

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

PHA Plans

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

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

**PHA Plan
Agency Identification**

PHA Name: HOUSING AUTHORITY OF THE CITY OF CALVERT

PHA Number: TX150

PHA Fiscal Year Beginning: (mm/yyyy) 01/2007

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2007 - 2011
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: **The Housing Authority's mission is to provide decent, safe and affordable housing for those eligible.**

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: **ANNUAL REDUCTION**
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

FY2006 PROGRESS: GOAL ACCOMPLISHED

- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **INCREASE ANNUALLY**
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: **ON-GOING**
 - Concentrate on efforts to improve specific management functions: **ON-GOING** (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

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

FY2006 UPDATE: GOALS ACCOMPLISHED

- PHA Goal: Increase assisted housing choices **N/A**
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:**ON-GOING**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:**ON-GOING**
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

FY2006 UPDATE: GOALS ACCOMPLISHED

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:**ON-GOING**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

FY2006 UPDATE: GOAL ACCOMPLISHED

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:**ON-GOING**
 - 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: **ON-GOING**
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:**ON-GOING**
 - Other: (list below)

FY2006 UPDATE: GOAL ACCOMPLISHED

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

NOT REQUIRED

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 **TX150a08**
- FY 2007 Capital Fund Program Annual Statement **TX150b08**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) **TX150e08**

Optional Attachments:

- PHA Management Organizational Chart
- FY 2007 Capital Fund Program 5 Year Action Plan **TX150b08**
- 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) **SUSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION – TX150d08**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
N/A	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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	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	Annual Plan: Operations and Maintenance

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

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	90	4	4	4	4	4	4
Income >30% but <=50% of AMI	131	4	4	4	4	4	4
Income >50% but <80% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	118	4	4	4	4	4	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity B	161	4	4	4	4	4	4
Race/Ethnicity H	32	4	4	4	4	4	4
Race/Ethnicity W	28	4	4	4	4	4	4
Race/Ethnicity 0	N/A	N/A	N/A	N/A	N/A	N/A	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)

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	10		
Extremely low income <=30% AMI	10	100	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	10	100	
Elderly families	0	0	
Families with Disabilities	0	0	

Housing Needs of Families on the Waiting List			
Race/ethnicity W	1	10	
Race/ethnicity B	9	90	
Race/ethnicity H	0	0	
Race/ethnicity O	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2 BR	8	80	
3 BR	2	20	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
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)? N/A			
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)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)	48,362	
a) Public Housing Operating Fund	76,400	
b) Public Housing Capital Fund	45,346	
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)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	34,480	
4. Other income (list below)		
INTEREST ON GENERAL FUND INVESTMENTS:	500	
4. Non-federal sources (list below)		
Total resources	156,726	

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)
- Other: (describe) **ELIGIBILITY IS NOT VERIFIED UNTIL A UNIT IS IN MAKE READY STATUS. ONCE A UNIT HAS BEEN COMPLETED A FAMILY IS BROUGHT IN AND ELIGIBILITY IS DETERMINED.**

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) **SEX OFFENDER**

- 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 PHA WILL NOT OPERATE SITE BASED WAITING LISTS.**

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

If yes, how many lists? N/A

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

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

- 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: **N/A**

- 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) **N/A**

- 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: **N/A**

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

Homelessness
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8 (PHA DOES NOT ADMINISTER 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 - N/A

- 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 - N/A

- 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 - N/A

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 – N/A

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 - N/A

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:

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance (PHA DOES NOT ADMINISTER SECTION 8)

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 – N/A

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 – N/A

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: **EXECUTIVE DIRECTOR, MAINTENANCE SUPERVISOR**

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover

Public Housing	30	0-5
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

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

ADMISSION AND CONTINUED OCCUPANCY POLICY

(2) Section 8 Management: (list below)

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 – (PHA DOES NOT ADMINISTER SECTION 8)

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)

-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) **TEXAS**
- 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: **N/A**
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 **N/A**

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

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

<input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
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 **N/A**
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

- 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 **N/A**

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

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

B. Section 8 Tenant Based Assistance (PHA DOES NOT ADMINISTER SECTION 8)

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)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

--	--	--	--	--

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 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

COMMUNITY SERVICE REQUIREMENTS RENEWED

UNDER SECTION 10 OF THE UNITED STATES HOUSING ACT OF 1937, EVERY ADULT RESIDENT OF PUBLIC HOUSING IS REQUIRED TO PERFORM EIGHT HOURS OF COMMUNITY SERVICE EACH MONTH, OR PARTICIPATE IN A SELF-SUFFICIENCY PROGRAM FOR AT LEAST EIGHT HOURS EACH MONTH. EXEMPT RESIDENTS INCLUDE THOSE OVER 62, DISABLED INDIVIDUALS, WORKING INDIVIDUALS, AND THOSE IN COMPLIANCE WITH THE REQUIREMENTS OF A STATE TANF (WELFARE) PROGRAM.

APRIL 1, 2002 – MARCH 31, 2003, THE HOUSING AUTHORITY OF THE CITY OF BRYAN DID NOT ENFORCE THE COMMUNITY SERVICE REQUIREMENT PROVISION OF THE LEASE.

**NEVERTHELESS, EFFECTIVE APRIL 1, 2003 FY 2003
APPROPRIATIONS BILL ALLOWS COMMUNITY
SERVICE REQUIREMENTS TO TAKE EFFECT.**

**RECORDING FORMS MAY BE PICKED UP AT THE
MANAGEMENT OFFICE MONDAY – THURSDAY, 8:30
AM – 11:30 AM.**

Review Community Service Policy and/or
Dwelling Lease

13. PHA Safety and Crime Prevention Measures – N/A

[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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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

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

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

Other (describe below)

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

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)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

HOUSING AUTHORITY OF THE CITY OF CALVERT, TEXAS PET OWNERSHIP POLICY

I. Pet Rules

The following rules shall apply for the keeping of pets by Tenants living in the units operated by the Housing Authority. These rules do not apply to animals used by persons with disabilities.

1. Common household pets as authorized by this policy means a domesticated animals, such as cats, dogs, fish, birds that are traditionally kept in the home for pleasure rather than for commercial purposes.
2. Tenants will register their pets with the Authority **BEFORE** it is brought onto the Authority premises, and will update the registration annually. The registration will include: (*Appendix A*)
 - a. Information sufficient to identify the pet and to demonstrate that it is a common household pet;
 - b. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;
 - c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
 - d. The registration will be updated annually at the annual re-examination of Tenants income.
 - e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them;
 - f. The Authority may refuse to register a pet if any segment of the registration rules is not carried out.
 - g. The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will include the reason/reasons for refusal, combines with a notice of a pet rule violation if appropriate.
3. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches. Seeing-eye dogs are excluded to height and weight.
4. All cat and dog pets shall be neutered or spayed, and verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines.

5. A \$50.00 shall be made payable to the housing Authority. Such deposit shall be used to help cover cost of damages to the unit caused by the pet. This also includes birds and fish. Pet deposit will be returned if there are no damages inside or outside of the unit at the time of move-out.
6. Pets shall be quartered in the Tenants' unit.
6. Dogs and cats shall be allowed to run only on the owner's lawn and owners shall clean up after pets each day. Litter boxes for cats will be allowed inside the unit for cats.
8. Small doghouse will be allowed on the premises. On move out tenant will be responsible for any damages to the property caused by animal and/or doghouse. Property must be restored as was prior to move-in.
9. Pets (dogs and cats) shall be kept on a leash and controlled by a responsible individual when taken outside.
10. The City Ordinance concerning pets will be complied with.
11. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph II below.
12. Birds must be kept in regular birdcages and not allowed to fly throughout the unit.
13. Each tenant will be allowed to house only one (1) animal at any time.
14. Dishes or containers for food and water will be located within the owner's apartment. Food and/or table scraps, will not be deposited on the owners porches or yards.
15. Tenants will not feed or water stray animals.

II. Pet Violation Procedure

1. **NOTICE OF PET RULE VIOLATION:** When the Authority determines on the basis of objective facts, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
 - a. Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, or serve a copy of the notice on any adult answering the door at the Tenants' leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;
 - b. The notice of pet rule violation must contain a brief statement for the determination and the pet rule or rules alleged to be violated;
 - c. The notice must state that the pet owner has ten (10) days from the serving notice to correct the violation to satisfaction of Authority (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - d. The notice must state that the pet owner is entitled to be accompanied by another person on his or her choice at the meeting;
 - e. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' tenancy.
2. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation. The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding. The Authority may give the pet owner additional time to correct violation. Decisions and agreements will be reduced to writing and signed by both parties. There will be one copy for the Authority and one for the owner.
3. **NOTICE OF PET REMOVAL:** If the pet owner and the Authority are unable to resolve the pet rule violation, the Authority will

serve a written notice requiring the pet owner to remove the pet. This notice must contain a brief statement of determination of violation and state that the owner must remove the pet within ten (10) days of notification; and state that failure to remove the pet will result in initiation of procedures to terminate the pet owners' tenancy.

C. Protection of the Pet

1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:
 - a. Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet.
 - b. If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate and request the removal of the pet; or if the Authority is unable to contact the responsible parties despite reasonable efforts, the above action will be followed.
 - c. If none of the above actions reap results, the Authority may enter the pet owners' unit, remove the pet, and place the pet in a facility that will provide care and shelter at the owner or pet owners' expense, for a period of ten (10) days. If the pet owner or the pet owners' estate is unwilling to pay this expense, the cost may be paid from the pet deposit.

D. NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in this policy prohibits the Authority or the Appropriate City Authority from removing any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of other occupants of the Authority property, persons employed by the Authority or of other persons in the community where the project is located.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below) **NONE**
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

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

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 – **N/A**
 - 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 TEXAS**

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

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

Reduce isolation of income groups by decentralizing housing opportunities and revitalizing deteriorating neighborhoods.

Assist the elderly with their supportive housing and service needs.

Assist persons with alcohol and other drug addictions with their service needs.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number **TX24P15050107** FFY of Grant Approval: (01/2007)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CFP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	4,534.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	150.00
8	1440 Site Acquisition	
9	1450 Site Improvement	15,564.00
10	1460 Dwelling Structures	25,098.00
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	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	45,346.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HAW	REPAIR SIDEWALKS	1450	15,564.00
HAW	EXTERIOR PAINTING OF BLDGS.	1460	20,550.00
ADMINISTRATION	CFP COORDINATOR / EXEC. DIR	1410	4,534.00
FEES & COSTS	INSPECTION / PRINTING COST	1430	150.00
	MAKE READY	1460	4548.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
ALL	12/31/09	12/31/10

Annual Statement / Performance and Evaluation Report

Part I: Summary

Capital Funds Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name HOUSING AUTHORITY OF THE CITY OF CALVERT, TEXAS	Capital Grant Number TX24P105050106	FFY of Grant Approval 2006
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____		
<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____		

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operating Expenses(may not exceed 10% of line 20)				
3	1408 Management Improvements	0.00			
4	1410 Administration	4,534.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	150.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	40,662.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1498 Mod Used for Development	0.00			
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sums of lines 2-19)	45,346.00			
21	Amount of line 20 Related to LBP Activities	0.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security	0.00			
24	Amount of Line 20 Related to Energy Conservation Measures	0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date X	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X
--	--

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Bryan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HAW	Replace Sewer Lines	1460		35,098.00				
	Subtotal			35,098.00				
	Subtotal for this page			35,098.00				
	Grant Total for CFP 50106			45,346.00				

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administration and Date

Previous edition is obsolete

form HUD-52837 (9/98)

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Bryan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Administration	Capital Funds Coordinator / Executive Director	1410		4,534.00				
	Subtotal			4,534.00				

Fees and Costs	Inspection Cost	1430	150.00			
	Subtotal		150.00			
	Make Ready	1460	5,564.00			
	Subtotal		5,564.00			
	Subtotal this page		10,248.00			
	Grant Total for CFP 50106		45,346.00			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administration and Date

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Bryan Housing Authority

Part III: Implementation Schedule

Office of Public and Indian Housing

Capital Funds Program (CFP)

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Agency-Wide: ALL	07/01/08			07/11/09			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administration and Date

Previous edition is obsolete

form **HUD-52837** (9/98)

Page 4 of 4

ref Handbook 7485.3

CALVERT HOUSING AUTHORITY

***Capital Funds Program
Staffing Plan***

<i>1410 Administration</i>	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>	<i>FY10</i>	<i>FY11</i>	<i>TOTAL</i>
Executive Director/CFP Coordinator	4,534.00	4,534.00	4,534.00	4,534.00	4,534.00	22,670.00
Subtotal	4,534.00	4,534.00	4,534.00	4,534.00	4,534.00	22,670.00
Grant Total	4,534.00	4,534.00	4,534.00	4,534.00	4,534.00	22,670.00

Cost Allocation Method

The Allocation of salaries of technical and non-technical personnel assigned full or part-time to CFP modernization will be via the time sheet method based on time spent, as described in OBM Circular A-87.

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Bryan Housing Authority

Part III: Implementation Schedule

Office of Public and Indian Housing

Capital Funds Program (CFP)

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Agency-Wide: ALL	12/31/09			12/31/10			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administration and Date

Five-Year Action Plan
Part I: Summary
Capital Funds Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

H A Name: CALVERT HOUSING AUTHORITY		Locality: (City/County & State) CALVERT /ROBERTSON / TEXAS			<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	
A. Development Number/Name	Work Statement for Year 1 FFY:2007	Work Statement for Year 2 FFY:2008	Work Statement for Year 3 FFY:2009	Work Statement for Year 4 FFY:2010	Work Statement for Year 5 FFY:2011	
HAW	See Annual Statement	40,662.00	33,812.00	33,812.00	33,812.00	
B. Physical Improvement Subtotal		40,662.00	33,812.00	33,812.00	33,812.00	
C. Management Improvement / Operations		0.00	0.00	0.00	0.00	
D. HA-Wide Nondwelling Structures & Equipment		0.00	0.00	0.00	0.00	
E. Administration		4,534.00	4,534.00	4,534.00	4,534.00	
F. Other		150.00	7,000.00	7,000.00	7,000.00	
G. Replacement Reserve		0.00	0.00	0.00	0.00	
H. Total CFP Funds		45,346.00	45,346.00	45,346.00	45,346.00	
I. Total Non-CFP Funds						
J. Grand Total						
Signature of Executive Director:		Date:	Signature of Public Housing/Director of Native American Programs Admin.	Date:		

Five Year Action Plan

Part II: Supporting Pages

Physical Need Work Statement(s)

Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

Statement for Year 1 FFY:2007	Work Statement for Year <u>2</u> FFY:2008			Work Statement for Year FF Y:2008
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
See	HAW			Other (Line "F")
	Revitalization Bathrooms		27,880.00	Fees and Costs
	Revitalization Kitchens		12,782.00	Inspection / Printing Costs
Annual				
Statement				
	Subtotal of Estimated Cost		40,662.00	Subtotal

Five Year Action Plan

Part III: Supporting Pages
 Management Needs
 Capital Funds Program (CFP)

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

Work Statement for Year 1 FFY:2007	Work Statement for Year <u>3</u> FFY:2009			Work Statement for Year FF Y:2009
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
See	Other (Line "F")			Administration: CFP Coordinator / Executive Director
	Fees and Costs Inspection & Printing Costs		7,000.00	
Annual				

Subtotal of Estimated Cost

33,812.00

Subtotal

Five Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Part II: Supporting Pages
Physical Need Work Statement(s)

Work Statement for Year 1 FFY:2007	Work Statement for Year 4			Work Statement for Year 5	
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	
Capital Fund	Administration:			HAW	
See	CFP Coordinator / Executive Director		4,534.00	Replace existing window frame	
Annual					

Statement

Subtotal of Estimated Cost

4,534.00

Subtotal

Five Year Action Plan

Part III: Supporting Pages
Management Needs

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Work Statement for Year 1 FFY:2007	Work Statement for Year <u>5</u> FFY:2011			Work Statement for Year FF Y:2011
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
CFP Coordinator / Executive Director			4,534.00	Other (Line "F") Fees and Costs A/E Services
See				
Annual				

Statement

Subtotal of Estimated Cost

4,534.00

Subtotal

Page __7__ of __8__

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

Five Year Action Plan

Part II: Supporting Pages

Physical Need Work Statement(s)

Capital Fu

Work
Statement
for Year 1
FFY:2007

See

Annual

Work Statement for Year __5__

Work Statement for Year

FFY:2011

FF Y:2011

General Description of
Major Work Categories

Quantity

Estimated Cost

General Description of
Major Work Categories

Statement

Subtotal of Estimated Cost

Subtotal

Housing Authority of the City of Calvert

Substantial Deviation – Significant Amendment or Modification

Pursuant to Notice PIH 99-33 Attachment B, as Amended by PIH Notice 99-51 (HA) – Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)], the criteria for “a substantial deviation from the 5- Year Plan” and a significant amendment or modification to the 5- Year Plan and Annual Plan”.

Until the PHA has met the requirements to define “significant amendment or modifications”, HUD will consider the following actions to be significant amendments or modifications:

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

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

This criteria does not supercede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statues.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criteria.

RESOLUTION 208

AMENDED

Admissions and Occupancy Policy Housing Authority of the City of Calvert, Texas

PURPOSE

This Policy is established in order that the Housing Authority of Calvert, Texas will meet its responsibilities pursuant to the United States Housing Act of 1937, as amended, Title VI of the Civil Rights Act of 1964 and all other civil rights requirements, regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), the Annual Contributions Contract between the Housing Authority and HUD, and State and local laws, with respect to admission and occupancy of the Low Rent Public Housing Program.

This Policy governs admission and occupancy of Public Housing administered by the Housing Authority of Calvert, Texas hereafter called the Authority. It is the intent of the Authority to ensure decent, safe and sanitary housing for families of limited income in all Public Housing units owned or operated by the Authority under the United States Housing Act of 1937, as amended. It is the intent of the Authority to provide suitable living environment which fosters economic and social diversity and upward mobility. The Authority will periodically review this Policy to assure compliance with housing legislation and civil rights requirement.

COMPLIANCE WITH CIVIL RIGHTS LAWS

Nondiscrimination

It is the policy of the **Housing Authority of City of Calvert** to comply with all applicable laws relating to Civil Rights, including

Title VI of the Civil Rights Act of 1964 (24CFR 1).

Title VIII of the Civil Rights Act of 1968, as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988 (24 CFR 100).

Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 (24 CFR 8).

Age Discrimination Act of 1975 (24 CFR 146) The housing of older person Act of 1975.

Title II of the Americans with Disabilities Act, Act of 1990, to the extent that it applies, otherwise, Section 504 and the Fair Housing Amendments govern.

Any applicable state laws or local ordinances.

Any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted (24 CFR 960.203).

The Authority will not discriminate because of race, color, sex, religion, age, familial status, disability, handicap or national origin in the leasing, or other disposition of housing or related facilities, including land, that is part of any project under the authority's jurisdiction covered by a contract for annual contributions under the U.S. Housing Act of 1937, as amended, or in the use or occupancy thereof. (24 CFR 100.5).

The Authority will not, on account of race, color, sex, religion, age, familial status, disability, handicap or national origin:

Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;

Provide housing which is different from that provided others unless the housing has been specifically adapted for use by persons with disability, where applicable and/or required;

Subject a person to segregation or disparate treatment;

Restrict a person's access to any benefit enjoyed by others in connection with the housing program;

Treat a person differently in determining eligibility or other requirements for admission;

Deny a person access to the same level of services (*services must be accessible to handicapped and disabled persons, whether services are offered by the Authority or by another service provider on the Authority's property*); or

Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

The Authority will not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets or a family whose head or spouse is a student). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine. (24 CFR 960.205)

The Authority will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 and the Fair Housing Amendments Act of 1988, the Authority will make structural modifications to its housing and non-housing facilities (24 CFR 8.21, 8.23, 8.24 and 8.25), make reasonable accommodations (24 CFR 100.204), or combinations of the two to permit people with disabilities to take full advantage of the housing program:

In making reasonable accommodations or structural modifications to existing facilities accessible or make structural alterations when other methods can be demonstrated to achieve the same effect (24 CFR 8.24);

Make each of its existing facilities accessible or make structural alterations when other methods can be demonstrated to achieve the same effect (24 CFR 8.24);

Make structural alterations that require the removal or altering of a load-bearing structural member (24 CFR 8.32(c));

Take any action that would result in a fundamental alteration in the program (24 CFR 8.24 (a)(2)).

When the Authority is making substantial alterations (defined in 24 CFR 8.23 as comprehensive Modernization or work in developments with 15+ units, work whose value exceeds 75% of the replacement cost of the facility) to an existing housing facility, Authority is not required to:

Make structural alterations that require the removal or altering of a load-bearing structural member (24 CFR 8.32(c)); or

Make structural alterations to meet minimum accessibility requirements where it is structural impractical is defined as: Changes having little likelihood of being accomplished without removing or altering a load-bearing structural member and/or incurring an increased cost of 50% or more of the value of the element of the building or facility involved. (24 CFR 8.32 (c)).

Note that the undue burdens test is not applicable to housing undergoing substantial alteration.

The Authority will not permit these policies to be subverted to do person or political favors. The Authority will not offer units in an order different from that prescribed by this Policy since doing so violates the Policy, federal law and the civil rights of the other families on the Waiting List. [24 CFR 906.204(a)(3)(ii)].

The Authority will not discriminate in the assignment of managers and other staff responsible for the administration of the dwelling units.

B. ACCESSIBILITY AND PLAIN LANGUAGE

Application and management offices, hearing rooms, community rooms, laundry facilities, craft and game rooms and other common areas of the Authority will be available for use by residents with a full range of disabilities. If these facilities are not already accessible and located on accessible routes, some must be made so, subject to the undue financial and administrative burden test. (24 CFR 8.20 and 8.21)

Documents intended for use by applicants and residents will be made available in formats accessible for those with vision and hearing impairments (24 CFR 8.6). The documents will be written simply and clearly to enable participants with learning or cognitive disabilities to understand as much as possible. (24 CFR 912.5 (a) requires that any notice or document relative to citizen or eligible immigration status, where feasible, be provided to an applicant or resident in a language that is understood by the individual if the individual is not proficient in English).

Some of the concepts that must be described relative to eligibility, rent computation, applicant screening, reasonable accommodations and lease compliance are complicated, but Authority staff will offer examples where possible to help applicants/residents understand the issues involved. In writing materials to be used by applicants/residents, the Authority staff will keep in mind that mental retardation, learning disabilities and cognitive disabilities may affect the applicant's ability to read or understand, so rules and benefits may have to be explained verbally, perhaps more than once. (24 CFR 8.6)

At the point of initial contact, Authority staff will ask all applicants whether they need form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative, advocate) accompany the application to receive, interpret and explain housing materials. (24 CFR 8.6)

Some applicants will not be able to read (or to read English) so intake staff must be prepared to read and explain anything that they would normally hand to an applicant to be read and filled out. Applicants who read or understand little English may furnish an interpreter who can explain what is going on. **(PHAs are not required to pay the costs associated with having a foreign language interpreter as they are for a sign language interpreter for the hearing impaired [24 CFR 8.6] because the Fair Housing Law makes no such requirement).**

At a minimum, the Authority will prepare the following information in plain-language accessible formats:

Marketing and information materials

Information about the application process

How rents and utility allowances are determined

Application form and required certifications

All form letters and notices to applicants/residents

General statement about reasonable accommodation

Orientation materials for new residents

Lease and house rules

Guidance or instructions about housekeeping and care

Information about the Waiting List

All information related to applicants' rights to hearings

MARKETING

It is the policy of the Authority to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts will take into consideration:

The number of vacant units

Availability of units through turnover

Waiting List Characteristics

The Authority will periodically assess the factors in order to determine the need for the scope of any marketing efforts.

All marketing and information materials will:

comply with the Fair Housing Act requirements with respect to the Equal Housing Opportunity logo and use of nondiscriminatory language [24 CFR 109.30(a)];

describe the housing units, application process, Waiting List, priority system

and eligibility accurately;

will be in plain language and will use more than strictly English language prints media;

will target all agencies that serve and advocate for potential applicants;

will make clear who is eligible: low income individuals and families; working and non-working people; as well as the elderly and disabled;

will make clear that it is the Authority's responsibility to provide reasonable accommodations to people with disabilities. (24 CFR 100.24).

DEFINITIONS

Accessible Dwelling Units

When used with respect to design, construction or alterations of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered or adapted can be approached, entered, and used by individuals with physical handicaps. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR Section 8.32 and Section 40 (the Uniform Federal Accessibility Standards) is "accessible" within the meaning of this paragraph. When an individual unit in an existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that addresses the impairment of that individual.

Accessible Facility

All or any portion of a facility other than an individual dwelling unit used by individuals with physical handicaps (24 CFR 8.21).

Accessible Route

For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility. (24 CFR 8.3 and 40.3.5)

Adaptability

Ability to change certain elements in a dwelling unit to accommodate the needs of handicapped and non-handicapped persons; or ability to meet the needs of persons with different types and degrees of disability (24 CFR 8.3 & 40 3.5).

Adjusted Income

Adjusted income (income upon which rent is based) means Annual Income less the following deductions and exemptions: (24 CFR 5.611)

Non-elderly/Non-disabled Families

Childcare Expenses: a deduction of amounts anticipated to be paid by the family for the care of children under 13 for the period for which Annual Income is computed. Allowed ONLY when such care is necessary to enable a family member to be gainfully employed, to seek employment or to further his/her education. Amounts deducted must be un-reimbursed expenses and shall not exceed:

Amount of employment income included in the Authority's computation of annual income;

An amount determined to be reasonable by the Authority when the expense is incurred to permit education or to actively seek employment.

Dependent Deduction: an exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-In Aide, foster adult or foster child) who is under eighteen (18) years of age or who is eighteen (18) or older and disabled, handicapped or a full-time student.

Disability Assistance Expense Deduction: (for families not considered a "disabled family" but which have a member, other than the head of household or spouse, who is disabled) a deduction of the cost of all un-reimbursed expenses for Disability Assistance less three percent (3%) of Annual Income, provided the amount so calculated does not exceed the employment income earned.

For Elderly and Disabled Families Only (families whose head, co-head, spouse or sole member is elderly or disabled)

Elderly/Disabled Household Exemption: An exemption of **\$400** per household.

Medical Deduction and/or Disability Assistance Expense Deduction (medical expenses or all family members counted)

For Elderly/Disabled Families with medical expenses but without Disability Assistance Expenses: total medical expenses less three percent (3%) of Annual Income.

For Elderly/Disabled Families with both Medical and Disability Assistance Expenses:

If total of all un-reimbursed disability assistance expense is equal to or greater than three percent (3%) of Annual Income, deduction equals the amount of Disability Expenses less three percent (3%) of Annual Income, PLUS actual medical expense.

If total of all un-reimbursed Disability Assistance Expense is less than three percent (3%) of Annual Income, then the deduction equals the amount that the sum of Disability Assistance Expenses and Medical Expenses exceeds three percent (3%) of Annual Income.

Alteration

Any change in a facility or its permanent fixtures or equipment. Does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to the mechanical systems.

Annual Income

Annual income is the anticipated total income from all sources, including net income derived from assets received by the family head and spouse (even if temporarily absent) and by each additional adult family member. It includes all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income.

To annualize full-time employment multiply as follows:

- Hourly wages by 2080 hours
- Weekly wages by 52
- Bi-weekly wages by 26
- Semi-monthly wages by 24

Monthly amount by 12

Income includes, but is not limited to: (24 CFR 5.609)

Full amount before any payroll deductions, of wages and salaries overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.

Net income from operations of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business.

Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness will not be used as deductions in determining net income. An allowance for the straight line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

Where the family has net family assets greater than **\$5,000**, annual income shall include the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by the HUD field office, **whichever is greater**.

Full amount of *periodic* payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types or periodic receipts, including a lump sum amount or prospective monthly amounts for the delayed start of a periodic amount for other than social security or SSI.

Payments in lieu of earnings, such as unemployment, disability compensation, worker's compensation and severance pay.

All welfare assistance payments received by or on behalf of any family member.

Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members. All regular pay, special pay and allowances of a family member in the Armed Forces.

Imputed welfare income (see definition) if family has received a specified welfare benefit reduction as a result of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

Does not include: (24 CFR 5.609)

Income from the employment of children (including foster children) under the age of eighteen (18).

Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone).

Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains and settlement for personal property losses.

Amounts received by the family that is specifically for or in reimbursement of the cost of medical expenses for any family member.

Income of a live-in aide, provided the person meets the definition of a live-in aide (24 CFR 5.403).

Full amount of student financial assistance paid directly to the student or the educational institution.

Special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

Certain types of income related to training:

Amounts received under HUD funded training programs (such as Step-Up; excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training).

Amounts received by a person with disabilities that are disregarded for a limited time for purposes of SSI and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS).

Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket

expenses incurred (special equipment, clothing, transportation, child care, etc.) To allow participation in a specific program.

A resident service stipend: a modest amount not to exceed \$200 per month received by a public housing resident for performing a service for the Authority, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol. Hall monitoring, lawn maintenance and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time.

Compensation from State or local employment training programs and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the Authority.

Temporary, non-recurring, or sporadic income, including gifts.

Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.

Earnings in excess of \$480 for each full-time student eighteen (18) years old or older (excluding the head of household and spouse).

Adoption assistance payments in excess of \$480 per adopted child.

Deferred periodic payments of supplemental security income (SSI) and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the disabled family member at home.

Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937, include:

Value of the allotment provided to an eligible household for under the Act of 1977.

Payment to volunteers under Domestic Volunteer Services Act of 1973 (RSVP, Foster Grandparents, Senior Companion Program, and Older American Committee Service Program, VISTA, Peace Corps, Service Learning Program, Special Volunteer Programs, Small Business Administration Programs such as National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).

First \$2,000 of payments received under the Alaska Native Claims Settlement Act.

Income derived from certain sub-marginal land of the U. S. that is held in trust for certain Indian tribes.

Payments or allowances made under programs funded in whole or in part under the Job Training Partnership Act.

Payments received under programs funded in whole or in part under the Job Training Partnership Act.

Income derived from the disposition of funds of the Grand River Band of Ottawa Indians.

First \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian Tribe by Secretary of Interior.

Amounts of scholarships funded under Title IV of Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs (Pell Grants, Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study and Byrd Scholarships.

Payments received from programs funded under Title V of the Older Americans Act of 1965 (Senior Community Services Employment Program, National Caucus Center on the Black Aged, National Pro Personas Mayors, National Council on Senior Citizens and Green Thumb).

Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established in the *In Re: Orange* product liability litigation.

Payments received under the Maine Indian Claims Settlement Act of 1980.

The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act 1990.

Earned Income Tax Credit refund payments received on or after January 1, 1991.

Amounts earned by temporary census employees, provided the terms of employment do not exceed 180 days.

The first twelve (12) months of additional income due to employment, starting on the date of employment for a family (apply to EID Program):

Whose income increased as a result of employment of a family member who was previously unemployed for one or more years. (For purposes of this section, "previously unemployed: includes a person who has earned, in the previous twelve months, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage).

Whose income increased during the participation of a family member in any family self-sufficiency or other job training; or

Who, within six (6) months previous to new employment, was assisted through TANF (Temporary Assistance for Needy Families) in the amount of at least \$500, as verified by the local TANF agency.

Anticipated Annual Income

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at end of the shorter period. This method would be used for teachers who are paid for only nine (9) months, or for residents receiving unemployment compensation.

Applicant

A person or a family that has applied for admission to housing.

Application

A written form which includes information which will be used to determine family's admittance in accordance with section V of Policy.

Area of Operation

The municipality for which the Authority is created and the area that is within five (5) miles of the territorial boundaries of the municipality and is not within the territorial boundaries of another municipality. To operate in another jurisdiction requires a resolution from the governing body of that jurisdiction. (Texas Local Government Code 392)

Assets

Cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of business assets.

Auxiliary Aids

Services or devices that enable persons with impaired sensory, manual or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities. (24 CFR 8.3)

Care Attendant

A person who regularly visits the unit of an Authority resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by the Authority, must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.

Ceiling Rent

A maximum total tenant payment amount established by the Authority, which may be tied to one or more individual projects, sites or unit sizes.

Child Care Expenses

A deduction of amounts anticipated to be paid by the family for the care of children **under 13** for the period for which Annual Income is computed. Allowed **ONLY** when such care is necessary to enable a family member to be gainfully employed, to actively seek employment or to further his/her education. Amounts deducted must be un-reimbursed expenses and shall not exceed **\$40.00 PER WEEK PER CHILD**.

The amount of employment income included in the Authority's computation of annual income.

An amount determined to be reasonable by the Authority when the expense is incurred to permit education or to actively seek employment. The Authority will use the average of rates obtained from four (4) local child care facilities to determine a reasonable maximum child care expense.

When there is an unemployed adult household member in the family, child care expenses will not be allowed, unless family can provide proof that the available adult member is not physically or mentally capable of providing child care.

Co-head of Household

A household where two persons are held responsible and accountable for the family.

Community Service

As required by the **Quality Housing and Work Responsibility Act of 1998**, all non-exempt public housing adult residents (**18 or older**) contribute eight (**8**) hours per month of community service (volunteer work) or participate in (**8**) hours of training, counseling, classes and other activities which help an individual toward self-sufficiency and economic independence. This is a requirement of the Public Housing Lease. (**See Addendum O / Appendix 1**)

Covered Family

Family who receives welfare assistance or other public assistance from a state or other public agency under a program for which federal, state, or local law requires that a member of the family participate in an economic self-sufficiency program as a condition of such assistance.

Dependent

A member of the household that is not head of the house, spouse, co-head, foster child/adult, or a live-in aide, who is under 18 years of age, or with a disability, or full-time student. (24 CFR 5.603)

Designated Family

The category of family for whom a housing authority elects (subject to HUD approval of an Allocation Plan) to designate a project (e.g., elderly family in a project designated for elderly families) in accordance with 1992 Housing Act. (24 CFR 945.105)

Designated Housing

A project(s) or portion of a project designated for elderly only or for disabled families only in accordance with 24 CFR 945.105.

Disability Assistance Expense

Amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member or family members, including the disabled person, to be employed. Equipment and auxiliary apparatus may include, but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the handicapped or disabled family member. Also included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities. (24 CFR 5.603)

Disabled Family

A family whose head, co-head, spouse or sole member is a person with disabilities. The term includes two or more persons with disabilities living together, and one or more such person living with one or more persons including live-in aides determined to be essential to the care and well-being of the person or persons with disabilities. (24 CFR 5.403)

Disabled Person

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act [U.S.C. 6001 (7)], or has a disability as determined by HUD regulations at 24 CFR 5.403 and 8.3.

Section 223: Disability defined as inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months, or in the case of an individual who attained the age of 55 and is blind and unable, by reason of such blindness, to engage in substantial gainful activity requiring skills or ability comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

Section 102(7): Developmental disability defined as a severe chronic disability that:

is attributable to a mental or physical impairment or combination of the two;

is manifested before the person attains age twenty-two (22);

is likely to continue indefinitely;

results in substantial functional limitation in three or more of the following areas of major life activity: self-care, receptive and responsive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency;

reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of life-long or extended duration and are individually planned and coordinated.

A person having a physical, mental or emotional impairment that:

is expected to be of long, continued and indefinite duration;

substantially impedes the person's ability to live independently;

is of such a nature that such ability could be improved by more suitable housing conditions.

For purposes of qualifying for housing programs, the term does not include any individual whose disability is based solely on any drug or alcohol dependency.

Individual with handicaps, as defined in 24 CFR 8.3, as follows: means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. As used in this definition, the phrase

Physical or mental impairment includes:

Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; and lymphatic; skin; and endocrine; or

Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities;

The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addition and alcoholism;

Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is regarded as having an impairment means:

Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;

Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or

Has none of the impairments defined in paragraph (a) of this section, but is treated by a recipient as having such an impairment.

The definition of handicap in Section 504 of the Rehabilitation Act of 1973 does not include homosexuality, bisexuality, or transvestitism (*these characteristics do not disqualify an otherwise disabled applicant/resident from being covered*).

Disallowance

An exclusion from annual income.

Displaced Person

A person displaced by government action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise recognized pursuant to Federal disaster relief laws.

Divestiture Income

Imputed income from assets, including business assets, disposed of by applicant or resident in the last two (2) years at less than fair market value.

Domestic Violence

Actual or threatened physical violence of a recent or continuous nature directed against one or more members of the applicant's family by a spouse or other family member.

Due Process Determination

A determination by HUD that specified procedures for judicial eviction under State and local law require that a tenant be given the opportunity for a hearing in court, which provides the basic elements of due process before eviction from the unit. (24 CFR 966.53)

Elderly Family

A family whose head, co-head, spouse or sole member is at least 62 years of age. It may include two (2) or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. (24 CFR 5.403)

Elderly Person

A person who is at least 62 years of age. (24 CFR 5.100)

Elements of Due Process

The court procedures for eviction under State and local law require all of the following before eviction from a unit: (24 CFR 966.53)

The opportunity for a hearing on the existence of serious and repeated lease violations or other good cause reason for eviction;

Advance notice of the hearing and of the alleged reasons for eviction;

Hearing before an impartial party;

The opportunity to be represented by counsel;

The opportunity to present evidence and question witnesses;

A decision on the reasons for eviction before the occupants are evicted.

Eligibility Income

This is the applicant's **Annual Income** amount. This figure is compared to the HUD-approved income limits (issued annually) to determine if an applicant family is eligible for admission.

Extremely Low Income Family

A family whose **Annual Income** is equal to or less than 30% of Area Median

Income, adjusted for family size, as published by HUD.

Eviction

Forcing the occupants to move out of the unit.

Family

Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law, who will live together in Authority housing; OR two or more persons who are not so related, but are regularly living together, can verify shared income or resources, who will live together in Authority housing.

“Family” also includes: Elderly Family, Near Elderly Family, Disabled Family, Displaced Person, Single Person, the remaining member of a tenant family, a foster care arrangement, or a kinship care arrangement. Other persons, including members temporarily absent (e.g., a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family’s household if they are living or will live regularly with the family. (24 CFR 5.403)

Family Self-Sufficiency

Any approved program established by the Authority to promote self-sufficiency among participating families, including the provision of supportive services, toward the goal of the families’ no longer receiving public assistance.

Flat Rents

Total Tenant Payments set by the Authority that are based on market rate rents and comparable to rents in the private sector for similar type and size units.

Foster Child/Adult

A child/adult placed in the care of a Foster Family by a licensed Child Placement Agency or Adult Placement Agency.

Fraud

Fraud, as defined under any Federal or state civil or criminal statute, or any other deliberate misrepresentation to this Authority by any member of an applicant or resident family. (24 CFR 966.2)

Full-Time Student

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institutions include, but are not limited to: colleges, universities, secondary schools, vocational schools or trade schools. (24 CFR 5.603)

Handicapped Individual [Individual with Handicap(s)]

A person having a physical or mental impairment that:

is expected to be of long, continued and indefinite duration;

substantially impedes the person's ability to live independently;

is of such a nature that such ability could be improved by more suitable housing conditions.

For purposes of housing programs, the term does not include any individual who

is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others; or

has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to participate in the program or activity in question. (24 CFR 8.3)

The 504 definition of handicap does not include homosexuality, bisexuality, or transvestitism (*these characteristics do not disqualify an otherwise disabled applicant/resident from being covered*).

Hardship Waiver (Minimum Rent)

Family has lost eligibility for, or is awaiting approval of, Federal; state or local assistance (includes family with member who is a non-citizen who is lawfully admitted for permanent residence).

Hate Crimes

Actual or threatened physical violence or intimidation of a recent or continuing nature that is directed against a person or his property that is based on the person's race, age, color, religion, sex, national origin, handicap or familial status.

Head of Household

Head of household is the family member (identified by the family) who is held responsible and accountable for the family.

Household

The tenant and other persons who live in a unit with written approval of the Authority. (24 CFR 966.2)

Income - Adjusted

See “Adjusted Income”.

Income - Annual

See “Annual Income”.

Income - Eligibility

See “Eligibility Income”.

Income Limits

The income limits for each county in the state are determined and published by HUD annually. Income limits are based on **30%** of median and **80%** of median for the area. The Authority’s income limits are contained in **Appendix E**.

Income-Based Rent

Total Tenant Payment that is based on a percentage of the family’s income.

Imputed Welfare Income

The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family’s annual income for purposes of determining rent.

Kinship Care

An arrangement in which a relative or non-relative becomes the caregiver for a child or children but is not the biological parent of the child or children. The primary care giver need not have legal custody of such child or children to be a kinship care giver under this definition.

Live-In Aide (24 CFR 5.403)

A person who resides with an elderly person(s), near elderly person(s) or person(s) with disabilities and who

is determined by the Authority to be essential to the care and well-being of the person(s);

is not obligated to support the family member;

would not be living in the unit except to provide the necessary supportive services.

A Live-In Aide is not listed on the lease and cannot become a remaining family member for continued occupancy purposes.

A Live-In Aide's income is not counted in determining the family's income.

Low Income Family

A family whose annual income which does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller and larger families.

Medical Expenses

Medical expenses include, but are not limited to:

services of physicians and other health care professionals;

services of health care facilities;

health insurance premiums, including cost of Medicare;
prescription and non-prescription medicines;

transportation to and from treatment;

dental expense;

eyeglasses;

hearing aids and batteries;

attendant care (unrelated to employment of family members).

These are expenses that are anticipated during the period for which annual income is computed and that are not covered by insurance (24 CFR 5.603)

Medical Expense Allowance

For purposes of calculating adjusted income for elderly or disabled families only, medical expense allowance means the medical expense in excess of **3%** of Annual Income, where these expenses are not compensated for or covered by insurance. (24 CFR 5.611)

Minimum Rent

A family will pay the highest of **10%** of annual (or gross) income, **30%** of adjusted income, and a **\$50.00** minimum rent established by the housing authority. This minimum rent is the total tenant payment, which is reduced by an allowance for utilities where the tenant pays part or all of the utilities.

Minor

A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. Some minors are permitted to execute contracts, provided a court has declared them “emancipated.”

Mixed Family

A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. (24 CFR 5.504)

Mixed Population Project

A public housing project for elderly and disabled families. The Authority is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan.

Monthly Income

One-twelfth (1/12th) of Annual Income. (24 CFR 5.603)

Monthly Adjusted Income

One-twelfth (1/12th) of Adjusted Income. (24 CFR 5.603)

Multifamily Housing Project

For purposes of 504, means a project containing five or more dwelling units. (24 CFR 8.3)

Near-Elderly Family

A person who is at least 50 years of age but below 62 years of age, who may be a person with a disability. (24 CFR 5.603)

Negative Rent

See "Utility Reimbursement".

Net Family Assets (24 CFR 5.603)

The net cash value, after deducting reasonable costs (e.g., brokerage or legal fees, settlement costs, penalties for early withdrawal) that would be incurred in disposing of:

real property (land, houses, mobile homes);

savings (CD, IRA or KEOGH accounts, checking and savings accounts, precious metals);

cash value of whole life insurance policies;

stocks and bonds (mutual funds, corporate bonds, savings bonds);

other forms of capital investments (business equipment) excluding interests in Indian trust lands and excluding equity accounts in HUD home ownership programs.

In the case of a trust fund not revocable by or controlled by any member of the family or household, the value of the trust fund will not be considered an asset as long as the funds continue to be held in trust. Any income from the trust shall be counted as income.

If a family disposed of an asset within the two (2) years preceding the date of the application or re-certification at less than fair market value, the difference between what they received and what they would have gotten had they received the fair market value, is counted as an asset for purposes of determining net family assets.

In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms.

Non-citizen

A person who is neither a United States citizen nor a national of the United States. (24 CFR 5.504)

Over-income Family

An individual or family who is not a low-income family at the time of initial occupancy.

Portion of Project

Includes one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects. (24 CFR 945.105)

Project (504 Definition)

Means the whole of one or more residential structures and appurtenant structures, equipment, roads, walks and parking lots that are covered by a single contract for Federal assistance or application for assistance, or are treated as a whole for processing purposes, whether or not on a common site. (24 CFR 8.3)

Public Assistance

TANF or other payments to families and individuals, based on need, that are made under programs funded, separately or jointly, by Federal, state or local governments.

Reasonable Accommodation

Reasonable accommodation is making alterations or adaptations to provide access to otherwise qualified individuals with handicaps in the use of the program and facilities, without causing undue hardship or substantially altering the program or activity.

Re-certification

Also called re-examination or re-determination. The checking of family circumstances and income at least annually to determine if family composition or income changes would require a change in rent or unit size.

Service Provider

A person or organization qualified and experienced in the provision of supportive services and that is in compliance with any licensing requirements imposed by state or local laws for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis. (24 CFR 945.105)

Single Person

A person who lives alone or intends to live alone and is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a resident family. (24 CFR 945.105)

Specified Welfare Benefit Reduction

A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

does not include a reduction or termination of welfare benefits by the agency

at expiration of a lifetime or other time limit on the benefits;

because a family member is not able to obtain employment even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or

because a family member has not complied with other welfare agency requirements.

Spouse

Spouse means the husband or wife of the head of household.

TANF

Temporary Assistance to Needy Families. The term that replaced AFDC.

Tenant Rent

The amount payable monthly by the family as rent to the Authority. Where all utilities (except telephone) and other essential housing services are supplied by the Authority, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the Authority and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. (24 CFR 5.603)

Total Tenant Payment (TTP)

Income-Based: Total Tenant Payment is the greater of **30%** of the Monthly Adjusted Income (as defined in this Policy) and **10%** of the Monthly Annual Income (as defined in this Policy), but never less than the Minimum Rent (except for Hardship Waivers) or greater than the Ceiling Rent, if any.

Flat Rent: Total Tenant Payment will be the Flat Rent if the family chooses Flat Rent instead of income-based rent. (See **Flat Rent**)

If the tenant pays the utilities, the amount of the Utility Allowance is deducted from the TTP. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

Uniform Federal Accessibility Standards

Standards for the design, construction and alteration of publicly owned residential structures to insure that physically handicapped persons will have ready access to and use of such structures. Standards are in Appendix A to 24 CFR 40.

Utilities

Water, electricity, gas other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone service is not considered a utility.

Utility Allowance (24 CFR 5.603)

If the cost of utilities (except telephone) for an assisted unit is not included in the Tenant Rent but is the responsibility of the family, an amount equal to the estimate made, as approved by the Authority or HUD, of the monthly costs of a reasonable consumption of such utilities for the unit, consistent with the requirements of a safe, sanitary and healthful living environment. Schedule of Utility Allowances is incorporated into this Policy as **Appendix B**.

Utility Reimbursement (24 CFR 5.615)

The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit. In such a case, the amount will be reimbursed to the family on a monthly basis or directly to the utility company on behalf of the family.

Very Poor Family

See "Extremely Low Income Family".

Very Low Income Family

A family whose Annual Income does not exceed **50%** of the median income for the area.

V. ELIGIBILITY FOR ADMISSION

It is the Authority's policy to admit only qualified applicants.

An applicant is qualified if he or she meets all of the following criteria:

Is a family as defined in Section IV of this Policy;

Is a family that meets the HUD requirements on citizenship or immigration status (24 CFR 5.500 - 5.528);

A family is not eligible for full housing assistance unless by the regulations;

A Mixed Family (in which one or more family members is determined to be ineligible on the basis of immigration status) may be eligible for prorated assistance.

Has an Annual Income at the time of admission that does not exceed the low income limits for occupancy established by HUD and posted separately in the Authority office;

Provides a documented Social Security number for all family members age 6 or older, or certifies that they do not have Social Security numbers. (24 CFR 5.216)

Meets or exceeds the Applicant Suitability Screening set forth in Section XI of this Policy (24 CFR 960.205), including attending and successfully completing an Authority preoccupancy orientation.

VI. APPLICATIONS FOR ADMISSION

1. General Conditions

Under no circumstances will anyone be denied the right to request or submit an application for housing unless the Authority has publicly announced the temporary closing of all or part of the Waiting List (see Section IX).

Applications will be accepted ONLY at the office of the Housing Authority at Calvert, Texas.

A completed written application form signed by Head, Co-Head or Spouse of the applicant family will be obtained from all applicants seeking admission to

housing.

Applications will be accepted by mail, unless special arrangements are requested and approved by the Authority, based on a person's handicap, disability or other extenuating circumstance that would prevent him/her from coming into the office to fill out the application. Applications received by mail will be dated as of the date of the next regularly scheduled application-taking date and marked with the beginning time of the next regularly scheduled application-taking day. On that date, the applicant will then be placed on the Waiting List.

At the time the applicant comes to the office to make application, the Authority staff will interview the applicant and explain the application, verification and screening process.

The application package (**Addendum A**) consists of:

Application Form

Personal Declaration

Applicant Certification

Information Concerning Citizenship Verification

Citizenship Declaration Form/Certificate of Non-Eligible Immigrant Status (if applicable)

Authorization for Release of Information/Privacy Act Notice

Criminal History Check Acknowledgment Form

Waiting List Policy Statement

"Things You Should Know" Brochure

Applicable Verification Forms

Community Service Policy/Exempt Forms

At the initial visit, the family will complete and sign the application form and sign all certifications and releases. It is important at the first visit that enough information is obtained to make a preliminary determination of eligibility.

The Authority will work on the assumption that the facts certified to by the applicant in the application are correct, although all those facts will be subject

to verification later in the application process.

As soon as the Authority has a completed, signed application form, the application will be marked with the date, time and priority (if applicable) and immediately placed on the Waiting List, which is subdivided according to number of bedrooms and type (elderly/non-elderly).

Every applicant who submits a completed, signed application form will immediately be placed on the Waiting List regardless of whether or not all other application documents have been submitted and regardless of whether or not the applicant initially appears eligible.

Preliminary Determination of Eligibility

Within approximately 30 days following the interview, a preliminary review of the applicant's file will take place to check for apparent eligibility or ineligibility based on the statements made on the application and signed certifications.

A review of Authority internal records will be made to determine if an applicant has participated in any of the programs administered by this Authority or any other Housing Authority and left the program owing unpaid rent, damages, vacancy loss, or other charges. Such an applicant will not be determined eligible until all funds are repaid in full.

Applicant Determined Preliminarily Ineligible:

An applicant who is determined to be ineligible because of information on the application (e.g., over income) or a record of a prior eviction from public housing or debts owing, will be notified in writing of the ineligibility. Notice will:

Specify reason why ineligible

Inform applicant that he or she has ten (10) days after receipt of this Notice to request a hearing (see Section XII)

Applicant is removed from Waiting List

Once the decision to deny is made, the application will be filed and kept for three (3) years.

Applicant Determined Preliminarily Eligible:

Eligible applicants will be notified in writing or by telephone

That they have been placed on the Waiting List according to the date and time of their application;

That it is their responsibility to submit the rest of their documents, if applicable, within the next six (6) months;

That they will receive notification from the Authority when their name is close to the top of the Waiting List and final verifications are to be processed;

That, if they do not hear from the Authority by the end of the six (6) months period, it is their responsibility to contact the Authority to update their information and express interest in remaining on the Waiting List; otherwise their name will be dropped from the Waiting List.

The Waiting List will reflect for each application the following information and will be consistent with Title VI objectives and other requirements:

The date and time of receipt; race and ethnicity;

The determination by the Authority as to preliminarily eligibility or ineligibility and identification of Priority Status;

Dated determined eligible or ineligible;

The unit size(s) for which eligible;

The date, location, identification and circumstances of each vacancy offered and accepted or denied.

Time Table for Final Verifications

If there are applicants on the Waiting List, final verification (process outlined in Section X) of all application information submitted by the family will be conducted no earlier than 120 days prior to the estimated time the applicant will be offered a unit.

When an applicant is approximately within thirty (30) days of being at the top of the Waiting List, Authority staff will begin the applicant screening process according to Section XI.

If there is no one on the Waiting List, verifications and screening will begin immediately after all completed application paperwork has been submitted by the family.

VII. ADMISSION PRIORITIES AND SPECIAL CIRCUMSTANCES

De-Concentration and Income Targeting

In its assignment of units, the Authority will, to the maximum extent possible, avoid concentration of the most economically and socially deprived families in any one or all of its developments in an attempt to achieve a broad range of incomes. As required by the *Quality Housing Responsibility Act of 1998*.

Applicants will be grouped according to the following priorities based on income ranges:

Priority 1: Families with incomes between **0%** and **30%** of the area median income.

Priority 2: Families with incomes between **31%** and **80%** of the area median income (target is **60%** of admissions).

As required by **Quality Housing Responsibility Act of 1998**, at least **40%** of the families admitted during the fiscal year must be admitted from **Priority 1**.

In order to ensure that at any time the Authority has not fallen below the required **40%**, the following test will be performed prior to each new admission

Determine total number of admissions since the start of the fiscal year
Add one to this total (the applicant about to be housed);

Determine number of families housed to date with incomes at or below **30%** of median;

Divide 3) by 2).

If the answer is **.40 or greater**, next admission may have an income greater than **30%**;

If the answer is less than **.40**, the next admission must have an income at or below **30%** of median.

In order to prevent or correct concentrations of the lowest income families in any one project or portion of project, the Authority may skip over a **(Priority 1)** family on the Waiting List in order to house a **(Priority 2)** family with higher income.

When selecting a family for a unit in housing designated for Elderly Families or housing designated for Disabled Families, the Authority will give a priority to elderly, near elderly or disabled families.

When selecting a family for a unit with accessible features, the Authority will give priority to families that include disabled persons who can benefit from the units features.

If no family needing accessible features can be found for a unit with accessible features, the Authority will house a family not needing the features, subject to the procedures described in the Tenant Selection and Assignment Plan described in Section XIII under this Policy, and non-disabled family in an accessible unit may be required to move so that a family needing the unit features can take advantage of the unit.

Over Income Families (for PHAs under 250 units). If there are vacant units and there is no one on the Waiting List:

The Authority will advertise the availability of the unit for thirty (30) days in the local newspaper;

A family wanting to lease the unit may do so on a month-to-month basis until an eligible family applies;

If an over-income family becomes available to fill the unit before the advertising period is up, the Authority will move the family into the unit immediately;

A market rate rent will be charged for the unit.

When an eligible family becomes available, the over-income family will be given thirty (30) days notice to vacate.

If determined necessary to increase security within a project, the Authority may rent a unit to a police officer who is not otherwise eligible:

Rent and terms of the lease will be negotiated between the Authority and the officer.

Officer must be employed full-time as a professional officer licensed by a Federal, state or local government agency.

VIII. OCCUPANCY STANDARDS

It is the Authority's policy that families of the appropriate size should occupy units. This policy maintains the usefulness of the units while preserving them from excessive wear and tear.

The following minimum and maximum number of persons per unit guide will govern

the number of bedrooms required to accommodate a family of a given size and composition:

Occupancy Guidelines

Number of Bedrooms	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

Families may choose to be placed on the Waiting List for a unit one bedroom size smaller than that designated on the chart. A family that chooses to occupy a smaller size unit must agree not to request a transfer until their family size changes.

Under the minimum-number-of-persons-per-unit standard, generally two people will share a bedroom, except units will be so assigned that:

It will not be necessary for persons of different generations or opposite sex, other than husband and wife, to occupy the same bedroom **except at the request of the family.**

Exceptions to these standards may be made in the case of reasonable accommodations for a person with disabilities.

An unborn child will not be counted as a person in determining unit size. A single pregnant woman may be assigned to a one bedroom unit.

In determining unit size, the Authority will consider a child who is temporarily away from home because of placement in foster care, kinship care or away at school.

Two children of the opposite sex will not be required to share a bedroom **except at the request of the family.** Two children of the same sex are expected to share a bedroom regardless of their ages.

The living room or dining room will not be considered as a bedroom when determining the minimum size unit for which a family qualifies.

A single head of household parent will not be required (but may choose) to

share a bedroom with his/her child.

A live-in attendant may be assigned a bedroom.

For verified reasons of medical or health problems, a separate bedroom may be provided for an individual family member.

A single person who is not elderly, disabled or handicapped may not be placed in a larger than one bedroom unit.

At the discretion of the Authority, families may be permitted to exceed the maximum as shown on the chart when the family requests such occupancy, and when the Authority determines that the unit in question is large enough.

In any case, no larger unit will be held vacant due to lack of appropriate sized family on the Waiting List, if it is not financially feasible to do so.

In assigning unit sizes, the Authority will take into account different cultural standards, length of time the family would have to wait for smaller versus larger units, and the age, relationship and sex of family members. (*Related language recommended by HUD.*)

IX. THE WAITING LIST

General Management

It is the policy of the Authority to administer its Waiting List as required by the regulations at 24 CFR 960.

The Authority, at its discretion, may restrict application intake, suspend application intake, and close Waiting Lists in whole or in part. The Authority may open or close the Waiting List by unit size or type available.

At the time of initial intake, the Authority will advise families of their responsibility to notify the Authority when their circumstances, mailing address or phone numbers change.

Closing the Waiting List

Decisions about closing the Waiting List will be based on

The number of applications available for a particular size and type of unit; and

The ability of the Housing Authority to house an applicant in an appropriate unit within a reasonable period of time.

Decisions to close the Waiting List restrict intake or open the Waiting List will be publicly announced.

During the period when the Waiting List is closed, the Authority *will not* maintain a list of individuals who wish to be notified when the Waiting List is re-opened.

When the Waiting List is closed or re-opened, a sign will be placed in the lobby (office, window) and an advertisement will be placed in the newspaper. The sign and ad will indicate which parts of the Waiting List are affected (program, type and bedroom size).

Removal of Applications from Waiting List

The Authority will remove an applicant's name from the Waiting List under the following circumstances:

The applicant requests that the name be removed.

The applicant has failed to advise the Authority of his/her continued interest in being on the Waiting List. The Authority requires applicants to notify the Authority of continued interest on a **six (6) month basis** (*subject to reasonable accommodations for persons with disabilities - see Section IV B 4b*). This includes advising the Authority of any changes in family status, priority status, or in physical or mailing address.

The Authority has made reasonable efforts to contact the applicant to schedule interviews or obtain information necessary to complete the application process and the applicant has failed to respond. In this case, the Authority will notify the applicant, in writing or by telephone, that he/she has **ten (10) working days** within which to reschedule the interview or provide the needed information. If applicant fails to respond within that period, the application will be withdrawn.

The applicant has failed to pay an outstanding balance owed to the Authority.

The Authority has notified the applicant of its intention to remove the applicant's name because the applicant was determined ineligible based on preliminary information on the application or pursuant to the verification process. In this case, the applicant may request an

information Hearing for Denials (see Section XII), if he/she responds within **fourteen (14) days** of receipt of the written notification.

The Authority will consider mitigating circumstances such as disabilities, health problems or lack of transportation in determining if the application should be withdrawn.

X. VERIFICATIONS

Verification is required for all information related to admission, annual re-examination, interim re-examination, transfer and any other changes in occupancy. To the maximum extent possible, the Authority will use the forms in **Addendum A** for obtaining verifications.

Applicants must cooperate fully in obtaining or providing the necessary verifications. As families approach the top of the Waiting List, no earlier than **120 days** prior to offer, the Authority will begin to verify the following items:

Family composition and type;

Annual Income;

Assets and Asset Income;

Deductions from Income;

Social Security numbers of all Family Members age 6+;

Information used in Applicant Screening; and

Citizenship or eligible immigration status.

The Authority's first choice is a **written third party** verification to substantiate applicant or resident claims. All family members for whom deductions or other claims are being made by the family must sign verification forms to be sent to the appropriate source. The Authority may also use:

Phone verification with the results recorded in the file, dated, and signed by Authority staff;

Review of documents; and

If no other form of verification is available, applicant certification. Each file will be documented to show that the Authority staff attempted to obtain third party written documentation before relying on a less acceptable form of information.

Forms of Verification may include:

Checklists completed as part of the interview process and signed by applicant;

Verification forms completed and signed by third parties;

Reports of interviews;

Letters;

Notes of telephone conversations with reliable sources dated and signed.

The Authority is authorized by HUD to use five methods to verify family information, in the following order of priority

- a. Up-front Verification whenever available
- b. Third-Party Written Verification
- c. Third-Party Oral Verification
- d. Review of Documents
- e. Self-Certification

When up-front verification is not available, the Authority will diligently seek third-party verifications using a combination of written and oral requests to verification sources. Information received orally from third parties may be used either to clarify information provided in writing by the third party or as independent verification when written third-party verification is not received in a timely manner. (24 CFR 960.259(c)(1))

The Authority will document the reasons when the Authority uses a lesser form of verification than third-party.

Verification of citizenship or eligible immigration status will be carried out in accordance with 24 CFR 5.500 - 5.528, the HUD Non-Citizen Guidebook and the Immigration and Naturalization Service's (INS) SAVE System Manual (**Addendum K**).

Each family member, regardless of age, must submit the following:

Citizens

Signed declaration form (for a child, the responsible party signs); and

Proof of U. S. Citizenship (U. S. birth certificate, U. S. passport, Social Security number, voter registration or other appropriate documentation).

Non-citizens claiming legal status

Signed declaration form indicating kind of legal immigration status (for a child, the responsible party signs);

Applicable INS documents;

Signed verification consent form (for a child, the responsible party signs)

Non-citizens 62 or older (applying for assistance on or after September 30, 1996)

Signed declaration of eligible immigration status indicating kind of status; and

Proof of age.

In the case of a “**Mixed Family**” applicant, a member who is a non -citizen claiming not to have eligible status must sign, or must have another family member sign, a certification that they do not have eligible status.

Verification Process

Primary verification

Primary verification of the immigration status of a person is conducted through the INS automated system [INS Systematic Alien Verification for Entitlements (SAVE)].

If INS SAVE system does not confirm eligible immigration status, secondary verification must be performed.

Secondary verification

A manual search by the INS of its records to determine an individual's immigration status will be requested by the Authority within ten (10) days of receiving the results of the primary verification if primary verification does not confirm eligible status.

To request the search, the Authority will send to a designated INS office for review, photocopies of both sides of the original INS documents required for the immigration status being declared and the INS document verification request form G-845S (available from local INS office), or such other form specified by the INS.

if secondary verification fails to confirm eligible status, the Authority will notify family of its right to appeal to the INS or request an informal hearing with the Authority.

Restrictions on Denial, Delay or Termination of Assistance.

Assistance *may not* be denied or delayed (or in case of re-examinations, reduced or terminated) on the basis of immigration status if:

primary and secondary verifications were submitted in a timely manner but INS has not completed the procedure;

the family member for whom required evidence has not been submitted has moved from the assisted unit (*applicable to re-examinations*);

the family member who is determined not to be eligible following verification process has moved from the assisted unit (*applicable to re-examinations*);

the INS appeals process has not been completed (24 CFR 5.514);

assistance is prorated according to 24 CFR 5.520 for a mixed family (**see Section XX**);

assistance for a mixed family is continued in accordance with 24 CFR 5.516 and 5.518 (*applicable to re-examinations*);

deferral of termination of assistance is granted in accordance with 24 CFR 5.516 and 5.518 (*applicable to re-examinations*); or

informal hearing process has not been completed (24 CFR 5.514).

Denial or Termination of Assistance.

Assistance **shall be** denied (or in the case of existing residents, terminated) if

Evidence of citizenship and eligible immigration status is not submitted by the family within the required time frame or within any extension granted.

Extensions may be granted, in writing, for no more than thirty (30) days

Denial of extensions will also be in writing with reasons provided.

Evidence of citizenship and eligible immigration status was timely submitted but INS verifications do not verify eligible immigration status and

family does not pursue INS appeal or informal hearing rights, or

INS appeal and informal hearing rights are pursued but final decisions are against the family.

The Authority determines that a family member has knowingly permitted another ineligible individual to reside on a permanent basis in the assisted unit (without the Authority's knowledge and without the assistance having been prorated because of this individual). ***In such case, termination will be for at least 24 months.***

Notice of Denial (or termination). Notice shall state:

that assistance will be denied or terminated and give the reason;

that family may be eligible for prorated assistance;

in case of existing resident, the criteria and procedures for obtaining relief under the provisions for preservation of families;

that family has right to appeal the INS verifications and submit additional documentation supporting the appeal;

that family has right to request an informal hearing with the Authority either upon completion of INS appeal or in lieu of INS appeal.

Appeal to INS.

After the Authority notifies family of the results of the INS verification, the family has thirty (30) days to send to INS for an appeal:

a cover letter indicating their request for an appeal of the verification results; and

any additional documentation supporting the appeal and a copy of the verification request form used to process the secondary verification.

Family must provide the Authority with a copy of the written request and proof of mailing.

Within thirty (30) days of receipt of the request, INS will render a decision or notify the family of the reasons for any delay.

Upon receipt of INS decision, the Authority will notify the family of its right to request an informal hearing on the ineligibility determination.

Informal Hearing

Family may request a hearing in lieu of an INS appeal or following it.

Family must request the hearing within thirty (30) days of the notice of ineligibility determination based on immigration status by the Authority, if it does not wish to appeal to INS; if it has appealed to INS, then the family must request the hearing within thirty (30) days of the INS appeal decision.

The hearing will be conducted according to the Authority's informal hearing procedures as outlined in Section XII.

The Authority will provide the family with a written final decision and the reasons for that decision, based solely on the facts presented at the hearing, within fourteen **(14) days** of the date of the informal hearing.

Retention of documents. The Authority will retain for a minimum of five **(5) years** all of the documents related to the INS appeal or informal hearing process. (24 CFR 5.514)

Social Security Numbers (24 CFR 5.210)

Families are required to provide a Social Security number for all family members **age 6 and older** prior to admission, if they have been issued a number by the Social Security Administration. All applicable members of the family must either

submit Social Security Number documentation; or

sign a certification if they have never been issued or assigned a Social Security Number.

If the individual is under 18, the certification must be executed by his or her parent or guardian.

If the family member who has signed a certification later obtains a number, it must be disclosed at the next regularly scheduled income re-examination (for residents).

Age of Verifications

Only verified information that is less than **120** days old may be used for certification or re-certification.

Verified information obtained after the application intake that is less than **90** days old need not be re-verified.

Verified information not subject to change, such as birth dates, need not be re-verified.

XI. APPLICANT SUITABILITY SCREENING

It is the Authority's policy that all applicants will be screened in accordance with HUD regulations (24 CFR 960) and sound management practices. Otherwise eligible applicants will be screened and those who meet the screening criteria will be considered suitable for housing, as follows:

Past performance in meeting financial obligations, particularly rent, is satisfactory;

No record of disturbance of neighbors, destruction of property, or living or housekeeping habits which adversely affect the health, safety or welfare of other residents (***this includes alcohol abuse where the abuse results in behavior which interferes with the health, safety, or right to peaceful enjoyment of premises by other residents***).

No history of criminal activity involving crimes of physical violence to persons or property; possession, sale or use of illegal substances; or any other criminal acts that adversely affect the health, safety or welfare of themselves or other residents.

Methods of screening: The Authority will:

complete a credit check and rental history check on all applicants.

complete a criminal background check on all applicants **17 years of age** of older. Criminal check will be conducted according to the Authority's One Strike Policy / Final Rule (**Addendum N**)

conduct personal interviews.

Persons convicted for manufacture or productions of methamphetamine (Speed) are permanently barred from admission to the Authority's housing.

Persons subject to a lifetime registration under a State Sex Offender Act are permanently barred from admission to the Authority's housing.

Any person determined to be using an illegal substance will be denied admission.

Persons believed to be abusing alcohol in a way that will interfere with the safety or right to peaceful enjoyment of other residents will be denied admission.

Persons who have been evicted from Public Housing, Indian Housing, Section 23 or Section 8 housing because of drug-related criminal activity are ineligible for admission to public housing for a three (3) year period beginning on the date of such eviction. This may be waived by the Authority if

the person demonstrates successful completion of rehabilitation program approved by the Authority; or

circumstances leading to the eviction no longer exist, e.g., the individual involved in the drug-related activity is no longer in the household because the person is incarcerated.

In the event of receipt of any unfavorable information regarding conduct of the applicant, the Authority will give consideration to the time, nature and extent of applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects in determining eligibility of the applicant. Factors to be considered will include:

evidence of rehabilitation;

evidence of applicant family's participation or willingness to participate in social service or other appropriate counseling service programs and the availability of such program;

evidence of the applicant's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

The Authority must submit a request for information to a drug abuse treatment facility before admitting any family. The Authority will require each applicant to submit for all household members who are at least 18 years of age, and for each family head or spouse regardless of age.

Persons with Disabilities:

The Authority may not compel any applicant to reveal information about the nature and extent of an applicant's disability as a routine part of the application process. However, the Authority may:

ask all applicants whether they need any special features in their units or any special processing (reasonable accommodation) because of a disability (to qualify for special unit features or reasonable accommodation, the application must document that the family includes someone who needs the unit features or the reasonable accommodation);

ask all applicants whether the head or spouse is a person with a disability for the purpose of qualifying the family for

the \$400.00 disabled family deduction from income; or

if a non-elderly family, the deduction of non-reimbursed medical expenses (unless the head or spouse is documented to be a person with a disability, the family cannot receive this deduction).

ask all applicants claiming work-related disability expenses to provide documentation of the presence of a person with a disability.

It will be the Authority's policy to encourage resident participation in the application and screening process.

Misrepresentations: If misrepresentations on the Application for Admission result in housing an ineligible or unsuitable family, the family may be required to vacate even though currently eligible. If misrepresentation or failure to provide facts has resulted in payment of a lower Total Tenant Payment than should have been paid, the family will be required to pay the difference between the Total Tenant Payment paid and the amount which should have been paid. In justifiable cases, the Authority may take such other action as deemed reasonable.

XII. INFORMAL HEARING FOR DENIALS

All applicants who are denied by the Authority will receive a letter that informs them of their right to request, within **fourteen (14)** days of receipt of the denial letter, a hearing with the Executive Director or his/her designee.

A hearing may be requested as a result of denial based on preliminary application information or on results of the final verification and screening process.

Upon receipt of the applicant's written request, the Authority and applicant will agree on a time for an informal hearing, which should occur within the **30-day period following the denial date**.

During the hearing, the applicant will be afforded an opportunity to present evidence rebutting the grounds for denial.

The hearing will conform to the following procedures:

If the decision to deny admission is based on allegations by a third party, the Authority **will attempt** to have the third party present.

The Authority staff person who made the decision must be present to provide available facts and to be questioned.

The decision must be based solely on evidence presented at the hearing.

The applicant has a right to inspect his/her file.

If, as a result of information presented by the applicant at the Informal Hearing, the Authority reverses its decision to deny the applicant, no new application is required and the applicant will be returned to the appropriate spot on the Waiting List.

If the applicant does not request a hearing within the designated period, he/she waives his/her right to a hearing.

XIII. TENANT SELECTION AND ASSIGNMENT

Policy

It is the Authority's policy that each applicant will be assigned his/her appropriate place on one Community-Wide Waiting List in sequence based upon date and time the application is received, type and size of unit needed. Exceptions will be permitted only to comply with Court Orders, Settlement Agreements, or when approved in advance by Fair Housing and Equal Opportunity.

Method of Applicant Selection

The Authority will first match the characteristics of the applicant to the unit available, including size, type and special features of the unit (e.g., accessible) and any priorities for admission required for designated or mixed population housing.

Further, in the selection of a family for a unit with accessible features the Authority will give priority to families that include a person with disabilities who can benefit from the unit features. (24 CFR 8.27)

Assignment Plan

The selection and assignment of applicants to suitable housing will assure equal opportunity and nondiscrimination on grounds of race, color, sex, religion, age, familial status, national origin, or handicap.

Each qualified applicant first in sequence on the Waiting List will be made **one** offer of a unit of appropriate size. If more than one unit of the appropriate size is available, the first unit offered will be the one that will be ready for occupancy first.

The applicant has three **(3)** working days from the date the offer is made (by phone, registered mail or the method of communication designated by the applicant) to accept the offer.

If the applicant does not accept the offer, he/she will be moved to the bottom of the Waiting List.

If an applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents to the satisfaction of the Authority, clear evidence (**“good cause”**) that acceptance of the offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, religion, or national origin, the application will not be dropped from the Waiting List.

Examples of good cause reasons for refusal of an offer include, but are not limited to:

inaccessibility to source of employment, education, job training, day care, special schools for disabled children, etc.

presence of lead paint in the unit offered when the applicant has children under the age specified by current law;

verifiable reasons the location would place a family member's life, health or safety in jeopardy;

a health professional verifies temporary hospitalization or recovery from an illness or need for a live-in aide to care for the principal household member;

unit is inappropriate for applicant's disabilities, or the family does not need the accessible features offered by the unit; does not want to be subject to a 30-day notice to move.

Dwelling Units with Accessible/Adaptable Features

Before offering a vacant accessible unit to a non-disabled applicant, the Authority will offer such units:

First, to a current occupant of another unit of the same development, or other public housing development under the Authority's control, having a disability that requires special features of the vacant unit (transfer).

Second, to an eligible applicant on the Waiting List having a disability that requires the special features.

When offering an accessible/adaptable unit to a non-disabled applicant, the Authority will require the applicant to sign an agreement to move to an available non-accessible unit within thirty **(30) days** when either a current resident or an application needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant.

Initial intake, Waiting List management, screening and offers of housing will be made from the central Authority office.

Transfers will be permitted according to the Authority's transfer policy described in Section XIV.

XIV. TRANSFERS

The Authority will maintain a list of families (by number of bedrooms) that need to be transferred.

The family name shall be placed on this list on the day the Authority becomes aware of family composition change or other circumstances requiring a change.

Families that are under-housed will be given priority over families that are over-housed.

Families needing special consideration because of a disability will be accommodated before under- and over-housed families, whenever possible.

Emergency and certain administrative transfers will take priority over new admissions, as follows:

condition of the unit poses an immediate threat to the resident's life, health or safety, as determined by the Authority. Examples are:

defects hazardous to health or safety need to be repaired.

verified medical problems of a life-threatening nature need to be alleviated.

threat assessment by a law enforcement agency that a family member is in danger of attack by criminal element or subject to hate crimes in a particular property or neighborhood.

unit is slated for modernization.

individuals needing an available unit that is accessible or adapted for use by handicapped or disabled.

Residents will be transferred to a dwelling unit of equal size, either within a location or site or between locations or sites **only** to alleviate hardships as determined by the Authority.

The Authority will not require a family residing in a unit too large for its needs to transfer into a smaller unit unless the Waiting List reflects a need for the occupied unit.

Residents will receive one offer of a transfer. Refusal of that offer without good cause may result in lease termination. The "good cause" standard that is applicable to new admissions will also apply to transfers.

The cost of transfers to correct occupancy standards will be the responsibility of the family; all others will be the responsibility of the Authority.

XV. LEASING PROCEDURE (24 CFR 966)

It is the Authority's policy that all units must be occupied pursuant to a lease that complies with HUD's regulations. (24 CFR 966)

The Authority shall utilize a Lease, incorporated into this Policy as **Addendum C**, which:

Does not contain unreasonable terms and conditions;

Obligates the Authority to maintain the project in a decent, safe and sanitary condition;

Requires the Authority to give adequate written notice of termination of the Lease which will be:

Fourteen **(14) days** in the case of nonpayment of rent or the chronic late payment of rent;

Three **(3) days** in the case of creation or maintenance of a threat to the health, safety or security of any resident, guest or Housing Authority employee;

Thirty **(30) days** in any other case.

Requires that the Authority may not terminate the tenancy except for serious and repeated violations of the terms or conditions of the Lease or for other good cause.

At annual re-examination, the Authority may terminate the tenancy for noncompliance with the Community Service requirement.

Each Lease will specify the

Unit to be occupied

The date of admission

The size of the unit to be occupied

All family members who will live in the unit

The Total Tenant Payment (**gross rent**) and security deposit to be charged

The utility allowances

Other charges under the Lease

Terms of occupancy

The Lease will be explained in detail to the applicant family before its execution.

The Lease will be kept current at all times.

Each adult member of the family accepted as a resident is required to sign the Lease prior to actual admission.

One copy of the Lease will be given to the family and the original will be filed as part of the permanent records established for the family.

The Lease package given to the family will include:

A copy of the Pet Policy and Pet Agreement, if applicable.

Lawn Care Agreement.

Lead Based Paint Brochure and Certification.

Smoke Detector Certification.

Housekeeping Policy.

Grievance Policy.

Schedule of Other Charges.

Community Service/Self-Sufficiency Policy and Certification Forms.

Rent Choice Certification

If a resident family transfers to a different unit, the existing Lease will be canceled and a new Lease for the new unit will be executed by each adult member of the family.

If any change in a family's status results in the need to change or amend any provisions of the Lease, or if the Authority desires to waive a Lease provision with respect to a family

the existing Lease is to be canceled and a new Lease executed, or

a Notice of Rent Adjustment is to be issued, or

an appropriate rider to the Lease is to be prepared and executed by the Authority and the adult family members and made a part of the existing Lease.

Cancellation of a family's Lease will be in accordance with the provisions of the Lease.

The current Grievance Procedure (**Addendum I**) is incorporated into the Lease by reference.

XVI. ADDITIONS TO HOUSEHOLD AND VISITORS

Only those persons listed on the Lease will be permitted to occupy the unit.

Except for natural births to or adoptions by family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit.

Following receipt of a family's request for approval to add a new person to the Lease, the Authority will conduct a pre-admission screening of the proposed new member. Subject to the screening process and occupancy standards, the Authority will approve or disapprove the request.

Children born to or adopted by a family member, under the age below which Juvenile Justice records are made available, or children added through a kinship care arrangement are exempt from the pre-admission screening process.

Examples of situations where the addition of a family or household member is subject to screening are:

Resident plans to be married and files a request to add new spouse to Lease.

Resident is awarded custody of a child or desires to take in a foster child over the age for which Juvenile Justice records are available.

Resident desires to add a live-in aide.

A unit is occupied by a remaining family member(s) under age (who is not an emancipated minor) and an adult, not a part of the original household, requests permission to take over as the head of household.

The spouse of an existing resident has been released from prison and wishes to move into the unit.

Resident families who fail to notify the Authority of additions to the household or permit persons to join the household without undergoing screening are in violation of the Lease. Such persons are considered unauthorized occupants by the Authority and the entire household will be subject to eviction.

Visitors

May be permitted in a dwelling unit so long as the visitors have no previous history of behavior on Authority premises that would be a Lease violation.

Guests or visitors are permitted for a period not to exceed fifteen **(15)** consecutive days, unless the Authority has provided prior written approval.

Roomers or lodgers will not be permitted to occupy a unit, nor will they be permitted to move in with any family occupying a unit.

Family members 18 or older or emancipated minors who moved from the unit to establish new households will be removed from the Lease. The resident has the responsibility to report the move-out within ten **(10)** calendar days of its occurrence.

Residents will not be given permission to allow ex-residents of the Authority who have been evicted to occupy the unit for any period of time.

Applicable income (see Section IV, Annual Income) of individuals added to the Lease will be included in Annual Income and subsequently in determining new rent.

XVII. INSPECTIONS

Inspections shall be made:

At move-in prior to occupancy: dwelling unit and premises will be inspected jointly by the applicant and Authority staff; at this time, both parties will agree on the move-in condition of the unit by signing an inspection check sheet. The original check sheet will be kept by the Authority and a copy will be given to the family.

Every twelve (12) months (but not less than annually): follow-up inspections will be scheduled within **30** days if housekeeping practices or other circumstances require. The inspection will serve as a guide in the determination of needed maintenance or repairs and to assess damage over and above normal wear and tear. Failure to maintain a safe, decent and sanitary dwelling unit and premises may result in Lease termination.

At move-out inspection should be done with family, unless family has previously vacated the unit and is unavailable. In the latter case, Authority staff will conduct inspection independently.

Special Inspections, if deemed necessary, may be performed after proper notice.

Appropriate notice to the family prior to inspections will be in accordance with Section XI of the Lease (**Addendum C**).

XVIII. SECURITY DEPOSITS

A security deposit will be charged to resident families, payable prior to occupancy unless other arrangements are made, to cover the cost of property damage and/or abuse that is noted when the family vacates the unit. Amount of security deposit and provisions for refund are contained in the Authority's Security Deposit Policy, incorporated as **Appendix F**.

XIX. RESIDENT ORIENTATION

Eligible applicants selected for admission will be required to participate in an orientation program conducted by the Authority to acquaint new resident families with such items as

The Authority policies, including Community Service Policy

The Lease

Maintenance procedures

Services provided by the Authority

Grievance procedures

Resident rights

Responsibilities and obligations

The operation of appliances and equipment in the unit

The Housekeeping Policy

XX. INCOME DETERMINATION

A. HUD regulations at 24 CFR Part 5.609 define what is and what is not counted as income for purposes of eligibility and rent determination. Definition can be found in Section IV Definitions, Annual Income and in the Authority's **Income Determination Procedures (Exhibit 4)**.

B Income received by all family members must be counted UNLESS specifically excluded by the regulations.

C. Family Composition and Impact on Income

It is the responsibility of the head of household to report changes in family composition which would affect total income and rent determination. The following outlines how income is affected by family composition.

1. Head, spouse or cohead and other adult family members - all sources of income not specifically excluded by regulation are counted.
2. Full-Time students 18 years of age or older (not head, spouse or cohead)

- employment income above \$480 per year is excluded (24 CFR 5.609(c)(11))
 - all other sources of income, except those specifically excluded by the regulations are included.
3. Children under 18 years of age
 - all employment income is EXCLUDED (24 CFR 5.609(c)(1))
 - all other sources of income, except those specifically excluded by the regulations, are included.
 4. Foster Children - Income from all sources is EXCLUDED (24 CFR 5.609(c)(2))
 5. Live-In Aides - Income from all sources is EXCLUDED (124 CFR 5.609(c)(5))
 6. **Temporarily Absent Family Members** - if member is approved to live in the unit, income will be counted even if family is temporarily absent. (see Section IV Definitions, for definition *of temporarily absent*)
 7. If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted. If this person is elderly or disabled and was considered the head of household for deduction purposes, the family will lose the deduction(s) (elderly/disabled head and medical/disability expense deductions) unless another family member still in the household qualifies for these deductions.
 8. Dependents who are subject to a joint custody arrangement will be considered a member of the family if they live with the family 50 per cent or more of the time.
 - a. When more than one family is claiming the same dependent(s) as family members, the family with primary custody at the time of initial examination or reexamination will be able to claim the dependent(s).
 - b. If there is a dispute, the Authority will make the determination based on available documents such as court orders or an IRS return showing which family has claimed the child(ren) for income tax purposes.

9. Caretakers for a Child or Children, if neither a parent nor designated guardian remain in a household
 - a. If a responsible agency has determined that another adult is to be brought into the dwelling unit to care for a child or an indefinite period, the designated caretaker will not be considered a family member until a determination of custody or legal guardianship is made.
 - b. If a caretaker has assumed responsibility for a child without the involvement of an agency or formal assignment of custody or legal guardianship, the caretaker will be treated as a visitor for ninety (90) days. At the end of the ninety (90) days, the caretaker will be considered a family member unless information is provided that would confirm that the caretaker's role is temporary. In such a case, the Authority will extend the caretaker's eligible visitor status.
 - c. At any time custody or legal guardianship is awarded to the caretaker, the caretaker will be placed on the lease as a family member and become subject to income and deduction rules.
 - d. During any period that a caretaker is considered a visitor, the income is not counted and the caretaker is not eligible for any deductions.
- D. The Authority is required to count all income "anticipated to be received from a source outside the family during the twelve (12) month period following admission or annual reexamination effective date" based on current circumstances.
- E. HUD authorizes the Authority to use other than current circumstances to anticipate income when:
 1. An imminent change in circumstances is expected (e.g., a pending increase in Social Security)
 2. It is not feasible to anticipate a level of income over a twelve (12) month period (e.g., seasonal or cyclic income)
 3. PHA believes that past income is the best available indicator of expected future income (24 CFR 5.609(d))
- F. The Authority will calculate income to be used for rent calculation using the **Income Determination Procedures (Exhibit 4)**.

XXI. RENTS AND RENT ADJUSTMENTS

Computations

Rent will be calculated according to instructions in **Addendum J**.

If a mixed family requests prorated rent, the Authority will make it available as required in 24 CFR 5.520 and compute rent according to instructions in **Addendum J**.

The family will have a choice of Total Tenant Payment, which will be either an income-based rent or the flat rent.

Income-Based Rent - Total Tenant Payment will be the greatest of the following:

10% of Annual Income

30% of Adjusted Annual Income

Authority's minimum rent of **\$50.00**

Flat Rents

- a. Flat rents represent the actual market value of the Authority's housing units.
- b. The Authority will review flat rents annually and adjust as needed using the following information
 - 1) rents of non-assisted rental units in the immediate neighborhood
 - 2) size of Authority's units compared to non-assisted rental units from the neighborhood
 - 3) age, type of unit and condition of Authority's units compared to non-assisted units in the neighborhood
 - 4) land use in the surrounding neighborhood
 - 5) amenities (such as child care, laundry facilities, playgrounds, community rooms, social services, etc) at the Authority compared to those offered by non-assisted developments in the neighborhood

- 6) crime in Authority's neighborhood and surrounding neighborhoods
 - 7) quality of schools serving Authority's development(s)
 - 8) availability of public transportation at each Authority development
 - 9) availability of accessible units for persons with disabilities
- c. Flat rents DO NOT include a utility allowance
 - d. Once a family has selected flat rent, the rent will remain constant throughout the twelve (12) months, even though the Authority may have adjusted the flat rent amounts during that period. If, at reexamination, the family chooses to remain on flat rent, the new amount will take effect.
 - e. If, at any point between reexaminations, the family's income decreases, they may request to be put immediately back on income-based rent.
 - f. The family may not switch back to flat rent before the next reexamination. If, before next reexamination, the family's income increases again due to a family member's finding employment and the income-based rent would exceed the flat rent amount, the family will be placed on Ceiling Rent until the next reexamination. At the next reexamination, family may be placed back on flat rent.

Flat Rent - the flat rents are as follows:

1-Bedroom Unit	=	N/A
2-Bedroom Unit	=	\$310.00
3-Bedroom Unit	=	\$345.00
4-Bedroom Unit	=	\$N/A

Ceiling Rent

- 1. Ceiling rents may not exceed 75% of operating expense for the development or the applicable flat rent for a unit.

2. Ceiling rents are maximum rents that will be used only in interim situations where a family is not eligible for flat rent and the income-based rent would be greater than the flat rent amount.
3. Ceiling rents include utility allowances.

Hardship Cases – Minimum Income

Minimum Income or Hardship Cases will be required to undergo an interim recertification every 3 months.

Families that report Zero Income will be required to provide additional information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

Calvert Housing Authority will require an employment detail history for all Adult members of the families/household that report Zero Income.

As outlined in Section VII and Addendum A.

The family may apply for a waiver of the minimum rent if one of the following situations occurs:

The family has lost eligibility for, or is awaiting Federal, state or local assistance, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence.

Income has decreased because of a change in circumstances, including loss of employment.

A family member has died.

When the family would be evicted as a result of the imposition of the minimum rent requirement.

When the family requests a hardship waiver, the minimum rent requirement will be immediately suspended pending determination by the Authority of the family's eligibility for the suspension.

Family determined ineligible for hardship waiver:

If it is determined by the Authority that the family should not qualify for the hardship, the minimum rent will be reinstated plus any back minimum rent owed for the period the rent was suspended.

Family may appeal the determination through the Authority's Grievance Procedure.

A family who appeals a financial hardship determination through the Grievance Procedure is exempt from any escrow deposit required.

Family determined eligible for hardship waiver

If the Authority determines that the hardship is temporary, the minimum rent will be imposed, including back payment for minimum rent from the time of suspension.

Family will not be evicted for nonpayment of rent during the 90-day period beginning on the date of the family's request for waiver.

The Authority will negotiate a repayment agreement with the family, if necessary, for any rent not paid during this period.

If the family thereafter demonstrates that the financial hardship is of long-term duration, the Authority will retroactively exempt the family from the minimum rent requirement.

If it is determined that the family qualifies for the long-term hardship waiver of the minimum rent, the family will report regularly to the Authority according to Section C below.

Provisional Rent

If the family is placed on "Provisional" rent, either at admission or following an interim or regularly scheduled re-examination, the family must report to management every thirty **(30) days**, as provided for in Section VII of the Lease **(Addendum A)**

Interim Adjustments

Rent will not be changed between admission and regularly scheduled re-examinations except for reasons and according to procedures outlined in Section VII of the Lease. **(See Addendum A)**

If the family has lost or had reduced its public assistance as a result of fraud or failure to participate in an economic self-sufficiency program

or comply with a work activities requirement, the rent will not be reduced.

If the family has received a specified welfare benefit reduction, the amount of imputed welfare income will be included in family income for rent computation purposes.

The amount of imputed welfare income will be determined by the Authority using information received from the welfare agency. When additional income earned by the family from other sources reach an amount at least equal to the imputed welfare income amount, the imputed welfare income will be reduced to "0".

The Authority may not include imputed welfare income in annual income if the family was not receiving housing assistance at the time of the sanction by the welfare agency.

If the family disputes the Authority's calculated amount of imputed welfare income and the Authority denies the family's request to modify the amount, the Authority must give the family written notice stating:

the basis for the determination of the imputed welfare income amount; and

that the family may request a hearing under the Authority **Grievance Procedure** (the family is not required to pay an escrow deposit in this case, in order to obtain a hearing).

If the family has been on a twelve **(12) month** income disregard program and the period has expired, rent payable by the family for the next **12 months** will be increased due to the continued employment, but the increase will not be greater than **50%** of the amount of the rent increase. ***For example: Family has been paying \$100 rent. Without income disregard, it would have been paying \$200. At the end of the disregard period, the rent is increased due to the increased income; however, instead of the rent being raised to \$200, it is raised to \$150 - or by 50% of the increase amount.***

The first full **100%** disallowance is for a maximum of 12 cumulative months.

The second **50%** disallowance is also for a maximum of 12 cumulative months.

The 12 months can start and stop, but in no case can an individual family member get the disallowance after 48 months from the date of initial exclusion.

Interim rent changes will become effective as follows:

Increases in rent: first day of the second month following the month in which the change occurred, unless the increase is a result of false or incomplete information supplied by the family.

Decreases in rent: first day of the month following the month in which the change was reported and verified.

Rent Collections

Rents are due and payable in accordance with provisions of Section II of the Lease (**Addendum A**) and the Rent Collection Policy (**Addendum G**).

XXII. UTILITIES

Family and Authority responsibilities for utilities are outlined in Section V of the Lease (**Addendum A**) and in the Utility Allowance Schedule, incorporated into this Policy as **Addendum B**.

In Authority housing developments where the resident pays all or part of the utilities, Total Tenant Payment minus the utility allowance may result in a negative figure. In this case, HUD regulations require that the Authority reimburse this amount (called “utility reimbursement”) directly to the resident or directly to the utility company on the resident’s behalf. If the Authority elects to pay the utility company directly, it will notify the resident of the amount paid.

XXIII. OTHER CHARGES

Maintenance charges: Families will be charged for cost of services or repairs due to intentional or negligent damage to the unit beyond normal wear and tear, caused by the resident, other household members or guests. Charges will be made in accordance with Schedule of Other Charges, **Appendix C**.

Excess Utilities: In the case of Authority-provided utilities, residents using more than the utility allowance will be charged for excess utility usage.

Payment for such charges is due and collectible two (2) weeks after the authority provides written notice of the charges.

XXIV. RE-EXAMINATIONS AND CONTINUED OCCUPANCY

Annual Re-examinations

The Authority will re-examine the income and family composition of all resident families at least once every twelve **(12) months** (coincidental with end of lease term) to determine any changes in required unit size and rent and to re-certify the family for continued occupancy.

All adult members of the family will be asked to participate in the annual re-examination interview.

Families will be notified in writing **90 -120 days** in advance of the re-examination anniversary date so that verifications can be completed by that time.

Verified information will be analyzed and a determination made with respect to:

Eligibility of the resident as a family or as the remaining member of a family;

Unit size required for the family;

Rent the family should pay;

Compliance with the Community Service requirement.

The same procedures used at admission for obtaining verifications will be used; however, fixed items need not be re-verified.

The income of a family opting to remain on flat rent need not be re-verified unless it has been three **(3) years** since the last verification.

If there is any change in rent, a **“Notice of Rent Adjustment”** will be sent to the resident and this written notice will serve as an amendment to the Lease, as stipulated in Section VII of the Lease **(Addendum A)**.

If there is any change in the size unit required, the resident will be placed on the transfer list in accordance with the transfer policy outlined in Section XIV.

Special Re-examinations

When it is not possible to estimate projected family income with any degree of accuracy at the time of admission or regular re-examination, a temporary determination will be made with respect to income.

A special re-examination will be scheduled every **90 days** until a reasonably accurate estimate of income can be made.

Residents will be notified in advance as to the date of the special re-examination(s).

Eligibility for Continued Occupancy

Residents who meet the following criteria will be eligible for continued occupancy:

Qualify as a family as defined in Section IV of this Policy. For purposes of continued occupancy, remaining family members qualify as family. Remaining family members can also include court recognized emancipated minors under the age of 18.

Are in full compliance with the resident obligations and responsibilities as described in the Lease.

Whose family members, age 6 and older, each have Social Security Numbers or have certifications on file indicating they have no Social Security Number.

Who meet HUD requirements on citizenship and immigration status. (24 CFR 5.500 - 5.528)

Who are in compliance with the Authority's **8 hour per month** community service requirement (*applicable to certain adults who are neither elderly, disabled, working nor participating in qualifying educational or job training programs*).

The Authority will not commence eviction proceedings or refuse to renew a lease, based upon the income of the family unless it has identified, for possible rental by the family, a decent, safe and sanitary dwelling of suitable size available at a rent not exceeding thirty **(30) per cent** of Adjusted Income as defined in Section IV.

Special procedures related to citizenship and immigration status (24 CFR Part 5.501-518)

Verification procedures for existing residents are the same as for new applicants, although evidence of eligible immigrant status is required only one time during continuously assisted occupancy.

Family Preservation Assistance Options

A mixed family may receive continued full assistance if

family was receiving assistance as of June 19, 1995;

either the husband or spouse has eligible immigrant status or is a U.S. citizen; and

the only other individuals in the household without eligible immigrant status or U.S. citizenship are the parents or children of the head and/or spouse.

A mixed family may receive prorated assistance based on the number of eligible family members if the family first received assistance after November 29, 1996.

Temporary Deferral of Termination of Assistance is available to the following families to allow time for orderly transition to other affordable housing. In order to receive the deferral, the family must demonstrate reasonable efforts to find other affordable housing but be unable to locate comparable housing (*defined as unassisted, not substandard, appropriate size, and can be rented for an amount not to exceed the amount the family is paying for rent and utilities, plus 25%, and vacancy rate in community for affordable housing is 5%*).

mixed families who are eligible for but decide that they do not want prorated assistance;

families with no U.S. citizens or members with eligible immigration status.

Procedure for Temporary Deferral of Termination of Assistance

The time limit for deferrals is six months, with renewals allowed for up to 3 years for families granted deferrals prior to November 29, 1996; 18 months for families granted deferrals on or after November 29, 1996. *These time periods do not apply to a family which includes a refugee under Section 207 of the Immigration and Naturalization Act or an individual seeking asylum under Section 208 of that Act.*

The Authority will notify the family at the beginning of the deferral period that they are ineligible for financial assistance and that they are being granted the deferral time to find other affordable housing. *The Authority will offer the family information on and referrals to assist in the location of other housing.)*

Prior to the end of the deferral period, the Authority will, using local market data, determine the availability of alternative affordable housing for the

family. At least **60 days** prior to the expiration date of the deferral period, the Authority will notify the family in writing:

the termination of assistance will be deferred for another six months and that there was a determination made that there is no affordable housing available for them provided the extension will not exceed an aggregate of 18 months (***3 years, if deferral was granted prior to November 29, 1996***).

Or

the termination of assistance will not continue to be deferred because either the aggregate period of renewals has reached the maximum time limit or a determination has been made that there is affordable housing available.

If the family was originally eligible for prorated assistance and chose to take the temporary deferral instead, the Authority will inform the family that it may request proration of assistance at the end of the temporary deferral period if a good faith effort has been made to locate affordable housing.

For any new occupant of an assisted unit (e.g., a new family member comes to live in the unit), the required evidence of eligible status must be submitted at the first interim or regular re-examination following the person's occupancy.

All notifications to the family regarding status of prorated assistance eligibility or deferral of assistance termination must be in writing, stating reasons for decisions and providing opportunity for a hearing.

XXV. GRIEVANCE PROCEDURE

To assure that a resident family is afforded an opportunity for a hearing if the resident disputes, within a reasonable amount of time, any Authority action or failure to act, involving the resident's Lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status, a Grievance Procedure for the Authority is incorporated into this policy as **Addendum E**.

Evictions resulting from criminal activity, including drug-related criminal activity on or off Housing Authority premises, are excluded from the Grievance Procedure. Also excluded are termination cases involving any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or by Authority employees.

XXVI. PET POLICY

Pets will be allowed in Authority housing but pet owners must abide by the provisions and requirements of the Pet Policy which is incorporated into this policy as **Appendix H**.

XXVII. EVICTIONS

Serious or repeated violations by resident family of the material provisions of the Lease shall cause the Authority to begin eviction proceedings in accordance with state law and the Lease provisions. Families are entitled to utilize the Authority's Grievance procedure **(Addendum E)** to attempt settlement of disputes with the Authority. Eviction procedures are outlined in **Appendix L**.

XXVIII. COMPLAINTS OF DISCRIMINATION

For those individuals who believe themselves to be the subject of discrimination, a Fair Housing and Equal Opportunity poster, containing information filing complains with HUD, will be conspicuously posted in the Authority office.

XXIX. CONFLICT WITH FEDERAL STATUTE, REGULATION OR HUD POLICY

This Policy is to be interpreted in accordance with Federal statutes and regulations and in compliance with HUD policy and any conflict between this Policy and Federal statutes and regulations will be resolved in favor of Federal law and policy.

RESOLUTION 206 was passed this 24th day of October 2006.

Upon the motion of Commissioner _____

And seconded by Commissioner _____

And passes by a vote of _____ to _____.

Penny Sowell, Chairperson of the Board of Commissioners

SEAL

James Czajkowski, Executive Director and Secretary of
The Board of Commissioners

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission Original		b. Fiscal Year Ending 31-Dec-06	c. No. of Months 12	d. Type of HUD assisted project(s)
e. Name of Public Housing Agency Housing Authority of the City of Calvert				LHA-Owned Rental Housing
f. Address (city, State, zip code) 1200 E. Beech Street, Calvert, Robertson county, Texas 77837				
g. ACC Number FW-5907		h. PAS/LOCCS Project No. TX15000106D		i. HUD Field Office Houston
j. No. of Dwelling Units 30	k. No. of Unit Mos. Avail. 360	m. No. of Projects One		

Line No.	Acct. No.	Difference (1)	Actuals Last FYE 31-Dec-04 PUM (2)	Budget Last FYE 31-Dec-05 PUM (3)	Requested Budget Estimates				
					PHA/IHA Estimates		HUD Modifications		
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
Homebuyers Monthly Payments for:									
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							
Operating Receipts									
070	3110	Dwelling Rentals	\$115.31	\$111.17	\$95.78	\$34,480			
080	3120	Excess Utilities							
090	3190	Nondwelling Rental							
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$115.31	\$111.17	\$95.78	\$34,480			
110	3610	Interest on General Fund Investments	\$1.05	\$2.78	\$1.39	\$500			
120	3690	Other Income	8.87	3.33	2.22	800			
122	3801	CFP - Revenues - Operations							
130	Total	Operating Income (sum lines 100, 110, and 120)	\$125.23	\$117.28	\$99.39	\$35,780			
Operating Expenditures - Administration:									
140	4110	Administrative Salaries	\$100.87	\$108.94	\$114.39	\$41,180			
150	4130	Legal Expense	6.47	15.28	6.94	2,500			
160	4140	Staff Training	2.71	6.94	8.33	3,000			
170	4150	Travel	2.08	13.06	3.33	1,200			
180	4170	Accounting Fees	10.97	8.33	8.33	3,000			
190	4171	Auditing Fees	12.50	8.33	8.33	3,000			
200	4190	Other Administrative Expenses	0.32	0.83	20.28	7,300			
210	Total	Administrative Expense (sum of line 140 thru line 200)	\$151.89	\$175.61	\$169.94	\$61,180			
Tenant Services:									
220	4210	Salaries							
230	4220	Recreation, Publications and Other Services							
240	4230	Contract Costs, Training and Other							
241	4290	Resident Participation		1.60	1.74	625			
250	Total	Tenant Services Expense (sum of line 220, 230, and 240)		\$1.60	\$1.74	\$625			
Utilities:									
260	4310	Water	\$13.60	\$27.91	\$32.41	\$11,666			
270	4320	Electricity	2.91	2.74	3.02	1,088			
280	4330	Gas	1.09	5.66	6.80	2,447			
290	4340	Fuel							
300	4350	Labor							
310	4390	Other utilities expense	13.02						
311	4391	Garbage and Trash Removal	11.95	12.78	12.50	4,500			
320	Total	Utilities Expense (sum of line 260 thru line 311)	\$42.57	\$49.09	\$54.73	\$19,701			

Name of PHA Housing Authority of the City of Calvert				Fiscal Year Ending 31-Dec-06					
Line No.	Acct. No.	Difference (1)	Actuals Last FYE 31-Dec-04 PUM (2)	Budget 31-Dec-05 PUM (3)	Requested Budget Estimates				
					PHA/IHA Estimates		HUD Modifications		
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
Ordinary Maintenance and Operation:									
330	4410	Labor	\$37.68	\$40.44	\$42.47	\$15,290			
340	4420	Materials	17.49	11.11	30.56	11,000			
350	4430	Contract Costs	18.10	13.61	27.78	10,000			
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$73.27	\$65.17	\$100.81	\$36,290			
Protective Services:									
370	4460	Labor							
380	4470	Materials							
390	4480	Contract Costs							
400	Total	Protective Services Expense (sum of line 370 thru 390)							
General Expense:									
410	4510	Insurance	\$13.42	\$18.06	\$18.06	\$6,500			
420	4520	Payments in Lieu of Taxes	N/A	N/A	N/A	N/A			
430	4530	Compensated Absences							
440	4540	Employee Benefit Contributions - Administrative	6.11	13.03	13.72	4,940			
450	4570	Collection Losses	10.81	2.78	0.28	100			
460	4590	Other General Expense							
470	Total	General Expense (sum of lines 410 to 460)	\$298.07	\$325.33	\$32.06	\$11,540			
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	\$565.80	\$616.80	\$359.27	\$129,336			
490	4710	Rents to Owners of Leased Dwellings							
500	Total	Operating Expense (sum of lines 480 and 490)	\$565.80	\$616.80	\$359.27	\$129,336			
Nonroutine Expenditures:									
510	4610	Extraordinary Maintenance	\$30.34						
511	5100	Depreciation Expense							
520	7520	Replacement of Nonexpendable Equipment							
530	7540	Property Betterments and Additions							
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)							
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$565.80	\$616.80	\$359.27	\$129,336			
Prior Year Adjustments:									
560	6010	Prior Year Adjustments Affecting Residual Receipts							
Other Expenditures:									
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.							
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	\$565.80	\$616.80	\$359.27	\$129,336			
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$440.57)	(\$499.52)	(\$259.88)	(\$93,556)			
HUD Contributions:									
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year							
610	8011	Prior Year Adjustments - (Debit) Credit							
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)							
630	8020	Contributions Earned - Op. Sub: - Cur. Yr. (before year-end adj.)	\$139.36	\$187.11	\$212.22	\$76,400			
640		Mandatory PFS Adjustments (Net):							
650		Other (specify):							
660		Other (specify):							
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)	139.36	187.11	212.22	76,400			
680	8020	Total Operating Subsidy-current year (line 630 plus or minus 670)	139.36	187.11	212.22	76,400			
690	Total	HUD Contributions (sum lines 620 and 680)	\$139.36	\$187.11	\$212.22	\$76,400			
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	(\$33.48)	(\$20.94)	(\$47.66)	(\$17,156)			

		Operating Reserve	PHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year				
740	2821	PHA - Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$64,668	

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End				
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): 31-Dec-04	\$70,705	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	(7,540)	
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE 31-Dec-05	63,165	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	(17,156)	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810) 31-Dec-06	\$46,009	
		Cash Reserve Requirem <u>35.57%</u> of line 480		

Comments:

PHA Approval	Name <u>Terri Ross</u>		
	Title <u>Interim Executive Director</u>		
	Signature _____	Date <u>27-Dec-05</u>	
Field Office Approval	Name _____		
	Title _____		
	Signature _____	Date _____	

Operating Budget
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

Name of Housing Authority		Locality					Fiscal Year End					
Housing Authority of the City of Calvert		Calvert, Robertson county, Texas 77837					31-Dec-06					
Position Title and Name By Organizational Unit and Function	Present Salary Rate As of (date) Jul-05	Requested Budget Year			Allocation of Salaries by Program							
		Salary Rate	No. Mos	Estimated Payment Amount	Management	Mod./Dev	Section 8 Vouchers	Section 8 Project Based	Other Programs	Longevity	Method of Allocation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
I. Administration:												
A. Non-Technical Salaries:												
Executive Director	A-NT	\$27,480	\$28,854	12	\$28,850	\$28,850						
Administrative Assistant	A-NT	11,740	12,327	12	12,330	12,330						
		39,220	41,181		41,180	41,180						
B. Technical Salaries:												
Total Administration		\$39,220	\$41,181		\$41,180	\$41,180						
II. Tenant Services:												
Total Tenant Services												
III. Utilities:												
Total Utilities												
IV. Maintenance:												
Maintenance Mechanic 'A'	M	14,560	15,288	12	\$15,290	\$15,290						
Total Maintenance		\$14,560	\$15,288		\$15,290	\$15,290						
V. Protective Services:												
Total Protective Services												
Total Payroll		\$53,780	\$56,469		\$56,470	\$56,470						
										Executive Director or Designated Official	Date	
To the best of my knowledge all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statement. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)											27-Dec-05	

Operating Budget
 Schedule of Administration
 Expense Other Than Salary

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 1.0 hour 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

e. Name of Public Housing Agency Housing Authority of the City of Calvert		Locality: Calvert, Robertson county, Texas 77837			Fiscal Year End: 31-Dec-06		
(1) Description	(2) Total	(3) Management	(4) Mod./Dev.	(5) Section 8	(6) Other	(7) Other	
1 Legal Expense (see Special Note in Instructions)	\$2,500	\$2,500					
2 Training (list and provide justification)	500	500					
3 Travel							
Trips To Conventions and Meetings (list and provide justification)	2,500	2,500					
4 Other Travel:							
Outside Area of Jurisdiction	1,200	1,200					
5 Within Area of Jurisdiction							
6 Total Travel	3,700	3,700					
7 Accounting	3,000	3,000					
8 Auditing	3,000	3,000					
9 Sundry							
Rental of Office Space							
10 Publications	250	250					
11 Membership Dues and Fees (list organization & amount)	300	300					
12 Telephone, Fax, Electronic Communications	3,500	3,500					
13 Collection Agent Fees and Court Costs	250	250					
14 Administrative Services Contracts (list and provide justification)	500	500					
15 Forms, Stationary and Office Supplies	1,500	1,500					
16 Other Sundry Expense (provide breakdown)	1,000	1,000					
17 Total Sundry	7,300	7,300					
18 Total Administration Expense Other Than Salaries	\$20,000	\$20,000					

Justifications and Details:

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; U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Operating Budget
Summary of Budget Data
and Justifications

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average .75 hour 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Name of Local Housing Authority:	Locality:	Fiscal Year Ending:
Housing Authority of the City of Calver	Calvert, Robertson county, Texas	77837
		31-Dec-06

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Date of Latest Monthly Rent Roll	01-Jul-05
Rent Charges @ Report Date	\$2,801
Number of DUs Available for Occupancy	30
Number of DUs Occupied @ Report Date	25

See Form HUD-52723, Calculation of Performance Funding System Operating Subsidy for additional information.

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in Item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example., Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. **Utility Service Surcharged:** Gas [] Electricity [] Other [] (Specify)
2. **Comments:**

Description	PY Est	RBY Est
Gas		
Electricity		
Other (specify)		

Non dwelling Rent: (Not for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	<u>Space Rented</u>	<u>To Whom</u>	<u>Rental Terms</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. **Comments**

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased reserves operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimates are based on existing funds on hand at current annual interest rates.

Other Comments On Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HAs prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Description	PY	RBY
Laundry		
Sale of scrap and/or surplus items		
Other		
Late Payment Charges	1,200	800
Capital Fund Operating Transfers		

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two, (8/10+7/10+5/10).
- Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocate to Section 23 Leased housing in management.
- Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6) Enter portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation - Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Modernization Programs (4)	Section 8 Programs (5)	Other Programs (6)
Administration - Nontechnical Salaries	2.00	2.00	\$41,180			
Administration - Technical Salaries						
Ordinary Maintenance and Operation - L	1.00	1.00	15,290			
Utilities - Labor						
Other (Specify) (Legal, etc.)						
Extraordinary Maintenance Work Projects						
Betterments and Additions Work Projects						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to line appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.
 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increased for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Description of Position

Salary

Proposed New Positions:

Proposed Abolished Positions:

Discussion of Proposed Salary Increases:

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

	PY PUM	RBY PUM	Difference
Travel			
Publications	0.69	0.69	
Memberships, Dues, & Fees	0.83	0.83	
Telephone & Telegraph	4.86	9.72	4.86
Sundry	2.50	2.78	0.28

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense".

See HUD-52722A, Calculation of Allowable Utilities Expense Level, for computations.

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

	PUM	\$ Total
PY Amounts	\$11.11	\$4,000
RBY Amounts	30.56	11,000
Difference	\$19.44	\$7,000

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contracted for maintenance of elevator cabs, give contract cost per cab.

	PY Amount	RBY Amount
Dumpster and Garbage		\$5,100
Plumbing & Electrical	3,500	3,500
Pest Control		
Service & Maintenance Agreements	1,400	1,400
Totals	\$4,900	\$10,000

Insurance : Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	PY Amount	RBY Amount
Auto/Truck Liability		
Fidelity Bond	100	100
Fire & Extended	2,200	3,900
General Liability	2,300	1,400
Workmens Comp	1,000	900
Other	900	200
Totals	\$6,500	\$6,500

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

	PY Amount	RBY Amount
Social Security	\$4,110	\$4,320
Retirement		
Health/Hospital		
Other	580	620
Totals	\$4,690	\$4,940

Collection Losses: State the number of tenants accounts receivable to be written off and to the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

	# Tenants	\$Amount
Current Tenants to be Written-Off		
Vacated Tenants to be Written-Off		100
RBY Collection Losses		\$1,000

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.