

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

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# PHA Plans for the Housing Authority of the City of Pine Bluff

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2009

**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 Pine Bluff**

**PHA Number: AR017**

**PHA Fiscal Year Beginning: (mm/yyyy) 04/2009**

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: **273**   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: **789**

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

***Progress Statement:*** During FY 2008, the PHA has continued to promote adequate and affordable housing that is free from discrimination through the Public Housing Program, the Housing Assistance Program (HAP), the 5 (H) Program; the HCV Homeownership Program and the Family Self-Sufficiency (FSS) Program. All of the PHA's programs are open to eligible families. The PHA has completed the construction of 3-3bedroom homes. We had one (1) graduate of the FSS Program and one (1) entered into HCV Homeownership.

**B. Goals**

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

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

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

***Progress Statement:*** The PHA has completed construction on the three (3) new 3-bedroom houses in May 2008.

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

***Progress Statement:*** *Our physical inspection improved although our score did not reflect it because of the Cottonwood Development (03) sustained storm damage that was under repair at the time of the inspection. SEMAP score improved, we're at 100% (High Performer Status).*

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

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

- PHA Goal: Provide an improved living environment
- Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - *Provide periodic motivational sessions for clients.*
    - *Coordinate employment training with area employers and educational institutions.*

- *Provide access to computer labs for GED self testing and training.*
- *Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.*
- *Perpetrator of abuse, domestic violence, dating violence or stalking is banned from the development where the victim is housed.*

**Progress Statement:** *During FY 2008, the PHA continued the practice of performing a monthly analysis to determine average income by development and skipping on waiting list when necessary to get lower or higher incomes in targeted developments. These are on-going activities.*

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
  - *Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.*

**Progress Statement:** *During the FY 2008, the FSS program has continued to assist families through contributions to their escrow accounts. Currently, the FSS Program has 18 participants. The escrow account year to date balance is \$36,053.45. The PHA had one (1) graduate from FSS Program who also purchased a home.*

*We have hired a new FSS Coordinator who has been certified. She is really a sharp person and is really working the program correctly.*

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

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

***Progress Statement:*** *During the FY 2008, we have continued to exceed the Federal Targeting requirements. The Executive Director serves as chair person for the local Community Housing Resource Board (CHRB) and is very active in ensuring that not only this PHA adheres to Fair Housing but also the City.*

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

**Annual PHA Plan**  
**PHA Fiscal Year 2009**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

*The Housing Authority of the City of Pine Bluff has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the City of Pine Bluff during FY2009 include:*

- *Identification of management needs to enable PHA staff to prepare for major upcoming changes in the Operating Fund rule. (i.e. Project-Based Accounting, Asset Management, Cost Allocation Planning, and software upgrades).*
- *Preserve and improve the public housing stock through the Capital Funds activities.*

- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*
- *Train staff and commissioners to fully understand the advantages of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop, and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Pine Bluff to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Pine Bluff, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Pine Bluff.*

### **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 (*ar017a01*)
- FY 2009 Capital Fund Program Annual Statement (*ar017b01*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (*ar017c01*)
- List of Resident Board Member (*ar017d01*)
- Community Service Description of Implementation (*ar017e01*)
- Information on Pet Policy (*ar017f01*)
- Section 8 Homeownership Capacity Statement, if applicable (*ar017g01*)
- Description of Homeownership Programs, if applicable (*ar017h01*)

- Other (List below, providing each attachment name)
  - *Deconcentration and Income Mixing Analysis Results (ar017i01)*
  - *Progress in Meeting 5 Year Plan Goals (ar017j01)*
  - *Criteria for Substantial Deviation and Significant Amendment (ar017k01)*
  - *Project-Based Voucher Program (ar017l01)*
  - *VAWA Support and Assistance Statement (ar017m01)*

Optional Attachments:

- PHA Management Organizational Chart (*ar017n01*)
- FY 2009 Capital Fund Program 5 Year Action Plan (*ar017o01*)
- 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)
  - *2008 Performance and Evaluation Report (ar017p01)*
  - *2007 Performance and Evaluation Report (ar017q01)*
  - *2006 Performance and Evaluation Report (ar017r01)*
  - *2005 Performance and Evaluation Report (ar017s01)*
  - *VAWA Policy (ar017t01)*

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
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
	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
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1638	5	4	4	3	2	2
Income >30% but <=50% of AMI	1071	4	4	4	2	1	1
Income >50% but <80% of AMI	617	3	3	3	1	1	1
Elderly	645	5	4	3	2	2	2
Families with Disabilities	*	*	*	*	*	*	*
Caucasian (non-Hispanic)	3690	4	3	3	2	1	1
African American (non-Hispanic)	6239	5	4	4	3	2	2
Hispanic	30	5	4	4	3	2	2
Asian/Pacific Islander	25	4	4	4	3	2	2

\* *No Data Provided*

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: **2004**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting 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	611		328
Extremely low income <=30% AMI	504	82%	
Very low income (>30% but <=50% AMI)	90	15%	
Low income (>50% but <80% AMI)	17	3%	
Families with children	453	74%	
Elderly families	16	3%	
Families with Disabilities	142	23%	
White/Non-Hispanic	32	5%	
White/Hispanic	2	.5%	
Black/African American	577	94.5%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	411	67%	
2 BR	166	27%	
3 BR	24	4%	
4 BR	10	2%	
5 BR	2	.5%	
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)? <i>N/A</i>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>N/A</i>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>N/A</i>			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	1097		261
Extremely low income <=30% AMI	784	71%	
Very low income (>30% but <=50% AMI)	204	19%	
Low income (>50% but <80% AMI)	109	10%	
Families with children	955	87%	
Elderly families	33	3%	
Families with Disabilities	109	10%	
White/Non-Hispanic	91	8%	
White/Hispanic	1	.5%	
Black/African American	1002	91%	
American Indian/Alaska Native	3	.5%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	

Characteristics by  
Bedroom Size (Public  
Housing Only)

1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
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)?  No  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?  No  Yes *N/A*

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes *N/A*

### 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: *N/A***

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: *N/A***

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: *N/A***

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	753,698.00	
b) Public Housing Capital Fund	470,663.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,426,270.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	74,450.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
- 2007 Capital Fund Program	316,566.06	Public housing capital improvements
- 2008 Capital Fund Program	432,519.00	Public housing capital improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	344,536.00	Public housing operations
<b>4. Other income (list below)</b>		
Interest on Investments:	2,405.00	Public housing operations
Other income: Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.	12,300.00	Public housing operations
Non-dwelling rent, excess utilities, laundry commissions, vending machines, etc.	9,780.00	Public housing operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$5,843,187.06</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
  - *The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.*

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**  
*Not Applicable – PHA does not operate site-based waiting list.*

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

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)? *N/A*  
If yes, how many lists?

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

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

**(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)
  - *Domestic Violence*

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 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)
- 1 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)*N/A*

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)*N/A*

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
  - *Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.*

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- *The Section 8 recipient must make the request for an extension in writing. Each request is reviewed by the PHA and evaluated on its merits based on the reason for the request.*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

1      Homelessness

High rent burden

Other preferences (select all that apply)

- 1      Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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) *N/A*

- 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 *Not Applicable***

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: *N/A*

c. Rents set at less than 30% than adjusted income *N/A*

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) *N/A*

- 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 *N/A*

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- 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)
  - *To allow the PHA to be competitive in the market.*

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (*ar017n01*)
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	273	84
Section 8 Vouchers	664	141
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)

- *Admissions and Continued Occupancy Policy*
- *Deconcentration and Income Targeting Policy*
- *Community Service Policy*
- *Pet Policy (Elderly/Disabled)*
- *Pet Policy (Family)*
- *File Access Policy*
- *Records Retention Policy*
- *Resident Initiatives Policy*
- *Security Policy*
- *Pest Eradication Policy*
- *EIV Security Policy*
- *Fraud Policy*
- *VAWA Policy*
- *Financial Policies (10)*

(2) Section 8 Management: (list below)

- *Section 8 Administrative Plan*
- *Homeownership Plan*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below: *N/A*

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

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

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

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

If yes, list additions to federal requirements below: *N/A*

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) *ar017b01*

-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) *ar017o01*

-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) *N/A*

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Scattered Site</i>
1b. Development (project) number: <i>07</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u><i>(04/31/09)</i></u>
5. Number of units affected: <i>20</i>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>06/01/09</i> b. Projected end date of activity: <i>06/01/12</i>

**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.

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description *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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

### A. Public Housing

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

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

#### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <i>Scattered Site Development</i> 1b. Development (project) number: <i>AR017</i>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: <i>(05/08/1997)</i>
5. Number of units affected: <i>20</i> 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

- 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:

- *Income eligible*
- *At admission to voucher program, family is eligible for assistance*
- *Satisfies employment requirements*
- *Has not defaulted on a mortgage securing debt under this program.*
- *Current in lease obligations period of one year*
- *No listing of disturbing neighbors*
- *Must have record of taking care of property*
- *Must participate in home-buyers education program.*
- *Must be 1<sup>st</sup> time homebuyer*

## **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? 03/25/02

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

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

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

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

##### a. Self-Sufficiency Policies

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

(select all that apply)

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

##### b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
Money Smart	18	Wait List	Sites	Both
Homeownership Workshop	10	Wait List	Sites	Both
Credit Counseling	18	Wait List	Sites	Both
Budgeting	18	Wait List	Sites	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 10/01/08)
Public Housing	0 (not required – voluntary)	10
Section 8	0 (not required – voluntary)	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

Description of Community Service requirements implementation is included as attachment (*ar017e01*).

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
  - *Measures already in place, i.e. police officers live on site and have rapport with police department.*

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

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

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

- *All Developments*

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

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

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

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

- *All developments*

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

**C. Additional information as required by PHDEP/PHDEP Plan *Not Applicable***

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)]

Description of Pet Policy (Family & Elderly/Handicapped is included as attachment (ar017f01).

**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? *N/A*  
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) *N/A*
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table? *N/A*

## **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) *N/A*
  - Attached at Attachment (File name)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply) *N/A*
  - 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) *City of Pine Bluff, Arkansas*
  
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated 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)
  - *Consolidated Plan sets aside funding for Housing Counseling*
  - *Funds set aside for assistance with down payment and closing costs exclusively for our 5(h) Homeownership Program*
  - *Funds are made available for activities to promote drug free life styles*
  - *Plan promotes Fair Housing. Has set aside \$3,500 for the CHRB of which the Housing Authority is a partner.*
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- *Actively identifying and addressing the barriers to affordable housing within the City through credit counseling for homebuyers, providing down payment and closing cost assistance, and enduring housing code standards are kept.*
  - *The City is affirmatively furthering fair housing by using its Analysis of Impediments to Fair Housing Choice to promote fair housing through education and advertising.*
  - *Entering into an Agreement with the PHA to employ a Supportive Housing Program Coordinator to assist homeless clients to create an independent living plan that will assist the client in achieving a wide array of goals and objectives.*

#### **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.

<i>Admissions Policy for Deconcentration</i>	<i>ar017a01</i>
<i>FY2009 Capital Fund Program Annual Statement</i>	<i>ar017b01</i>
<i>List of Resident Advisory Board Members</i>	<i>ar017c01</i>
<i>List of Resident Board Member</i>	<i>ar017d01</i>
<i>Community Service Description of Implementation</i>	<i>ar017e01</i>
<i>Information on Pet Policy</i>	<i>ar017f01</i>
<i>Section 8 Homeownership Capacity Statement</i>	<i>ar017g01</i>
<i>Description of Homeownership Programs</i>	<i>ar017h01</i>
<i>Deconcentration and Income Mixing Analysis Results</i>	<i>ar017i01</i>
<i>Progress in Meeting 5 Year Plan Goals</i>	<i>ar017j01</i>
<i>Criteria for Substantial Deviation &amp; Significant Amendment</i>	<i>ar017k01</i>
<i>Project-Based Voucher Program</i>	<i>ar017l01</i>
<i>VAWA Support and Assistance Statement</i>	<i>ar017m01</i>
<i>PHA Management Organizational Chart</i>	<i>ar017n01</i>
<i>FY2009 Capital Fund Program 5 Year Action Plan</i>	<i>ar017o01</i>
<i>2008 Performance and Evaluation Report</i>	<i>ar017p01</i>
<i>2007 Performance and Evaluation Report</i>	<i>ar017q01</i>
<i>2006 Performance and Evaluation Report</i>	<i>ar017r01</i>
<i>2005 Performance and Evaluation Report</i>	<i>ar017s01</i>
<i>VAWA Policy</i>	<i>ar017t01</i>

# PHA Plan Table Library

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

### Annual Statement (*See attachment ar017b01*) Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
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** (*See attachment ar017b01*)  
**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

**Annual Statement** (*See attachment ar017b01*)

**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)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>(See attachment ar017o01)</i>				
<b>Total estimated cost over next 5 years</b>				



**Attachment: ar017a01**  
**DE-CONCENTRATION AND INCOME TARGETING POLICY**  
**FOR THE**  
**HOUSING AUTHORITY OF THE CITY OF PINE BLUFF**  
**PINE BLUFF, ARKANSAS**

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**DE-CONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Pine Bluff, Pine Bluff, Arkansas (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic De-concentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media advertising/Public service announcements; and
- Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%)(extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de-concentration.
- The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

**CAPITAL FUND PROGRAM TABLES START HERE**

**Attachment ar017b01**

11/7/2008

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>Pine Bluff Housing Authority</b>	Grant Type and Number: Capital Fund Program No: <b>AR37P01750109</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2009</b>
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds	0.00			
2	1406 Operating Expenses	50,000.00			
3	1408 Management Improvements	43,600.00			
4	1410 Administration	45,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	79,500.00			
10	1460 Dwelling Structures	192,563.00			
11	1465.1 Dwelling Equipment-Nonexpendable	25,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	35,000.00			
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	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$470,663.00</b>			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security - Soft Costs	0.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
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**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Pine Bluff Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750109</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2009</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR17001	Surface material for playground	1450		15,000.00				
Hallmark	Install cages around a/c units	1460	100	10,000.00				
Manor	Add heat & air vents to bathrooms	1460		20,000.00				
	Upgrade playground equipment	1475		35,000.00				
	<b>Total Hallmark Manor</b>			<b>80,000.00</b>				
AR017003	Repair Parking Lots	1450		30,000.00				
Cottonwood	Reroof 6 bldgs.	1460		30,000.00				
Park	Replace screen doors	1460		8,063.00				
	Install FRP board in bathrooms	1460	25	15,000.00				
	Repair siding, soffit & fascia	1460		39,000.00				
	Install cages over A/C units	1460		10,000.00				
	<b>Total Cottonwood Park</b>			<b>132,063.00</b>				
AR17004	Surface material for playground	1450		15,000.00				
West Meadow	Repair drainage between bldgs B & C	1450		15,000.00				
	Install cages over A/C units	1460		3,700.00				
	<b>Total West Meadow</b>			<b>33,700.00</b>				
AR017005	Replace mailboxes and add covering	1450		4,500.00				
Royal Oaks	Install cages over A/C units	1460		1,800.00				
	<b>Total Royal Oaks</b>			<b>6,300.00</b>				
AR017007	Install ceramic tile around tubs	1460		15,000.00				
Scattered Sites	Install central A/C & replace furnaces	1460		40,000.00				
	<b>Total Scattered Sites</b>			<b>\$55,000.00</b>				

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

PHA Name: <b>Pine Bluff Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750109</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2009</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA- Wide	<b>Operations</b>	1406		50,000.00				
	<b>Total 1406</b>			<b>50,000.00</b>				
HA- Wide	<b>Management Improvements:</b>							
	Maintenance/Inventory Clerk	1408		22,000.00				
	Consortium Fees/Update of Plans	1408		3,600.00				
	Part-time RIC	1408		18,000.00				
	<b>Total 1408</b>			<b>43,600.00</b>				
HA- Wide	<b>Administration .</b>							
	Mod-Coordinator	1410		27,000.00				
	Mod-Clerk	1410		18,000.00				
	<b>Total 1410</b>			<b>45,000.00</b>				
HA- Wide	<b>Dwelling Equipment:</b>							
	Purchase ranges @ \$240 ea.	1465.1	40	9,600.00				
	Purchase refrigerators @ \$385 ea.	1465.1	40	15,400.00				
	<b>Total 1465.1</b>			<b>25,000.00</b>				
	<b>Total 1450</b>			<b>79,500.00</b>				
	<b>Total 1460</b>			<b>192,563.00</b>				
	<b>Total 1475</b>			<b>35,000.00</b>				
	<b>Total Physical Improvements</b>			<b>\$307,063.00</b>				
	<b>TOTAL PHA-WIDE</b>			<b>\$163,600.00</b>				
	<b>TOTAL CAPITAL FUNDS FOR 2009</b>			<b>\$470,663.00</b>				



Attachment: ar017c01  
Housing Authority of the City of Pine Bluff  
List of Resident Advisory Board Members

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description,)

**Lorraine Shavers**

**Julia Wise**

**Bruce Gee**

**Marilyn Goss**

**Ida Marshall**

**Emma Robinson**

**Johnnie Foster**

**Cynthia Cayton**

**Alice Ransom**

**Gloria Perry**

**Yvonne Freeman**

Attachment: ar017d01  
Housing Authority of the City of Pine Bluff  
List of Resident Board Member

**Required Attachment: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Lorraine Shavers**

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): **5 Years/expires 7/20/09**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *N/A*

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: **07/20/09**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

**Logan Hampton – Chair**

**Troy Kimbrell – Vice Chair**

**Lorraine Shavers – Resident Member**

**Sue Trulock**

**Gardenia Ambler**

Attachment: ar017e01  
Housing Authority of the City of Pine Bluff  
Community Service Description of Implementation

**Description of the Community Service Policy**

The Housing Authority of the City of Pine Bluff Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Housing Authority believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

**Administrative Steps Taken To Implement the Requirement**

The Housing Authority of the City of Pine Bluff revised the Admissions and Continued Occupancy Policy and the Dwelling Lease to incorporate the community service requirement. A written description of the service requirement is included in the Community Service Policy.

Written notification is made to residents regarding requirement or exempt status of each adult family member.

The Housing Authority has a long standing cooperative agreement with TANF (welfare) that provides for sharing of information. This partnership assists the PHA in verifying residents' status.

## **Programmatic Aspects of the Requirements**

The Housing Authority of the City of Pine Bluff provided public housing residents with a variety of voluntary activities that can be performed to fulfill their community service obligation. Activities may include, but are not limited to:

- Youth Partners
- Public Schools
- Neighbor To Neighbor
- Area Agency
- Salvation Army
- American Red Cross
- RSVP (Ages 50+)
- Voices for Children
- Hope Crisis Center
- ACCESS
- JRMC

Additional volunteer opportunities within the developments may include:

- Monitor Playground/Bus Stops
- Care for Neighbors' children
- Become a Boys/Girls Scout Leader
- Clean Neighborhood – Clean & Beautiful Commission

## **Community Service Implementation Report**

Number of tenants performing community service:   33  

Number of tenants granted exemptions:   20  

Number of tenants in non-compliance:   0  

Number of tenants terminated/evicted due to non-compliance:   0

Attachment: ar017f01  
Housing Authority of the City of Pine Bluff  
Information on Pet Policy

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, guinea pig and fish in aquariums.

Pet owners must agree to abide by the PHA's Pet Ownership Rules.

A non-refundable nominal pet fee of \$25.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e. fumigation of a unit).

A refundable pet deposit of \$200.00 will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet's presence (i.e. damages to the unit, yard, fumigation of a unit, etc.)

Limit of one pet per household (except fish or birds). Limit for birds is two (2).

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty (20) pounds at full growth; height shall not exceed fifteen (15) inches at full growth. ***This does not apply to service animals used to assist persons with disabilities.***

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws.

Pet must be spayed or neutered. All cats shall be declawed and proof of compliance provide to management.

Pet must be maintained on leash and kept under control when taken outside the unit.

Birds shall be confined to a cage at all times.

No pet permitted in any common area except as necessary to directly enter and exit the building. ***This restriction is not applicable to service animals.***

Dogs and cats required to wear collar and ID tag listing pet owner's name and address.

Resident shall control pet while maintenance personnel in unit to perform necessary maintenance.

Attachment: ar017g01  
Housing Authority of the City of Pine Bluff  
Section 8 Homeownership Capacity Statement

The Housing Authority demonstrates its capacity to administer the Section 8 Homeownership program as reflected in other relevant experience:

- *We have been administering a Homeownership Program since 1997 which specifically targets low income households.*
- *The PHA has demonstrated that it has the capacity to administer a Section 8 Homeownership Program initially by being the first in the state to develop a homeownership program and since then we have sold 20 houses and we have assisted five families through the Section 8 program to become homeowners. We have also built two houses that will be sold through our Homeownership program and we have begun the process for building eight more houses. We currently have thirty five families that we are working with and should have three of those families ready to go to the bank by June 2008. We will also submit an application to the Arkansas Finance Development Authority in January to build a tax credit property which will ultimately be used for homeownership.*

Attachment ar017h01  
Housing Authority of the City of Pine Bluff  
Description of Homeownership Programs

The Housing Authority of the City of Pine Bluff has an approved 5(h) Homeownership Plan, however it was approved for the sale of 20 houses in the 07 development and we have sold 20 homes. The HACPB will be applying to sell the remaining 20 houses in the 07 development.

Attachment: ar017i01  
Housing Authority of the City of Pine Bluff  
Deconcentration and Income Mixing Analysis Results

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

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

If yes, list these developments as follows: *N/A*

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

Attachment: ar017j01  
Housing Authority of the City of Pine Bluff  
Progress in Meeting 5-Year Plan Goals

The Housing Authority of the City of Pine Bluff has been successful in achieving its mission and 5 year plan goals during the fiscal year 2008. Goals are either completed or on target for completion as scheduled.

Concerning modernization the PHA has done substantial renovation of replacing siding, soffit & fascia in 07 development; repair driveways & sidewalks, completed construction of 3 (3) bedroom units, completed handicapped accessibility to elderly one (1) bedroom units, completed landscaping in West Meadows development and re roof 3 units.

Concerning self-sufficiency and crime and safety, PHA efforts reduced crime in the communities through Police on Campus Program. We still have officers living in each development.

Concerning improving the quality of life, PHA has a full time Resident Initiative Coordinator and a FSS Coordinator as well as a Homeownership program.

To ensure compliance with the HUD's latest rules and regulations, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Continued Occupancy Policy and the Section 8 Administrative Plan.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

Attachment: ar017k01  
Housing Authority of the City of Pine Bluff  
Criteria for Substantial Deviations and Significant Amendments

**Substantial Deviations from the 5-Year Plan**

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

**Significant Amendments or Modification to the Annual Plan**

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency\* work items over \$25,000 (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; and
- Any change with regard to demolition or disposition, designation of housing, 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 since such changes are not considered significant.

This criterion does not supersede 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 statutes.

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

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\* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

Attachment: ar017101  
Housing Authority of the City of Pine Bluff  
Section 8 Project Based Voucher Program

Agencies utilizing the Section 8 Project Based Voucher Program, including certificate programs that were converted to vouchers or intending to utilize the Section 8 Project Based Voucher Program during the upcoming fiscal year are required to provide the following information.

Our agency is currently operating or intends to operate a Section 8 Project Based Voucher Program. Yes   X   No \_\_\_\_\_

If yes:

Projected number of units:   25  

General location(s) (eligible census tracts or areas within eligible census tracts):  
  19.01 census tract – located at 100 block of Grider Field Rd.  

How is this action consistent with the PHA Plan? Include the reasons why project basing instead of tenant basing the same number of units is appropriate.

  The Housing Authority of the City of Pine Bluff is submitting a tax credit project application in January 2008 to Arkansas Development Finance Authority;

Attachment: ar017m01  
Housing Authority of the City of Pine Bluff  
VAWA Support and Assistance

The Housing Authority of the City of Pine Bluff (PHA) has adopted a policy (the “VAWA Policy” to implement applicable provisions of the violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). PHA’s goals, objectives and policies to enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the PHA VAWA Policy, a copy of which is attached to this Plan.

In addition:

A. The following activities, services, or programs are provided by the PHA directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

1. **Housing Authority of the City of Pine Bluff will refer individuals to service providers, i.e., CASA, if the victim makes a request from this agency;**
2. **The PHA will work with service providers in giving out pamphlets at resident meetings;**
3. **The PHA will provide a meeting place upon request for service provider.**

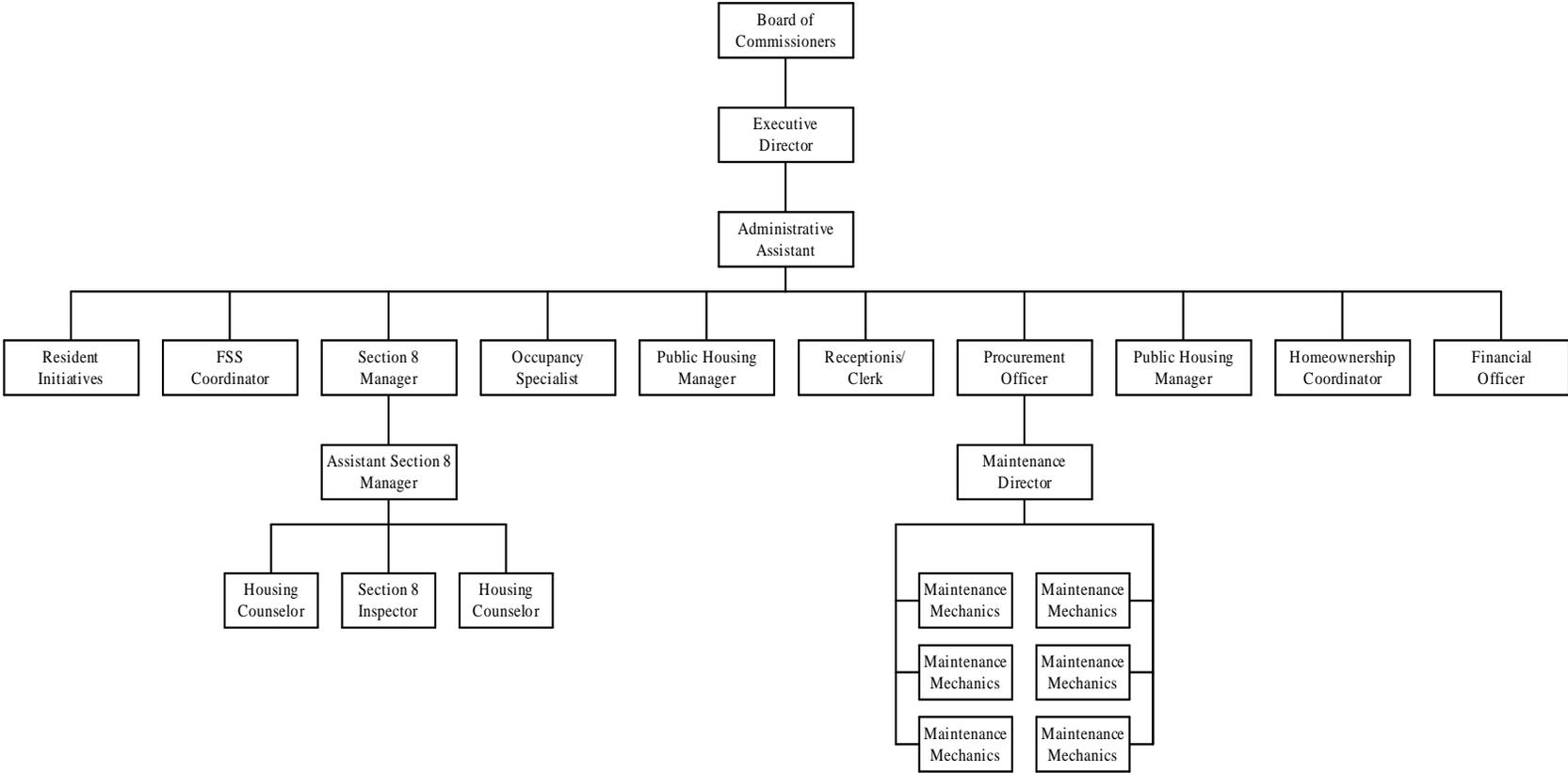
B. The following activities, services, or programs are provided by the PHA to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.

**“We have a Ban LIST which identifies all perpetrators that is circulated to every household when we house a victim of Domestic Violence as well as notifying the POC Officer in that development in order to keep a closer check on the household in questions.”**

C. The following activities, services, or programs are provided by PHA to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.

**“Workshops to be scheduled by the RIC for residents of Public Housing and any resident who becomes a victim of Domestic Violence, Sexual Assault, or stalking will be referred to the RIC for assistance and the PHA places the perpetrator on their BAN List as well as notify the Police on Campus Officer.”**

**Attachment: ar017n01**  
**Housing Authority of the City of Pine Bluff**  
**Organizational Chart**



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

11/24/2008

### Attachment ar017o01

HA Name: <b>Housing Authority of the City of Pine Bluff</b>		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____			
Development Number/Name/HA-	Year 1 2009	Work Statement for Year 2  FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 3  FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 4  FFY Grant: 2012 PHA FY: 2012	Work Statement for Year 5  FFY Grant: 2013 PHA FY: 2013
AR017001 Hallmark Manor	Annual	57,350.00	154,422.00	65,922.00	265,000.00
AR017003 Cottonwood Park	Statement	96,000.00	22,980.00	171,000.00	8,000.00
AR017004 West Meadow		64,600.00	88,330.00	15,000.00	0.00
AR017005 Royal Oaks		37,113.00	9,781.00	17,000.00	0.00
AR017007 Scattered Sites		13,000.00	33,650.00	0.00	14,000.00
Agency Wide		202,600.00	161,500.00	201,741.00	183,663.00
CFP Funds Listed for					
5-Year planning		<b>\$470,663.00</b>	<b>\$470,663.00</b>	<b>\$470,663.00</b>	<b>\$470,663.00</b>
Replacement Housing					
Factor Funds					

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

Activities for Year 1	Activities for Year: 2 FFY Grant 2010 PHA FY: 2010			Activities for Year: 2 FFY Grant: 2010 PHA FY: 2010		
2009	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	AR017001	Replace 75 commodes	15,000.00	HA - Wide	<b>Operations:</b>	<b>52,000.00</b>
	Hallmark Manor	Replace 75 hot water tanks & combustion air pipes	27,350.00		<b>Management Improvements:</b>	
		Replace 50 bathroom vanities	15,000.00		Salary & Benefits for Maint. & inv. Clerk	21,000.00
		<b>Total Hallmark Manor</b>	<b>57,350.00</b>		Part time RIC	15,000.00
Annual					Consortium fees, General T/A	3,600.00
	AR017003	Replace 50 bathroom vanities	15,000.00		Needs assessment & preparation of plans	6,000.00
		Replace 98 commodes	20,000.00		<b>Total Management Improvements</b>	<b>45,600.00</b>
		Replace 20 ext. doors w/ metal doors & jambs	6,000.00		<b>Administration:</b>	
Statement		Replace siding, soffit & fascia	55,000.00		Salary for MOD Clerk/Inspector	16,000.00
		<b>Total Cottonwood Park</b>	<b>96,000.00</b>		Salary for MOD Coordinator	31,000.00
					<b>Total Administration</b>	<b>47,000.00</b>
	AR017004	Replace ext doors w/ metal doors & jambs	22,200.00			
	West Meadow	Replace commodes	7,400.00		<b>Dwelling Equipment:</b>	
		Replace windows	35,000.00		Purchase stoves and refrigerators	20,000.00
		<b>Total West Meadow</b>	<b>64,600.00</b>		<b>Total Dwelling Equipment</b>	<b>20,000.00</b>
	AR017005	Replace 36 exterior doors	10,800.00		<b>Non-Dwelling Equipment</b>	
	Royal Oaks	Replace kitchen cabinets - 12 units	18,000.00		Purchase two maintenance trucks	38,000.00
		Replace Windows	8,313.00		<b>Total Non-Dwelling Equipment</b>	<b>38,000.00</b>
		<b>Total Royal Oaks</b>	<b>37,113.00</b>			
	AR017007	Replace kitchen cabinets- 6 units	9,000.00			
	Scattered Sites	Repair driveways	4,000.00			
		<b>Total Scattered Sites</b>	<b>13,000.00</b>		<b>TOTAL HA-WIDE</b>	<b>202,600.00</b>
		<b>TOTAL PHYSICAL IMPROVEMENTS</b>	<b>268,063.00</b>		<b>Estimated Total for CFP 2010</b>	<b>\$470,663.00</b>

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

Activities for Year 1	Activities for Year: 3 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 3 FFY Grant: 2011 PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
2009	AR017001	Seal over attic fan openings-remove fans	15,000.00	HA - Wide	<b>Operations</b>	<b>52,000.00</b>
See	Hallmark Manor	Weatherstrip furnace & water heater doors	3,000.00			
		Seal return & supply ducts	6,000.00		<b>Management Improvements:</b>	
		Replace ext. doors w/ metal doors & jambs	45,000.00		Part-time RIC	18,000.00
		Replace old windows	85,422.00		Maintenance/inventory clerk	22,500.00
Annual		<b>Total Hallmark Manor</b>	<b>154,422.00</b>			
	AR017003	Seal returns & supply ducts	5,880.00		<b>Total Management Improvements</b>	<b>40,500.00</b>
	Cottonwood	Weatherstrip furnace & water heater doors	2,400.00			
	Park	Seal over attic fan openings-remove fans	14,700.00		<b>Administration:</b>	
		<b>Total Cottonwood park</b>	<b>22,980.00</b>		Salary for MOD Coordinator	30,000.00
Statement					Salary for clerk/inspector	17,000.00
	AR017004	Seal returns and supply ducts	2,220.00		<b>Total Administration</b>	<b>47,000.00</b>
	West Meadow	Weatherstrip furnace & water heater doors	1,110.00			
		Install new windows	85,000.00		<b>Dwelling Equipment:</b>	
		<b>Total West Meadow</b>	<b>88,330.00</b>		Purchase stoves and refrigerators	15,000.00
					<b>Total Dwelling Equipment</b>	<b>15,000.00</b>
	AR017005	Increase attic insulation to R38	3,600.00			
		Weatherstrip furnaces & water heater doors	581.00		<b>Non-Dwelling Structures</b>	
	Royal Oaks	Seal returns & furr downs	2,000.00		Replace roof & gutters	7,000.00
		Install florescent fixtures in kitchen	900.00		<b>Total Non-Dwelling Equipment</b>	<b>7,000.00</b>
		Remove attic fans & seal openings	2,700.00			
		<b>Total Royal Oaks</b>	<b>9,781.00</b>			
	AR017007	Replace kitchen cabinets	10,000.00			
	Scattered Sites	Increase attic insulation to R38	3,675.00			
		Remove attic fans-seal openings	3,150.00			
		Replace windows	16,825.00			
		<b>Total Scattered Sites</b>	<b>33,650.00</b>		<b>TOTAL HA-WIDE</b>	<b>161,500.00</b>
		<b>TOTAL PHYSICAL IMPROVEMENTS</b>	<b>\$309,163.00</b>		<b>Estimated Total for CFP 2011</b>	<b>\$470,663.00</b>

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

Activities for Year 1	Activities for Year: 4			Activities for Year: 4		
	FFY Grant: 2012 PHA FY: 2012			FFY Grant: 2012 PHA FY: 2012		
2009	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	AR017001	Purchase storage building/erect on slab	7,000.00	HA - Wide	<b>Operations</b>	<b>52,000.00</b>
	Hallmark Manor	Replace siding, soffit & fascia	38,922.00			
		Landscaping	20,000.00		<b>Management Improvements:</b>	
		<b>Total Hallmark Manor</b>	<b>65,922.00</b>			
					Part-time RIC	16,741.00
Annual	AR017003	Repair unit # 9	25,000.00		Maint/Inventory Clerk	21,000.00
	Cottonwood Park	Landscaping	30,000.00		<b>Total Management Improvements</b>	<b>37,741.00</b>
		Replace 200 windows	55,000.00			
		Replace ext. doors w/metal doors & jambs (58 units - 3 doors ea.)	61,000.00		<b>Administration:</b>	
		<b>Total Cottonwood Park</b>	<b>171,000.00</b>		Salary for MOD Coordinator	30,000.00
					Salary for clerk/inspector	17,000.00
					<b>Total Administration</b>	<b>47,000.00</b>
Statement	AR017004	Landscaping	15,000.00			
	West Meadow				<b>Dwelling Equipment:</b>	
					Purchase stoves and refrigerators	15,000.00
		<b>Total West Meadow</b>	<b>15,000.00</b>		<b>Total Dwelling Equipment</b>	<b>15,000.00</b>
	AR017005	Erect storage building on slab	7,000.00		<b>Non-Dwelling Structures</b>	
	Royal Oaks	Landscaping	10,000.00		Build maint. Storage bldg. with drainage in floor and a shower	50,000.00
		<b>Total Royal Oaks</b>	<b>17,000.00</b>		<b>Total Non-Dwelling Structures</b>	<b>50,000.00</b>
	AR017007					
	Scattered Sites					
		<b>Total Scattered Sites</b>	<b>0.00</b>		<b>TOTAL HA-WIDE</b>	<b>201,741.00</b>
		<b>TOTAL PHYSICAL IMPROVEMENTS</b>	<b>268,922.00</b>		<b>Estimate Total for CFP 2012</b>	<b>\$470,663.00</b>

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

Activities for Year 1	Activities for Year: 5 FFY Grant 2013 PHA FY: 2013			Activities for Year: 5 FFY Grant: 2013 PHA FY: 2013		
2009	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	AR017001	Landscaping	15,000.00	HA - Wide	<b>Operations</b>	<b>44,000.00</b>
See	Hallmark Manor	Change out breaker boxes - replace breakers- replace wire from box to meter loop	250,000.00		<b>Management Improvements:</b>	
		<b>Total Hallmark Manor</b>	<b>265,000.00</b>		Salary & benefits for Maint. Inventory clerk	22,500.00
					Part time RIC	19,163.00
					Purchase bar-coding inventory system	3,000.00
Annual	Cottonwood Park	Replace tub faucets in handicapped assessable units (23 units)	8,000.00		Upgrade computers	13,000.00
	AR017003				Procure ESCO consultant	15,000.00
					<b>Total Management Improvements</b>	<b>72,663.00</b>
					<b>Administration:</b>	
Statement					Salary for MOD Coordinator	30,000.00
		<b>Total Cottonwood Park</b>	<b>8,000.00</b>		Salary for MOD clerk/inspector	17,000.00
					<b>Total Administration</b>	<b>47,000.00</b>
	West Meadow				<b>Dwelling Equipment:</b>	
	AR017004				Purchase stoves & refrigerators	20,000.00
		<b>Total West Meadow</b>	<b>0.00</b>		<b>Total Dwelling Equipment</b>	<b>20,000.00</b>
	Royal Oaks					
	AR017005					
		<b>Total Royal Oaks</b>	<b>0.00</b>			
	Scattered Sites					
	AR017007	Reroof 4 units	14,000.00			
		<b>Total Scattered Sites</b>	<b>14,000.00</b>			
					<b>TOTAL HA -WIDE</b>	<b>183,663.00</b>
		<b>TOTAL PHYSICAL IMPROVEMENTS</b>	<b>\$287,000.00</b>		<b>Estimated Total for CFP 2013</b>	<b>\$470,663.00</b>

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment ar017p01

11/7/2008

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>	Grant Type and Number: Capital Fund Program No: <b>AR37P01750108</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2008</b>
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<input 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 <b>9/30/2008</b>	<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds	0.00		0.00	0.00
2	1406 Operating Expenses	35,000.00		35,000.00	35,000.00
3	1408 Management Improvements	53,600.00		0.00	0.00
4	1410 Administration	40,000.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	10,000.00		3,144.00	3,144.00
10	1460 Dwelling Structures	307,663.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	24,400.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$470,663.00</b>		<b>\$38,144.00</b>	<b>\$38,144.00</b>
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00

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

11/7/2008

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750108</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2008</b>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR017001	Replace sheetrock ceilings	1460		60,000.00		0.00	0.00	
Hallmark	Purchase mini-blinds	1460		2,500.00		0.00	0.00	
Manor	Install new metal storage doors	1460	100 units	12,500.00		0.00	0.00	
	Replace shutters	1460		5,000.00		0.00	0.00	
	Install new tile floors	1460		15,000.00		0.00	0.00	
	Reroof four bedroom units	1460	4 bldgs	20,000.00		0.00	0.00	
	Replace kitchen cabinets, sinks & faucets	1460		41,000.00		0.00	0.00	
	Repair/replace siding, soffit & fascia	1460		30,000.00		0.00	0.00	
	<b>Total Hallmark Manor</b>			<b>186,000.00</b>		<b>0.00</b>	<b>0.00</b>	
AR017003	Install new metal storage doors	1460		12,500.00		0.00	0.00	
Cottonwood	Replace tile floors	1460		15,000.00		0.00	0.00	
Park	Replace kitchen cabinets	1460		45,000.00		0.00	0.00	
	Install hot water tanks	1460		4,500.00		0.00	0.00	
	Replace unit address numbers	1460		1,000.00		0.00	0.00	
	<b>Total Cottonwood Park</b>			<b>78,000.00</b>		<b>0.00</b>	<b>0.00</b>	
AR017004	Install screen doors	1460		4,625.00		0.00	0.00	
West Meadow	Replace bathroom canities & lavatories	1460		5,000.00		0.00	0.00	
	Replace tile floors	1460		8,000.00		0.00	0.00	
	Install kitchen cabinets, sinks & faucets	1460		26,038.00		0.00	0.00	
	<b>Total West Meadow</b>			<b>43,663.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>Total 1460</b>			<b>307,663.00</b>		<b>0.00</b>	<b>0.00</b>	
AR017003,004	Replace mailboxes and add covering	1450		10,000.00		3,144.00	3,144.00	mail boxes purchased
	<b>TOTAL PHYSICAL IMPROVEMENTS</b>			<b>\$317,663.00</b>		<b>\$3,144.00</b>	<b>\$3,144.00</b>	& installed for CW





**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment ar017q01

11/24/2008

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>	Grant Type and Number: Capital Fund Program No: <b>AR37P01750107</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2007</b>
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending **9/30/08**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds	0.00		0.00	0.00
2	1406 Operating Expenses	40,000.00		40,000.00	40,000.00
3	1408 Management Improvements	47,100.00		39,895.63	39,895.63
4	1410 Administration	41,538.00		34,031.06	34,031.06
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	58,503.00		0.00	0.00
10	1460 Dwelling Structures	221,200.00		2,248.25	2,248.25
11	1465.1 Dwelling Equipment-Nonexpendable	24,400.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$432,741.00</b>		<b>\$116,174.94</b>	<b>\$116,174.94</b>
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00

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

11/24/2008

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750107</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2007</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR017001	Repair driveways and sidewalks	1450		58,503.00		0.00	0.00	
Hallmark Manor	<b>Total 1450</b>			<b>58,503.00</b>		<b>0.00</b>	<b>0.00</b>	
AR017001	Reroof four bedroom units	1460	15 units	52,500.00		0.00	0.00	
Hallmark Manor	Replace kitchen cabinets	1460		35,000.00		2,248.25	2,248.25	
	<b>Subtotal 1460</b>			<b>87,500.00</b>		<b>2,248.25</b>	<b>2,248.25</b>	
	<b>Total Hallmark Manor</b>			<b>146,003.00</b>		<b>2,248.25</b>	<b>2,248.25</b>	
AR017003								
Cottonwood Park	Replace bathroom vent fans-remove lamps	1460		14,700.00		0.00	0.00	
	Replace kitchen cabinets	1460		35,000.00		0.00	0.00	
	<b>Total Cottonwood Park</b>			<b>49,700.00</b>		<b>0.00</b>	<b>0.00</b>	
AR017004								
West Meadow	Replace kitchen cabinets	1460		35,000.00		0.00	0.00	
	<b>Total West Meadow</b>			<b>35,000.00</b>		<b>0.00</b>	<b>0.00</b>	
AR017007	Reroof units	1460	3 units	9,000.00		0.00	0.00	
Scattered Sites	Replace siding, soffit & fascia	1460		40,000.00		0.00	0.00	
	<b>Total Scattered Sites</b>			<b>49,000.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>Total 1460</b>			<b>221,200.00</b>		<b>2,248.25</b>	<b>2,248.25</b>	
	<b>TOTAL PHYSICAL IMPROVEMENTS</b>			<b>\$279,703.00</b>		<b>\$2,248.25</b>	<b>\$2,248.25</b>	

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

11/24/2008

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750107</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2007</b>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA- Wide	<b>Operations</b>	1406		40,000.00		40,000.00	40,000.00	
	<b>Total 1406</b>			<b>40,000.00</b>		<b>40,000.00</b>	<b>40,000.00</b>	
HA- Wide	<b>Management Improvements:</b>							
	Maintenance/Inventory Clerk	1408		20,000.00		19,652.08	19,652.08	
	Consortium Fees/Update of Plans	1408		3,600.00		3,600.00	3,600.00	
	Part-time RIC	1408		17,500.00		16,643.55	16,643.55	
	Computer Upgrades	1408		6,000.00		0.00	0.00	
	<b>Total 1408</b>			<b>47,100.00</b>		<b>39,895.63</b>	<b>39,895.63</b>	
HA- Wide	<b>Administration .</b>							
	Mod-Coordinator	1410		23,638.00		17,136.06	17,136.06	
	Mod-Clerk	1410		17,900.00		16,896.00	16,896.00	
	<b>Total 1410</b>			<b>41,538.00</b>		<b>34,031.06</b>	<b>34,031.06</b>	
HA- Wide	<b>Dwelling Equipment:</b>							
	Purchase ranges @ \$240 ea.	1465.1	40	9,600.00		0.00	0.00	
	Purchase refrigerators @ \$370 ea.	1465.1	40	14,800.00		0.00	0.00	
	<b>Total 1465.1</b>			<b>24,400.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL PHA-WIDE</b>			<b>\$153,038.00</b>		<b>\$113,926.69</b>	<b>\$113,926.69</b>	
	<b>TOTAL CAPITAL FUNDS FOR 2007</b>			<b>\$432,741.00</b>		<b>\$116,174.94</b>	<b>\$116,174.94</b>	



**CAPITAL FUNDS PROGRAM TABLES START HERE**

Attachment ar017r01

11/10/2008

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

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>	Grant Type and Number: Capital Fund Program No: <b>AR37P01750106</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number   1    
 Performance and Evaluation Report for Program Year Ending **9/30/2008**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	26,362.00	26,362.00	26,362.00	26,362.00
3	1408 Management Improvements	46,728.00	47,984.82	47,984.82	47,984.82
4	1410 Administration	42,765.00	42,444.23	42,444.23	42,444.23
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	97,198.00	83,889.40	83,889.40	15,259.77
10	1460 Dwelling Structures	167,600.00	177,449.55	177,449.55	177,449.55
11	1465.1 Dwelling Equipment-Nonexpendable	12,000.00	12,259.00	12,259.00	12,259.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	35,000.00	37,264.00	37,264.00	37,264.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	<b>\$427,653.00</b>	<b>\$427,653.00</b>	<b>\$427,653.00</b>	<b>\$359,023.37</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

11/10/2008

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750106</b> Replacement Housing Factor Grant No:						Federal FY of Grant: <b>2006</b>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	<b>Operations:</b>	<b>Total 1406</b>	1406		<b>26,362.00</b>	<b>26,362.00</b>	<b>26,362.00</b>	<b>26,362.00</b>	
AR001-003-004									
005-007	<b>Management Improvements:</b>								
	Salary/benefits for Maintenance & inventory clerk	1408			20,174.00	23,885.82	23,885.82	23,885.82	
	Part-time RIC	1408			17,500.00	20,810.00	20,810.00	20,810.00	
	Consortium Fees/General Technical Assistance	1408			3,600.00	3,289.00	3,289.00	3,289.00	
	Computer Upgrades	1408			5,454.00	0.00	0.00	0.00	
	<b>Total 1408</b>				<b>46,728.00</b>	<b>47,984.82</b>	<b>47,984.82</b>	<b>47,984.82</b>	
	<b>Administration:</b>								
	Salary for MOD Coordinator	1410			24,865.00	24,544.23	24,544.23	24,544.23	
	Salary for Clerk/Inspector				17,900.00	17,900.00	17,900.00	17,900.00	
	<b>Total 1410</b>				<b>42,765.00</b>	<b>42,444.23</b>	<b>42,444.23</b>	<b>42,444.23</b>	
AR017001	<b>Site Improvements:</b>								
Hallmark	Replace Clotheslines & poles	1450			3,307.00	0.00	0.00	0.00	
Manor	<b>Total Hallmark</b>				<b>3,307.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
AR017003	<b>Site Improvements:</b>								
Cottonwood	Repair driveways & sidewalks	1450			18,391.00	13,813.00	13,813.00	13,813.00	
Park	<b>Total Cottonwood Park</b>				<b>18,391.00</b>	<b>13,813.00</b>	<b>13,813.00</b>	<b>13,813.00</b>	
AR017004	<b>Site Improvements:</b>								
West Meadow	Install concrete swales for drainage	1450			20,000.00	12,500.00	12,500.00	0.00	Work in progress
	Repair parking lots & lots and sidewalks adding handicap accessibility	1450			40,000.00	48,890.00	48,890.00	1,446.77	Work in progress
	Landscaping	1450			4,500.00	7,684.00	7,684.00	0.00	Work in progress
	<b>Total West Meadow</b>				<b>64,500.00</b>	<b>69,074.00</b>	<b>69,074.00</b>	<b>1,446.77</b>	

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

11/10/2008

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750106</b> Replacement Housing Factor Grant No:						Federal FY of Grant: <b>2006</b>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Scattered Sites	<b>Site Improvements (continued):</b>								
AR017007	Repair driveways	1450		6,000.00	0.00	0.00	0.00		
	Replace fences	1450	3 units	5,000.00	1,002.40	1,002.40	0.00		
	<b>Total 1450</b>			<b>97,198.00</b>	<b>83,889.40</b>	<b>83,889.40</b>	<b>15,259.77</b>		
Scattered Sites	<b>Dwelling Structures</b>								
AR017007	Reroof units	1460	3 units	9,600.00	8,575.00	8,575.00	8,575.00		
	<b>Total Scattered Sites</b>			<b>106,798.00</b>	<b>92,464.40</b>	<b>92,464.40</b>	<b>23,834.77</b>		
HA-Wide	<b>Dwelling Structures</b>								
	Build 2 three bedroom houses	1460	2 ea	158,000.00	168,874.55	168,874.55	168,874.55		
	<b>Total 1460</b>			<b>167,600.00</b>	<b>177,449.55</b>	<b>177,449.55</b>	<b>177,449.55</b>		
	<b>Dwelling Equipment:</b>								
HA-Wide	Purchase stoves and refrigerators	1465		12,000.00	12,259.00	12,259.00	12,259.00		
	<b>Total 1465</b>								
	<b>Non-Dwelling Equipment</b>								
HA-Wide	Purchase mini-bus	1475	1	35,000.00	19,825.00	19,825.00	19,825.00		
	Purchase Maintenance truck	1475	1	0.00	17,439.00	17,439.00	17,439.00		
	<b>Total 1475</b>			<b>35,000.00</b>	<b>37,264.00</b>	<b>37,264.00</b>	<b>37,264.00</b>		
<b>TOTAL CAPITAL FUNDS GRANT 2006</b>				<b>\$427,653.00</b>	<b>\$427,653.00</b>	<b>\$427,653.00</b>	<b>\$359,023.37</b>		



**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment ar017s01

**Annual Statement /Performance and Evaluation Report** 11/24/2008

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of the City of Pine Bluff	<b>Grant Type and Number:</b> Capital Fund Program No: AR37P01750105 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2005
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending **9/30/08**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	50,000.00		50,000.00	50,000.00
3	1408 Management Improvements	48,725.67		48,725.67	48,725.67
4	1410 Administration	42,774.62		42,774.62	42,774.62
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	15,420.00		15,420.00	15,420.00
10	1460 Dwelling Structures	159,480.00		159,480.00	159,480.00
11	1465.1 Dwelling Equipment-Nonexpendable	11,810.00		11,810.00	11,810.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	108,363.71		108,363.71	108,363.71
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	<b>\$436,574.00</b>		<b>\$436,574.00</b>	<b>\$436,574.00</b>
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00

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

11/24/2008

PHA Name: <b>Housing Authority of the City of Pine Bluff</b>		Grant Type and Number: Capital Fund Program No: <b>AR37P01750105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	<b>Operations:</b>	<b>Total 1406</b>	1406	<b>50,000.00</b>		<b>50,000.00</b>	<b>50,000.00</b>	
AR001-002-003								
	<b>Management Improvements:</b>							
	Salary/benefits for Maintenance & inventory clerk	1408		22,843.67		22,843.67	22,843.67	
	Part-time RIC	1408		18,000.00		18,000.00	18,000.00	
	Consortium Fees/General Technical Assistance	1408		3,600.00		3,600.00	3,600.00	
	Computer Upgrades	1408		4,282.00		4,282.00	4,282.00	
	<b>Total 1408</b>			<b>48,725.67</b>		<b>48,725.67</b>	<b>48,725.67</b>	
	<b>Administration:</b>							
	Salary for MOD coordinator	1410		28,000.00		28,000.00	28,000.00	
	Salary forClerk/Inspector	1410		14,774.62		14,774.62	14,774.62	
	<b>Total 1410</b>			<b>42,774.62</b>		<b>42,774.62</b>	<b>42,774.62</b>	
AR017005	<b>Site Improvement:</b>							
Royal Oak	Add drainage behind units/remove playground equip/level	1450		15,420.00		15,420.00	15,420.00	
	<b>Total 1450</b>			<b>15,420.00</b>		<b>15,420.00</b>	<b>15,420.00</b>	
AR017003	<b>Dwelling Structures:</b>							
Cottonwood Park	Replace Windows	1460		101,990.00		101,990.00	101,990.00	
AR017001	Repair/Replace Siding, Soffit & fascia	1460		43,010.00		43,010.00	43,010.00	
Hallmark Manor	Change bathroom vent fans - remove vent fans	1460		14,480.00		14,480.00	14,480.00	
	<b>Subtotal 1460</b>			<b>159,480.00</b>		<b>159,480.00</b>	<b>159,480.00</b>	
HA-Wide	<b>Dwelling Equipment:</b>							
AR001-002-003	Purchase stoves and refrigerators	1465		11,810.00		11,810.00	11,810.00	
	<b>Total 1465</b>			<b>11,810.00</b>		<b>11,810.00</b>	<b>11,810.00</b>	
	<b>Non-Dwelling Equipment</b>							
HA-Wide	Purchase mowing equipment	1475		19,414.62		19,414.62	19,414.62	
HA-Wide	Purchase Street Vacuum	1475		0.00		0.00	0.00	
Royal Oaks	Add new playground equipment	1475		39,347.15		39,347.15	39,347.15	
Cottonwood	Add new playground equipment	1475		49,601.94		49,601.94	49,601.94	
	<b>Total 1475</b>			<b>108,363.71</b>		<b>108,363.71</b>	<b>108,363.71</b>	
	<b>TOTAL 2005</b>			<b>\$436,574.00</b>		<b>\$436,574.00</b>	<b>\$436,574.00</b>	



**PINE BLUFF HOUSING AUTHORITY  
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

**I. Purpose and Applicability**

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth Pine Bluff Housing Authority’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by the PHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

**II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the PHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between the PHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by the PHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the PHA.

**III. Other AHA Policies and Procedures**

This Policy shall be referenced in and attached to the Housing Authority’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of the PHA’s

Admissions and Continued Occupancy Policy. The PHA's annual public housing agency plan shall also contain information concerning the PHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of the PHA, the provisions of this Policy shall prevail.

#### **IV. Definitions**

As used in this Policy:

A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”

B. *Dating Violence* – means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

- (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
- (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
  - (i) that person;
  - (ii) a member of the immediate family of that person; or
  - (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

## V. Admissions and Screening

A. *Non-Denial of Assistance*. The PHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

**Note that VAWA does not require an admission's preference, and, therefore, if such a preference is adopted it need not be applicable to victims of dating violence and stalking as well as to domestic violence.**

B. *Admissions Preference*. Applicants for housing assistance from the Public Housing Program will receive a preference in admissions by virtue of their status as victims of domestic violence [dating violence, stalking]. This preference is particularly described as follows: [domestic violence, dating violence, stalking including any requirements with respect to evidence of past or present domestic violence incidents, etc.]

## VI. Termination of Tenancy or Assistance

A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by PBHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by the PHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family is the victim or threatened victim of the criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- (a) Nothing contained in this paragraph shall limit any otherwise available authority of the PHA' or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither the PHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
- (b) Nothing contained in this paragraph shall be construed to limit the authority of the PHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or the PHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

*B. Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, the PHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the PHA. Leases used for all public housing operated by the PHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by the PHA, shall contain provisions setting forth the substance of this paragraph.

## **VII. Verification of Domestic Violence, Dating Violence or Stalking**

*A. Requirement for Verification.* The law allows, but does not require, the PHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., the PHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the PHA. Section 8 owners or managers receiving rental assistance administered by the PHA may elect to require verification, or not to require it as permitted under applicable law. Verification

of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to the PHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
  2. *Other documentation* - by providing to the PHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
  3. *Police or court record* – by providing to the PHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. *Time allowed providing verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by the PHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. *Waiver of verification requirement.* The Executive Director of the PHA, or a Section 8 owner or manager, may with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy passed on the victim's statement or other corroborating evidence. Such waiver may be granted at the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to waiver in any other case or cases, regardless of similarity in circumstances.

## **VIII. Confidentiality**

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to the PHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
1. Requested or consented to by the individual in writing, or
  2. Required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
  3. Otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by PBHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

## **VIII. Transfer to New Residence**

- A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, the PHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. *Action on applications.* The PHA will act upon such an application promptly [within ten (10) business days].
- C. *No right to transfer.* The PHA will make every effort to accommodate requests for transfers when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of the PHA, and this policy does not create any right on the part of any applicant to be granted a transfer.

- D. *Family rent obligations.* If a family occupying public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by the PHA. In cases where the PHA determines that the family's decision to move was reasonable under the circumstances, the PHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- E. *Exportability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

## **X. Court Orders/Family Break-up**

A. *Court orders.* It is Pine Bluff Housing Authority's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by the PHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other PHA policies regarding family break-up are contained in the PHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

## **XI. Relationships with Service Providers**

It is the policy of the Pine Bluff Housing Authority to cooperate with organizations and entities, both private and governmental that provides shelter and/or services to victims of domestic violence. If the PHA staff becomes aware that an individual assisted by the PHA is a victim of domestic violence, dating violence or stalking, the PHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the PHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. Pine Bluff Housing Authority's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which the PHA has referral or other cooperative relationships.

## **XII. Notification**

The PHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

## **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

## **XIV. Amendment**

This policy may be amended from time to time by the Pine Bluff Housing Authority as approved by the PHA Board of Commissioners.