

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

PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011
Annual Plan for Fiscal Year 2007

West Memphis Housing Authority

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: West Memphis Housing Authority

PHA Number: AR024

PHA Fiscal Year Beginning: (mm/yyyy) 07/2007

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 2007 - 2011
[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)

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)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (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: *if possible*
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
Better police presence
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
Headstart is on the grounds of the West Memphis Housing Authority. Family Self Sufficiency and Tiny Scholars (Child Care) are also on the grounds of the Authority.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2007
[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 West Memphis Housing Authority was established in 1959 to provide Quality Housing for the citizens of West Memphis, Arkansas and for those eligible entities that qualified under the guidelines established by the Federal Government and administered by this agency.

The West Memphis Housing Authority is a medium-size agency located in West Memphis, Arkansas in the East Arkansas Delta. The City of West Memphis has a current population of 28,117 and our Public Housing community consists of approximately 1000 residents.

The Quality Housing Work Responsibility Act of 1998 has required this 5 Year/Annual Plan to be drafted in order to identify programs needed and to be implemented in order to maximize the efforts to ensure that safe, sanitary, decent housing and improvement in additional areas are addressed to improve the living conditions and opportunities for eligible families/individuals to be explored.

The West Memphis Housing Authority has received funding to implement a Family Self Sufficiency Program. Homeownership is another program that WMHA is involved in through the local Legal Services Office.

It is and will continue to be the responsibility of the West Memphis Housing Authority to explore new program possibilities as well as new procedures and regulations are obtained, explained and followed by agency personnel, program participants, landlords and all interested parties not mentioned.

Responsibilities assigned to the West Memphis Housing Authority will be achieved as a result of attending conferences & seminars, trainings, college classes/community courses when funding is available and scheduling permits to improve the professionalism and qualifications of all agency personnel.

Each year an Annual Plan is submitted is an opportunity to improve on the services provided to each eligible entity as well as an opportunity to improve the quality of the West Memphis Housing Authority.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (**Attachment A**)
- FY 2007 Capital Fund Program Annual Statement (**Attachment D**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**) Mailed with Certifications.
- Implementation of Public Housing Resident Community Service Requirements (**Attachment Section**)
- Pet Policy (**Attachment Section**)

- Progress in Meeting the 5-Year Plan Mission and Goals (**Attachment Section**)
- Resident Membership of the PHA Governing Board (**Attachment Section**)
- Membership of the Resident Advisory Board (**Attachment Section**)
- Component 3 (6) Deconcentration and Income Mixing (**Attachment B**)
- Performance and Evaluation Report for 2004 CFP (**Attachment E**)
- Performance and Evaluation Report for 2005 CFP (**Attachment F**)
- Performance and Evaluation Report for 2006 CFP (**Attachment G**)
- Voluntary Conversion Initial Assessment (**Attachment H**)

Optional Attachments:

- PHA Management Organizational Chart (**Attachment C**)
- FY 2007 Capital Fund Program 5 Year Action Plan (**Attachment D**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Resident Assessment Follow Up Plan (**Attachment I**)
 - Asset Management Table (**Attachment J**)

Supporting Documents Available for Review

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

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

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | housing program | Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | 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 |

List of Supporting Documents Available for Review

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

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 1,290 | 4 | 1 | 3 | 2 | 2 | 2 |
| Income >30% but <=50% of AMI | 749 | 4 | 1 | 3 | 2 | 2 | 2 |
| Income >50% but <80% of AMI | 725 | 3 | 1 | 2 | 2 | 2 | 2 |
| Elderly | 533 | 4 | 1 | 3 | 2 | 2 | 2 |
| Families with Disabilities | Unknown | | | | | | |
| African American | 1470 | 4 | 1 | 3 | 2 | 2 | 2 |
| Hispanic | 22 | 4 | 1 | 3 | 2 | 2 | 2 |

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 Jurisdictions
Indicate year: 2004
- 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 lists. **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/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 37 | | 37 |
| Extremely low income <=30% AMI | 7 | 19% | |
| Very low income (>30% but <=50% AMI) | 30 | 81% | |
| Low income (>50% but <80% AMI) | 0 | 0% | |
| Families with children | 28 | 76% | |
| Elderly families | 2 | 5% | |
| Families with Disabilities | 7 | 19% | |
| White | 1 | 3% | |
| African American | 36 | 97% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0BR | 0 | 0% | |
| 1 BR | 19 | 51% | 19 |
| 2 BR | 10 | 27% | 10 |
| 3 BR | 8 | 22% | 8 |
| 4 BR | | | |

| Housing Needs of Families on the Waiting List | | | |
|---|--|--|--|
| 5 BR | | | |
| 6 BR + | | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

| Housing Needs of Families on the Waiting List | | | |
|---|---|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> | Section 8 tenant-based assistance | | |
| <input type="checkbox"/> | Public Housing | | |
| <input type="checkbox"/> | Combined Section 8 and Public Housing | | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | |
| If used, identify which development/sub jurisdiction: | | | |
| | # Of families | % Of total families | Annual Turnover |
| Waiting list total | 360 | | 36 |
| Extremely low income <=30% AMI | 212 | 59% | |
| Very low income (>30% but <=50% AMI) | 144 | 40% | |
| Low income (>50% but <80% AMI) | 4 | 1% | |
| Families with children | 329 | 91% | |
| Elderly families | 13 | 4% | |
| Families with Disabilities | 18 | 5% | |

| Housing Needs of Families on the Waiting List | | | |
|---|-----|-----|----|
| White | 188 | 52% | |
| African American | 172 | 48% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | 190 | 53% | 19 |
| 1BR | 16 | 4% | 2 |
| 2 BR | 86 | 24% | 8 |
| 3 BR | 54 | 15% | 5 |
| 4 BR | 14 | 4% | 1 |
| 5 BR | | | 0 |
| 6+ BR | | | 0 |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) **Cooperate with surrounding communities to increase the number of Choice Vouchers in those communities.**

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.

| Financial Resources: Planned Sources and Uses | | |
|---|-----------------------|--------------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2007 grants) | | |
| a) Public Housing Operating Fund | 734,986 | PHA Operations |
| b) Public Housing Capital Fund | 605,093 | PHA Capital Improvements |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 2,423,753 | Section 8 Assistance |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| 2006 CFP | 402,665.50 | PHA Capital Improvements |
| | | |
| 3. Public Housing Dwelling Rental Income | 557,540 | PHA Operations |
| | | |
| 4. Other income (list below) S & S | 47,720 | PHA Operations |
| Excess utilities | 38,100 | PHA Operations |
| Interest on Government Fund Inv. | 2,000 | PHA Operations |
| Non Dwelling Rental | 4,200 | PHA Operations |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| Total resources | \$4,816,057.50 | |

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: (First 25)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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) Change in Total Family Income

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

Criminal or drug-related activity

Other (describe below) **CONTACT PREVIOUS LANDLORDS.**

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below) **NAMED THE SITE WHERE APPLICATIONS ARE TAKEN IN OUR AD**

(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:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

\$1-\$25

\$26-\$50 **This was selected because it has been determined the clientele can easily afford this level of rent. We often experience residents moving out to pay market rent of \$450 to \$500 with the same level of income as they had while a resident of the Authority.**

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

3. If yes to question 2, list these policies below: **In ACOP and Section 8 Admin. Plan**

- (1) **The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and naturalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.**
- (2) **The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).**
- (3) **The income of the family has decreased because of changed circumstance, including loss of employment.**
- (4) **A death in the family has occurred which affects the family circumstances.**
- (5) **Other circumstances which may be decided by the HA on a case by case basis.**

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:

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 amounts and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentages 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) Families that go to work after receiving TANF do not pay increased rent for 24 months.

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(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.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 377 | 160 |
| Section 8 Vouchers | 523 | 45 |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| | | |
| Other Federal Programs (list individually) | | |
| | | |
| | | |

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)

**Admission and Continued Occupancy Policy.
Maintenance Plan**

(2) Section 8 Management: (list below)

Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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 (state name) D

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development names below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below: **Plan to apply for leveraged financing using Capital Funds to obtain a loan. This loan would be used to make significant capital improvements to the existing housing stock. It would be repaid with a portion of the Capital Fund Program each year for up to 20 years.**

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.)

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name: Courtyard Apartments |
| 1b. Development (project) number: AR024-002 |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> (Top Floor Removal) Disposition <input type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (11-1-08) |
| 5. Number of units affected: 8 |
| 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: Early 2008 for 350 31st Street; (Courtyard Apartments AR024-002) 2009 for 304 31st Street (Courtyard Apartments AR024-002) |

b. Projected end date of activity:
 2008 for 350 31st Street;
 2010 for 304 31st Street

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.

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

| |
|---|
| <p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p> |
| <p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p> |

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.

| Conversion of Public Housing Activity Description | |
|--|---|
| 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 |
| <p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <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.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 7/1/03

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)

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>Tiny Schools Daycare Center (3052 Henry, Apt. 47) Adult Education Training</i> | <i>34</i> | <i>Enrollment Do their own waiting list</i> | <i>PHA Main Office and they advertise themselves</i> | <i>Both</i> |
| <i>Head Start (3052 Henry) Education Training for 4 yr. Olds</i> | <i>53</i> | <i>Waiting List</i> | <i>PHA Main Office and they advertise themselves</i> | <i>Both</i> |

(2) Family Self Sufficiency programs

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2002 Estimate) | Actual Number of Participants (As of: 04/10/07) |
| Public Housing | Not Required | 3 |
| Section 8 | Not Required | 18 |

- 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)

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)
Hire off duty West Memphis Police personnel as security officers.

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

Courtyard Apartment

C. Coordination between PHA and the police

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

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

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

Courtyard Apartment

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 2002 in this PHA Plan?
 Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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) **Leveraged Financing**

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 Boards?

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

Attached at Attachment (File name)

Provided below:

Residents commented that they wanted dryer connections, new kitchen cabinets and fencing in development 24-1 (Wil-mor Homes)

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:

Dryer connections and kitchen renovations are in the Five Year Plan. Fencing is not seen as viable for that Development.

Other: (list below)

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

Not Applicable – There are no openings on the PHA Board at this time.

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

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

3. Description of Resident Election Process

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

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

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: State of Arkansas

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 Plans.
- 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)

See Executive Summary

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

a. Substantial Deviation from the 5-Year Plan.

The West Memphis Housing Authority will consider the following to be changes in its Agency Plan necessary and sufficient to require a 30 day review by all participants before a corresponding change in the Agency Plan can be adopted:

1. Any alteration of the PHA's Mission Statement.
2. Any change or amendment to a stated Strategic Goal.
3. Any change or amendment to a stated Strategic Objective except in cases where the change results from the objective having been met.
4. Any introduction of a new Strategic Goal or new Strategic Objective.
5. Any alteration in the Capital Fund Program (CFP) that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In defining the above, the West Memphis Housing Authority intends by "Strategic Goal" and "Strategic Objective" specifically those items in its Five Year Plan and any change in the above items will be considered a "substantial deviation" from the plan.

b. Significant Amendment or Modification to the Annual Plan.

Furthermore, the PHA considers the following changes to require a public process before amending said changes and that these times are "significant amendments or modifications" to the Agency Plan:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
3. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

Implementation of Public Housing Resident Community Service Requirements

Administrative Steps

The community service requirement is written, and it describes the requirement, covered residents, exempt residents, violation of the service requirement, community service, qualified service organizations and activities, determining resident status, assuring resident compliance and signed certifications. Residents are notified and the Authority strives to work with welfare agencies. The Housing Authority administers the program.

Programmatic Aspects

The Housing Authority has developed, posted on the bulletin board and provided the residents a list of qualified organizations (and activities) that have agreed to work with residents in helping them satisfy their community service requirement. Residents are not limited to the published list and are encouraged to identify other organizations and activities. The full policy is a supporting document.

Specifics

The requirement is effective beginning with fiscal years that commence on or after October 1, 2000. Each adult resident of public housing who is not exempt must contribute eight hours of community service per month, participate in an economic self-sufficiency program for eight hours per month, or perform a combination of the two which totals eight hours per month. Exemptions are provided for adults who are: 1) age 62 or older; 2) blind or disabled and certifies that he/she is unable to comply because of the disability, or is a primary caretaker of such individual; 3) is engaged in work activities; 4) meets the requirements of being exempted from having to engage in a work activity under the State program funded under Part A of Title 1 V of the Social Security Act or under any other welfare program of the State, including a State-administered welfare-to-work program; or, 5) is a member of a family receiving assistance, benefits or services from programs noted in #4 and have not been found to be in non-compliance with such program.

The West Memphis Housing Authority has arranged for eligible tenants to perform their community service requirements at the following non-profit organizations in West Memphis: Crittenden Hospital, Area Agency on Aging, One City Boys Club, L. R. Jackson Boys Club and the West Memphis Boys Club.

PET POLICY

Selection Criteria

- A. Prior to accepting a pet for residency by the PHA, the pet owner and the PHA must enter into a Pet Agreement.

DEFINITIONS

- A. Common Household Pets
 - 1. Means a domesticated animal such as a dog, cat, bird, rodent, fish, or turtle that is traditionally kept in the home for pleasure rather than commercial purposes.
- B. Elderly or Handicapped Family
 - 1. Means an elderly or handicapped person or family for purposes of the program under which a project for the elderly or handicapped is assisted.
- C. Project for the Elderly or Handicapped
 - 1. Means a specific rental or cooperative multifamily project, or a unit that was designated for occupancy by elderly or handicapped families when funds for the project were reserved or any unit that is occupied by elderly or handicapped families.
- D. Animal that Assist the Handicapped
 - 1. Animals that have been trained to assist persons with a specific handicap shall not be subject to the size limitations as contained in this policy.

NONDISCRIMINATION

- A. No Owner or manager of a project for the elderly or handicapped may, as a condition of tenancy or otherwise, prohibit or prevent any tenant of such housing from owning a common household pet or having such a pet living in the tenant's dwelling unit.
- B. The PHA will not restrict or discriminate against any person in connection with admission to, or continued occupancy of, such housing by reason of the person's

ownership of a common household pet or the presence of such a pet in that person's dwelling unit.

MANDATORY PROVISIONS

A. Inoculations

1. All dogs and cats must be inoculated and vaccinated according to State and Local Laws for rabies and other transmittable diseases.

B. Sanitary Conditions

1. All pet waste on the grounds of the PHA must be picked up immediately by the pet owner and disposed of in a sealed plastic trash bag and placed in the owner's trash can or dumpster. If the PHA maintenance staff has to dispose of the pet waste, then the pet owner will be charged \$5.00 per occurrence.
2. In the case of cats or other pets using litter boxes, the pet owner shall change the litter at least two (2) times each week. The soiled litter must be placed in a sealed plastic bag and disposed of in the pet owner's trashcan or dumpster. Litter shall not be disposed of by flushing down toilets. Charges for unclogging toilets for litter disposed of in this manner will be billed to the tenant.

C. Pet Restraint

1. Dogs and cats shall be maintained within the pet owner's unit. When outside of the unit, the pet owner shall appropriately and effectively keep his/her dog or cat on a leash and under proper control.

D. Registration

1. The pet owner shall register the pet with the PHA. The pet owner must register the pet before it is brought on to the project premises, and must update the registration annually. The registration of the pet must include the following:
 - a. A certificate signed by a licensed veterinarian or a State or Local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and Local laws.

- b. Information sufficient to identify the pet and to demonstrate that it is a common household pet.
- c. The name, address, and phone number of one or more responsible parties who will take care of the pet if the owner dies, or is incapacitated, or is otherwise unable to care for the pet.
- d. The pet owner shall sign a statement indicating that he or she has read the pet rules and agrees to comply with them.
- e. If the PHA determines that the pet owner's pet does not meet the definition of a common household pet as stated in the PHA's Pet Policy; or if the PHA determines that the keeping of a pet would violate any applicable house pet rule; or if the pet owner fails to provide complete registration information or fails annually to update pet registration information; or if the PHA reasonably determines, based upon 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 leash obligations, then the PHA can refuse to register the pet.

DISCRETIONARY RULES

- A. The following types of common household pet will be permitted under the following criteria:
 1. Dogs - (a pit bull dog will not be considered a common household pet)
 - Maximum number - one (1)
 - Maximum adult weight - 25 lbs.
 - Maximum height - 18 inches
 - Must be housebroken
 - Must be spayed or neutered
 - Must have all required vaccinations
 - Must be licensed
 2. Cats
 - Maximum number - one (1)
 - Maximum adult weight - 20 lbs.
 - Must be spayed or neutered
 - Must have all required vaccinations
 - Must be trained to the litter box
 3. Rodents - limited to gerbils, hamsters, guinea pigs and rabbits
 - Maximum number - one (1)
 - Must be maintained inside of a cage at all times

4. Birds - limited to canaries, parrots, parakeets, myna birds
 - Maximum number - one (1)
 - Must be maintained inside of a cage at all times
5. Fish
 - Maximum aquarium size - 20 gallons
 - Must be maintained on a approved stand
6. Reptiles - no reptiles except turtles will be considered as a common household pet
 - Maximum number - one (1)
 - Must be maintained inside of a cage or aquarium at all times

B. Pet Deposit - Dogs and Cats

1. A pet deposit of \$25.00 will be collected at the time of pet registration and an additional \$25.00 will be paid in installments of \$10.00 for two (2) payments and a final payment of \$5.00.
2. The pet deposit is in addition to a financial obligation generally imposed on tenants of the project.
3. The PHA may only use the pet deposit for reasonable expenses attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to, and fumigation of, the tenant's dwelling unit, and the cost of animal care facilities as outlined in the Pet Policy.
4. If the pet has to be removed from the unit, then the cost for shelter of the pet, for a period not to exceed 30 days, will be deducted from the pet deposit if not previously paid by the pet owner.
5. Upon the move out of a pet owner, the pet deposit will be refunded, minus any attributable repairs and fumigation, at the same time regular move out deposits are figured. If the pet owner removes the pet from the unit and states that the pet will not be returning to the unit, the PHA will refund the pet deposit within fourteen (14) days minus the attributable repairs and fumigation.

C. Temporary Pets

1. A pet that does not belong to the tenant may not be kept in the tenant's dwelling unit.

D. Rejection of Units by Applicants

1. An applicant for tenancy in a project for the elderly or handicapped may reject a unit offered by the PHA if the unit is in a close proximity to a dwelling unit in which an existing tenant owns or keeps a common household pet. An applicant's rejection of a unit because he or she does not want to live in a unit that is in close proximity of a pet owner unit, will not adversely affect his or her position on the project waiting list. However, if an applicant refuses a unit two (2) times for this reason, then he or she will be placed at the bottom of the uniting list. The PHA does not have to offer another unit because of the above-mentioned rejection of a unit.

E. Lease Provisions

1. The leases for all elderly or handicapped tenants will state that these tenants are permitted to keep common household pets in their dwelling units. The pet owner agrees to comply with the PHA's Pet Policy, and fully understands that violation of the PHA's Pet Policy may be grounds for removal of the pet or termination of the pet owner's tenancy (or both), in accordance with the dwelling lease and State and/or local laws.

2. Entry of Premises During Tenancy

The PHA shall, upon reasonable advance notification to the tenant, be permitted to enter the dwelling unit during reasonable hours, if the PHA has received a signed, written complaint alleging (or the PHA has reasonable grounds to believe) that the conduct or condition of a pet in the dwelling unit constitutes a nuisance or a threat to the health or safety of the occupants of the project or other persons in the community where the project is located.

3. Emergencies

- a. The PHA shall have the right to remove a pet that becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate

threat to the health and safety of the tenancy as a whole. After removal of the pet, the PHA will place the pet in the City Dog Pound, at pet owner's risk and responsibility.

- b. In the event of an emergency such as a fire, natural disaster, floods, riots, etc., the pet owner assumes full responsibility for removing his/her pet from the dwelling unit.

4. Protection of the Pet

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, then the PHA will contact the responsible party or parties listed in the pet registration to remove the pet from the dwelling unit and place the pet in the City Dog Pound at the pet owner's risk and responsibility.

5. Nuisance or Threat to Health or Safety

Nothing in the dwelling lease or Pet Policy prohibits the PHA or an appropriate community authority from requiring the removal of any pet from the project, if the pet's conduct or condition is duly determined to constitute, under the provisions of State and/or local laws, a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

F. Pet Rule Violation Procedures

1. If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of a pet, then the PHA will serve a written Notice by sending the Notice by first class mail, or by serving a copy of the Notice to any adult that accepts the Notice at the unit, or by placing the Notice under the door of the unit.

Progress in Meeting the 5-Year Plan Mission and Goals

Our Mission is: **To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.** We have been and will continue to support our mission.

The following describe our goals and objectives and our progress:

Goal One: In HUD's Strategic Goal of increasing the availability of decent, safe and affordable housing, we have attempted to expand the supply of assisted housing. This has been done through vacancy reduction, which was one of our goals last year. Another of our goals was to increase housing choices by making efforts to meet with potential voucher landlords. The West Memphis Housing Authority also runs Earle's Section 8 Program. We will apply for additional vouchers when available. We had a meeting last year with the Property Manager's Association to do just that. In addition, we partner with tax credit individuals. The West Memphis Housing Authority has to sign an agreement with potential tax credit seeking individuals to show the commitment from the Authority for increased housing opportunities. We also reached out to Senior Citizens.

The Authority also has a goal of improving the quality of assisted housing. Our objectives were to improve our PHAS and SEMAP scores. We have done this. Our PHAS score is up to 81 and the Authority is now a standard performer and the SEMAP score is 96. We also met our objective of renovating units through the use of our capital funds. Efforts to provide voucher mobility counseling and to find potential voucher landlords are underway to meet our goal of increasing housing choices.

Goal Two: We have a goal to provide an improved living environment in order to meet HUD's Strategic Goal of improving community quality of life and economic vitality. The WMHA has paid for increased police presence, added lights on poles and buildings, and are planning to add additional security cameras at 24-2, as identified in our 2007 Capital Fund Program 5 Year Action Plan. We continue to promote deconcentration and income mixing.

Goal Three: Promote self-sufficiency and asset development of assisted households by providing and attracting supportive services to improve assistance recipient's employability. We have sought to achieve this goal by having Head Start on site.

Goal Four: 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. All of the physical improvements made and programs offered are to all residents equally. Physical improvements, such as the addition of central heat and air, have been added to market our properties as competitively as possible in the community.

Resident Membership of the PHA Governing Board

The WMHA has had a resident serving on the Board, but she has since moved from public housing to Section 8 and now into the private sector. So, currently there is no resident on the board. However, the WMHA will attempt to fill the next Board vacancy with a resident, if possible.

Membership of the Resident Advisory Board

Resident Advisory Board members are:

Ruby Phillips
Mozella Strothers
Cora Alexander
Ron Hewlett
Morlene Robertson
Johnny Smothers

ATTACHMENT A

DECONCENTRATION RULE

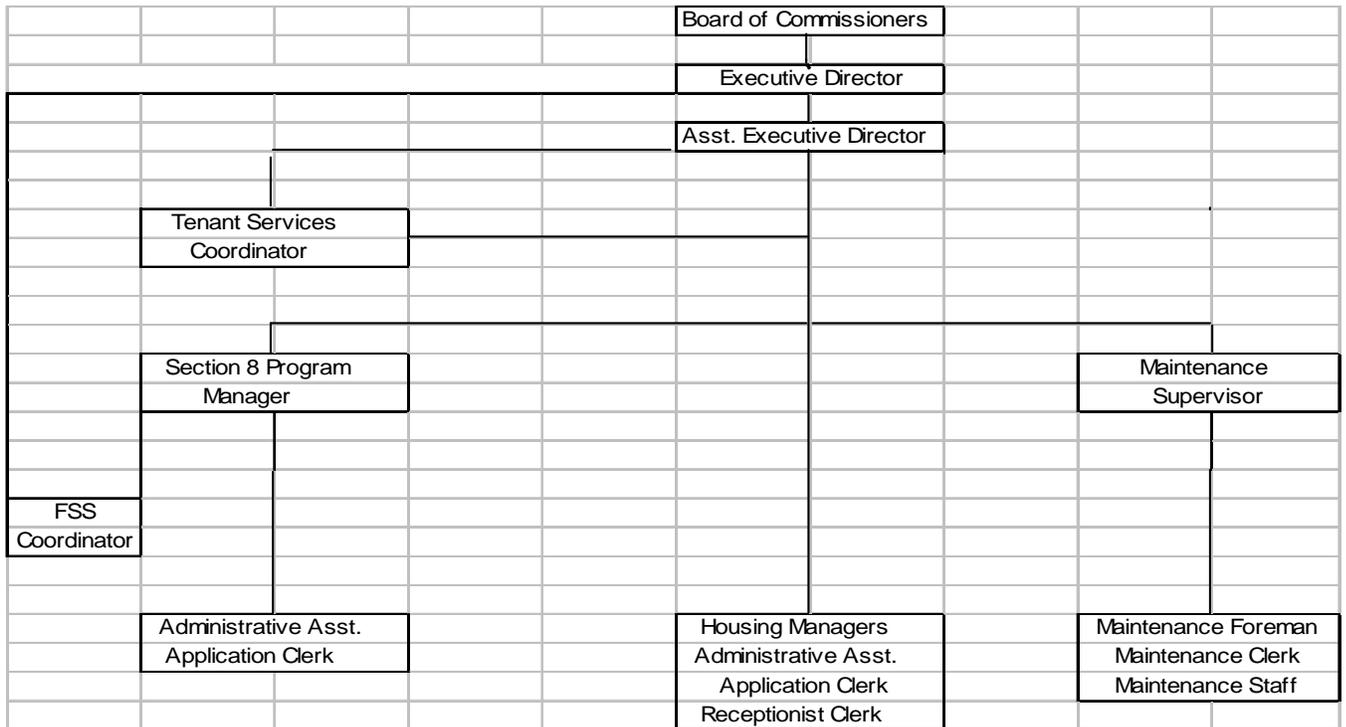
1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also, the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.

2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
 - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.

 - B. To accomplish the goals of:
 - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area of area median income, and
 - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

ATTACHMENT C

WEST MEMPHIS HOUSING AUTHORITY
Organizational Chart



ATTACHMENT D

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
|---|---|---|---------|-------------------|------------------------------------|
| PHA Name: Housing Authority of the City of West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450107 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2007 |
| <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 No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | \$120,000 | | | |
| 3 | 1408 Management Improvements | \$15,500 | | | |
| 4 | 1410 Administration | \$2,000 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$78,500 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$30,000 | | | |
| 10 | 1460 Dwelling Structures | \$352,240 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$20,700 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$13,000 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2-20) | \$631,940 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security –Soft Costs | | | | |
| 25 | Amount of Line 21 related to Security-- Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |
| 27 | Collateralization Expenses or Debt Service | | | | |

**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 West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450107 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2007 | | | |
|--|--|---|------------|----------------------|---------------------------|-------------------|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA-Wide | Operations (Insurance Premium) | 1406 | 1 LS | \$120,000 | | | | |
| HA-Wide | Staff Training | 1408 | 1 LS | \$10,000 | | | | |
| HA-Wide | Resident Initiatives | 1408 | 1 LS | \$2,500 | | | | |
| HA-Wide | Computer Software | 1408 | 1 LS | \$3,000 | | | | |
| HA-Wide | Administration | 1410 | 1 LS | \$2,000 | | | | |
| HA-Wide | Management | 1430 | 1 LS | \$15,000 | | | | |
| HA-Wide | Design | 1430 | 1 LS | \$34,000 | | | | |
| HA-Wide | Environmental Review | 1430 | 1 LS | \$4,500 | | | | |
| HA-Wide | Construction Administration | 1430 | 1 LS | \$22,000 | | | | |
| HA-Wide | Agency Plan | 1430 | 1 LS | \$3,000 | | | | |
| HA-Wide | Sidewalk / Driveway Replacement | 1450 | 1 LS | \$20,000 | | | | |
| HA-Wide | Site Improvements / Landscaping | 1450 | 1 LS | \$10,000 | | | | |
| HA-Wide | Interior Painting (Material) | 1460 | 50 Buckets | \$7,500 | | | | |
| HA-Wide | Interior Painting (Force account) | 1460 | 50 DU | \$22,500 | | | | |
| HA-Wide | Building 350 Renovation | 1460 | 1 Bldg | \$170,500 | | | | |
| AR024-002 | Windows/Sec. Window Screens(Phase 1) | 1460 | 12 Bldgs | \$151,740 | | | | |
| HA-Wide | Ranges | 1465 | 10 EA | \$2,700 | | | | |
| HA-Wide | Refrigerators | 1465 | 30 EA | \$18,000 | | | | |
| HA-Wide | Computer Hardware | 1475 | 1 LS | \$5,000 | | | | |
| HA-Wide | Lawnmower | 1475 | 1 EA | \$8,000 | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

| PHA Name West Memphis Housing Authority | | | | | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: |
|--|------------------|--|--|--|--|---|
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008 | Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009 | Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010 | Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011 | |
| | Annual Statement | | | | | |
| AR24-1/Wil-Mor | | | | | \$100,000 | |
| AR24-2/Courtyard | | \$389,240 | \$45,000 | | | |
| HA-Wide | | \$31,200 | \$375,440 | \$420,440 | \$390,440 | |
| CFP Funds Listed for 5-Year Planning | | \$420,440 | \$420,440 | \$420,440 | \$490,440 | |
| Total Replacement Housing Factor Funds | | | | | | |
| | | | | | | |
| | | | | | | |

ATTACHMENT E

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

| | | |
|--|--|-------------------------------------|
| PHA Name: Housing Authority of the City of West Memphis | Grant Type and Number Capital Fund Program Grant No: AR37P02450104 Replacement Housing Factor Grant No: | Federal FY of Grant: 2004 |
|--|--|-------------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/06 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 | | | | |
| 2 | 1406 Operations | \$124,000 | \$124,000 | \$124,000 | \$124,000 |
| 3 | 1408 Management Improvements | \$16,500 | \$792.75 | \$1,446.75 | \$1,446.75 |
| 4 | 1410 Administration | \$3,000 | \$654.67 | \$654.67 | \$654.67 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$81,500 | \$74,850 | \$74,196 | \$68,250 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$40,000 | \$17,552.50 | \$18,272.50 | \$18,272.50 |
| 10 | 1460 Dwelling Structures | \$283,200 | \$365,366.61 | \$363,261.61 | \$363,261.61 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$19,000 | \$16,900 | \$16,900 | \$16,900 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$39,500 | \$19,987.47 | \$21,372.47 | \$21,372.47 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | \$13,404 | | | |
| | Amount of Annual Grant: (sum of lines 2-20) | \$620,104 | \$620,104 | \$620,104 | \$614,158 |
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security –Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |

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 West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450104 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2004 | | |
|---|---|---|----------|----------------------|--------------|---------------------------|-------------------|-------------------|
| Development Number Name/HA- Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA-Wide | Operations | 1406 | 1 LS | \$124,000 | \$124,000 | \$124,000 | \$124,000 | |
| HA-Wide | Staff Training | 1408 | 1 LS | \$10,000 | \$555.25 | \$555.25 | \$555.25 | |
| HA-Wide | Resident Initiatives | 1408 | 1 LS | \$3,500 | 0 | | | |
| HA-Wide | Computer Software | 1408 | 1 LS | \$3,000 | \$237.50 | \$891.50 | \$891.50 | |
| HA-Wide | Administration | 1410 | 1 LS | \$3,000 | \$654.67 | \$654.67 | \$654.67 | |
| HA-Wide | Management | 1430 | 1 LS | \$15,000 | \$15,000 | \$15,000 | \$15,000 | |
| HA-Wide | Design | 1430 | 1 LS | \$41,500 | \$34,850 | \$34,850 | \$34,850 | |
| HA-Wide | Construction Administration | 1430 | 1 LS | \$22,000 | \$22,000 | \$21,346 | \$15,400 | |
| HA-Wide | Agency Plan | 1430 | 1 LS | \$3,000 | \$3,000 | \$3,000 | \$3,000 | |
| HA-Wide | Sidewalk / Driveway Replacement | 1450 | 1 LS | \$30,000 | \$12,675.50 | \$12,675.50 | \$12,675.50 | |
| HA-Wide | Site Improvements / Landscaping | 1450 | 1 LS | \$10,000 | \$4,877 | \$5,597 | \$5,597 | |
| HA-Wide | Water Heater Replacement | 1465 | 20 EA | \$4,000 | 0 | | | |
| HA-Wide | Ranges | 1465 | 15 EA | \$4,000 | 0 | | | |
| HA-Wide | Refrigerators | 1465 | 20 EA | \$10,000 | \$16,900 | \$16,900 | \$16,900 | |
| HA-Wide | Computer Hardware | 1475 | 1 LS | \$20,000 | \$19,987.47 | \$21,372.47 | \$21,372.47 | |
| HA-Wide | Maintenance Truck | 1475 | 1 LS | \$19,500 | 0 | | | |
| AR24-1 | Window Replacement | 1460 | 10 DU | \$27,600 | 0 | | | |
| AR24-2 | Electrical Renovations at 2910,2950,2960,and 3000 Autumn St.; 3001,3053,3050,and 3054 S.L. Henry St.; 297 31 st St. (Panel boxes, meters)(Roberson Heat & Air) | 1460 | 58 DU | \$150,000 | \$95,410 | \$95,410 | \$12,831 | |
| AR24-2 | HVAC at 2910,2950,2960, and 3000 Autumn St.; 3001,3053,3050, and 3054 S.L. Henry St.; 297 31 st Street | 1460 | 58 DU | \$78,000 | \$269,956.61 | \$269,956.61 | \$269,956.61 | |

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 West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450104 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 |
| | (Furnace, condensate unit, drain w/chase, security enclosure, housekeeping pads, mechanical closet doors, sheetrock repair) (Roberson Heat & Air) | | | | | | | |
| AR24-2 | Window Replacement | 1460 | 10 DU | \$27,600 | 0 | | | |
| HA-WIDE | Contingency | 1502 | 1 LS | \$13,404 | 0 | | | |
| | | | | | | | | |

ATTACHMENT F

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
|--|---|---|---------|-------------------|------------------------------------|
| PHA Name: Housing Authority of the City of West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450105 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2005 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/05 <input type="checkbox"/> 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 | | | | |
| 2 | 1406 Operations | \$124,000 | | \$122,783.25 | \$122,783.25 |
| 3 | 1408 Management Improvements | \$16,500 | | | |
| 4 | 1410 Administration | \$3,000 | | \$3,243.60 | \$3,243.60 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$74,000 | | \$44,700 | \$30,140 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$40,000 | | \$61,211.60 | \$61,211.60 |
| 10 | 1460 Dwelling Structures | \$279,854 | | \$112,739.15 | \$112,739.15 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$20,700 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$70,000 | | \$4,680.96 | \$4,680.96 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| | Amount of Annual Grant: (sum of lines 2-20) | \$628,054 | | \$349,358.56 | \$334,798.56 |
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security –Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |

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 West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450105 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 | |
| HA-Wide | Operations (Insurance Premium) | 1406 | 1 LS | \$124,000 | | \$122,783.25 | \$122,783.25 | |
| HA-Wide | Staff Training | 1408 | 1 LS | \$10,000 | | | | |
| HA-Wide | Resident Initiatives | 1408 | 1 LS | \$3,500 | | | | |
| HA-Wide | Computer Software | 1408 | 1 LS | \$3,000 | | | | |
| HA-Wide | Administration | 1410 | 1 LS | \$3,000 | | 243.60 | \$243.60 | |
| HA-Wide | Management | 1430 | 1 LS | \$15,000 | | \$3,000 | \$3,000 | |
| HA-Wide | Design | 1430 | 1 LS | \$34,000 | | \$15,000 | \$10,000 | |
| HA-Wide | Construction Administration | 1430 | 1 LS | \$22,000 | | \$16,500 | \$16,500 | |
| HA-Wide | Agency Plan | 1430 | 1 LS | \$3,000 | | \$13,200 | \$3,640 | |
| HA-Wide | Sidewalk / Driveway Replacement | 1450 | 1 LS | \$30,000 | | \$6,946.60 | \$6,946.60 | |
| HA-Wide | Site Improvements / Landscaping | 1450 | 1 LS | \$10,000 | | \$54,265 | \$54,265 | |
| HA-Wide | Water Heater Replacement | 1460 | 20 EA | \$4,000 | | | | |
| HA-Wide | Ranges | 1465 | 10 EA | \$2,700 | | | | |
| HA-Wide | Refrigerators | 1465 | 30 EA | \$18,000 | | | | |
| HA-Wide | Computer Hardware | 1475 | 1 LS | \$10,000 | | \$4,680.96 | \$4,680.96 | |
| HA-Wide | Maintenance Trucks | 1475 | 2 EA | \$50,000 | | | | |
| HA-Wide | Interior Painting | 1460 | 127 DU | \$54,834 | | \$19,700 | \$19,700 | |
| AR24-2 | Electrical Renovations at 297 and 289 31 st Street (panel boxes and meters)(Roberson Heat and Air) | 1460 | 14 DU | \$61,500 | | \$23,030 | \$23,030 | |
| AR24-2 | HVAC at 297 and 289 31 st Street (New heater with AC Coil and condensing unit, security enclosure, housekeeping pad, drain line with chase) (Roberson Heat and Air) | 1460 | 14 DU | \$159,520 | | \$70,009.15 | \$70,009.15 | |

ATTACHMENT G

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
|--|---|---|---------|-------------------|------------------------------------|
| PHA Name: Housing Authority of the City of West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450106 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2006 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/06 <input type="checkbox"/> 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 | | | | |
| 2 | 1406 Operations | \$117,000 | | | |
| 3 | 1408 Management Improvements | \$16,500 | | | |
| 4 | 1410 Administration | \$3,000 | | \$3,179.56 | \$3,179.56 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$74,000 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$40,000 | | | |
| 10 | 1460 Dwelling Structures | \$311,529 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$20,700 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$5,000 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| | Amount of Annual Grant: (sum of lines 2-20) | \$587,729 | | \$3,179.56 | \$3,179.56 |
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security –Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450106 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2006 |
|---|--|---|--|------------------------------------|
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/06 <input type="checkbox"/> Final Performance and Evaluation Report | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost |
| | Collateralization Expenses or Debt Service | | | |

**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 West Memphis | | Grant Type and Number Capital Fund Program Grant No: AR37P02450106 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2006 | | |
|--|--|---|----------|----------------------|---------|---------------------------|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA-Wide | Operations (Insurance Premium) | 1406 | 1 LS | \$124,000 | | | | |
| HA-Wide | Staff Training | 1408 | 1 LS | \$10,000 | | | | |
| HA-Wide | Resident Initiatives | 1408 | 1 LS | \$3,500 | | | | |
| HA-Wide | Computer Software | 1408 | 1 LS | \$3,000 | | | | |
| HA-Wide | Administration | 1410 | 1 LS | \$3,000 | | \$179.56 | \$179.56 | |
| HA-Wide | Agency Plan | 1410 | 1 LS | \$3,000 | | \$3,000 | \$3,000 | |
| HA-Wide | Management | 1430 | 1 LS | \$15,000 | | | | |
| HA-Wide | Design | 1430 | 1 LS | \$34,000 | | | | |
| HA-Wide | Construction Administration | 1430 | 1 LS | \$22,000 | | | | |
| HA-Wide | Sidewalk / Driveway Replacement | 1450 | 1 LS | \$20,000 | | | | |
| HA-Wide | Site Improvements / Landscaping/Parking Bollards | 1450 | 1 LS | \$20,000 | | | | |
| HA-Wide | Interior Painting | 1460 | 100 DU | \$46,500 | | | | |
| AR24-2 | Electrical Renovations at 400 31 st Street; 2990, 3010, 3052, 3110, 3009, 3053, 3101 and 3111 Autumn (panel boxes and meters) | 1460 | 42 DU | \$70,560 | | | | |
| AR24-2 | HVAC at 400 31 st Street;2990,3010, 3052, 3110, 3009, 3053, 3101 and 3111 Autumn (New heater with AC Coil and condensing unit, security enclosure, housekeeping pad, drain line with chase) | 1460 | 42 DU | \$194,469 | | | | |
| HA-Wide | Ranges | 1465 | 10 EA | \$2,700 | | | | |
| HA-Wide | Refrigerators | 1465 | 30 EA | \$18,000 | | | | |
| HA-Wide | Computer Hardware | 1475 | 1 LS | \$5,000 | | | | |

Attachment H

Voluntary Conversion Initial Assessment

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 2
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general Occupancy projects)? 0
- c. How many Assessments were conducted for the PHA's covered developments? 2
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments? N/A
- e. If the PHA has not completed the Required Initial Assessments, describe the status of These assessments: N/A

Attachment I

2006 RASS – FOLLOW-UP PLAN

COMMUNICATION

We hand deliver to the residents all notices, flyers, letters, bulletins, etc. of all types of meetings, conferences, discussions and also post them in all our public buildings of the WMHA. Some meetings are published in our local newspapers for communication to all our residents. We will continue to have lease orientation at time of new move-ins so that each new resident has a detail understanding of their lease and their responsibilities and the rules and regulations and services of the Housing authority. During move-in lease orientation, we show the new resident a video on maintenance and upkeep, good housekeeping habits and what is expected of them as a resident of the Housing Authority.

All major maintenance and modernization work scheduled or in planning stages are discussed with residents in a resident meeting and also in a public meeting. Notices/flyers of such meetings are hand delivered to each resident by our maintenance staff and also posted in all public buildings in the WMHA developments.

Any and all residents with questions and concerns when presented to management are handled professionally by their housing manager or other personnel with satisfaction for resident and management.

The Housing Authority supports and works with the resident organization. Our resident initiative coordinator works directly with the resident organization.

Our goal is to continue to do an outreach and staff training program with outside training workshops and seminars as well as in-house to improve our professionalism and communication skills with our residents. This will be funded with operating funds with a target date of completion of June 30, 2007.

SAFETY

The West Memphis Housing Authority provides off-duty police officers as security guards to patrol the grounds six days a week. All units have heavy gauge steel bronze color security screen doors with locks on their front and back doors. All units have

bronze heavy gauge steel security window screens on all windows. All front and back doors have deadbolt locks and door locks in all units. All units have front and back door porch lights along with building lights on the ends of each building. Pole lighting on the street and/or in back of buildings are also placed strategically throughout the developments. Each unit has lighted address-o-lites for easy address location. The WMHA partnered with our police department to have more routine patrolling in our development during the nighttime hours as well as during the daytime hours. They work well with us to keep any “banned” persons from our development and away from our properties. These goals are funded with operation funds with a target date of June 30.

NEIGHBORHOOD APPEARANCE

Building exteriors are pressure wash of graffiti from walls immediately or within 24 hours when reported by residents or found by our maintenance personnel. Stairways of buildings are checked routinely by maintenance and are repaired immediately. Any damaged sidewalks and driveways are replaced, as funds are available as in our capital fund program. Currently in our major contract under capital funds we are replacing any and all damaged sidewalks and driveways as needed PHA wide. Our maintenance personnel picks up trash and cleans the parking areas daily and cleans the trash dumpster areas weekly. Playground areas are checked daily for repairs and are cleaned daily of trash and debris. The fiber bark is turned twice yearly for maintenance and spread. WMHA maintenance personnel clear broken glass daily during routine trash pickup. Any violators of the too loud noise are reprimanded by housing managers or security guards. The PHA provided monthly pest control treatment by a pest control company for rodents and insects. If a unit or residents require or request more regular treatments, we provide treatments as needed in order to eliminate pests from their unit.

The PHA maintenance department picks up trash and debris in the common areas every day Monday-Friday. The city sanitation department empty dumpsters three times per week. The PHA pays for this service. The PHA pays for this service. The PHA keeps the lawn sprayed for weeds, plants flowers and shrubs and keeps all lawns, common areas or otherwise, mowed regularly. We have just recently trimmed shrubs and trees in both developments for better grass growth on lawn areas this year. We have also recently added dirt to low areas in order to level out area so no puddling occurs. This is all funded by operating funds with a target completion date of June 30, 2007

ATTACHMENT J

Optional Public Housing Asset Management Table

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

| Public Housing Asset Management | | | | | | | | |
|--|--------------------------|--|---|--|--|-----------------------------------|--|---|
| Development Identification | | Activity Description | | | | | | |
| Name, Number, and Location | Number and Type of units | Capital Fund Program Parts II and III <i>Component 7a</i> | Development Activities <i>Component 7b</i> | Demolition / disposition <i>Component 8</i> | Designated housing <i>Component 9</i> | Conversion <i>Component 10</i> | Home-ownership <i>Component 11a</i> | Other (describe) <i>Component 17</i> |
| AR024-002 Courtyard Apartments | 4 | 350 31 st Street | | Remove The Top Floor | | | | |
| AR024-002 Courtyard Apartments | 4 | 304 31 st Street | | Remove The Top Floor | | | | |
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