP.

The overpayment made on behalf of the Family must be repaid to DHA. Termination for fraud carries a permanent ban from participation in all DHA housing programs. The

Family will be added to TenantCheck for distribution among other housing authorities.

#### F. Landlord Program Abuse

Actions by Landlords considered a breach of the HAP contract are identified in 24 CFR 982.453(a). Under the regulation, housing authorities are authorized to exercise specific remedies against any Landlord that breaches the contract. DHA rights and remedies against the owner under the HAP contract include recovery of payments, abatements, termination of housing assistance payment and termination of the HAP contract. DHA shall place Landlords on probation or ban Landlords from participation in the Section 8 Program for a breach of the HAP contract.

##### 1. Leased Housing Department

The Landlord Services division will identify violations of Housing Quality Standards during annual and complaint inspections. The HAP will be abated for up to sixty (60) days if the Landlord fails to correct HQS deficiencies under his/her responsibility within the required time frame.

Units that continuously fail the annual inspection for the same or similar violations may be placed on probation for up to six (6) months. During the probationary period, no new units will be assisted under the Section 8 Housing Choice Voucher Program.

The Director of Landlord Services will conduct inspections of probationary units upon the request of the Landlord or one month prior to the end of the scheduled probation period, whichever comes first.

The Section 8 division will initiate investigations into allegations of Landlord fraud, bribery, drug-related and criminal acts. If allegations are not corroborated, the file will be documented and the HAP will continue. If allegations are confirmed, the HAP contract will be terminated at the end of the month.

##### 2. The Housing Opportunity Program (HOP)

HOP will monitor instances where the Landlord is reported to have taken unfair advantage of the assisted Family (e.g., collects application fees for units not available for lease; charges the assisted Family higher security deposits, etc.). The Leased Housing Department will maintain a database of probationary and banned Landlords.

#### G. Failure to Maintain Housing Quality Standards (HQS)

The Landlord must maintain the assisted unit and premises in accordance with HQS, and supply utilities when the lease does not determine that the Family is responsible for the utility payments needed to comply with HQS. Units that consistently fail HQS, or that have structural, site or mechanical problems may be placed on probation for up to one

year. The following action will be taken if the landlord fails to bring the unit under compliance with HQS.

1. Abatement

DHA will not make housing assistance payments to Landlords for units that do not meet HQS, unless the Landlord corrects the defects within the allowed time frame.

2. Move Tenant Relocation

DHA will offer the Family a voucher to move from an abated unit due to Landlord's continuous failure to correct HQS deficiencies. The HAP contract will be terminated the last day of the month following the sixty-day (60) abatement period, or when the Family moves, whichever comes first.

The Landlord must correct the deficiencies before the HAP contract is cancelled. If the Family chooses to remain in the abated unit, DHA will inspect the unit again when the Landlord calls to request a re-inspection. The re-inspection must occur prior to the expiration of the HAP. DHA will not pay the HAP for any period the unit did not meet HQS.

#### H. Violations That Permanently Ban Landlords

The Landlord must comply with all provisions of the HAP contract to receive continuous Housing Assistance Payments. If DHA has reason to believe that Landlords have engaged in any of the following activities, DHA will refuse to accept any additional Requests For Tenancy Approval from the Landlord, or the Landlord's agents, and will cancel the HAP for any units owned or managed by the Landlord when the contract expires.

1. Landlord Involvement in Drug-Related or Violent Criminal Activity

If DHA has reason to believe that Landlords of property assisted through the Section 8 Program have engaged in drug-related or violent criminal activity, DHA will give Landlords and Families a thirty-day (30) written notice of termination of HAP. The eligible Families will be required to move from the units or remain without rental assistance. DHA will permanently ban Landlords from participation in its housing programs and refer the case to the HUD Office of Inspector General (OIG).

2. The Landlord Charges Additional Payments for Rent

The Landlord may charge a reasonable contract rent for the assisted unit. This amount may not be altered without the written consent of DHA, and the Landlord may not collect any additional amount from the Family or any other source while receiving Section 8 rental assistance.

3. Landlord Charges or Evicts Family for Nonpayment of DHA HAP

DHA will not make any housing assistance payments if the contract unit does not meet Housing Quality Standards (HQS). During the period in which rental payments are abated, Landlords may not charge Families for the HAP portion, nor may Landlords evict Families for nonpayment of rent if Families have paid their portion of rent during the abatement period.

4. The Landlord has Committed Bribery or Fraud

If DHA has reason to believe that Landlords have falsified any documents to participate in the program, offered incentives to any DHA staff in exchange for preferential treatment, or misrepresented themselves in any manner to gain a benefit from the program, DHA will permanently ban the Landlords from participation in its housing programs.

5. Landlord Knowingly Leases to Relatives

Landlords may not be the parent, child, grandparent, grandchild, spouse, sister or brother of any member of the Family, unless the unit provides a reasonable accommodation for a disabled Family member. DHA requires written documentation of the disability.

I. Violation of Landlord's Obligations That Carry a One Year Ban

If DHA has reason to believe that Landlords have overcharged the resident for the security deposit, DHA will request that the overpayment be returned to Families. If the overpayment is not returned, no additional Requests For Tenancy Approval will be accepted from the Landlord.

If the subject unit is the only unit the Landlord makes available for the Section 8 Program, the HAP contract will be terminated at the end of the first lease period, and the Landlord will be banned from participation in DHA's Section 8 Program. Reasons for banning Landlords are listed below:

1. Overcharge of Security Deposit

Landlords may not charge an assisted Family more for security deposit than what is charged an unassisted Family. If the Landlord has only one single-family unit, the security deposit must be reasonable in comparison with that charged in the private market for comparable units.

2. Landlords Having a History of Not Enforcing the Lease

Landlords that have a history or practice of not evicting Families when the Head-of-Household, household member, guest or a person under the control of the household engages in activity that:

- a. Threatens the right to peaceful enjoyment of the premises by other residents.
- b. Threatens the health or safety of other residents, or Landlord's employees or managers of Landlord's property; or
- c. Threatens the health or safety of other residents, or the right to peaceful enjoyment of their residents, by persons living in the immediate vicinity of the premises.

Section XXVII. Termination of Participation

DHA may terminate the participation of Families for any violation of program rules including but not limited to the following reasons:

- A. Families move out of their dwelling unit without giving proper written notice to DHA and their Landlord.
- B. DHA determines the Landlord is entitled to payments due to non-payment of rent, damages, or other amounts owed under the Landlord's lease by the Family, and the Family has failed to satisfy any such liability;
- C. Families notify DHA that they wish to voluntarily terminate their assistance.
- D. Any member of the Family has engaged in drug related criminal activity, or violent criminal activity as defined in 24 CFR 982.553, as amended.
- E. Any member of the Family has violated any Family Obligation under the Section 8 Program as outlined in 24 CFR 982.551, as amended.
- F. DHA has reason to believe a member of the Family is illegally using a controlled substance.
- G. DHA has reason to believe any member of the Family is using alcohol to such an extent that it interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- H. Any member of the Family misrepresents, bribes or commits any other corrupt or criminal act in connection with any federal housing program.
- I. Any member of the Family participating in the Family Self-Sufficiency (FSS) Program fails to comply, without good cause, with the Family's FSS contract of participation.

- J. Any member of the Family fails to sign and submit the HUD and DHA required consent form(s) for obtaining information.
- K. Ninety (90) days has elapsed since the last housing assistance payment was made on behalf of the Family.
- L. Any member of the Family illegally uses, manufactures or possesses a controlled substance.
- M. DHA has reason to believe any member of the Family engages in or has engaged in violent criminal activity or other criminal activity that threatens the safety of other residents, staff or other persons.
- N. Any member of the Family engaged in any criminal activity that resulted in a conviction; or
- O. Any member of the Family is convicted of manufacturing or producing methamphetamine;
- P. Any member or guest of the Family threatens DHA personnel.

#### Section XXVIII. Conducting Informal Hearings

The Hearing Officer(s) designated by the President and CEO will conduct Informal Hearings for participating Families who have been terminated from the Section 8 Program for violation of the Family Obligations. DHA will conduct Informal Hearings as required at the Central Office Facility. Request for an Informal Hearing must be submitted, in writing, to the Hearing Officer within ten (10) calendar days of the notification of termination. When Families request a Hearing, DHA will schedule the Hearing within ten (10) calendar days of the receipt of the Family's request. The scheduled hearing date, time and place will be sent to the Family's mailing address on record. The Head-of Household must appear in person. The Hearing Officer only upon showing good cause by the Family shall grant requests for postponement of a Hearing.

If Families choose, they may also have an attorney or a representative(s) present at the Hearing; however, an attorney or representative is not required.

Families and/or the Families' representative(s) may examine documents that are directly relevant to the Hearing. Copies of the documents, records, and policies of DHA that are relevant to the hearing may be made at the Families' expense. Any document not made available at the Families' request may not be referred to by DHA in the hearing, with the exception of confidential medical records.

DHA may examine records and documentation provided by Families prior to the hearing. DHA may make copies of this documentation. In the hearing, Families may not refer to any document not made available at DHA request.

#### A. Matters that Participants May Appeal

Pursuant to 24 CFR 982, DHA will give Families participating in its Section 8 Housing Choice Voucher Program, an opportunity for an Informal Hearing to consider whether decisions relating to a Family's subsidy are in accordance with the law, HUD regulations and DHA policy. Participating Families may request a hearing in the following cases:

1. A determination of the amount of the Family's share of the rent and resulting HAP;
2. A determination of the Family's utility allowance for Family-paid utilities, from the utility allowance schedule;
3. A decision to terminate assistance on behalf of the Family because of the Family's action, or failure to act;
4. A determination that the Family's certification for a unit with a larger number of bedrooms than appropriate under DHA standards and DHA determination to deny the Family's request for an exception from the subsidy standards; and
5. A decision to terminate assistance to the Family because of the Family's absence from the unit for a period longer than three (3) weeks.

If DHA decides to terminate the Family's HAP, the Family shall be offered the opportunity for an informal hearing prior to the termination of the housing assistance.

#### B. Matters That Participants May Not Appeal

DHA is not required to provide a hearing to:

1. Review discretionary administrative determinations by DHA, or to consider general policy issues or class grievances.
2. Review the determination of DHA utility allowance schedule for participating Families.
3. Review DHA determination that a unit does not comply with HUD's HQS, or the rental unit is not adequate because of an increase in Family size or a change in the Family's composition.
4. Review DHA decision by DHA to exercise any remedy against the Landlord under an outstanding Contract, including the termination of HAP to the Landlord.
5. Review DHA decision not to approve a Family's request to extend or suspend the term of the voucher past the maximum time allowed under

DHA policy; or

6. Review a decision not to approve a lease.

The Director of Section 8 or his/her designee will review concerns pertaining to housing assistance payments, utility allowance, and the Family's share of the rent.

Section XXIX. Decision of Hearing Officer

The Hearing Officer(s) shall act to maintain decorum and assure that all Families in the Hearing have a reasonable opportunity to present relevant oral and documentary evidence. The Hearing Officer(s) may exclude any persons from the Hearing for behavior that seriously obstructs the Hearing. DHA may designate a staff person to present the facts in support of the adverse determination and examine witnesses. DHA has the burden of explaining the factual basis for its adverse decision.

The Hearing need not be conducted strictly according to rules of law relating to the examination of witnesses or presentation of evidence. The Hearing will be conducted in such a manner to ensure the Family's due process. Each party shall, prior to or during the Hearing, be entitled to submit memoranda concerning any issue of law or fact and such memoranda shall become a part of the Hearing record. The Hearing Officer(s) shall require that oral evidence be taken only on oath or affirmation administered by any person designated by the Hearing Officer(s).

During the Hearing each side shall have the right to:

- A. Call and examine witnesses (The Family shall be permitted to present any and all evidence that supports its contention that DHA acted improperly);
- B. Present documentary evidence, which may be introduced orally or in writing;
- C. Cross examine any witness on any matter relevant to the issues (The Hearing Officer(s) will determine the order of the witnesses and testimony. However, DHA staff members and the Family should present testimony prior to questions from the Hearing Officer(s); and
- D. Rebut any evidence. DHA and the Family will have the opportunity for rebuttal of evidence or testimony presented by the other party.

The Hearing Officer(s) shall prepare a written decision with the reason(s) for the decision within ten (10) days after the hearing. The Hearing Office(s)r will affirm or reverse DHA determination. The decision shall be based upon facts presented at the hearing and upon applicable DHA and HUD regulations as they relate to the reason(s) for the determination.

The Hearing Officer(s) will forward one copy of the written decision to the Family, the Family's representative, the Family's file and the Director of the Section 8 division.

DHA is not bound by a Hearing decision in matters:

- A. For which DHA is not required to provide an opportunity for an Informal Hearing or otherwise in excess of the authority of the person conducting the hearing under the hearing procedures; or
- B. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State or local law.

If DHA determines that it is not bound by a hearing decision, DHA shall promptly notify the Family of the determination, and of the reasons for the determination.

#### Section XXX. Voucher Payment Standards

In accordance with HUD regulation, DHA will establish a payment standard for its Section 8 Program at an amount not to exceed 110% of the Fair Market Rent (FMR) established by HUD or below 90% of the FMR. HUD has established a payment standard equal to 125% of the FMR for Families participating in the Walker Settlement Program.

The payment standard shall be determined annually following the release of HUD's FMR and made effective January 1 of each year.

The President and CEO shall determine the payment standard with the following criteria and/or objectives:

- A. DHA will consider the Annual Contributions Contract received from HUD.
- B. DHA will seek to house the greatest number of Families.
- C. DHA will seek to promote housing opportunities in all areas of its jurisdiction with particular emphasis on non-poverty areas; and
- D. DHA will ensure that the majority of Families are not paying more than 40% of their income for their housing cost.

DHA shall analyze its rental market quarterly to ensure these objectives are met.

#### Section XXXI. Threshold for Operating Reserves Expenditures

During the annual budget cycle the Board of Commissioners approves a combined operating budget for all Section 8 Programs, including an approved total for capital expenditures and operating transfers to other programs for eligible purposes. The Vice President of Leased Housing approves all routine budgeted expenditures.

## EXHIBIT A

Income Limits for Admittance to the  
Section 8 Housing Choice Voucher Program

Number of Persons in Family	Maximum Annual Income Limit
1	Lower Income - \$37,250
	Very Low Income - \$23,300
	Extremely Low - \$13,950
2	Lower Income - \$42,550
	Very Low Income - \$26,600
	Extremely Low - \$15,950
3	Lower Income - \$47,900
	Very Low Income - \$29,950
	Extremely Low - \$17,950
4	Lower Income - \$53,200
	Very Low Income - \$33,250
	Extreme Low - \$19,950
5	Lower Income - \$57,450
	Very Low Income - \$35,900
	Extremely Low - \$21,550
6	Lower Income - \$61,700
	Very Low Income - \$38,550
	Extremely Low - \$23,150
7	Lower Income - \$65,950
	Very Low Income - \$41,250
	Extremely Low - \$24,750
8	Lower Income - \$70,200
	Very Low Income - \$43,900
	Extremely Low - \$26,350

Effective 01/28/04

EXHIBIT B

Dallas Housing Authority  
Payment Standards

(100% of FMR)

0	Bedroom	589
1	Bedroom	678
2	Bedroom	871
3	Bedroom	1,205
4	Bedroom	1,425
5	Bedroom	1,638
6	Bedroom	1,852

Effective 10/01/03

## EXHIBIT C

Dallas Housing Authority  
Payment Standards

(125% of FMR)

0	Bedroom	736
1	Bedroom	847
2	Bedroom	1,088
3	Bedroom	1,506
4	Bedroom	1,781
5	Bedroom	2,047
6	Bedroom	2,315

Effective 10/01/03

Addendum #1

Dallas Housing Authority

Section 8 Programs

Walker Settlement Program

Settlement Stipulation and Order

Addendum #2  
Dallas Housing Authority  
Section 8 Program  
Set Aside for the  
HUD-Veterans Affairs Supportive Housing (VASH) Program

Addendum #2  
HUD - Veterans Affairs Supportive Housing (VASH) Program

### Introduction

The U.S. Department of Housing and Urban Development (HUD) has long encouraged the use of Section 8 housing assistance as a tool to enable individuals and Families to become self-sufficient. The Department of Veterans Affairs (VA) has a strong commitment to providing quality care services to homeless veterans who have psychiatric or medical disabilities. In 1991, HUD and the VA entered into a cooperative venture in which HUD would offer "set-aside" Vouchers to the VA that would provide intensive case management services to homeless veterans who have psychiatric disabilities. This venture is known as the HUD/VASH Program. The Dallas Housing Authority (DHA) has received twenty-seven (27) one-bedroom housing vouchers for this program.

The strength of the VASH case management program is a formalized consortium of VA homeless programs called the VA Comprehensive Homeless Center (CHC). These programs have formally agreed to specify their commitment to working together to address the problems of homeless veterans in the Dallas Veterans Administration Medical Center (VAMC) catchment area of operation.

This addendum to the Administrative Plan for the Section 8 Housing Choice Voucher Program describes the VASH program. The administration of the VASH Rental Vouchers will follow the Administrative Plan. The primary difference will be that twenty-seven (27) vouchers are specifically available to homeless veterans.

The initial goals of the VASH program are to help fifty percent (50%) of the individuals participating in the program to attain employment or job training. All of the individuals will successfully complete a residential program and will be involved in a case management treatment plan. In addition, seventy-five (75%) of the individuals will be capable of paying thirty percent (30%) of their rent. The ultimate goal is to assist participants to function with little or no assistance.

### Section I. Needs and Objectives

One of the primary causes of homelessness is the lack of affordable housing. In addition, homeless individuals also have a high incidence of psychiatric and substance abuse disorders. These psychiatric impairments often result in an individual not having the skills needed to retain and maintain housing on a permanent basis. The VASH program addresses both of these issues.

The VASH program will subsidize homeless veterans to the point where they can afford housing without Section 8 assistance, but this is not a requirement. If a veteran is considered stable, but

still needs the Section 8 assistance, the housing subsidy will continue. An individual will lose their assistance if he/she violates DHA policies regarding participation in the Section 8 Housing Choice Voucher Program.

#### A. General Characteristics of Homeless Veterans

On any given night in Dallas, there are an estimated 2,000 homeless individuals residing in night shelters, transitional living units, doubled up with relatives or friends, or "living" in cars and abandoned buildings. Studies show that thirty to fifty percent of homeless men are veterans and are also eligible for VA services. The majority of these men are in their 40's and are Vietnam Era veterans. Sixty percent of these veterans have alcohol problems and another fourteen percent (14%) have substance abuse (drug) problems. Of these veterans, forty-two percent (42%) are Caucasian, forty-three percent (43%) are African-American, and the remainder are Hispanic or Native American.

A common characteristic of all the homeless veterans is the length of time spent without a fixed nighttime residence. The majority has been homeless for six to twelve months with brief stays in night shelters or transitional housing programs.

The reasons most often cited for the causes of homelessness include the following:

1. Chemical abuse (including alcohol);
2. Mental/emotional problems;
3. Unemployment;
4. Lack of financial resources;
5. No Family support (due to violence, dysfunction, etc.);
6. Physical/health problems;
7. Divorce/separation; and
8. Institutionalization in a prison or hospital.

#### B. Needs

The most recognized needs of homeless veterans include:

1. Employment training;
2. Assistance with job search;
3. Legal assistance;

4. Affordable permanent housing;
5. Financial assistance in obtaining documentation;
6. Psychological services;
7. Health care for acute illness and routine preventative care; and
8. Substance abuse treatment.

### C. Objectives

The overall objective of the VASH Program is to provide services to homeless veterans that will give them the opportunity and skills to become self-sufficient and end the cycle of homelessness. The Section 8 Housing Choice Voucher Program Vouchers will provide the housing component that will allow these individuals to participate in an intensive case management process intended to assist in stabilizing their lives. The VASH case management program will provide these services for a minimum of one year and up to five years.

## Section II. Eligibility and Applications

Veterans eligible for the VASH Program:

- A. Must have been homeless, in a shelter or on the street, a minimum of thirty (30) days prior to identification by a VA outreach clinician.
- B. Must have a psychiatric or substance abuse disorder; or
- C. Must have successfully completed a residential treatment program, i.e., Homeless Domiciliary program, Homeless Chronically Mentally Ill (HCMI) program.

If an individual has a past history of criminal activity, or substance abuse is preventing stabilization, the individual must show a willingness to be rehabilitated. Some evidence of motivation to change must be present. Individuals who have a felony conviction within the past five years will be ineligible for the program.

Potential clients will be screened and referred by the VA Comprehensive Homeless Center programs to VA case managers assigned to the VASH Program. These case managers will conduct an in-depth assessment of the potential client and present that case to the CHC screening committee. Members of the CHC Clinical Council will decide if the client is a candidate to receive Section 8 assistance, and, if approved, will be assigned to a VASH case manager. The Clinical Council of the CHC is comprised of program directors of the various VA homeless programs. The Clinical Council meets on the 1st and 3rd Thursday of every month and will

review applications for admission to the VASH Program and provide or suggest resources to meet the diverse needs of program clients. Any Clinical Council member may present potential candidates for the program. Only individuals approved by CHC Clinical Council members are program eligible. All referrals must qualify and be eligible for Section 8 assistance as per DHA Administrative Plan for the Housing Choice Voucher Program.

VASH case managers will refer veteran clients to the Dallas Housing Authority's Applications and Assignments division to apply for a Section 8 Housing Choice Voucher. At the time of referral, the VASH case manager will ensure that the veteran has all documentation necessary to complete the application.

### Section III. Case Management and Program Participation Contract

Once a candidate is accepted for the program, the individual will be assigned to one of two VASH clinicians providing case management services. The VASH case manager will be responsible for developing a contract and written treatment plan which outlines the client's rehabilitation and responsibilities. The VASH case manager will be responsible for implementation of the treatment plan. The case manager provides ongoing monitoring in conjunction with programs of the CHC.

Case managers will advocate for their clients and present an accurate assessment of needs. Case managers, on a regular basis, will present problems and needs of clients to the Director of the Dallas VA Comprehensive Homeless Center. Clinical Council members have the authority to commit their program's resources in order to respond to problems or meet needs that are presented.

### Section IV. Applicability of DHA Section 8 Housing Choice Voucher Program Administrative

DHA Section 8 Housing Choice Voucher Program Administrative Plan's operational directives regarding DHA Section 8 Housing Choice Voucher Program are applicable to VASH participants with the exception of twenty-seven (27) vouchers that are set aside specifically for VASH referrals. Other individuals on DHA Section 8 Housing Choice Voucher Program will not use these Vouchers unless VASH does not make a sufficient number of eligible referrals to fully utilize the vouchers.

### Section V. Program Evaluation and Monitoring

The VA Clinical Council of the CHC is responsible for directing and monitoring the local HUD-VASH Program. This includes local program review and assessment, effectiveness of resource development, community education, and related issues. Their case managers will report clients' progress.

Addendum #3

Dallas Housing Authority

Section 8 Program

Family Unification Program

### Addendum #3 Family Unification Program

#### Introduction

The U.S. Department of Housing and Urban Development (HUD) has long encouraged the use of Section 8 housing assistance as a tool to enable individuals and Families to become self-sufficient. The Texas Department of Protective and Regulatory Services, Dallas County Child Protective Services Division (CPS) provides case management to Families who are threatened with being separated from their children. CPS is mandated by State and Federal law to provide services that protect children under the age of 18 from physical, emotional, and sexual abuse, and from neglect alleged or perpetrated by a person responsible for the child's care, custody or welfare.

The Family Unification Program (FUP) was designed to test the effectiveness of promoting Family unification by providing housing assistance to Families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their Families. The Dallas Housing Authority (DHA) has received Section 8 Housing Choice Voucher Program Vouchers for this program.

The administration of the FUP's housing vouchers will follow the Administrative Plan for the Section 8 Housing Choice Voucher Program. The primary difference will be that Rental Vouchers outlined in this addendum to the Administrative Plan describes Vouchers that are specifically available to Families for whom CPS has determined the lack of adequate housing is a primary factor in the imminent placement of the Family's child(ren) in out-of-home care, or in the delay of discharge of a child(ren) to the Family from out-of-home care.

#### Section I. Needs and Objectives

##### A. Needs

CPS receives calls and referrals daily regarding Families at homeless shelters who are abusing or neglecting their children. There has also been an increase in cases where the parent has walked off and left their child(ren) in a grocery store, clinic, or children's emergency shelter with a note saying they are unable to provide for the child(ren). The breakdown of the extended Family network has placed many Families in substandard housing. They can no longer rely on relatives to assist in providing shelter as they seek employment or training. In many instances, they do not know where to turn for temporary assistance until they can receive training to help them return to self-sufficiency.

## B. Objectives

The overall objective of the FUP is to provide housing assistance and supportive services to Families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their Families. The Section 8 Housing Choice Vouchers will provide the housing component that will allow these Families to participate in an intensive case management process intended to preserve the Family and aid them in becoming self-sufficient.

## Section II. Eligibility and Applications

### A. Eligibility

Families eligible for the Family Unification Program must meet the following criteria:

1. Households must have a minimum of one child and ongoing involvement with CPS as a result of a referral being received for abuse and/or neglect of the child(ren) in the home;
2. Households must have either used short-term (less than 12 months) emergency housing assistance, shelter, or transitional housing in the last 12 months or presently find themselves in need of the above assistance due to unemployment or underemployment;
3. Households that have deficiencies that hinders their ability to maintain self-sufficiency and have resulted in the abuse/neglect of the child(ren) in the home. (These deficiencies may include chemical abuse/addiction, chronic unemployment, lack of marketable job skills, chronic mental/health problems, confinement of spouse to a penal institution, or victim of domestic violence); and
4. Households must be eligible for the Section 8 Housing Choice Voucher Program.

### B. Initial Identification of Eligible Families

1. CPS will provide DHA with a list of Families currently being served to determine if they are on the Section 8 Waiting List.
2. CPS will certify those Families and encourage them to apply for the Family Unification Program.

3. If the Voucher is not used by Families on the waiting list, DHA will admit the FUP Families as a special admission.
4. CPS in turn will establish an eligibility pool that will consist of Families that will initially be certified eligible for the program. Establishment of the pool will be as follows:
  - a. Each CPS caseworker for the Dallas area will review their open cases and investigations for Families that meet the criteria for certification established by DHA.
  - b. Any Families that appear eligible will be immediately submitted for the certification process.
  - c. The list of certified Families will be compiled by the coordinator and provided to DHA.
  - d. DHA will review the list of certified Families against the existing Section 8 Waiting List.
  - e. Any certified Families also on the waiting list will immediately be reviewed for Section 8 eligibility by DHA.
  - f. Families on the CPS list will be included among those considered for placement on the Section 8 waiting list when DHA opens it for the FUP.

#### C. Ongoing Identification of Eligible Families

CPS caseworkers will identify Families that appear to meet the FUP eligibility criteria. The caseworker will submit a request for review for certification of each identified Family.

#### D. Certification Process

The criteria for removal of children from their homes involve the immediacy and severity of the risk of harm in the home based on the professional judgment of the caseworker, supervisor and program director.

1. Certification that a Family's housing situation is a primary factor in the imminent placement of the child(ren), or is causing delay in discharge from out-of-home care of the child(ren) will be provided to DHA via a form letter. Provision of the form, signed by the CPS-FUP coordinator, to DHA certifies or denies the Family's eligibility for the program based on the established criteria.

Eligibility for Section 8 housing will be determined by DHA. Steps in the certification process are as follows:

- a. CPS caseworker identifies a Family as fitting one of the criteria outlined in this Addendum.
  - b. CPS caseworker notifies the supervisor that the Family appears to meet the criteria.
  - c. CPS supervisor reviews the case and concurs with the caseworker (if the supervisor does not concur, the case is dropped for consideration until Family circumstances change, or the caseworker and supervisor can review the case with the coordinator who will make the final decision regarding certification).
  - d. CPS supervisor notifies the coordinator that the Family has been selected for consideration and concurs with the recommendation;
  - e. CPS coordinator reviews the case to determine whether the criteria accurately apply to the Family.
  - f. CPS coordinator certifies the Family and routes the certification form to the caseworker with a copy routed to DHA and a copy for the coordinator's files.
2. For Families that have been placed on DHA waiting list, certification will be renewed or denied based on the criteria applied to current Family circumstances when the Family comes up for consideration of an available Voucher. In these situations, the following will occur:
- a. DHA will notify the coordinator that the Voucher is available for the particular Family.
  - b. The CPS coordinator will contact the supervisor and caseworker and request information on the current Family circumstances related to the criteria.
  - c. The CPS coordinator will certify or deny the Family's CPS eligibility for the program and notify DHA via the certification or denial form.

3. For Families that are not current clients of CPS, the CPS supervisor will gather information on Family circumstances related to the criteria.

DHA will designate a member of its staff as the program liaison for CPS who will be the primary contact for the CPS-FUP coordinator.

### Section III. Assistance Provided Eligible Families

#### A. Supportive Services

CPS case managers will assist clients to obtain Temporary Assistance to Needy Families (TANF), parenting classes, job skills training, bus passes, psychological/psychiatric services, provide homemakers to teach clients household maintenance and cleanliness, and all other resources that will enable the Family to be preserved and reach a self-sufficiency level independent of outside support.

CPS will also provide childcare for children while parents are learning job skills/training that will aid them in the goal to become self-sufficient. Referrals will be made and funding provided to allow clients to receive counseling for addictive behavior. CPS will coordinate services with other community resources to provide furniture, dishes and bedding to help Families set up households. The case managers will train Families in budgeting and money management. Families will be assisted in obtaining needed medical and dental care to insure full functioning capabilities for job maintenance.

#### B. Assistance Provided in Locating Housing Units

CPS case managers will attend DHA briefing sessions with eligible Families to assist the Families to find an acceptable housing unit according to Section 8 Housing Quality Standards. The case manager will also ensure the Family attends the required briefings and other appointments. CPS will work closely with DHA Housing Opportunity Program (HOP) staff to aid the Family in finding a housing unit.

The case manager will assist the Family in determining what areas need to be explored for residency. This will include an assessment of the client's transportation needs, work schedule, child care needs, and the nearness of relatives/associates who have had a negative influence on the Family being able to achieve and maintain a level of self-sufficiency independent of long-term outside resources.

#### Section IV. Agency Responsibilities

##### A. Child Protective Services (CPS)

CPS will obtain systems verification as to whether the client has been certified to receive TANF or if he/she is receiving Supplemental Security Income. CPS will also check with the Texas Rehabilitation Commission to determine if the client is in need of assistance in obtaining skills training to procure employment and to aid the self-sufficiency of the client.

The Family must sign an agreement (case plan) with the case manager that outlines its rehabilitation. Each case manager will be responsible for contacting DHA liaison to apprise him/her of a certifiable client who meets the criteria of the program. The notification to DHA will initially be made by telephone and will be followed by a copy of the agreement being sent to the liaison with copies of all other documentation necessary to complete the application and certification process.

##### B. Dallas Housing Authority (DHA)

DHA will work with CPS in identifying eligible Families on the Section 8 Waiting List, and will CPS will assist program participants to find housing.

DHA will carry out all administrative responsibilities regarding operation of the Section 8 assistance.

#### Section V. CPS Staff Resources Committed to the Program

Three levels of CPS staff are directly involved with decisions regarding client Families. The Child Protective Services (CPS) Specialist, or caseworker, is the direct service provider. The CPS Supervisor is the line manager for the CPS Specialist, managing workload and the activities of the CPS Specialist. The Program Manager is the mid-level manager responsible for the CPS program in a given geographic area, and manages several CPS supervisors. Decisions about separation and reunification of Families are made jointly among these three levels of staff to insure adequate consideration of all factors related to child safety and the least intrusive alternatives.

For purposes of the Family Unification Program (FUP), staff responsibilities will be assigned based on the current CPS structure, with the addition of a FUP Coordinator.

The Coordinator is responsible for providing final certification of CPS eligibility for the program; the oversight of the program within CPS; and will act as the liaison with DHA.

The CPS Supervisor is responsible for assisting caseworkers with identifying possible Families for the program; reviewing information on Families submitted for the certification process by the caseworkers; and assisting or ensuring casework staff actively work with Families in their search for housing.

The CPS caseworkers are responsible for assessing the housing needs of the Families; referring Family information for consideration of certification if they appear eligible; and helping Families in their search for housing. Other staff will be assigned as appropriate.

Definition of Terms for  
The Section 8 Housing Choice Voucher Program Administered by  
The Dallas Housing Authority

Section I. Purpose

Dallas Housing Authority (DHA) maintains a dictionary of terms and phrases as well as “defined terms” used in the Section 8 Housing Choice Voucher program.

Section II. Definitions

The following definitions are common terms used in the housing industry:

A. Agreement to Enter into Housing Assistance Payments Contract

A written agreement between the Owner and DHA that, upon satisfactory completion of the rehabilitation in accordance with requirements specified in the Agreement, DHA will enter into a Housing Assistance Payments Contract with the Owner.

B. Adjusted Income

Annual Income less the following deductions:

1. \$480 for each Dependent;
2. \$400 for any Elderly or Disabled Family;
3. Disability Assistance Expenses in excess of three percent of Annual Income, for a Family that includes a member with a disability (This allowance may not exceed the employment income received by the adult Family member, including the disabled Family member, enabled to work.);
4. For any Elderly Family or Disabled Family
  - a. that has no Disability Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three (3%) percent of Annual Income;
  - b. that has Disability Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Disability Assistance Expenses computed in accordance with paragraph (c) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses;
  - c. that has Disability Assistance Expenses that are less than three percent (3%) of Annual Income, an allowance for combined

Disability Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent (3%) of Annual Income; and

5. Child Care Expenses

Reasonable expenses for the care of children under twelve (12) to allow a Family member to work, attend school or seek employment. The deduction may not exceed the amount earned by the lowest paid Family member.

C. Annual Income (Total Family Income)

1. Annual income are all amounts, monetary or not which:

- a. go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- b. are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- c. are not specifically excluded in paragraph (c) of this section.
- d. includes amounts derived (during the 12-month period) from assets to which any member of the family has access.

2. Annual Income includes, but is not limited to:

- a. the full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- b. the net income from operation of business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income (An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family.);
- c. interest, dividends, and other net income of any kind from real or personal property (Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as

authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.);

- d. the full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types or periodic receipts including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);
- e. payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
- f. welfare assistance (If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included shall consist of:
  - i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
  - ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage.)
- g. periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; and
- h. all regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

3. Annual Income does not include the following:
- a. Income from employment of children (including foster children) under the age of 18 years;
  - b. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
  - c. Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);
  - d. Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any Family member;
  - e. Income of a live-in aide, as defined in 24 CFR 5.403;
  - f. The full amount of student financial assistance paid directly to the student or to the educational institution;
  - g. The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;
  - h. Additional Income Exclusions

The following are additional Income Exclusions:

- i) Amounts received under training programs funded by HUD;
- ii) Amounts received by a Person with a Disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- iii) Amounts received by a participant in other publicly assisted which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

- iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development (Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time.);
- v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a Family member as a resident management staff (Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.);
- i. Temporary, nonrecurring or sporadic income (including gifts);
- j. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- k. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- l. Adoption assistance payments in excess of \$480 per adopted child;
- m. Deferred periodic amounts of supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts;
- n. Amounts received by the Family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- o. Amounts paid by a State agency to a Family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled Family member at home; or
- p. Amounts specifically excluded by other Federal statute from consideration as income for purposes of determining eligibility or

benefits under a category of assistance programs that includes assistance under any program which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Currently, this list includes the following:

- i) The value of coupon allotments for the purchase of food in excess of the amount actually charged an eligible Family pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2017(b)).
- ii) Payments received by Families or volunteers in programs pursuant to the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058);
- iii) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));
- iv) Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
- v) Payments of allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
- vi) Payments received under programs funded in whole or in part the Job Training Partnership Act (29 U.S.C. 1552(b));
- vii) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540 90 Stat. 2503-2504);
- viii) The first \$2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117(B), 1407);
- ix) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal Work-Study or under the Bureau of Indian Affairs Student Assistance Programs (20 U.S.C. 1087uu);
- x) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f));

- xi) Payment received after January 1, 1989, from the Agent Orange settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. NO. 381 (E.D.N.Y.);
- xii) Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 94 Stat. 1785);
- xiii) The value of any child care provided or arranged (or amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q); and
- xiv) Earned Income Tax Credit Refunds (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32 (j)).

#### D. Applicant

An applicant is a person or Family that has applied for housing assistance.

#### E. Assets

Assets include, but are not limited to, cash, stocks, bonds, savings or equity in real property, excluding the value of personal property such as furniture, automobiles and household effects.

#### F. Banned Landlords

Banned Landlords are Owners and Landlords who have severely breached the HAP contract, failed to maintain Housing Quality Standards, or committed felonious acts.

#### G. Child Care Expenses

Child Care Expenses are amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in Annual Income.

#### H. Counselor

A Counselor is any person(s) responsible for determining the eligibility of an applicant.

### I. Deconcentration

To increase the number of minority Families living in low-poverty, predominantly white suburban areas by enlisting participation by landlords outside of areas with a high concentration of low-income minorities.

### J. Dependent

A dependent is a member of the Family (except foster children and foster adults) other than the Family head or spouse, who is under 18 years of age, or is a Person with a Disability, or is a full-time student.

### K. Disabled Person

A disabled person is defined in Section 223 of the Social Security Act (42 USC 423) or in Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendment of 1970. 42 USC 6001 (7) Section 223 of the Social Security Act defines disability as:

1. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or,
2. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (I) (1) of this title), "inability by reason of such blindness to engage in substantial, gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time";

Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as: "a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which constitutes substantial handicap to such individual."

### L. Disability Assistance Expenses

Disability Assistance Expenses are reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that are necessary to enable a Family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

M. Displaced Family

A Displaced Family is a Family or individual who has received official notification he/she is to be displaced by any low-rent housing program or by a public slum clearance, re-development or urban renewal program, or through action of a public body or court, either through the enforcement of housing standards or improvement of dwelling units, or who were so displaced prior to making application for admission.

N. Drug-related criminal activity

Drug-related criminal activity is one of the following:

1. The felonious manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances act (21 U.S.C. 802));  
or
2. The felonious use, or possession (other than with intent to manufacture, sell, or distribute), of a controlled substance, except that such use or possession must have occurred within one year before the date that DHA provides notice to an applicant or participant.

O. Elderly Family

An Elderly Family is a Family whose Head or Spouse member is at least sixty-two (62) years of age, or Disabled as defined in Paragraph 39 of this Exhibit, or Handicapped as defined in Paragraph 25 of this Exhibit. It may include two or more Elderly, Disabled, or Handicapped persons living together, or one or more such persons living with a live-in.

P. Elderly Person

An Elderly Person is a person who is at least 62 years of age.

Q. Eligible

An applicant that meets all of the eligibility requirements of the housing assistance program for which an application is made.

R. Eligible Individual (“Individual”)

An Eligible Individual is an individual who, taking into account the supportive services available to the individual, is capable of independent living and is authorized for admission to assisted housing under 24 CFR, Part 5, subpart F.

S. Eviction

Eviction is the dispossession of the Individual from the dwelling unit pursuant to State or local court action.

T. Extremely Low Income Family

Extremely Low Income Family is a Family whose Total Family Income does not exceed 30 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger Families.

U. Family

A Family is one or more persons sharing residency whose income and resources are available to meet the Family's needs and who are related by blood, marriage or operation of law; or an Elderly Family; or the remaining adult member of a resident Family (who meets all other eligibility criteria); or a Displaced Person. Other persons: Family members temporarily absent may be considered a part of the Family group if they are living or will live regularly with the Family. All members of the Family must be named on the application or lease, whichever is applicable. A single person in the process of receiving legal custody of individuals less than 18 years of age. A Family also includes a Single Person as defined herein.

V. Family Income

See Adjusted Income.

W. Family of Veteran or Serviceman

A Family is a "Family of a Veteran or Serviceman" when the head or any member of the Family is a Veteran or Serviceman.

X. Felonious

Criminal activity that is classed as a felony under Federal, State, or local law.

Y. Full Time Student

A Full Time Student is a person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

## Z. Good Standing

A resident is in good standing under the terms of the DHA lease if the rent or other payments due under the lease are current and there is no evidence of lease violations which would constitute grounds for termination.

## AA. Handicapped Person

A Handicapped Person is a person having an impairment which: (a) is expected to be of long and continued duration; (b) substantially impedes his or her ability to live independently; and (c) is of such a nature that such disability could be improved by more suitable housing conditions.

## BB. Head of Household

The Family member who is held responsible and accountable for the Family is the Head of Household.

## CC. Homeless Individual

A Homeless Individual is an individual who:

1. is an Eligible Individual
2. lacks a fixed, regular, and adequate nighttime residence; and
3. has a primary nighttime residence that is:
  - a. a supervised public or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
  - b. an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "Homeless Individual" does not include any individual imprisoned or otherwise detained under an Act of the Congress or a State law.

## DD. Household

A Household is the same as Family.

## EE. Landlord

A Landlord is the owner of the property or the owner's authorized agent.

**FF. Live –In Aide**

A Live-in aide is a person who resides with one or more Elderly persons, or Near Elderly person or persons with disabilities, and who is determined to be essential to the care and well being to the person; is not obligated for the support of the person; and would not be living in the unit except to provide the necessary supportive services.

**GG. Low Income Family**

A Family whose Total Family Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger Families is a Low Income Family. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low Family incomes.

**HH. McKinney Act**

The McKinney Act is The Stewart B. McKinney Homeless Assistance Act (P.L. 100-77, approved July 22, 1987), as amended by the Stewart B. McKinney Homeless Assistance Amendments Act of 1988 (P.L. 100-628, approved November 7, 1988).

**II. Mandatory Earned Income Disallowance (MEID)**

Mandatory Earned Income Disallowance (MEID) exempts from annual income the increased wage earnings of disabled individuals. Eligible individuals are entitled to 100% exemption of the increased wages for the first 12 months, and 50% of increased earnings for 12 months, with a period of four years to use the exemptions. Disabled individuals must meet one of the following conditions to qualify:

1. Individuals who were unemployed for at least twelve (12) months prior to beginning work;
2. Individuals who were employed during the previous twelve (12) months, but earned no more than \$2,875, and received an increase in earnings;
3. Individuals who participated in the FSS program or other job-training program, and began earning income; or
4. Individuals who received state assistance or benefits within six (6) months of earning wages.

**JJ. Medical Expenses**

Medical Expenses are medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and are not covered by insurance.

KK. Military or Naval Service of the United States

Only the Army, Navy, Air Forces, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service is Military or Naval Service of the United States.

LL. Minor

A Minor is a person less than eighteen (18) years of age.

MM. Misrepresentation

Misrepresentation is deceit or trickery deliberately practiced in order to gain some advantage dishonestly, or willful and intentional deception.

NN. Moderate Rehabilitation

Moderate Rehabilitation is rehabilitation involving a minimum expenditure of \$3,000 per unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below those standards (improvements being of a modest nature and other than routine maintenance).

OO. Monthly Adjusted Income

Monthly Adjusted Income is one twelfth of Adjusted Income.

PP. Monthly Income

Monthly Income is one twelfth of Annual Income.

QQ. Net Family Assets include:

1. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
2. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under 24 CFR 5.609.

3. In determining Net Family Assets, DHA shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years proceeding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as a part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

RR. Personal Declaration and Questionnaire for Rental Assistance (PDQ)

The Personal Declaration and Questionnaire for Rental Assistance (PDQ) is the Annual re-certification booklet. It requires written responses to questions related to income, assets, allowances, deductions and household composition. Families certify that the information is true and accurate.

SS. Predominantly White

The term Predominantly White means:

1. A census tract that, according to the most recent decennial census
  - a. has a black population at or below the average black population of the City of Dallas;
  - b. has no public housing other than scattered site single family homes; and
  - c. has a poverty rate at or below the average for the City of Dallas.
2. A census tract that the Plaintiffs and DHA agree should be treated as a “predominately white area.”

TT. Program Abuse

Program abuse is the actions by Families or Landlords that are considered a breach of the HAP contract or HUD Family Obligations.

UU Rent Reasonableness

Rent Reasonableness is a method for determining the market rent for assisted units based on comparability with like units in the same market area.

VV. Resident Housing Integrity Program

Strategies and techniques for monitoring household income earned and reported by Families.

WW Serviceman

Serviceman is a person (man or woman) now in the active military or naval service of the United States.

XX Single Person

Single Person is a person living alone or intending to live alone if qualified as: (i) an Elderly Person; (ii) a Disabled person; (iii) a displaced person; (iv) the remaining member of a tenant Family; and (v) any other single persons. In no event may any single person under clause (v) of the first sentence be provided a housing unit of two (2) or more bedrooms. In determining priority for admission to housing, DHA shall give priority to single persons who are Elderly, Disabled, or displaced persons before single persons who are eligible under clause (v) of the first sentence.

YY. Single Pregnant Women

Single, pregnant women with no other children, constitute a Family and have the same status as a Family consisting of two or more persons. When a pregnancy is the sole basis for determining eligibility, the pregnancy must be verified.

ZZ Single Room Occupancy (SRO) Housing

Single Room Occupancy (SRO) Housing is a unit for occupancy by a single Eligible Individual capable of independent living which may not contain food preparation and/or sanitary facilities in accordance with 24 CFR 882 Subpart H.

AAA. Spouse

A Spouse is the husband or wife of the Head of Household.

BBB. Statement of Family or Individual Responsibility

The Statement of Family or Individual Responsibility is an agreement, in the form prescribed by HUD, between DHA and a Family to be assisted under the Section 8 Program, stating the obligations and responsibilities of the two parties.

CCC. Supportive Services (for SROs)

Supportive Services (for SROs) are services that may include: outpatient health services; employment counseling; nutritional counseling; information on obtaining furniture or

clothing; security arrangements necessary for the protection of residents of facilities to assist the homeless; other services essential for maintaining independent living; assistance to homeless individuals in obtaining other Federal, State, and local assistance available for such individuals, including mental health benefits, employment counseling, medical assistance, and income support assistance, such as Supplemental Security Income benefits, General Assistance, and Food Stamps; and residential supervision necessary to facilitate the adequate provision of supportive services to the residents. The term does not include major medical equipment.

DDD. Total Family Income

See Annual Income.

EEE. Total Tenant Payment (TTP)

Total Tenant Payment for families is the minimum amount families must contribute toward rent and utilities, regardless of the unit selected. TTP is calculated using a statutory formula and individual income information. TTP is the greater of:

1. 30 percent of monthly adjusted income;
2. 10 percent of monthly gross income;
3. preservation minimum rent; or
4. Minimum rent as determined by DHA.

FFF. Utility Allowance

If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount approved by DHA and provided to the Family for the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

GGG. Very Low Income Family

Very Low Income Family is a Low Income Family whose Total Family Income does not exceed 50 percent (50%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger Families. HUD may establish income limits higher or lower than 50 percent (50%) of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

HHH. Veteran

A Veteran is a person (man or woman) who has served in the active military or naval

service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

### III. Violent Criminal Activity

Violent Criminal Activity includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

### III. Welfare Assistance

Welfare Assistances includes welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

**Standard PHA Plan  
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans***

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  standard Annual,  standard 5-Year/Annual or  streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2005, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7( c)( 1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

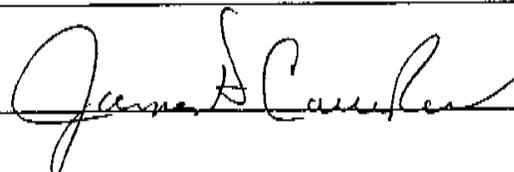
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis -Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

The Housing Authority of the City of Dallas Texas  
 PHA Name

TX009  
 PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 2005
- Standard Five-Year PHA Plan for Fiscal Years 2005 - 2009, including Annual Plan for FY 2005
- Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  <u>James Carreker</u>	Title  <u>Board Chairman</u>
Signature  	Date  <u>September 30, 2004</u>

Adopted by the Dallas Housing Authority Board of  
 Commissioners  
 September 30, 2004

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Dallas, Texas

Program/Activity Receiving Federal Grant Funding

Five Year and Annual Plan and Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

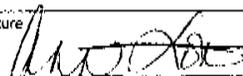
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  
Ann Lott

Title  
President and CEO

Signature

X 

Date

10/11/2024

Dallas Housing Authority  
Sites for Drug-Frec Workplace

Roseland Gardens  
2255 Washington  
Dallas 75204

Villa Creek  
3019 Bickers St.  
Dallas 75212

Monarch Townhomes  
2102 Kirby  
Dallas 75204

Hamptons @ Lakewest  
2425 Bickers St  
Dallas 75212

Roseland Townhomes  
2021 N. Washington  
Dallas 75204

Kingbridge Crossings  
3131 Kingbridge Rd.  
Dallas 75212

Carroll Townhomes  
2021 N. Washington  
Dallas 75204

Lakeview Townhomes  
3020 Bickers St.  
Dallas 75212

Little Mexico Village  
3027 Harry Hines Blvd.  
Dallas 75201

Park Manor  
3333 Edgewood  
Dallas 75215

Cedar Springs Place  
2533 Lucas Dr.  
Dallas 75219

Brooks Manor  
630 S. Llewellyn  
Dallas 75208

Frazier Courts/Additions  
4900 Hatcher  
Dallas 75210

Turnkey III Homes  
4202 Tioga St.  
Dallas 75241

Brackins Village  
544 E. Eighth St.  
Dallas 75203

Cliff Manor  
2423 Fort Worth Ave.  
Dallas 75211

Turner Courts  
6601 Bexar St.  
Dallas 75215

Audelia Manor  
10025 Shoreview Rd.  
Dallas 75238

Rhoads Terrace  
5712 Pilgrim  
Dallas 75215

Pebbles Apartments  
8320 Park Lane  
Dallas 75232

Larimore Lane  
5104 Larimore  
Dallas 75236

Barbara Jordan Square  
4700 Country Creek Dr.  
Dallas 75236

Hidden Ridge Apartments  
9702 W. Ferris Branch Blvd.  
Dallas 75243

Frankford Townhomes &  
Kelly Blvd.  
18110 Marsh Lane  
Dallas 75287

Conner/Military & Scattered  
Site Single Family Homes  
2075 W. Commerce St. #200  
Dallas 75208

Lakeview Village 50 – Homes  
2425 Bickers St.  
Dallas 75212

DHA Central Office  
3939 N. Hampton Rd.  
Dallas, TX 75212

DHA Office  
3131 Fish Trap Rd.  
Dallas, TX 75212

DHA Office  
2575 Lone Star Drive  
Dallas, TX 75212

DHA Office  
2075 W. Commerce St.  
Dallas, TX 75208

Resident Employment & Training Center  
2525 Lucas Drive  
Dallas, TX 75219

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of the City of Dallas, Texas

Program/Activity Receiving Federal Grant Funding

Five Year and Annual Agency Plan and Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Ann Lott

Title

President and CEO

Signature

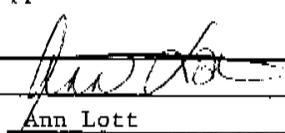
Date (mm/dd/yyyy)

10/11/2024

## DISCLOSURE OF LOBBYING ACTIVITIES

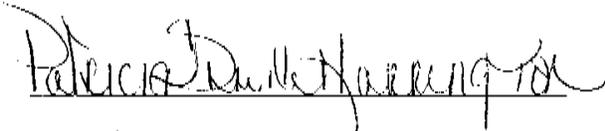
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> N/A a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> N/A a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> N/A a. initial filing b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Not Applicable  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Not Applicable  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  Not Applicable	<b>7. Federal Program Name/Description:</b>  Not Applicable CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>  Not Applicable	<b>9. Award Amount, if known:</b>  \$ Not Applicable	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  Not Applicable	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  Not Applicable	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Ann Lott</u> Title: <u>President and CEO</u> Telephone No.: <u>214-951-8305</u> Date: <u>12/1/04</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Patricia Smith-Harrington the Community Development Manager certify  
that the Five Year and Annual PHA Plan of the Dallas Housing Authority is  
consistent with the Consolidated Plan of City of Dallas, Texas prepared  
pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

Dallas Housing Authority  
Section 8 Homeownership Program Policy

Section I. Statement of Policy

The Housing Authority of the City of Dallas, Texas (DHA), has elected to implement a Homeownership program for Families participating in the Section 8 Housing Choice Voucher Program. Administration of this homeownership program will comply with the regulations established by the U.S. Department of Housing and Urban Development (HUD) as found in 24 CFR 982.625 as well as other applicable HUD regulations and directives, DHA policy and this plan.

Section II. General

The goal of the Section 8 Homeownership Program is to expand homeownership opportunities for Families who are DHA Section 8 Housing Choice Voucher recipients. Families must meet the HUD and DHA program requirements for program participation.

Section III. Program Qualification Requirements

The program requirements for the Section 8 Homeownership voucher program are divided into four (4) categories: Family qualification, unit qualification, seller qualification and environmental qualification.

A. Family Qualification Requirements

Families must meet the Family qualification requirements as listed below to be certified for participation in the Section 8 Homeownership Program. DHA shall not provide homeownership assistance for a Family unless DHA determines that the Family satisfies all program requirements at the commencement of homeownership assistance for the Family. The Family must meet the HUD and DHA program requirements listed below:

1. The Family must be a participant in the Section 8 Housing Choice Voucher program.
2. The Family must be a first-time homeowner.

For a Family to be considered a “first-time homeowner,” no Family member may have owned any residential property during the three years prior to the commencement of Section 8 Homeownership assistance.

The term “first-time homeowner” includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.

3. The Family must meet minimum income requirements.

The Family must demonstrate the annual income (gross income, as determined by DHA) of the adult Family members who will own the home at commencement of homeownership assistance is not less than the Federal minimum hourly wage multiplied by 2,000 hours. Except in the case of an elderly Family or a disabled Family, DHA shall not count any welfare assistance received by the Family in determining annual income. In the case of a disabled Family the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by twelve shall be used to determine minimum income requirements.

4. The Family must meet employment requirements.

One or more adult members of the Family who will own the home at commencement of homeowner assistance must be currently employed on a full-time basis (not less than an average of 30 hours per week) and have been continuously so employed during the year before the commencement of homeownership assistance for the Family.

5. The Family must not have defaulted on a mortgage securing debt to purchase a home under the Section 8 homeownership program.
6. Except for cooperative members who have acquired membership shares prior to the commencement of homeownership assistance, the Family must not have entered into a contract of sale.
7. The Family must satisfactorily complete the DHA program of required pre-assistance homeownership counseling.
8. The Family is currently enrolled in or is a successful graduate of the Family Self-Sufficiency (FSS) Program.

#### B. Unit Qualification Requirements

Prior to approving a Contract for Sale for a Section 8 Homeownership residence, DHA shall determine that the unit satisfies all the following eligibility requirements. The unit must be under construction or existing at the time the sales contract is entered. The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium. The unit must be inspected by a DHA inspector for compliance with HUD’s Housing Quality Standards (HQS) and by an independent certified inspector designated by the Family. The independent inspector will inspect the major systems of the home. A copy of

this inspection report must be provided to DHA within 10 calendar days from the date of the inspection. DHA shall review the inspection report within 10 calendar days of receipt. DHA shall have the discretion to disapprove a unit for assistance under the homeownership program based on negative information included in the inspection report.

C. Seller Qualification Requirements

DHA shall not commence homeownership assistance for occupancy of a home if DHA has been informed that the seller of the home is debarred, suspended, or subject to a limited denial of participation by the U.S. Department of Housing and Urban Development.

D. Environmental Qualification Requirements

As required in 24 CFR 982.626 (c), DHA shall require the purchaser to obtain and maintain flood insurance for units in special flood hazard areas, prohibit assistance for acquiring units in the coastal barriers resource system, and require notification to the purchaser of units in airport runway clear zones and airfield clear zones. Owners must certify that units built prior to 1978 meet lead based paint clearance requirements.

Section IV. Requirements for Family Search and Purchase

Following DHA certification of a Family as an eligible Section 8 Homeownership program participant, the Family shall have a maximum of 180 days to locate and purchase a home. DHA shall require periodic Family reports on the Family's progress in finding and purchasing a home. If the Family is unable to purchase a home within the maximum time established by DHA, DHA may grant one thirty (30) day extension. After such time the Family will be notified they are no longer eligible for homeownership assistance.

Before commencement of homeownership assistance, the Family must execute a statement of Family obligations in which the Family agrees to comply with all Family obligations under the homeownership program.

Section V. Contract of Sale

Before commencement of homeownership assistance, a member or members of the Family must enter into a contract of sale with the seller of the unit to be acquired by the Family. The Family must give DHA a copy of the draft Contract of Sale prior to execution. DHA shall have five (5) business days from the date of receipt to review and approve or disapprove the Contract of Sale prior to its execution. The contract of sale must:

- A. specify the price and other terms of sale by the seller to the purchaser;

- B. provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent certified inspector selected by the purchaser;
- C. provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- D. provide that the purchaser is not obligated to pay for any necessary repairs; and
- E. contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation in any U.S. Department of Housing and Urban Development program.

#### Section VI. Financing Purchase of Home

DHA will require a minimum cash down payment of 3% of the purchase price to be paid by the purchaser, of which 1% must be from the Family's personal resources. DHA will prohibit seller financing, balloon payments and variable interest rate loans.

Requirements for financing the purchase of a home to be assisted under the homeownership program include qualification of lenders (case-by-case approval). Lenders must be insured or guaranteed by the state or federal government; comply with secondary mortgage market underwriting; and comply with generally accepted mortgage underwriting standards.

#### Section VII. Continued Assistance Requirements and Family Obligations

##### A. Occupancy of Home

Homeownership assistance may only be paid while the Family is residing in the home. If the Family moves from the home, DHA will not continue homeownership assistance after the month when the Family moves out.

##### B. Family Obligations

While receiving Section 8 Homeownership assistance, the Family must comply with the following obligations:

1. Post counseling - To the extent required by DHA, the Family must attend and complete post homeownership and housing counseling.
2. Compliance with mortgage - The Family must comply with the terms of any mortgage securing debt incurred to purchase the home.

3. Prohibition against conveyance or transfer of home - So long as the Family is receiving homeownership assistance the home may not be transferred.
4. Use and Occupancy of the home – The Family must use the assisted unit for residence by the Family. The unit must be the Family’s only residence. The composition of the assisted Family residing in the unit must be approved by DHA. The Family must promptly inform the DHA of the birth, adoption or court-awarded custody of a child. The Family must request DHA approval to add any other Family member as an occupant of the unit. The Family must promptly notify DHA if any Family member no longer resides in the unit. The Family must not sublease or let the unit.

#### C. Supplying Required Information

The Family must supply any required information DHA or HUD determines is necessary in the administration of the program, including information regarding annual income, Family composition and submission of required evidence of citizenship or eligible immigration status. In addition to other required information, the Family must supply any information required by DHA or HUD concerning any mortgage or other debt incurred to purchase the home; any refinancing of such debt including information needed to determine whether the Family has defaulted on the debt and the nature of any such default; information on any satisfaction or payment of the mortgage debt; any sale or other transfer of any interest in the home; or the Family’s homeownership expenses.

#### D. Notice of Mortgage Default

The Family must immediately notify DHA in writing if the Family defaults on a mortgage securing any debt incurred to purchase a home under the Section 8 Homeowner Program. The Family is solely responsible for any foreclosure proceedings initiated as a result of a mortgage loan default.

#### E. Prohibition on Ownership Interest on Second Residence

During the time the Family receives homeownership assistance, no Family member may have any ownership interest in any other residential property.

#### F. Refinancing

Prior to initiating any refinancing of the initial mortgage, Families must receive DHA written approval. Families may refinance to take advantage of lower interest rates or better mortgage terms.

Section VIII. Maximum Term of Homeownership Assistance

A. Maximum Term of Assistance

Except in the case of Family that qualifies as an elderly or disabled Family, the Family shall not receive homeownership assistance for more than ten years.

B. Applicability of Maximum Term

The maximum term applies to any member of the Family who has an ownership interest in the unit during the time that homeownership assistance is provided or is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

C. Exception for Elderly and Disabled Families

As noted in paragraph A of this section, the maximum term of assistance does not apply to a Family that qualifies as an elderly or disabled Family. In the case of an elderly Family, the exception only applies if the Family qualifies as an elderly Family at the commencement of homeownership assistance. In the case of a disabled Family, the exception applies if at any time during receipt of homeownership assistance the Family qualifies as a disabled Family.

If, during the course of homeownership assistance, the Family ceases to qualify as a disabled or elderly Family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a Family must be provided at least six months of homeownership assistance after the maximum term becomes applicable.

D. Assistance for Different Homes or PHAs

If the Family has received such assistance for a different home, or from different PHAs, the total of such assistance terms is subject to the maximum term described in paragraph A of this section.

Section IX. Amount and Distribution of Monthly Homeownership Assistance Payment

A. Amount of Monthly Homeownership Assistance Payment

While the Family is residing in the home, DHA shall pay a monthly homeownership assistance payment on behalf of the Family equal to the lower of the payment standard minus the total tenant payment, or the Family's monthly homeownership expenses (as defined in paragraph D of this section) minus the total tenant payment.

## B. Payment Standard for Family

The payment standard for a Family is the lower of the payment standard for the Family unit size or the payment standard for the size of the home.

DHA will use the same payment standard schedule, payment standard amounts, and subsidy standards for the homeownership program as for the rental voucher program.

## C. Exception Payment Area

If the home is located in an exception payment standard area, DHA will use the appropriate payment standard for the exception payment standard area.

## D. Determination of Homeownership Expenses

Homeownership expenses for a homeowner may only include amounts allowed by DHA to cover:

- a. principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- b. real estate taxes and public assessments on the home;
- c. homeowner insurance;
- d. allowance for maintenance expenses in the amount of \$500 annually;
- e. DHA utility allowance for the home;
- f. DHA allowance for costs of major repairs and replacements in the amount of \$500 annually; and
- g. principle and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home.

If a member of the Family is disabled such debt may include debt incurred by the Family to finance costs needed to make the home accessible for such person, if such costs are determined to be costs needed for reasonable accommodation.

If the home is a cooperative or condominium unit, homeownership expenses may also include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.

E. Housing Assistance Payment

DHA shall pay homeownership assistance payments directly to the lender on behalf of the Family. If the lender is not amenable to this form of payment, DHA shall have the discretion to arrange alternative forms of payment. Such forms of payment will be made on a case-by case basis.

F. Automatic Termination of Homeownership Assistance

Homeownership assistance for a Family will terminate 180 calendar days after the last housing assistance payment is made on behalf of the Family.

Section X. Portability

In accordance with 24 CFR 982.636, a Family may qualify to move outside DHA's jurisdiction with continued homeownership assistance under the voucher program. A Family determined eligible for homeownership assistance by DHA may purchase a unit outside of DHA's jurisdiction, if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership Families. The Family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA shall determine if the financing for and physical condition of the unit are acceptable.

Section XI. Move with Continued Tenant-Based Assistance

A Family receiving homeownership assistance may move to a new unit with continued tenant-based assistance contingent upon DHA approval. The Family may move either with voucher rental assistance or with voucher homeownership assistance.

DHA shall not continue tenant-based assistance for occupancy of the new unit so long as any Family member owns any title or other interest in the prior home.

Section XII. Denial or Termination of Assistance for Family

At any time, DHA shall deny or terminate homeownership assistance for a Family for the following reasons:

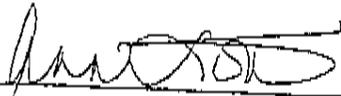
- A. the Family moves without giving proper notice;
- B. DHA determines that the mortgage lender is entitled to payments due to non-payment of Family portion of the mortgage;
- C. the Family notifies the lender and DHA that it wishes to terminate assistance;

- D. any member of the Family has engaged in drug related criminal activity, or violent criminal activity as defined in 24 CFR 982.553;
- E. DHA has reason to believe a member of the Family is illegally using a controlled substance;
- F. any member of the Family misrepresents, bribes or commits any other corrupt or criminal act in connection with any federal housing program;
- G. DHA has reason to believe any member of the Family is using alcohol to such an extent that it would interfere with the health, safety, or right to peaceful enjoyment of the premises;
- H. the Family fails to comply with the Family's Family Self-Sufficiency Contract of Participation; if applicable;
- I. any member of the Family fails to sign and submit to HUD or DHA required consent form/s for obtaining information;
- J. one hundred eighty (180) days has elapsed since the last housing assistance payment was made on behalf of the Family;
- K. any member of the Family illegally uses, manufactures or possesses a controlled substance;
- L. DHA has reason to believe any member of the Family engages in or has engaged in violent criminal activity or other criminal activity that threatens the safety of neighbors, DHA staff or other persons;
- M. any member of the Family engaged in any criminal activity that resulted in a felony conviction;
- N. any member of the Family is convicted of manufacturing or producing methamphetamine on the premises of a federally assisted property;
- O. any member of the Family fails to comply with Family Obligations; or
- P. the Family defaults on the mortgage loan.

Certification Regarding Conversion of  
Public Housing Units to Tenant-Based Assistance

I certify that the Dallas Housing Authority (DHA) has:

- 1) reviewed the operation of each of DHA's public housing developments;
- 2) considered the implications of converting the public housing to tenant-based assistance; and
- 3) concluded that conversion of the of the developments may be inappropriate because remove of the development would not meet the necessary conditions for voluntary conversion as described in 24 CFR 972.200(c).

  
\_\_\_\_\_  
Ann Lott  
President and CEO

\_\_\_\_\_  
Date 10/18/01

## **Attachment Q**

Definition of “Substantial Deviation” and “Significant Amendment or Modification” for the Agency Plan

Dallas Housing Authority's  
Definition of "Substantial Deviation" and "Significant Amendment or Modification"  
For the Agency Plan

The Dallas Housing Authority (DHA) will use the following definition for "Substantial Deviation" and Significant Amendment or Modification" for the Agency Plan:

- Any changes with regard to demolition or disposition, designation, or conversion activities;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five Year Action Plan) over \$500,000.00; or
- Changes to the Public Housing rent policy.

An exception to this definition will be made for any of the above that are adopted to reflect changes mandated by Congress or HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
3	1408 Management Improvements	\$1,173,099.00	\$1,324,181.24	\$1,324,181.24	\$1,324,181.24
4	1410 Administration	\$822,794.00	\$754,102.14	\$754,102.14	\$754,102.14
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$100,000.00	\$11,844.42	\$11,844.42	\$11,844.42
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$341,140.00	\$15,759.00	\$15,759.00	\$15,759.00
10	1460 Dwelling Structures	\$3,484,451.00	\$900,939.00	\$900,939.00	\$616,102.60
11	1465.1 Dwelling Equipment—Nonexpendable	\$160,000.00	\$103,000.00	\$103,000.00	\$60,055.20
12	1470 Nondwelling Structures	\$180,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$148,505.00	\$687,476.94	\$687,476.94	\$687,476.94
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$2,557,133.59	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$55,552.67	\$55,552.67	\$55,552.67
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$7,409,989.00	\$7,409,989.00	\$4,852,855.41	\$4,525,074.21
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$300,000.00	\$500,000.00	\$500,000.00	\$500,000.00
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00





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

PHA Name: The Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00911 Lakewest	1) Architectural and engineering	1430	1	\$0.00	\$11,844.42	\$11,844.42	\$11,844.42	Complete
				\$0.00	\$0.00	\$0.00	\$0.00	
	2) Sitework	1450		\$0.00	\$0.00	\$0.00	\$0.00	Deleted
	3) Dwelling structures	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	4) Dwelling equipment	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
	5) Nondwelling structures	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	6) Nondwelling equipment	1475	1	\$0.00	\$0.00	\$0.00	\$0.00	
	7) Demolition	1485		\$0.00	\$0.00	\$0.00	\$0.00	
	8) Relocation	1495	150	\$100,000.00	\$55,552.67	\$55,552.67	\$55,552.67	
9) Paint Kingbridge exterior	1460		\$0.00	\$46,993.00	\$46,993.00	\$46,993.00	Complete	
TX21P00912 Cedar Springs Place								
TX21P00913 Park Manor	1) Replace kitchen cabinets, tops, and sinks	1460		\$320,000.00	\$0.00	\$0.00	\$0.00	Deleted
	2) Upgrade bathrooms	1460		\$500,000.00	\$0.00	\$0.00	\$0.00	Deleted
TX21P00914 Brooks Manor	1) Replace air conditioning units	1460		\$1,750,000.00	\$200,000.00	\$200,000.00	\$40,043.71	In-process
	2) Install automatic doors	1460		\$76,892.00	\$85,000.00	\$85,000.00	\$0.00	In-process
	3) Paint community room and common areas	1460		\$35,652.00	\$42,800.00	\$42,800.00	\$0.00	In-process
TX21P00915 & 16 Turnkey								
TX21P00917 Cliff Manor	Repair parking lot	1450	1	\$70,000.00	\$15,759.00	\$15,759.00	\$15,759.00	Complete
	Extend canopy over drive	1460	1	\$150,000.00	\$0.00	\$0.00	\$0.00	Deleted





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

PHA Name: The Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: TX21P00950102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide –	1) Operating transfer	1406		\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	Complete
	2) Drug Elimination and self sufficiency	1408		\$347,297.00	\$386,419.88	\$386,419.88	\$386,419.88	Complete
	3) Resident Employment and Training Center - Staff	1408		\$189,000.00	\$232,931.90	\$232,931.90	\$232,931.90	Complete
	4) Resident Employment and Training Center – Equipment & Supplies	1408		\$65,000.00	\$40,682.70	\$40,682.70	\$40,682.70	Complete
	5) Child Care	1408		\$65,000.00	\$7,307.70	\$7,307.70	\$7,307.70	Complete
	6) Security	1408		\$300,000.00	\$500,000.00	\$500,000.00	\$500,000.00	Complete
	7) Staff training	1408		\$20,000.00	\$9,067.79	\$9,067.79	\$9,067.79	Complete
	8) Upgrade computer software	1408		\$12,500.00	\$30,000.00	\$30,000.00	\$30,000.00	Complete
	9) Program auditor - TIP	1408		\$55,384.00	\$55,384.00	\$55,384.00	\$55,387.00	Complete
	10) PC Network Technician	1408		\$62,266.00	\$62,266.00	\$62,266.00	\$62,266.00	Complete
	11) CFP Admin. Costs	1410		\$30,000.00	\$32,091.80	\$32,091.80	\$32,091.80	Complete
	12) Tech. and Non-Tech. staff	1410		\$680,998.00	\$709,223.21	\$709,223.21	\$709,223.21	Complete
	13) Bid Advertising – Various projects	1410		\$30,000.00	\$12,787.13	\$12,787.13	\$12,787.13	Complete
	14) Replace computer equipment	1475		\$100,000.00	\$685,770.44	\$685,770.44	\$685,770.44	Complete
	15) Office equipment	1475		\$10,000.00	\$1,706.50	\$1,706.50	\$1,706.50	Complete
	16) Replacement Reserve	1490		\$0.00	\$2,557,133.59	\$0.00	\$0.00	Revision
<b>Totals</b>				\$7,409,989.00	\$7,409,989.00	\$4,852,855.41	\$4,525,074.21	



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

PHA Name: Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:					<b>Federal FY of Grant: 2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00901 Roseland Homes	09/30/04			09/30/06				
TX21P009002 Little Mexico Village	09/30/04			09/30/06				
TX21P009003 Cedar Springs Place Addition	09/30/04			09/30/06				
TX21P009005 Frazier Courts	09/30/04			09/30/06				
TX21P009006 Frazier Courts Addition	09/30/04			09/30/06				
TX21P009007 Brackins Village	09/30/04			09/30/06				
TX21P009008 Turner Courts	09/30/04			09/30/06				
TX21P009009 Rhoads Terrace	09/30/04			09/30/06				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009011 Lakewest	09/30/04			09/30/06			
TX21P009012 Cedar Springs Place	09/30/04			09/30/06			
TX21P009013 Park Manor	09/30/04			09/30/06			
TX21P009014 Brooks Manor	09/30/04			09/30/06			
TX21P009015 Turnkey Homes	09/30/04			09/30/06			
TX21P009016 Turnkey Homes	09/30/04			09/30/06			
TX21P009017 Cliff Manor	09/30/04			09/30/06			
TX21P009022 Audelia Manor	09/30/04			09/30/06			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009023 Scattered Sites	09/30/04			09/30/06			
TX21P009025 Barbara Jordan Square	09/30/04			09/30/06			
TX21P009028 Pebbles Apartments	09/30/04			09/30/06			
TX21P009029 Single Family Homes	09/30/04			09/30/06			
TX21P009030 Single Family Homes	09/30/04			09/30/06			
TX21P009037 Single Family Homes	09/30/04			09/30/06			
TX21P009040 Single Family Homes	09/30/04			09/30/06			
TX21P009042 Single Family Homes	09/30/04			09/30/06			
TX21P009047 Frankford Townhomes	09/30/04			09/30/06			

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

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:	<b>Federal FY of Grant: 2002</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Programs							
1) Drug Elimination & Self Sufficiency	09/30/04			09/30/06			
2) RET-Staff	09/30/04			09/30/06			
3) RET- Equipment and Supplies	09/30/04			09/30/06			
4) Child Care Program	09/30/04			09/30/06			
5) Security	09/30/04			09/30/06			
6) Staff Training	09/30/04			09/30/06			
7) Upgrade Computer Software	09/30/04			09/30/06			
8) Program Auditor	09/30/04			09/30/06			

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

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950102 Replacement Housing Factor No:	<b>Federal FY of Grant: 2002</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
9) CFP Admin Cost	09/30/04			09/30/06			
10) Tech and Non Tech	09/30/04			09/30/06			
11) Bid Advertising Various Projects	09/30/04			09/30/06			
12) Replace computer equipment	09/30/04			09/30/06			
13) Office Equipment	09/30/04			09/30/06			



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

<b>PHA Name:</b> Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FY 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00
3	1408 Management Improvements	\$2,179,215.46	\$2,179,215.46	\$987,761.69	\$968,384.42
4	1410 Administration	\$390,995.81	\$390,995.81	\$331,611.39	\$214,344.47
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$80,000	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$115,000.00	\$54,000.00	\$54,000.00	\$0.00
10	1460 Dwelling Structures	\$1,277,221.73	\$833,971.73	\$224,750.00	\$43,750.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$321,150.00	\$321,150.00	\$182,371.60	\$182,371.60
12	1470 Nondwelling Structures	\$50,000.00	\$50,000.00	\$30,778.00	\$30,778.23
13	1475 Nondwelling Equipment	\$130,000.00	\$130,000.00	\$0.00	\$0.00
14	1485 Demolition	\$500,000.00	\$500,000.00	\$500,000.00	\$3,008.50
15	1490 Replacement Reserve	\$0.00	\$584,250.00	\$584,250.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$5,543,583.00	\$5,543,583.00	\$3,395,522.68	\$1,942,637.22
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00

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

<b>PHA Name:</b> Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FY 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$340,876.23
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00901 Roseland Homes				\$0.00	\$0.00			
TX21P009002 Little Mexico Village				\$0.00	\$0.00			
TX21P009003 Cedar Springs Place Addition	1) Engineering for replacement of underground utilities. 2) Repair ceiling 3) Replace porch canopy 4) Replace appliances	1430 1460 1460 1465.1	1	\$80,000.00 \$100,000.00 \$150,000.00 \$121,000.00	\$0.00 \$0.00 \$150,000.00 \$121,000.00			Deleted  Deleted
TX21P009005 Frazier Courts				\$0.00	\$0.00			
TX21P009006 Frazier Courts Addition				\$0.00	\$0.00			
TX21P009007 Brackins Village				\$0.00	\$0.00			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Dallas, Texas			Grant Type and Number Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P009008 Turner Courts	1) Install fence around dumpsters 2) Upgrade playground equipment	1450 1450		\$70,000.00 \$45,000.00	\$54,000.00 \$0.00			In-process Deleted
TX21P009009 Rhoads Terrace	.			\$0.00	\$0.00			
TX21P009011 Lakewest	1) Architectural and engineering. 2) Sitework 3) Dwelling Structures 4) Dwelling Equipment 5) Non-Dwelling Structures 6) Non-Dwelling Equipment 7) Demolition 8) Relocation 9) Paint exterior of Hamptons	1430 1450 1460 1465.1 1470 1475 1485 1495 1460		\$63,000.00	\$24,750.00			In-process
TX21P009012 Cedar Springs Place				\$0.00	\$0.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Dallas, Texas			Grant Type and Number Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P009013 Park Manor	1) Paint interior common areas.	1460	1	\$50,000.00	\$50,000.00			
TX21P009014 Brooks Manor	1) Replace appliances.	1465.1	454	\$129,000.00	\$129,000.00			
TX21P009015 Turnkey Homes				\$0.00	\$0.00			
TX21P009016 Turnkey Homes				\$0.00	\$0.00			
TX21P009017 Cliff Manor	1) Replace P-Tac in dwelling units. 2) Paint interior common areas. 3) Upgrade perimeter gate system.	1460 1460 1470	180	\$200,000.00 \$25,000.00 \$50,000.00	\$200,000.00 \$25,000.00 \$50,000.00			
TX21P009022 Audelia Manor	1) Replace VCT in units and common areas.	1460	123	\$305,000	\$0			Deleted

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

PHA Name: Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P009023 Scattered Sites	1) Replace appliances	1465.1		\$42,000.00	\$42,000.00			
TX21P009025 Barbara Jordan Square	1) Reroof as necessary.	1460		\$384,221.73	\$384,221.73			
TX21P009028 Pebbles Apartments				\$0	\$0			
TX21P009029 Single Family Homes				\$0	\$0			
TX21P009030 Single Family Homes	1) Replace appliances.	1465.1		\$11,000.00	\$11,000.00			
TX21P009037 Single Family Homes	1) Replace appliances	1465.1		\$8,250.00	\$8,250.00			

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

PHA Name: Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P009040 Single Family Homes	1) Replace appliances	1465.1		\$9,900.00	\$9,900.00			
TX21P009042 Single Family Homes				\$0	\$0			
TX21P009047 Frankford Townhomes				\$0	\$0			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No: TX21P00950103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	1) Operating Transfer.	1406		\$500,000.00	\$500,000.00			
	2) Drug Elimination and Self Sufficiency.	1408		\$254,300.00	\$254,300.00			
	3) Resident Employment and Training Center – staff.	1408		\$250,000.00	\$250,000.00			
	4) Resident Employment and Training Center – equipment and supplies.	1408		\$8,000.00	\$8,000.00			
	5) Security.							
	6) Staff Training.	1408		\$1,000,000.00	\$1,000,000.00			
	7) Upgrade computer software.	1408		\$20,000	\$20,000			
	8) Management Improvement	1408		\$12,500	\$12,500			
	9) CFP Admin Costs.	1408		\$634,385.46	\$634,385.46			
	10) Tech and Non-Tech Staff.	1410		\$30,000.00	\$30,000.00			
	11) Bid Advertising – Various Projects.	1410 1410		\$330,995.81 \$30,000.00	\$330,995.81 \$30,000.00			
	12) Replace Computer Equipment.	1475		\$100,000.00	\$100,000.00			
	13) Office Equipment.	1475		\$30,000.00	\$30,000.00			
	14) Demolition (Elmer Scott)	1485		\$500,000.00	\$500,000.00			
	15) Replacement Reserve	1490		\$0.00	\$584,250.00			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950103 Replacement Housing Factor No:				<b>Federal FY of Grant: 2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P00901 Roseland Homes	09/30/05			09/30/07			
TX21P009002 Little Mexico Village	09/30/05			09/30/07			
TX21P009003 Cedar Springs Place Addition	09/30/05			09/30/07			
TX21P009005 Frazier Courts	09/30/05			09/30/07			
TX21P009006 Frazier Courts Addition	09/30/05			09/30/07			
TX21P009007 Brackins Village	09/30/05			09/30/07			
TX21P009008 Turner Courts	09/30/05			09/30/07			
TX21P009009 Rhoads Terrace	09/30/05			09/30/07			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Dallas, Texas			Grant Type and Number Capital Fund Program No: TX21P00950103 Replacement Housing Factor No:				Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009011 Lakewest	09/30/05			09/30/07			
TX21P009012 Cedar Springs Place	09/30/05			09/30/07			
TX21P009013 Park Manor	09/30/05			09/30/07			
TX21P009014 Brooks Manor	09/30/05			09/30/07			
TX21P009015 Turnkey Homes	09/30/05			09/30/07			
TX21P009016 Turnkey Homes	09/30/05			09/30/07			
TX21P009017 Cliff Manor	09/30/05			09/30/07			
TX21P009022 Audelia Manor	09/30/05			09/30/07			

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority of the City of Dallas, Texas			Grant Type and Number Capital Fund Program No: TX21P00950103 Replacement Housing Factor No:			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009023 Scattered Sites	09/30/05			09/30/07			
TX21P009025 Barbara Jordan Square	09/30/05			09/30/07			
TX21P009028 Pebbles Apartments	09/30/05			09/30/07			
TX21P009029 Single Family Homes	09/30/05			09/30/07			
TX21P009030 Single Family Homes	09/30/05			09/30/07			
TX21P009037 Single Family Homes	09/30/05			09/30/07			
TX21P009040 Single Family Homes	09/30/05			09/30/07			
TX21P009042 Single Family Homes	09/30/05			09/30/07			
TX21P009047 Frankford Townhomes	09/30/05			09/30/07			

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Programs	09/30/05			09/30/07			
1) Drug Elimination & Self Sufficiency	09/30/05			09/30/07			
2) RET-Staff	09/30/05			09/30/07			
3) RET- Equipment and Supplies	09/30/05			09/30/07			
4) Child Care Program	09/30/05			09/30/07			
5) Security	09/30/05			09/30/07			
6) Staff Training	09/30/05			09/30/07			
7) Upgrade Computer Software	09/30/05			09/30/07			
8) Program Auditor	09/30/05			09/30/07			

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

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950103 Replacement Housing Factor No:	<b>Federal FY of Grant: 2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
9) CFP Admin Cost	09/30/05			09/30/07			
10) Tech and Non Tech	09/30/05			09/30/07			
11) Bid Advertising Various Projects	09/30/05			09/30/07			
12) Replace computer equipment	09/30/05			09/30/07			
13) Office Equipment	09/30/05			09/30/07			

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: TX21P00950203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: ) 1  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$62,000.00	\$62,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$587,694.00	\$387,694.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$200,000.00	\$200,000.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collaterization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,149,694.00	\$1,149,694.00	\$700,000.00	\$500,000.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: TX21P00950203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: ) 1  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No:TX21P00950203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00901 Roseland Homes								
TX21P00902 Little Mexico	1) Replace canopy framing	1460	14	\$77,694.00	\$77,694.00			
TX21P00903 Cedar Springs Place	1) Replace water heaters	1460	220	\$55,000.00	\$55,000.00			
TX21P00905 Frazier Courts								
TX21P00906 Frazier Courts Addition								
TX21P00907 Brackins Village								
TX21P00908 Turner Courts								
TX21P00909 Rhoads Terrace								
TX21P00911 Lakewest								
TX21P00912 Cedar Springs Place	1) Replace water heaters	1460	182	\$55,000.00	\$55,000.00			
TX21P00913 Park Manor								

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No:TX21P00950203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00914 Brooks Manor	1) Replace HVAC	1460	228	\$200,000.00	\$0.00			Deleted
TX21P00915 & 16 Turnkey								
TX21P00917 Cliff Manor								
TX21P00922 Audelia Manor								
TX21P00923 Scattered Sites	1) Replace roof	1460	51	\$110,000.00	\$110,00.00			
TX21P00925 Barbara Jordan Square				-				
TX21P00928 Pebbles Apartments								
TX21P00929 Single Family Homes	1) Replace perimeter fences	1450	22	\$15,500.00				
	2)Foundation Repair	1460	2	\$22,500.00				
TX21P00930 Single Family Homes	1) Replace perimeter fences	1450	20	\$15,500.00				
	2) Foundation Repair	1460	2	\$22,500.00				
TX21P00933 Lakeview II								

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No:TX21P00950203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00937 Single Family Homes	1) Replace perimeter fences 2) Foundation Repair	1450 1460	15 1	\$15,500.00 \$11,250.00	\$15,500.00 \$11,250.00			
TX21P00940 Single Family Homes	1) Replace perimeter fences 2) Foundation Repair	1450 1460	18 3	\$15,500.00 \$33,750.00	\$15,500.00 \$33,750.00			
TX21P00942 Single Family Homes								
TX21P00943 Frankford Townhomes								
TX21P00944 Roseland Townhomes								
TX21P00945 Carroll Townhomes								
TX21P00946 Monarch Townhomes								
TX21P00947 Lakeview I								
TX21P00948 Hamptons								
TX21P00949 Kingbridge Crossing								
TX21P00950 Roseland Estates								

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program Grant No:TX21P00950203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00951 Hidden Ridge								
PHA Wide –	Transfer to Operating budget	1406		\$500,000.00	\$500,000.00			
	Replacement Reserve	1490		\$0.00	\$200,000.00			
Total				\$1,149,694.00	\$1,149,694.00			

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950203 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P00901 Roseland Homes	02/12/06			02/12/08			
TX21P00902 Little Mexico Village	02/12/06			02/12/08			
TX21P00903 Cedar Springs Place Addn	02/12/06			02/12/08			
TX21P00905 Frazier Courts	02/12/06			02/12/08			
TX21P00906 Frazier Courts	02/12/06			02/12/08			
TX21P00907 Brackins Village	02/12/06			02/12/08			

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950203 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00908 Turner Courts	02/12/06			02/12/08				
TX21P00909 Rhoads Terrace	02/12/06			02/12/08				
TX21P009011 Lakewest	02/12/06			02/12/08				
TXP21P009012 Cedar Springs Place	02/12/06			02/12/08				
TX21P009013 Park Manor	02/12/06			02/12/08				
TX21P009014 Brook Manor	02/12/06			02/12/08				
TX21P009017 Cliff Manor	02/12/06			02/12/08				
TX21P009022 Audelia Manor	02/12/06			02/12/08				
TX21P009023 Scattered Sites	02/12/06			02/12/08				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950203 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P009025 Barbara Jordan	02/12/06			02/12/08				
TX21P009028 Pebbles Apartments	02/12/06			02/12/08				
TX21P009029 Scattered Sites Family Homes	02/12/06			02/12/08				
TX21P009030 Scattered Single Family Homes	02/12/06			02/12/08				
TX21P009033 Lakeview II	02/12/06			02/12/08				
TX21P009037 Scattered Single Family Homes	02/12/06			02/12/08				
TX21P009040 Scattered Single Family Homes	02/12/06			02/12/08				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950203 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00942 Single Family Homes	02/12/06			02/12/08				
TX21P00943 Frankford Townhomes	02/12/06			02/12/08				
TX21P00944 Roseland Townhomes	02/12/06			02/12/08				
TX21P00945 Carroll Townhomes	02/12/06			02/12/08				
TX21P00946 Monarch Townhomes	02/12/06			02/12/08				
TX21P00947 Lakeview I	02/12/06			02/12/08				
TX21P00948 Hamptons	02/12/06			02/12/08				

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

PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950203 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00949 Kingbridge Crossing	02/12/06			02/12/08				
TX21P00950 Roseland Estates	02/12/06			02/12/08				
TX21P00951 Hidden Ridge	02/12/06			02/12/08				
PHA-Wide	02/12/06			02/12/08				
1) Drug Elimination & Self-Sufficiency	02/12/06			02/12/08				
2) RET – Staff	02/12/06			02/12/08				
3) RET – Equipment and Supplies	02/12/06			02/12/08				
4) Child Care Program	02/12/06			02/12/08				
5) Security	02/12/06			02/12/08				
6) Staff Training	02/12/06			02/12/08				

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

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950203 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
7) Upgrade Computer Software	02/12/06			02/12/08			
8) Program Auditor	02/12/06			02/12/08			
9) CFP Admin Cost	02/12/06			02/12/08			
10) Tech and Non-Tech Staff	02/12/06			02/12/08			
11) Bid Advertising Various Projects	02/12/06			02/12/08			
12) Replace computer equipment	02/12/06			02/12/08			
13) Office Equipment	02/12/06			02/12/08			

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: TX21P00950104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00		\$0	\$0
2	1406 Operations	\$500,000.00		\$0	\$0
3	1408 Management Improvements	\$1,182,565.00		\$0	\$0
4	1410 Administration	\$407,546.00		\$0	\$0
5	1411 Audit	\$0.00		\$0	\$0
6	1415 Liquidated Damages	\$0.00		\$0	\$0
7	1430 Fees and Costs	\$265,000.00		\$0	\$0
8	1440 Site Acquisition	\$0.00		\$0	\$0
9	1450 Site Improvement	\$459,000.00		\$0	\$0
10	1460 Dwelling Structures	\$917,416.00		\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable	\$455,225.00		\$0	\$0
12	1470 Nondwelling Structures	\$20,000.00		\$0	\$0
13	1475 Nondwelling Equipment	\$188,000.00		\$0	\$0
14	1485 Demolition	\$0.00		\$0	\$0
15	1490 Replacement Reserve	\$1,455,526.00		\$0	\$0
16	1492 Moving to Work Demonstration	\$0.00		\$0	\$0
17	1495.1 Relocation Costs	\$0.00		\$0	\$0
18	1499 Development Activities	\$900,000.00		\$0	\$0
19	1501 Collateralization or Debt Service	\$0.00		\$0	\$0
20	1502 Contingency	\$0.00		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$6,750,278.00		\$0	\$0
22	Amount of line 21 Related to LBP Activities	\$0.00		\$0	\$0
23	Amount of line 21 Related to Section 504 compliance	\$0.00		\$0	\$0

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

PHA Name: Housing Authority of the City of Dallas, Texas	Grant Type and Number Capital Fund Program Grant No: TX21P00950104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	\$900,000.00		\$0	\$0
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00		\$0	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00		\$0	\$0

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

PHA Name: The Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program Grant No:TX21P0090104 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00901 Roseland Homes								
TX21P00902 Little Mexico	1) Repair roofs, gutters, and fascia	1460	13	\$150,000.00				
TX21P00903 Cedar Springs Place	1) Install water cut-off valves	1460		\$100,000.00				
TX21P00905 Frazier Courts								
TX21P00906 Frazier Courts Addition								
TX21P00907 Brackins Village	1) Replace front & back doors	1460	102	\$102,000.00				
	2) Replace water heaters	1465.1	102	\$25,500.00				
TX21P00908 Turner Courts								

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00909 Rhoads Terrace	1) Screen dumpsters 2) Management office furniture	1450 1475		\$40,000.00 \$6,000.00				
TX21P00911 Lakewest	1) Archtectureal and engineering 2) Sitework 3) Dwelling structures 4) Dwelling equipment 5) Nondwelling structures 6) Nondwelling equipment 7) Demolition 8) Relocation	1430 1450 1460 1465.1 1470 1475 1485 1495						
TX21P00912 Cedar Springs Place								
TX21P00913 Park Manor								
TX21P00914 Brooks Manor								
TX21P00915 & 16 Turnkey								

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00917 Cliff Manor	1) Replace water cut off valve	1460	180	\$50,000.00				
TX21P00922 Audelia Manor	1) Replace elevators 2) Screen dumpsters	1460 1450	3	\$200,000.00 \$7,000.00				
TX21P00923 Scattered Sites	1) Paint exteriors 2) Upgrade exterior lighting	1460 1470		\$125,000.00 \$20,000.00				
TX21P00925 Barbara Jordan Square	1) Erosion control and sprinkler system upgrade 2) Replace office furniture	1450 1475	100	\$73,000.00 \$2,000.00				
TX21P00928 Pebbles Apartments	1) Paint exterior 2) Replace exterior and storm doors	1460 1460	42	\$25,000.00 \$20,000.00				
TX21P00929 Single Family Homes	1) Paint exterior 2) Replace fencing	1460 1450	22	\$6,416.00 \$9,000.00				
TX21P00930 Single Family Homes								
TX21P00933 Villa Creek								

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX21P00937 Single Family Homes	1) Replace HVAC as necessary	1460	15	\$54,000.00				
TX21P00940 Single Family Homes								
TX21P00942 Single Family Homes								
TX21P00943 Frankford Townhomes								
TX21P00944 Roseland Townhomes								
TX21P00945 Carroll Townhomes								
TX21P00946 Monarch Townhomes								
TX21P00947 Lakeview I								
TX21P00948 Hamptons								
TX21P00949 Kingbridge Crossing								
TX21P00950 Roseland Estates								
TX21P00951 Hidden Ridge								

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Dallas, Texas			Grant Type and Number Capital Fund Program Grant No:TX21P0090104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide –	1) Operating	1406		\$500,000.00				
	1) Drug Elimination & Self Sufficiency	1408		\$267,047.00				
	2) Resident Employment and Training Center – staff			\$200,000.00				
	3) Resident Employment and Training Center – equipment and supplies			\$8,000.00				
	4) Staff training			\$20,000.00				
	5) Upgrade Computer Software.			\$15,000.00				
	6) Program Auditor – TIP			\$64,747.00				
	7) PC Network technician			\$65,379.00				
	8) Management Improvements/Staff			\$542,393.00				
	1) CFP Admin Costs	1410		\$30,000.00				
	2) Tech and Non-Tech Staff			\$347,546.00				
	3) Bid Advertising-various projects			\$30,000.00				

**Annual Statement/Performance and Evaluation Report**  
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1) Master Plan Development	1430		\$265,000.00				
	1) Concrete and sidewalk repair	1450		\$100,000.00				
	2) Playground equipment and maintenance			\$100,000.00				
	3) Fence repair			\$100,000.00				
	4) Striping of parking lots			\$30,000.00				
	1) Replace appliances	1465.1		\$429,725.00				
	1) Replace Computer Equipment	1475		\$100,000.00				
	2) Office Equipment			\$10,000.00				
	3) Vehicles			\$70,000.00				
	1) Replacement Reserve	1490		\$1,455,526.00				
	1) Security	1499		\$900,000.00				
<b>Total</b>				<b>\$6,750,278.00</b>				



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

PHA Name: Housing Authority of the City of Dallas, Texas		<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950104 Replacement Housing Factor No:					<b>Federal FY of Grant: 2004</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TX21P00901 Roseland Homes	09/30/06			09/30/08				
TX21P009002 Little Mexico Village	09/30/06			09/30/08				
TX21P009003 Cedar Springs Place Addition	09/30/06			09/30/08				
TX21P009005 Frazier Courts	09/30/06			09/30/08				
TX21P009006 Frazier Courts Addition	09/30/06			09/30/08				
TX21P009007 Brackins Village	09/30/06			09/30/08				
TX21P009008 Turner Courts	09/30/06			09/30/08				
TX21P009009 Rhoads Terrace	09/30/06			09/30/08				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Dallas, Texas		Grant Type and Number Capital Fund Program No: TX21P00950104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009011 Lakewest	09/30/06			09/30/08			
TX21P009012 Cedar Springs Place	09/30/06			09/30/08			
TX21P009013 Park Manor	09/30/06			09/30/08			
TX21P009014 Brooks Manor	09/30/06			09/30/08			
TX21P009015 Turnkey Homes	09/30/06			09/30/08			
TX21P009016 Turnkey Homes	09/30/06			09/30/08			
TX21P009017 Cliff Manor	09/30/06			09/30/08			
TX21P009022 Audelia Manor	09/30/06			09/30/08			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Dallas, Texas			Grant Type and Number Capital Fund Program No: TX21P00950104 Replacement Housing Factor No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX21P009023 Scattered Sites	09/30/06			09/30/08			
TX21P009025 Barbara Jordan Square	09/30/06			09/30/08			
TX21P009028 Pebbles Apartments	09/30/06			09/30/08			
TX21P009029 Single Family Homes	09/30/06			09/30/08			
TX21P009030 Single Family Homes	09/30/06			09/30/08			
TX21P009037 Single Family Homes	09/30/06			09/30/08			
TX21P009040 Single Family Homes	09/30/06			09/30/08			
TX21P009042 Single Family Homes	09/30/06			09/30/08			
TX21P009047 Frankford Townhomes	09/30/06			09/30/08			

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

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950104 Replacement Housing Factor No:	<b>Federal FY of Grant: 2004</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Programs	09/30/06			09/30/08			
1) Drug Elimination & Self Sufficiency	09/30/06			09/30/08			
2) RET-Staff	09/30/06			09/30/08			
3) RET- Equipment and Supplies	09/30/06			09/30/08			
4) Child Care Program	09/30/06			09/30/08			
5) Security	09/30/06			09/30/08			
6) Staff Training	09/30/06			09/30/08			
7) Upgrade Computer Software	09/30/06			09/30/08			
8) Program Auditor	09/30/06			09/30/08			

**Annual Statement/Performance and Evaluation Report**  
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**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Dallas, Texas	<b>Grant Type and Number</b> Capital Fund Program No: TX21P00950104 Replacement Housing Factor No:	<b>Federal FY of Grant: 2004</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
9) CFP Admin Cost	09/30/06			09/30/08			
10) Tech and Non Tech	09/30/06			09/30/08			
11) Bid Advertising Various Projects	09/30/06			09/30/08			
12) Replace computer equipment	09/30/06			09/30/08			
13) Office Equipment	09/30/06			09/30/08			



## **Attachment S**

### Section 8 Project-Based Assistance

The Dallas Housing Authority (DHA) will reserves the right to allocate up to 20 percent of its Section 8 Housing Tenant Based Vouchers for the potential use under the Section 8 Project-Based Voucher Assistance Program.

The proposed units may be located throughout DHA's jurisdiction. This potential reallocation of the Section 8 Project-Based Assistance is consistent with DHA's Agency Plan of providing quality affordable housing to low-income families and will increase housing choices for these families.

**DRAFT**  
**DALLAS HOUSING AUTHORITY**  
**RESIDENT HOUSING DEPARTMENT**  
House Rules

Tenant agrees to observe the following House Rules and acknowledges that failure to do so may result in eviction.

1. School Truancy - Every year by June 15, the Head-of-Household must produce an original report card for every school-aged child in the household. Absent extraordinary circumstances, more than five percent absence per year may result in eviction.
2. Housekeeping - Tenant must meet the Dallas Housing Authority (DHA) Housekeeping requirements to avoid eviction.
3. Loitering - Loitering is strictly prohibited. Tenants are not permitted to engage in any activities that limit, restrict, impair, obstruct or impede access to stairs, hallways, parking lots and public walkways.
4. Curfew - City of Dallas has a curfew of 11:00 p.m. until 6:00 a.m., Sunday through Thursday and 12:01 a.m. until 6:00 a.m., Friday and Saturday, for children 16 and under. The city curfew will be enforced. The Head-of-Household is responsible for compliance with the City of Dallas Curfew Ordinance by all minors in the household.
5. Judgments - In the event the DHA Management Staff obtains three judgments against the Head-of-Household for non-payment of rent within an eighteen (18) month period, the DHA Management Staff will immediately pursue possession of the Premises.
6. Violence - Tenant, or any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, on or near the development premises.
7. Cold Weather - To avoid cold weather problems, the Tenant should never set heat below 55 during winter months. When an apartment is allowed to get too cold, water supply lines can freeze and break, which could result in damage to the Tenant's apartment or the Tenant's neighbor's apartment. When the temperature is expected to fall below freezing, all Tenants are required to open cabinets where water pipes are located, open the lid to all toilets and drip all water faucets to avoid pipe freezing. Tenant may be liable for damages resulting from frozen pipes.
8. Tenant Charges - It is the responsibility of all Tenants to report any damages or necessary repairs to Management, failure to do so may result in eviction.

Some examples of charges Tenants could possibly incur due to negligence or damage to DHA property include:

- A. Any repair made to an apartment due to negligence on the part of a Tenant, such as a broken window, or jammed garbage disposal;
- B. Damaged lock(s) which are replaced, or;

- C. Tub, sink, or toilet overflows due to abuse or negligence on the part of the Tenant causing water damage to his/her apartment, or to any other apartment. Charges for parts and labor will be billed to the Tenant.
9. Emergency Maintenance – If an emergency arises after hours the Tenant must call the Emergency Work Order Center. The call will be answered and maintenance personnel will be dispatched within a reasonable time depending on the nature of the emergency. Listed below are examples of items that are considered to be emergencies. Fire damage; apartment doors that will not lock; flooding, electrical problems; sewer back-up; broken windows; Tenant lockout; gas leaks; no heat when the outside temperature falls below 40 degrees Fahrenheit; no air conditioning when the outside temperature raises above 90 degrees Fahrenheit; damage due to unlawful intrusion.
  10. Plumbing – Tenants are responsible for the repair costs of plumbing stoppage caused by disposal of any thing other than normal sewage, which is human waste. The system is not designed to handle anything other than normal sewage.
  11. Air Conditioning – The Tenant must not block the return air grill where the filter is located. Maintenance personnel are required to replace filters on a regular basis. The grill where the filter is located must be accessible at all times.
  12. Smoke Detectors – The Tenant must not disable the smoke detector by removing the batteries or dismantling or damaging the smoke detector. The smoke detector must be operational at all times. The Tenant will be charged a "Special Management Service Fee" for replacing removed batteries for damaged smoke detectors.
  13. Key and Locks – The Tenant will be issued two apartment keys and one mailbox key, at the time of occupancy. Alterations/replacement of locks or installation of deadbolt locks, knockers, or other attachments on interior or exterior doors is prohibited. The Tenant cannot install any locks themselves. Keys are not loaned to Tenants. If the Tenant loses their key, a duplicate key will be provided for a fee. Gate cards at high-rises will be replaced for a fee. If any Tenant is locked out, Management will allow access only to the Head-of-Household or his/her spouse, as identified on the lease for a fee. All such persons will be required to provide picture identification to verify that the person seeking access is a member of the household.
  14. Alteration/Decorating –The Tenant cannot make modifications to apartment walls, shelves, or closets without prior approval of the Manager. Windows with curtains or window treatments must show white backing to the outside. The following items are not allowed on windows: aluminum foil, sheets, blankets, or window tinting.
  15. Maintenance Inspections - Regularly scheduled Preventative Maintenance inspections are conducted on a quarterly basis. The Tenant will be notified of the approximate scheduled date, a minimum of 48 hours in advance. Maintenance personnel must have access to the Tenant's unit to conduct the scheduled maintenance inspections.
  16. Telephone Wiring - Utilize only the telephone outlets already installed in your apartment. Any additional wiring is prohibited.
  17. Insurance – DHA Management strongly recommends that the Tenant obtain renter's insurance. The Tenant is responsible for damages or loss of personal property from such events as theft, vandalism, fire and water damage.

18. Common Areas – The definition of a common area is an area located outside of the Tenant's apartment, including but not limited to parking lots, stairwells, breezeways and courtyard areas. These areas must be kept clear at all times of trash and other obstructions. All items left unattended in the common areas may be removed and disposed of by Dallas Housing Authority or designated personnel without notification to Tenant. Common areas are for the use and enjoyment of all Tenants. Any Tenant, occupant and/or guest conducting themselves in any unreasonable and/or offensive manner shall be subject to being removed from the common areas. Tenants will be liable if they or their guest (s) cause any damage to any part of the community. Moving vans, trucks, or vehicles of any kind are not permitted on the lawn or sidewalk at any time. The consumption of alcoholic beverages in common areas of the property is strictly prohibited. Open containers of alcoholic beverages are strictly prohibited in all common areas. Loud noise levels from automobile stereos and/or jam boxes will not be tolerated. All activities in the common areas by any person 12 years of age or under, must be supervised by a parent or legal guardian at all times.
19. Entrances and Hallway – In compliance with the fire code, all sidewalks, entrances, passages and stairways are to be kept free from obstruction at all times. Any items left unattended may be removed and disposed of by DHA Management or designated personnel without notice.
20. Patios and Balconies – Keep your sliding door and windows closed and locked during your absence to protect against damage from rain. Keep patio and balconies free of old furniture and trash. Clotheslines are not permitted unless installed by DHA. Do not leave trash at your door. No radio or television aerials or wires shall be erected on any part of the premises without prior written permission from DHA. Only outdoor furniture in good condition is permitted on patios and balconies. Bird feeders are not allowed on patios, balconies or terraces. Flower boxes must hang on the inside of balcony rails only. The use or storage of barbecue grills on the front porches or covered balconies is strictly prohibited.
21. Trash – The Tenant is to keep the premises clean by not throwing trash on the property. Trash receptacles are located on the property for your convenience. It is imperative that all trash be wrapped or put in bags and placed in the designated trash receptacle. It is recommended that all garbage be discarded on a daily basis to help eliminate any insect problems.
22. Motor Vehicles and Parking – All parking is unassigned. The Tenant is required to obtain parking stickers from the management office every two years. Vehicles must be headed into the curb and parked within marked lines. Cars without current inspection stickers and/or license plates are subject to towing at owners' expense. The use of parking lots for any purpose other than parking of automobiles, motorcycles, vans or pick-up trucks (such as storing, parking of boats, trailers, large trucks, commercial vehicle, buses, motor homes or repairing and/or washing of motor vehicles) is expressly prohibited and the vehicles are subject to towing at owners' expense. Mini bikes, go-carts, or other non-licensed, self-propelled vehicles are also prohibited. Fire codes prohibit the parking of motorcycles under breezeways, on sidewalks, patios or inside of apartment. The Tenant must not park in designated fire lanes, or block trash receptacles. All abandoned and/or inoperable vehicles are subject to being towed at owner's expense 24 hours after DHA Management notes such offense.

- 23. Car Washing and Repairs – Washing and repair of vehicles is prohibited. Tenants shall be charged a "Special Management Service Fee" for the cost of cleaning chemicals, debris, or property damages resulting from washing, repair or maintenance of vehicles.
- 24. Noise - Loud playing of any musical instrument, radio, stereo, or television set is not permitted at any time, and strictly prohibited between the hours of 10:00 p.m. and 7:00 a.m.
- 25. Violation of these House Rules shall constitute material violations of the Lease and may be cause for termination of tenancy.

Please stress the importance of these House Rules to all Members of the Household.

\_\_\_\_\_  
Head-of-Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

September 16, 2004