

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

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**PHA Plans**  
**5-Year Plan for Fiscal Years 2005 - 2009**  
**Annual Plan for Fiscal Year: 2007**

**HOUSING AUTHORITY OF THE CITY OF BROOKHAVEN, MS**

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

## PHA Plan Agency Identification

**PHA Name:** Brookhaven Housing Authority

**PHA Number:** MS060

**PHA Fiscal Year Beginning:** (10/2007)

### 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 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**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 69 and MASS score 25) **Improve to high performance level.**
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction: **The Housing Authority will continue to inform residents of policies, procedures, rules and regulations to improve public relation and resident satisfaction.**
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units: **With the use of Capital Fund Program funds, the PHA will continue ongoing efforts to improve the livability, security, energy efficiency and preserve the physical integrity of the structures.**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

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

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: **The Housing Authority will continue to employ law enforcement and private security to eliminate drugs and crimes and screen all public housing applicants.**
  - 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: **Increase the number of employed residents or family members.**

- Provide or attract supportive services to improve assistance recipients' employability: **Provide residents with community service programs to allow residents to become and remain employed or return to school.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Provide services for the elderly/families through senior services programs.**
- 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: **The PHA will continue to undertake affirmative equal access for all applicants which is reinforced in the Admissions and Continued Occupancy Plan.**
  - 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: **The PHA is currently and will continue to make handicapped modifications based on individual need, which exceed 504 requirements.**
  - Other: (list below)

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

See PHA adopted Five-Year Plan for specific details

PHA Goal 1: To preserve the stock of existing housing owned and/or managed by the PHA.

Objectives:

- 1a. Inspect all housing units annually to ensure they are in decent, safe, and sanitary condition.
- 1b. Identify funds and resources that may be available to implement Goal 1. Will be continued in subsequent plan years.
- 1c. Identify capital Improvement items in a priority order, which are necessary to accomplish Goal 1. Will be continued in subsequent plan years.
- 1d. Implement Capital Improvement programs that can be funded on the priority basis established in objective 1c.

PHA Goal 2: To Increase the availability of decent, safe, affordable housing in the

jurisdiction of the PHA.

Objectives:

- 2a. Identify the specific needs for decent, safe, and affordable housing in the jurisdiction of the PHA. Will continue to monitor this aspect in subsequent years.
- 2b. Identify resources that may be available to provide the needs identified in 2a. Will continue to monitor this aspect in subsequent years. as the needs arise.
- 2c. Ensure that the housing needs identified in 2a are met using the resources identified in 2b. Will continue to monitor this aspect in subsequent years as applicable.

PHA Goal 3: To Promote Available, Adequate, Decent, Safe, and Affordable Housing.

Objectives:

- 3a. Maintain a practice of accepting housing discrimination complaints and forwarding these complaints to the proper investigative unit.
- 3b. Monitoring housing placement and enforcing the 'De-concentration Policy' with a goal of 10% of lower income participants placed into higher income neighborhoods over the next five (5) years.
- 3c. Perform a study to determine the feasibility of converting rental units to homeownership units.
- 3d. Perform an annual review of residents who may be interested in homeownership units.

PHA Goal 4: To Promote Economic Opportunity and Vitality and Asset Development.

Objectives:

- 4a. Determining the feasibility of implementing flat rents and implement same.
- 4b. Implementing a choice of rent policy that will allow resident asset accumulation.
- 4c. Survey residents to determine the interest in self-sufficiency programs that may be available.
- 4d. Survey residents to determine if any residents are interested in technical, vocational, or job training programs.
- 4e. Survey residents to determine whether any are interested in resident business development activities.
- 4f. Increase the number of households with a working family member 10% by giving preference in housing to families whom are working.
- 4g. Employ admission preferences aimed at families with hardships.
- 4h. Employ admission preferences aimed at families that are working.
- 4i. Adept rent policies to support and encourage work.

PHA Goal 5: To Ensure Equal Opportunity in Housing for all Americans.

Objectives:

- 5a. Undertake affirmative measures to ensure access to assisted housing

regardless of race, color, religion, national origin, sex, familial status, and disability.

- 5b. 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.
- 5c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

PHA Goal 6: To Provide Suitable Living Environment.

Objectives:

- 6a. Implement measures to de-concentrate poverty by bringing higher higher income public housing households into lower income developments.
- 6b. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
- 6c. Determine whether the dwelling units and facilities meet lead-based paint, asbestos, and 504 disabled accessibility standards.
- 6d. Add air conditioning to all dwelling units.
- 6e. Improve screening procedures for prospective residents.

PHA Goal 7: To Improve the Physical Condition of the Existing Housing Units.

Objectives:

- 7a. Implement the modernization program as presented in the Five-Year improvement plan which includes structural and dwelling unit upgrades, etc.
- 7b. Renovate and upgrade major systems.
- 7c. Perform a ‘Physical Needs Assessment’ survey annually.
- 7d. Annually analyze the REAC Inspection Survey results and correct any deficiencies as noted.
- 7e. Implement and review fire, safety, and crime prevention measures.
- 7f. Determine if any modifications are needed in public housing based on section 504 Needs Assessment for Public Housing.

PHA Goal 8: To Improve the Service Delivery Efforts of Management and Maintenance.

Objectives:

- 8a. Management will plan program activities according to the needs of the low income residents by communicating and meeting with residents on an annual basis.
- 8b. Management will improve communications and coordination with

- local law enforcement agencies.
- 8c. Management will annually review and scrutinize all policies to determine if changes are necessary.
  - 8d. Management will prepare a 'Management Needs Assessment' annually to determine changes and improvements that may be necessary.
  - 8e. Management will annually review its administrative and operating practices in an effort to determine where improvements may be made.
  - 8f. Maintenance and management will assess its maintenance delivery and service function for possible areas of improvement.
  - 8g. Maintenance and management will attend appropriate training seminars will improve the maintenance and management functions and service delivery.

**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 Housing Authority Plan has focused on improving the quality of life for its residents, expanding the supply of assisted housing, promote self-sufficiency through education and training, ensure equal opportunity and fair housing, safe environment and physical improvements.

The Agency Plan was made available for public review and prepared with input from local officials, board of commissioners, resident advisory council and general public. All comments were taken under consideration and addressed in this plan. Supporting documentation is attached and/or available upon request.

We will continue to use existing relationships that exist between our agency and other local organizations. These types of partnership have enabled us to better deal with the problems confronting the residents and 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 "B"**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) **Attachment "L"**

#### Optional Attachments:

- PHA Management Organizational Chart **Attachment "I"**
- Capital Fund Program 5 Year Action Plan **Attachment "C"**

- 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)
  - CFP P&E Statements for FY 2006 **Attachment "D"**
  - List of Resident Advisory Board Members **Attachment "E"**
  - Component 3, (6) Deconcentration and Income Mixing **Attachment "F"**
  - Component 10 (B) Voluntary Conversion Initial Assessments **Attachment "G"**
  - Community Service Requirement **Attachment "H"**
  - Pet Policy **Attachment "J"**
  - PHA Progress Statement on Mission & Goals **Attachment "K"**
  - Violence Against Women and Justice Department Reauthorization Act 2005 Policy **Attachment "M"**

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration/ Income Mixing, Income Analysis of Public Housing Covered Development , Substantial Deviation and Initial Assessment Voluntary Conversion of Development from Public Housing Stock.	(specify as needed)
X	Community Service Policy	Annual Plan
X	Pet Policy	Annual Plan
X	Policy on Housing Police Officers	Annual Plan: Safety and Crime Prevention

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

The Quality Housing and Work Responsibility Act of 1998 requires the PHA to set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is a significant need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We gathered data from our waiting lists and the State Consolidated Plan. Then we look at this information from the perspective of the required groups and for the factors in the Interim Rule.

The PHA used this analysis to prepare our Five-Year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum extent practical. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. The PHA does not have the resources to accomplish our objectives. The Federal Government has not made a commitment of its resources to accomplish our objective. The only practical thing we can do is apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development and other housing fund providers over the course of the next year.

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	391	5	3	4	3	3	3
Income >30% but <=50% of AMI	277	4	3	3	3	3	3
Income >50% but <80% of AMI	106	3	2	2	2	2	2
Elderly	42	4	3	3	3	3	3
Families with Disabilities	18	4	3	3	3	3	3
Black / Non-Hispanic	611	4	4	4	2	3	3
Hispanic	N/A						
Native American / Non-Hispanic	N/A						
Asian / Non-Hispanic	N/A						

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- 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)  
Current PHA Waiting List Information

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	142		30%
Extremely low income <=30% AMI	93	65%	
Very low income (>30% but <=50% AMI)	42	30%	
Low income (>50% but <80% AMI)	7	5%	
Families with children	91	64%	
Elderly families	51	36%	
Families with Disabilities	12	8%	
Race/ethnicity –	30	21%	

### Housing Needs of Families on the Waiting List

White			
Race/ethnicity – Black	112	79%	
Race/ethnicity – Hispanic	0	0	
Race/ethnicity – Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	51	36%	
2 BR	45	32%	
3 BR	38	27%	
4 BR	8	6%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**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)  
Provide housing to persons on an equal opportunity basis.

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		Operations & Capital Improvements
a) Public Housing Operating Fund	421,278	Based on 82%
b) Public Housing Capital Fund	539,339	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based 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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
		Modernization
		Modernization
<b>3. Public Housing Dwelling Rental Income</b>	513,240	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest on General Fund	29,610	Public Housing Operations
Other Income	129,500	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	1,632,967	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)  
generally within two weeks of the application
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping

Other (describe)

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

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

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

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

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

Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

PHA main administrative office

PHA development site management office

Other (list below)

c. 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? **NONE**

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

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

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

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

## **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- 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.

#### 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)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list) Change in a family's income

**(6) De-concentration 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:  
- "Skipping" was adopted so a policy would be in place should this situation occur in the future.
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below) Flat Rents

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)

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(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)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **The PHA has adopted a policy allowing a resident rent below the minimum \$50.00 rent in case of server financial hardship for 90 days to be reviewed at 90-day intervals until stable.**

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: **Ceiling/Flat Rents – 1 BR \$351.00, 2 BR \$351.00, 3 BR \$351.00, 4 BR \$351.00 & 5 BR \$399.00**

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below) Equal to Flat Rents less Utilities

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)  
When the family experiences additional income that increases to current Income.

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): calculation of flat rents in accordance with the federal regulations and the HUD notice. Compared to Section 8 rent comparability study.

## 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	329	80
Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)	N/A	

	329	80

**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.

**Management Policies**

- |                                    |                      |
|------------------------------------|----------------------|
| Admissions and Continued Occupancy | Investment           |
| Deconcentration / Income Mixing    | Disposition          |
| Procurement                        | Resident Initiative  |
| Personnel                          | Risk Control Manuel  |
| Capitalization                     | Community Center     |
| Drug Free Workplace                | Grievance Procedures |
| One Strike, You’ re Out            | Pet Policy           |
| Substance Abuse                    | Rent Collection      |
| Criminal Records                   | Media                |
| Cash Management & Procedure        | MBE                  |
| Community Service                  | Sexual Harassment    |
| EIV and UIV verification           | Travel               |

**Maintenance Policy**

- |                                 |                     |
|---------------------------------|---------------------|
| Maintenance Policy              | Pest Control Policy |
| Schedule of Maintenance Charges |                     |

(2) Section 8 Management: (list below) n/a

**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) **ATTACHMENT \_B\_**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **ATTACHMENT \_C\_**

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal

Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

**No Activity**

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3.  Yes  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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I

program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (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 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 09/01/2000

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) Income Verifications

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

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

a. Self-Sufficiency Policies

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

- Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- 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) generally all developments, but specifically MS 060-002; MS060-005; MS060-006 have higher incidences

All developments are affected to various degrees

**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)  
PHA is, and will continue to, contracting with local law enforcement to provide patrol services

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

All developments are affected to various degrees

**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)

All developments are affected to various degrees

**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.

N/A

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

*The PHA is committing Capital Funds Program monies to continue this program.*

**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?

**The Brookhaven Housing Authority will implement immediate goal is to meet the compliance requirements of "Asset Management" by October 1, 2007.**

Designation of three (3) Asset Management Projects  
AMP 1 – Carver Heights and Oakview, MS 001-002, 134 Units  
AMP 2 – Cloverdale and Oakwood, MS 005, 116 Units  
AMP 3 – Eastview and Lincoln, MS 006, 79 Units

TOTAL 329 Units

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) **Capital Fund modernization activities, annual inventory, Investment Policy, Procurement Policy, Disposition Policy, Cash Policy and Physical assessments of all public housing buildings, improvements and equipments.**

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 903.79(r)]

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

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

**The U. S. Congress and State of Mississippi has exempted residents from serving on the Board.**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here): **STATE OF MISSISSIPPI**

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

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

needs expressed by its waiting list and the analysis of prior fiscal years' waiting list and application pool.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) Both support housing for low-income people

#### **D. Other Information Required by HUD**

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

### **Criteria for Substantial Deviation and Significant Amendments**

#### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

#### **A. Substantial Deviation from the 5-year Plan:**

The Housing Authority does recognize the need for public notification for items contained within the 5-Year and Annual Plans. This authority shall make proper notification for any Substantial Deviations from these plans as required under law. The exception to this definition is if the change has been made to meet regulatory compliance with The U.S. Department of Housing and Urban Development requirements. Substantial deviation or Significant amendment or Modification shall mean those of the mission statement, goals and objective, capital fund program or changes in significant expenditures. And changes in statutory requirement for administration of Public Housing requiring public comment and/or public hearing.

#### **B. Significant Amendment or Modification to the Annual Plan**

A Significant Amendment or Modification to the Annual Plan shall be construed to mean the following:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items not currently included in the Annual Statement or the 5-Year Action Plan or changes in use of replacement reserve funds under the Capitol Fund;
- Additions of new activities not included in any current PHDEP Plan;
- Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

These issues, if required, shall be raised with proper public notification. The Housing Authority acknowledges that an exception will be made by HUD to comply with the above changes that are adopted to reflect changes in HUD regulatory requirements: such changes will not be considered significant amendments by HUD.

## **Maintenance Plan**

The Housing Authority has an adopted Maintenance Plan that contains rules, standards and policies governing maintenance and management of its public housing developments. The plan also includes a policy for the prevention and eradication of pest infestation, including cockroach. The Maintenance Plan is posted on the bulletin board and available for public review.

## **REAC RESIDENT ASSESSMENT FOLLOW-UP PLAN**

### **Neighborhood Appearance**

The PHA has always taken pride in the physical appearance of its developments. We will continue to improve grounds, playgrounds and buildings by daily inspections and the use of capital funds. We have implemented the following strategies and procedures:

- The Maintenance Department will routinely check the complexes for any structural problems with the buildings. The Maintenance Department along with the Resident Council Members will routinely monitor all complexes to make sure the areas/grounds are free of any safety hazards and debris.
- The Resident Advisory Council Members will work with neighbors to keep the parking areas, porches and yards free of debris. Communication Bulletins and Newsletters to residents will encourage participation in this endeavor.
- Security personnel will issue warnings to residents for excessive noise. This lease violation will be addressed in a warning letter from the Executive Director.
- All vacated and/or abandoned units will be monitored on a daily basis to ensure safety and good appearance.
- Conduct quarterly meetings with resident on issues regarding the above and the receiving of suggestions and recommendations.

### **Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

**The Brookhaven Housing Authority will implement goals to meet compliance requirements of "Asset Management" by October 1, 2007. The Housing Authority will undertake the following:**

Designation of three (3) Asset Management Projects

AMP 1 – Carver Heights and Oakview, MS 001-002, 134 Units

AMP 2 – Cloverdale and Oakwood, MS 005, 116 Units

AMP 3 – Eastview and Lincoln, MS 006, 79 Units

TOTAL 329 Units

The Housing Authority will revise all policies and operational procedures to comply with Asset Management.

**The Brookhaven Housing Authority have adopted policies and procedures to support or assist victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victims’ immediate families from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. See Attachment “M”**

### **Required Attachments**

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

Admissions Policy for Deconcentration **Attachment "A"**

FY 2007 Capital Fund Program Annual Statement **Attachment "B"**

Capital Fund Program 5 Year Action Plan **Attachment "C"**

P&E Statements, FY 2006 **Attachment "D"**

List of Resident Advisory Board Members **Attachment "E"**

Component 3, (6) Deconcentration and Income Mixing **Attachment "F"**

Certification "Initial Assessment" Voluntary Conversion of Development from Public Housing Stock  
**Attachment "G"**

Community Service **Attachment "H"**

Organizational Chart **Attachment "I"**

Pet Policy **Attachment "J"**

PHA Progress Statement on Mission & Goals **Attachment "K"**

Most recent board-approved operating budget **Attachment "L"**

Violence Against Women and Justice Department Reauthorization Act 2005 Policy  
**Attachment "M"**



# **THE HOUSING AUTHORITY OF THE CITY OF BROOKHAVEN, MISSISSIPPI**

## **ATTACHMENT A**

### **DECONCENTRATION POLICY**

In an ongoing effort for the Brookhaven Housing Authority to meet or exceed the laws and regulations regarding public housing, a comprehensive Deconcentration Policy has been developed in order to comply with the Housing Quality and Work Responsibility Act of 1998 Section 513, as it applies to the Brookhaven Housing Authority.

#### **INCOME MIX TARGETING:**

This housing authority must ensure that within a given fiscal year, not less than forty percent (40%) of the public housing dwelling units shall be occupied by families whose incomes at the time of commencement of occupancy does not exceed thirty percent (30%) of the area median income.

#### **PROHIBITION OF CONCENTRATION OF LOW-INCOME FAMILIES:**

This housing authority may not concentration very low-income families, or those with relatively low incomes, in public housing units in certain projects or certain buildings within projects. There must, however remain at least forty percent (40%) of the families who are at or below thirty percent (30%) of the median area income. The Brookhaven Housing Authority must review the income and occupancy characteristics of the housing projects and the buildings of each project to ensure that a low-income concentration does not occur.

#### **DECONCENTRATION:**

It shall be the sole and exclusive right of the Brookhaven Housing Authority to move families from one dwelling unit to another as necessary or as vacancies warrant to reduce a concentration of a particular income level of families into any one building or complex. In contrast, the Brookhaven Housing Authority will also make every effort and attempt to maintain a consistent dwelling unit for every family and will only make moves necessary if there is no other alternative as determined by the Brookhaven Housing Authority.

This policy becomes effective immediately upon adoption by the Board of Commissioners of the Housing Authority of the City of Brookhaven, Mississippi.

**ATTACHMENT “B”**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Brookhaven Housing Authority		Grant Type and Number Capital Fund Program Grant No: MS26P060501-07 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	105,280			
3	1408 Management Improvements	105,280			
4	1410 Administration	53,900			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	38,500			
8	1440 Site Acquisition				
9	1450 Site Improvement	45,479			
10	1460 Dwelling Structures	190,900			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	539,339			
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	105,280			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brookhaven Housing Authority		Grant Type and Number Capital Fund Program Grant No: MS26P060501-07 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	
COCC	Management Fees	1410		53,900				
AMP #1	Operations	1406	134	42,880				
Carver Heights,	Security	1408		42,880				
Oakview	A/E Fees	1430		15,678				
	Site Improvements, Erosion Control,	1450	134	22,100				
	Landscaping, Sidewalk Repairs							
	Smoke Alarms	1460	134	13,400				
AMP #2	Operations	1406		37,120				
Cloverdale	Security	1408	116	37,120				
Oakwood	A/E Fees	1430		13,572				
	Site Improvements, Erosion Control,	1450	86	15,379				
	Landscaping							
	Smoke Alarms	1460	30	3,000				
	Medicine Cabinets	1460	86	8,600				
	Refurbish Windows	1460	86	17,500				
	Laundry Room Vents	1460	2	500				
	Shower Rods	1460	30	2,000				
AMP #3	Operations	1406		25,280				
Eastview	Security	1408	79	25,280				
Lincoln	A/E Fees	1430		9,250				
	Site Improvements, Construct New Garbage	1450	40	8,000				
	Enclosures							
	Smoke Alarms	1460	79	7,900				
	Shower Rods	1460	39	2,200				
	Exterior Doors/Hardware	1460	79	94,800				
	Security Screen Doors/Locks	1460	79	41,000				

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

PHA Name: Brookhaven Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: MS26P060501-07 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2007</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
				539,339				
<b>GRAND TOTAL</b>								



**ATTACHMENT “C”**

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

**Part I: Summary**

PHA Name Brookhaven Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 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				
COCC		53,900	53,900	53,900	53,900
AMP 001OP		485,439			165,000
AMP 002OP			485,439		245,439
AMP 003OP				485,439	75,000
CFP Funds Listed for 5-year planning		539,339	539,339	539,339	539,339
Replacement Housing Factor Funds					





**ATTACHMENT “D”**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Brookhaven Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: MS26P060501-06 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>  2006	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: _____)</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 6/30/2007</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	104,500		104,500	104,500
3	1408 Management Improvements	107,595		107,595	15,518.81
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	33,000		0	0
10	1460 Dwelling Structures	200,977		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	15,000		0	0
13	1475 Nondwelling Equipment	78,267		46,266.03	46,266.03
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)	539,339		258,361.03	166,284.84
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	107,595		107,595	15,518.81
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brookhaven Housing Authority		Grant Type and Number Capital Fund Program Grant No: MS26P060501-06 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	
PHA WIDE	Operations	1406		104,500		104,500	104,500	
	Security	1408		107,595		107,595	15,518.81	
	Renovations to Central Office	1470		15,000				
	Administrative Vehicle	1475	1	21,050		21,050	21,050	
	Maintenance Trucks	1475	2	47,217		25,216.03	25,216.03	
	Copy Machine	1475	1	10,000				
60-1, Carver Hts.	Fire Extinguishers	1460	100	10,000				
	Replace Medicine Cabinets	1460	100	10,000				
60-2, Oakview	Fire Extinguishers	1460	34	2,000				
	Replace Medicine Cabinets	1460	34	4,000				
60-5, Cloverdale	Sidewalk Repair/Landscaping	1450	86	5,000				
	Fire Extinguishers	1460	86	4,000				
	Smoke Alarms	1460	86	3,000				
60-5E, Brookwood	Exterior Doors, Screen Doors, Hardware	1460	30	33,000				
	Fire Extinguishers	1460	30	1,650				
	Bathroom Faucets	1460	30	6,000				
60-6, Lincoln Village	Fence Replacement @ 15.00 per ln. ft.	1450	2000'	28,000				
	Fire Extinguishers	1460	40	3,200				
	Replace Floor Tile	1460	40	66,127				
MS 60-6, Eastview	Bathroom Tub Surrounds	1460	39	12,000				
	Fire Extinguishers	1460	39	2,000				
	Flooring	1460	39	44,000				
	<b>Grand Total</b>			<b>539,339</b>		<b>258,361.03</b>	<b>166,284.84</b>	

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

PHA Name: <b>Brookhaven Housing Authority</b>		Grant Type and Number Capital Fund Program No: MS26P060501-06 Replacement Housing Factor No:					Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA WIDE	9/1/08			9/1/10				
MS 60-1	9/1/08			9/1/10				
MS 60-2	9/1/08			9/1/10				
MS 60-5	9/1/08			9/1/10				
MS 60-5E	9/1/08			9/1/10				
MS 60-6	9/1/08			9/1/10				

## **Required Attachment “E”: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Elouise Dixon 400 Green Street, Carver Heights Apts. B9-6, Brookhaven, MS 39601

Rose Deal 115 E. Chippewa Street, Brookhaven Apts, Brookhaven, MS 39601

Lula Williams 900 Williams Street, Cloverdale Acres Apts. # 64, Brookhaven, MS 39601

Sarah Morgan 501 Bookman Dr., Lincoln Village Apts. #40, Brookhaven, MS 39601

Alberta Williams 100 Eastview Dr., Eastview Apts. #22, Brookhaven, MS 39601

Katie Berry 100 Fred Walley Drive, Oakview Apts. # 5-A, Brookhaven, MS 39601

### **SELECTION OF RESIDENT ADVISORY BOARD MEMBERS:**

The Resident Advisory Board consists of six (6) members. They are selected by the resident body and Housing Authority.

**ATTACHMENT “F”**

**Component 3, (6) Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

## ATTACHMENT "G"

### VOLUNTARY CONVERSION INITIAL ASSESSMENT

#### PUBLIC NOTIFICATION

The PHA Housing Authority has made an initial assessment on Voluntary Conversion of Developments from Public Housing Stock: Required Initial Assessments@ as required by the final rule (Federal Register 66 FR 4476) published by the U S Department of Housing and Urban Development on June 22, 2001.

Based upon our consideration of such factors as modernization needs, operating costs, ability to occupy the developments, Fair Market Rents levels, availability of local rental housing that meets Housing Quality Standards, the waiting list of applicants for public housing units, and the costs of providing tenant-based vouchers versus costs of providing dwelling units, the Housing Authority has concluded that

- 1) conversion would be more expensive than continuing to operate the developments as public housing;
- 2) conversion would not principally benefit residents of the public housing developments to be converted and the community; and
- 3) conversion would adversely affect the availability of affordable housing in the community.

We made a common sense review of relevant factors for each covered development taking into account such factors as modernization needs, operating costs, ability to occupy the development, Fair Market Rent levels and workability of vouchers in the community (including the availability of rental housing in the community that meets Housing Quality Standards).

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **4 MS060-1,2,5,6**
- 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? **4**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
<b>None</b>	N/A

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Not Applicable**

## ATTACHMENT "H"

### IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS

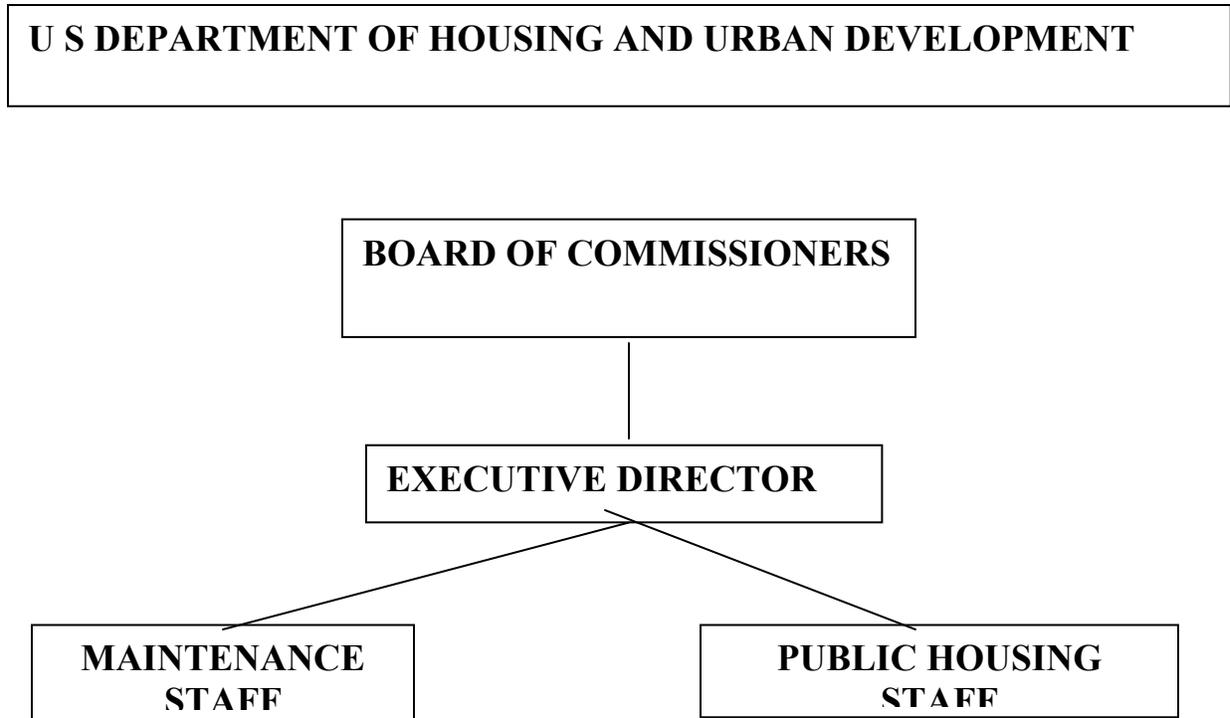
The Housing Authority of the City of Brookhaven, Mississippi will administer the community service requirement as follows:

1. Locate potential work sites for those residents required performing voluntary work and maintaining a listing of those sites. Information concerning the work sites will be furnished to residents for advice and counseling only. The resident is ultimately responsible for locating a work site and performing the required hours in compliance with Federal Law.
2. Screen resident records for those who are required to perform community service and provide notification of the requirements. New residents will be informed of the requirements prior to move-in.
3. Prepare and furnish to affected residents a form for third party certification of the community work or self-sufficiency requirement. The completed form will be returned to the Housing Authority and placed in the resident's file.
4. Review or obtain the resident's certification ninety days prior to annual reexamination. If the resident has failed to fulfill the community work or family self-sufficiency requirement, the resident will be notified not less than thirty days prior to lease expiration of the noncompliance. The resident will also be advised that the determination of noncompliance is subject to the Housing Authority grievance procedure; and that unless the resident and the Housing Authority enter into a suitable agreement for the resident to cure the noncompliance, the resident's lease will not be renewed and the Housing Authority will take eviction action. If an agreement is reached the resident will be required to make up lost hours.

Each adult resident must contribute eight (8) hours per month of community service, or participate in an economic self-sufficiency program for eight (8) hours per month, unless exempt from this requirement for one of the following reasons:

- Is 62 years or older;
- Is blind or disable as defined by the Social Security Act, and who is unable to comply with this requirement, or is a primary caretaker of such individual;
- Is engaged in a work activity as defined by Social Security Act;
- Meets the requirements for being exempted from having to engage in a work activity under the State program funded by the Social Security Act, or under any other Mississippi welfare program, including a State administered welfare to work program; and has not been found by the State or other administering entity to be in noncompliance with such program. and
- Is in a family receiving assistance under a State program funded by the Social Security Act, or under any other Mississippi welfare program, including a State administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

**ATTACHMENT "I"**  
**ORGANIZATIONAL CHART**



A detailed description of the management structure and organization is represented in the PHA's Operations and Management Policy & Plan

## **Required Attachment “J”: Pet Policy**

The Brookhaven Housing Authority has adopted its current pet policy in accordance with the latest requirements of the Final Rule from HUD as issued in the PIH Notice.

The current Pet Policy has reasonable requirements contained therein.

The Pet Policy is currently an addendum to the dwelling lease, and the PHA will be soon incorporating its provisions into the Admissions and Continued Occupancy Policy when it is updated.

The reasonable requirements include:

- Limitation on the number of pets,
- Evidence that the pet is neutered or spayed,
- Evidence of inoculation
- Under the control of an adult member of the household when outside the dwelling unit,
- Prohibits animals considered ‘dangerous’ by the housing authority,
- Requires a reasonable pet security deposit, and
- Prohibits breeding of pets for commercial purposes.

## **ATTACHMENT "K"**

### **PROGRESS STATEMENT ON PHA GOALS**

1. The PHA established the goal to reduce vacancies by 2% annually. This goal has been met.
2. The PHA has established the goal to increase the supply of housing, if there is a proven need. Currently the housing need is being satisfied with the existing inventory, however, this situation will be monitored closely by the PHA in accordance with future trends for additional housing needs.
3. The PHA established the goal of having units compatible with private market rentals. With the use of Capital Fund the PHA is on schedule meeting this goal.
4. The PHA established a goal to increase the average income of residents 2% annually. Over the past year, we have exceeded this goal.
5. The PHA established the goal to provide security efforts. The PHA is meeting the requirements of this goal.
6. The PHA established the goal to provide services for elderly families through senior services. The PHA is meeting this goal.
7. The PHA established the goal to continue the policy to assure affirmative equal access for all applicants. The PHA is meeting this goal.
8. The PHA established the goal to make handicapped modifications to units exceeding 504 requirements based on individual need. The PHA is meeting this goal.

We continue to inspect all housing units annually. We have prioritized our needs for CFP monies. We have tested apartments for LBP and asbestos. We are continuing to upgrade the facilities and the dwelling units.

We have counseled various residents on homeownership and pledged our support if they choose to pursue homeownership. We do not believe it is feasible at this time to convert any of our rental units to homeownership.

Improving the physical condition of the units and grounds is a constant process. We will upgrade all component major systems.

The PHA continues to work closely with the city and county law enforcement agencies and obtains arrest information on any tenant for necessary appropriate action. Management and maintenance attend training seminars to improve related skills. PHA assesses and changes/updates policies as needed.

# Operating Budget

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

OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:		b. Fiscal Year Ending	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Housing Authority of the City of Brookhaven, Mississippi					
f. Address (city, State, zip code) 501 Brookman Drive Brookhaven, MS 39601					
g. ACG Number A-2193		h. PAS / LOCCS Project No. MS06000107D		i. HUD Field Office Jackson, MS	
j. No. of Dwelling Units 329	k. No. of Unit Months Available 3,948	m. No. of Projects 4			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2005 PUM (2)	Estimates or Actual Current Budget Yr. 2006 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Homebuyers Monthly Payments for</b>								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
<b>Operating Receipts</b>								
070	3110	Dwelling Rental	121.59	120.00	130.00	513,240		
080	3120	Excess Utilities	.28					
090	3190	Nondwelling Rental						
100	Total	Rental Income (sum of lines 070, 080, and 090)	121.87	120.00	130.00	513,240		
110	3610	Interest on General Fund Investments	4.00	4.56	7.50	29,610		
120	3690	Other Income	16.91	28.27	32.80	129,500		
130	Total	Operating Income (sum of lines 100, 110, and 120)	142.78	152.83	170.30	672,350		
<b>Operating Expenditures - Administration</b>								
140	4110	Administrative Salaries	36.50	37.53	39.68	156,642		
150	4130	Legal Expense	.02	.13	.26	1,000		
160	4140	Staff Training						
170	4150	Travel	5.86	7.00	7.00	27,636		
180	4170	Accounting Fees	1.40	1.50	1.62	6,400		
190	4171	Auditing Fees	.63	.76	.76	3,000		
200	4190	Other Administrative Expenses	5.62	6.50	6.80	26,846		
210	Total	Administrative Expense (sum of line 140 thru line 200)	50.03	53.42	56.11	221,524		
<b>Tenant Services</b>								
220	4210	Salaries	9.12	9.85	10.64	42,020		
230	4220	Recreation, Publications and Other Services	4.52	4.80	.60	2,368		
240	4230	Contract Costs, Training and Other			4.18	16,500		
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	13.63	14.65	15.42	60,888		
<b>Utilities</b>								
260	4310	Water	19.72	19.39	21.00	82,908		
270	4320	Electricity	5.14	5.00	6.20	24,478		
280	4330	Gas	2.27	2.79	3.30	13,028		
290	4340	Fuel						
300	4350	Labor						
310	4390	Other utilities expense						
320	Total	Utilities Expense (sum of line 260 thru line 310)	27.13	27.18	30.50	120,414		

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2005 PUM (2)	<input checked="" type="checkbox"/> Estimates or Actual Current Budget Yr. 2006 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Ordinary Maintenance and Operation</b>								
330	4410	Labor	31.62	35.58	35.77	141,214		
340	4420	Materials	10.30	14.20	15.00	59,220		
350	4430	Contract Costs	18.74	15.20	19.00	75,012		
360		<b>Total Ordinary Maintenance &amp; Operation Expense (lines 330 to 350)</b>	<b>60.66</b>	<b>64.98</b>	<b>69.77</b>	<b>275,446</b>		
<b>Protective Services</b>								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract costs	1.67					
400		<b>Total Protective Services Expense (sum of lines 370 to 390)</b>	<b>1.67</b>					
<b>General Expense</b>								
410	4510	Insurance	16.98	19.23	21.00	82,908		
420	4520	Payments in Lieu of Taxes	9.47	9.28	9.95	39,283		
430	4530	Terminal Leave Payments	.83					
440	4540	Employee Benefit Contributions	26.36	32.74	31.06	122,620		
450	4570	Collection Losses	6.58	7.00	8.00	31,584		
460	4590	Other General Expense		.15	.15	600		
470		<b>Total General Expense (sum of lines 410 to 460)</b>	<b>60.22</b>	<b>68.40</b>	<b>70.16</b>	<b>276,995</b>		
480		<b>Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)</b>	<b>216.13</b>	<b>228.63</b>	<b>241.96</b>	<b>955,267</b>		
<b>Rent for Leased Dwellings</b>								
490	4710	Rents to Owners of Leased Dwellings						
500		<b>Total Operating Expense (sum of lines 480 and 490)</b>	<b>216.13</b>	<b>228.63</b>	<b>241.96</b>	<b>955,267</b>		
<b>Nonroutine Expenditures</b>								
510	4610	Extraordinary Maintenance			7.60	30,000		
520	7520	Replacement of Nonexpendable Equipment		13.98	3.34	13,200		
530	7540	Property Betterments and Additions						
540		<b>Total Nonroutine Expenditures (sum of lines 510, 520, and 530)</b>			<b>10.94</b>	<b>43,200</b>		
550		<b>Total Operating Expenditures (sum of lines 500 and 540)</b>	<b>216.13</b>	<b>242.61</b>	<b>252.90</b>	<b>998,467</b>		
<b>Prior Year Adjustments</b>								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
<b>Other Expenditures:</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580		<b>Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)</b>	<b>216.13</b>	<b>242.61</b>	<b>252.90</b>	<b>998,469</b>		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(73.35)	(89.78)	(82.60)	(326,117)		
<b>HUD Contributions</b>								
600	8010	Basic Annual Contribution Earned - Leased Projects-Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620		<b>Total Basic Annual Contribution (line 600 plus or minus line 610)</b>						
630	8020	Contributions Earned - Op. Sub - Cur. Yr.(before year-end adj)	76.26	74.33	106.95	422,246		
640		Mandatory PFS Adjustments (net)						
650		Other (specify)						
660		Other (specify)						
670		<b>Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)</b>						
680	8020	<b>Total Operating Subsidy-current year (line 630 plus or minus line 670)</b>	<b>76.26</b>	<b>74.33</b>	<b>106.95</b>	<b>422,246</b>		
690		<b>Total HUD Contributions (sum of lines 620 and 680)</b>	<b>76.26</b>	<b>74.33</b>	<b>106.95</b>	<b>422,246</b>		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	2.92	(15.45)	24.35	96,129		

Name of PHA / IHA BROOKHAVEN, MISSISSIPPI Fiscal Year Ending 9/30/07

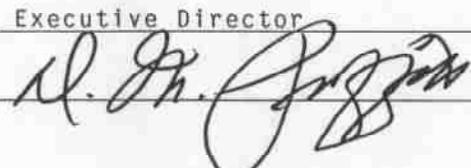
Operating Reserve		PHA/IHA Estimates	HUD Modifications
<b>Part I - Maximum Operating Reserve - End of Current Budget Year</b>			
740	2821 PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$477,634	

<b>Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End</b>			
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date)	9/30/05	\$ 886,025
790	Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	9/30/06	\$ (61,000)
800	Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	9/30/06	\$ 825,025
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	9/30/07	\$ 96,129
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	9/30/07	\$ 921,154
830	Cash Reserve Requirement - _____ % of line 480		

Comments

PHA / IHA Approval Name D. M. Proffitt

Title Executive Director

Signature 

Date 10/10/06

Field Office Approval Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Operating Budget  
Schedule of All Positions and Salaries

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority		Locality		Allocation of Salaries by Program										Fiscal Year End
Brookhaven, Mississippi		Brookhaven (Lincoln), Mississippi												9/30/07
Position Title and Name By Organizational Unit and Function	(1)	Present Salary Rate As of (date)	(2)	Requested Budget Year		Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity	Method of Allocation		
				Salary Rate	No. Monthly								Amount	(5)
D. M. Proffitt, Executive Director		6,511		7,032	12	84,381								
Wilma Showers, Adm. Assistant		3,521		3,732	12	44,780								
Arlene Carter, Clerk Typist		2,318		2,457	12	29,481								
<b>Total</b>						156,642						(12)		
C. L. Sanders, Maintenance Supervisor		3,888		4,005	12	48,059								
Willie Berry, Maintenance Mechanic		2,704		2,785	12	33,421								
Charles Johnson, Maintenance Aide		1,622		1,671	12	20,053								
Dontray Williams, Maintenance Aide		1,584		1,632	12	19,388	(increase effective 2/07)							
Howard Henderson, Maintenance Aide		1,584		1,632	12	19,293	(increase effective 4/07)							
<b>Estimated Overtime Total</b>						1,000								
						141,214								
Joseph Dickey, Resident Services		2,598		2,676	12	34,159	(increase effective 5/07)							
Elouise Dixon, Resident Services		8,55		8,81	12	7,861	(increase effective 5/07)							
<b>Total</b>						42,020								

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director: *[Signature]* Date: 10/10/06

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

Operating Budget  
Schedule of Nonroutine Expenditures

See back of page for instructions and Public reporting burden statement

Local Housing Authority		Locality		Fiscal Year Ending			
BROOKHAVEN, MISSISSIPPI		BROOKHAVEN ( LINCOLN ), MS.		9/30/07			
Extraordinary Maintenance and Betterments and Additions (Excluding Equipment/Additions)							
Work Project Number (1)	Description of Work Project. (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Requested Budget Year		Requested Budget	
				Percent Complete Current Budget Year End (5)	Estimated Expenditure In Year (6)		
Equipment Requirements				Description of Equipment Items (List Replacements and Additions separately) (8)	No. of Items (9)	Item Cost (10)	Estimated Expenditure In Year (11)
Percent Complete Current Budget Year End (7)							
	Additional labor to repair and redecorate vacant units		\$30,000		30	400	12,000.00
					2	600	1,200.00
				TOTAL			\$13,200.00

**Operating Fund  
Calculation of Operating Subsidy  
PHA-Owned Rental Housing**

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

OMB Approval No. 2577-0029 (exp. 10/31/2008)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it display a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other

Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the Funding Period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Section 1**

<b>1. Name and Address of Public Housing Agency:</b> The Housing Authority of the City of Brookhaven 501 Brookman Drive Brookhaven, MS 39601		<b>2. Funding Period:</b> 01/01/2007 to 12/31/2007
<b>4. ACC Number:</b> A-2193		<b>3. Type of Submission:</b> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.
<b>5. Fiscal Year End:</b> <input type="checkbox"/> 12/31 <input type="checkbox"/> 03/31 <input type="checkbox"/> 06/30 <input type="checkbox"/> 09/30		<b>6. Operating Fund Project Number:</b> MS06000107D
<b>7. DUNS Number:</b> 157475559	<b>HUD Use Only</b>	
	<b>8. ROFO Code:</b> 0426	

**Section 2**

**Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:**

	ACC Units on 7/1/2005	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2006 (=)
Requested by PHA	329	0	0	329
HUD Modifications				

Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.

**Categorization of Unit Months:**

**Occupied Unit Months**

01	Occupied dwelling units -- by public housing eligible family under lease	3,512		3,512		3,512	
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0				0	
03	New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section	0		0		0	
04	New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Subsidy	0		0		0	

**Vacant Unit Months**

05	Units undergoing modernization	0		0			
06	Special use units	0		0			
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units			0			
07	Units vacant due to litigation	0		0			
08	Units vacant due to disasters	0		0			
09	Units vacant due to casualty losses	2		2			
10	Units vacant due to changing market conditions	12		12			
11	Units vacant and not categorized above	41					

**Other ACC Unit Months**

12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0					
13	All other ACC units not categorized above	0					

Calculations Based on Unit Months:			
14	Limited vacancies		41
15	<b>Total Unit Months</b>	3,567	3,567
16	Units eligible for funding for resident participation activities (Line 15C divided by 12)		293

Special Provision for Calculation of Utilities Expense Level:			
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		0

**Section 3**

Line No.	Description	Requested by PHA	HUD Modifications
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**Part A. Formula Expenses**

Project Expense Level (PEL)			
01	PUM project expense level (PEL)	\$265.49	
02	Inflation factor	1.03400	
03	PUM inflated PEL (Part A, Line 01 times Line 02)	\$274.52	
04	PEL (Part A, Line 03 times Section 2, Line 15, Column B)	\$979,213	

Utilities Expense Level (UEL)			
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$36.14	
06	UEL (Part A, Line 05 times Section 2, Line 15, Column B)	\$128,911	

**Add-Ons**

07	Self-sufficiency	\$0	
08	Energy loan amortization	\$0	
09	Payment in lieu of taxes (PILOT)	\$37,293	
10	Cost of independent audit	\$2,500	
11	Funding for resident participation activities	\$7,325	
12	Asset management fee <input type="checkbox"/> Eligible for an Asset Management Fee	\$14,268	
13	Information technology fee	\$7,134	
14	Asset repositioning fee	\$0	
15	Costs attributable to changes in federal law, regulation, or economy	\$0	
16	<b>Total Add-Ons</b> (Sum of Part A, Lines 07 through 15)	<b>\$68,520</b>	
17	<b>Total Formula Expenses</b> (Part A, Line 04 plus Line 06 plus Line 16)	<b>\$1,176,644</b>	

Part B. Formula Income			
01	PUM formula income	\$133.22	
02	PUM change in utility allowances	\$0.00	
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$133.22	
04	<b>Total Formula Income</b> (Part B, Line 03 times Section 2, Line 15, Column B)	<b>\$475,196</b>	

Part C. Other Formula Provisions			
01	Moving-to-Work (MTW)	\$0	
02	Transition funding	-\$138,453	
03	Other	\$0	
04	<b>Total Other Formula Provisions</b> (Sum of Part C, Lines 01 through 03)	<b>-\$138,453</b>	

Part D. Calculation of Formula Amount			
01	Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04)	\$562,995	
02	Cost of independent audit (Same as Part A, Line 10)	\$2,500	
03	Formula amount (Greater of Part D, Lines 01 or 02)	\$562,995	

Part E. Calculation of Operating Subsidy (HUD Use Only)			
01	Formula amount (Same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	<b>Funds Obligated for Period</b> (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s):		

Section 4

Remarks (provide section, part and line numbers):

Section 5

Certifications

In accordance with 24 CFR 990.215, I hereby certify that The Housing Authority of the City of Brookhaven is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.

In accordance with 24 CFR 990.190(f), I hereby certify that The Housing Authority of the City of Brookhaven has fewer than 250 units and has elected to transition to asset management and therefore is eligible to receive an asset management fee.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Authorized PHA Representative & Date:

Signature of Authorized HUD Representative & Date:

X *M. J. [Signature]* 10/10/06

X

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of Brookhaven, Mississippi PHA Code: MS060

PHA Fiscal Year Beginning: 10/01/2006 Board Resolution Number: 609

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

	<u>DATE</u>
<input checked="" type="checkbox"/> Operating Budget approved by Board resolution on:	<u>10/10/2006</u>
<input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on:	_____
<input type="checkbox"/> Operating Budget revision approved by Board resolution on:	_____
<input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:	_____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:  James Tillman	Signature:  	Date:  10/10/2006
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## **ATTACHMENT "M"**

### **BROOKHAVEN HOUSING AUTHORITY POLICY ON VIOLATION AGAINST WOMEN (VAWA) AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005**

The VAWA prohibits the Brookhaven Housing Authority (BHA) to evict or remove assistance from certain persons (including members of the victim's immediate family) living in the BHA developments if the asserted grounds for such action is:

- An instance of domestic violence;
- Dating violence;
- Sexual assault; or
- Stalking

These terms are defined in Section 3 of the United States Housing Action of 1937, and amended by the VAWA in Section 42 of U.S.C. 10329.

The BHA's five-year and Annual Plan contains information regarding any goals, activities, objectives, policies, or programs of the BHA that are intended to support and/or assist victims of domestic violence described above.

The BHA will request that a victim of the domestic violence described in this policy to provide evidence or certify to the BHA that the incident or incidents of abuse are bona fide