

PHA 5 – Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577 – 0226 Expires 04/20/2011
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1.0	PHA Information PHA Name: <u>Buffalo Housing Authority</u> PHA Code: <u>TX357</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning (MM/YYYY): <u>07/2009</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH Units: <u>22</u> Number of HCV Units:																										
3.0	Submission Type <input type="checkbox"/> 5 – Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5 – Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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PHA 1:																											
PHA 2:																											
PHA 3:																											
5.0	5 – Year Plan.																										
5.1	Mission. State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low income families I the PHA’s jurisdiction for the next five years:																										
5.2	Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5 – Year Plan.																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5 – Year and Annual Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include the statements related to these programs as applicable.</i>																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, Annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 for each current and open CFP grant and CFFP financing.																										
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period.) Large capital items must be included in the Five-Year Action Plan.																										
8.3	Capital Fund Financing Program (CFFP) <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.																										
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available date, make a reasonable effort to identify the housing needs of the low-income, very low-income and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant based assistance waiting list. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units and location.																										

9.1	Strategy for Address Housing 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. Note: Small, Section 8 only and High Performing PHAs complete only for Annual Plan Submission with the 5-Year Plan
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested</p> <ul style="list-style-type: none"> (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certification of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

5-YEAR PLAN
PHA FISCAL YEARS 2009 - 2013
[24 CFR Part 903.5]

5.1 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)

5.2 B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:

- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

6.0 PHA Plan Update

In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (A) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
- (B) Identify the specific location(s) where the public may obtain copies of the 5 – Year and Annual Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

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)

6.1 PHA Plan Update PHA Plan Elements

(24 CFR 903.7)

Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures

Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting list for admission to public housing and address any site-based waiting lists.

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: **7 Days**
 Other: (describe).

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

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

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

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

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Over housed
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)
- c. Preferences
1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

6.2 Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	<i>\$227,445.00</i>	
b) Public Housing Capital Fund	<i>\$33,489.00</i>	
c) HOPE VI Revitalization	<i>N/A</i>	
d) HOPE VI Demolition	<i>N/A</i>	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<i>\$149,208.00</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<i>N/A</i>	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
<i>2008 Capital Fund</i>	<i>\$33,489.00</i>	
<i>2009 ARRA Stimulus Grant</i>	<i>\$42,390.00</i>	
3. Public Housing Dwelling Rental Income	<i>\$104,955.00</i>	
4. Other income (list below)		
<i>Interest Earned</i>	<i>\$7,296.53</i>	
<i>Maintenance Charges</i>	<i>\$2,926.00</i>	
<i>Late Fees, Etc.</i>	<i>\$7,369.00</i>	
5. Non-federal sources (list below)		
Total resources	<i>\$608,567.53</i>	

6.3 PHA Rent Determination Policies

A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy) If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy) If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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)

6.4 Operations and Management [24 CFR Part 903.7 9 (e)]

Exemptions from Component 6.4: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	22	30%
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

*Admissions and Continued Occupancy Policy/
 Dwelling Lease*

(2) Section 8 Management: (list below)

6.5 PHA Grievance Procedures

Exemptions from component 6.5: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6.5A.

A. Public Housing

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

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process?

(select all that apply)

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

B. Section 8 Tenant-Based Assistance –

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

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

6.5 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 6.5; Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

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

6.7 PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 6.7: 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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

In order to be eligible for continued occupancy, each adult family member must either (1) contribute to eight hours community service per month (not including political activities) within the community in which the public housing development is located or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement. The following adult members are exempt from this requirement: Family members who are 62 or older, family members who are blind or disabled, family members who are primary caregiver for someone who is blind or disabled, family members engaged in work activity, family members who are exempt from work activity under Part A title IV of the Social Security Act or under any other state welfare program, including the welfare to work program, family members receiving assistance under a state program funded under Part A title IV of the Social Security Act or under any other state welfare program, including welfare to work and who are in compliance with that program.

6.8 PHA Safety and Crime Prevention Measures [24 CFR Part 903.7 9 (m)]

Exemptions from Component 6.8: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to the next component. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (brief description)

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

C. Coordination between PHA and the police

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

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

6.9. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

ATTACHMENT “C”

6.10 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.

6.11 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? 2
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

6.12 PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 6.12: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

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

6.13 Required Attachment D: Violence Against Women Act

The Buffalo Housing Authority will protect certain victims of criminal domestic violence, dating violence, sexual assault or stalking; as well as members of the victims' immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim.

Residents who are victims of domestic violence, dating violence, or stalking are protected by The Violence Against Women and Justice Department Reauthorization Act of 2005. They cannot be evicted, or their lease terminated from housing assistance based on acts of such violence against them.

In these cases, residents must file a police report in addition to using HUD form 50066, "Certification of Domestic Violence, Dating Violence or Stalking," per instructions.

When the resident is head of household or a resident is named on the dwelling lease who is a victim of domestic violence, dating violence or stalking, residents may remain if they otherwise qualify for assistance and have certification from a credible third party that they are a victim of domestic violence, dating violence or stalking and they adhere to all other lease requirements.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs and Project-based Vouchers

(A) HOPE VI or Mixed Finance Modernization or Development

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

(B) Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 7: Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

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

(C) Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 7; Section 8 only PHAs are not required to complete this section.

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

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

2. Activity Description

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

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

status)

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

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

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

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

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

(D). Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 7A D.: Section 8 only PHAs are not required to complete.

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

(E). Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

9.0 Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	93	5	4	4	3	3	3
Income >30% but <=50% of AMI	50	5	4	4	3	3	3
Income >50% but <80% of AMI	44	5	4	4	3	3	3
Elderly	62	5	4	4	3	3	3
Families with Disabilities	66	5	4	4	5	3	3
White	95	5	4	4	3	3	3
Black	62	5	4	4	3	3	3
Hispanic	30	5	4	4	3	3	3
Race/Ethnicity							

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4		75%
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	4	100%	
Families with children	3	75%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
White	2	50%	
Black	2	50%	
Hispanic	0	0%	
Race/ethnicity	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	25%	
2 BR	1	25%	
3 BR	2	50%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

9.1 Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

10.1 B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan

- ✓ *Any change to Mission Statement such as:*
- ✓ *50% deletion from or addition to the goals and objectives as a whole.*
- ✓ *50% or more decrease in the quantifiable measurement of any individual goal or objective*

b. Significant Amendment or Modification to the Annual Plan

- ✓ *50% variance in the funds projected in the Capital Fund Program Annual Statement*
- ✓ *Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement*
- ✓ *Any change in a policy or procedure that requires a regulatory 30-day posting*
- ✓ *Any submission to HUD that requires a separate notification to residents, such as HOPE VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership Programs*
- ✓ *Any change inconsistent with the local, approved Consolidated Plan*

D. Other Information Required by HUD

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

8.1 Capital Fund Annual Statement/ Performance and Evaluation Report

Part I: Summary			
PHA Name: <i>Buffalo Housing Authority</i>	Grant Type and Number Capital Fund Program Grant <u>TX24P357501-09</u> No: Date of CFFP:	Replacement Housing Factor Grant No: _____	FFY of Grant: <u>2009</u> FFY of Grant Approval:

Type of Grant Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Ligated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements	<i>\$10,900.00</i>			
10	1460 Dwelling Structures	<i>\$14,589.00</i>			
11	1465.1 Dwelling Equipment - Nonexpendable	<i>\$4,500.00</i>			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	<i>\$3,500.00</i>			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities				
18a	1501 Collateralization of Debt Services paid by PHA				
18ba	9000 Collateralization of Debt Services paid via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	<i>\$33,489.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

8.1 Capital Fund Annual Statement/ Performance and Evaluation Report

Part II: Supporting Pages			
PHA Name: <i>Buffalo Housing Authority</i>	Grant Type and Number Capital Fund Program Grant No: <u>TX24P357501-09</u> Replacement Housing Factor Grant No:	CFFP (Yes/No) : _____	Federal FFY of Grant: <i>2009</i>

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Costs		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>TX357-000001</i>	<i>Repair, replace plumbing and sewer lines as needed.</i>	<i>1450</i>		<i>\$2,300.00</i>				
<i>TX357-000001</i>	<i>Repair parking spaces as needed</i>	<i>1450</i>		<i>\$2,000.00</i>				
<i>TX357-000001</i>	<i>Install new parking spaces at site 1 & 2</i>	<i>1450</i>		<i>\$6,000.00</i>				
<i>TX357-000001</i>	<i>Repair fence as needed</i>	<i>1450</i>		<i>\$600.00</i>				
<i>TX357-000001</i>	<i>Replace A/C & heat units as needed</i>	<i>1460</i>		<i>\$13,089.00</i>				
<i>TX357-000001</i>	<i>Paint & repair units as needed</i>	<i>1460</i>		<i>\$1,500.00</i>				
<i>TX357-000001</i>	<i>Replace hot water heaters as necessary</i>	<i>1465</i>		<i>\$1,500.00</i>				
<i>TX357-000001</i>	<i>Replace refrigerators as needed</i>	<i>1465</i>		<i>\$1,500.00</i>				
<i>TX357-000001</i>	<i>Replace kitchen ranges as needed</i>	<i>1465</i>		<i>\$1,500.00</i>				
<i>PHA Wide</i>	<i>Replace copy machine</i>	<i>1475</i>		<i>\$3,500.00</i>				
				<i>\$33,489.00</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	

Part I: Summary						
PHA Name/Number: Buffalo Housing Authority			Locality (City/County & State): Buffalo, Leon, TX		<input type="checkbox"/> Original F-Year Plan	<input checked="" type="checkbox"/> Revision No: 4
A.	Development Number and Name	Work Statement for Year 1 FFY	Work Statement for Yr 2 FFY <u>2010</u>	Work Statement for Yr 3 FFY <u>2011</u>	Work Statement for Yr 4 FFY <u>2012</u>	Work Statement for Yr 5 FFY <u>2013</u>
B.	Physical Improvements	Annual Statement				
	Subtotal		\$28,330.00	\$24,330.00	\$24,330.00	\$26,289.00
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other		\$5,159.00	\$9,159.00	\$9,159.00	\$7,200.00
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing - Debt Service					
K.	Total CFP Funds		\$33,489.00	\$33,489.00	\$33,489.00	\$33,489.00
L.	Total Non-CFP Funds					
M.	Grand Total					

Capital Fund Program Five-Year Action Plan								
Part II: Supporting Pages - Work Activities								
Activities for Year 1	Work Statement for Year: 2 FFY Grant: 2010 PHA FY:				Work Statement for Year: 3 FFY Grant: 2011 PHA FY:			
	Dev Name/Number	Major Work Categories	QTY.	Estimated Cost	Dev Name/Number	Major Work Categories	QTY.	Estimated Cost
See	TX357-000001	Repair, replace plumbing & sewer lines as needed	1	\$2,300.00	TX357-000001	Repaint units as needed	12	\$12,300.00
Annual	TX357-000001	Install/ repair new parking spaces at 001, 002.	2	\$20,000.00	TX357-000001	Repair, replace plumbing & sewer lines as needed	2	\$4,000.00
Statement	TX357-000001	Replace A/C & Heat units as needed	2	\$6,030.00	TX357-000001	Replace water heaters as needed	3	\$3,159.00
	TX357-000001	Replace water heaters as needed	3	\$1,159.00	TX357-000001	Replace refrigerators as needed	10	\$4,000.00
	TX357-000001	Replace refrigerators as needed	10	\$3,000.00	TX357-000001	Replace kitchen ranges as needed	3	\$2,000.00
	TX357-000001	Replace kitchen ranges as needed	3	\$1,000.00	TX357-000001	Replace A/C & Heat units as needed	2	\$8,030.00
Total CFP Estimated Cost				\$33,489.00				\$33,489.00

Capital Fund Program Five-Year Action Plan								
Part II: Supporting Pages - Work Activities								
Activities for Year 1	Work Statement for Year: 2 FFY Grant: 2012 PHA FY:				Work Statement for Year: 3 FFY Grant: 2013 PHA FY:			
	Dev Name/Number	Major Work Categories	QTY.	Estimated Cost	Dev Name/Number	Major Work Categories	QTY.	Estimated Cost
See	TX357-000001	Repair units as needed	4	\$12,300.00	TX357-000001	Repair units as needed	6	\$17,259.00
Annual	TX357-000001	Repair, replace plumbing & sewer lines as needed	3	\$4,000.00	TX357-000001	Repair, replace plumbing & sewer lines as needed	2	\$1,000.00
Statement	TX357-000001	Replace A/C & Heat units as needed	3	\$8,030.00	TX357-000001	Replace A/C & Heat units as needed	3	\$8,030.00
	TX357-000001	Replace water heaters as needed	8	\$3,159.00	TX357-000001	Replace water heaters as needed	3	\$1,000.00
	TX357-000001	Replace refrigerators as needed	10	\$4,000.00	TX357-000001	Replace refrigerators as needed	8	\$3,200.00
	TX357-000001	Replace kitchen ranges as needed	6	\$2,000.00	TX357-000001	Replace kitchen ranges as needed	3	\$1,000.00
					TX357-000001	Repair parking spaces & sidewalks		\$2,000.00
Total CFP Estimated Cost				\$33,489.00				\$33,489.00

8.3 Capital Fund Financing Program (CFFP)

NOT APPLICABLE

Yes No **Does the PHA propose to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements?**

ATTACHMENT “C”: SUMMARY OF PET POLICY

Common Household pets as authorized by his policy means domesticated animals such as cats, dogs, fish, or birds only (rodents, reptiles, pigs are excluded) that are traditionally kept in the home for pleasure rather than for commercial purposes. Residents must register their pets with BHA PRIOR to bringing them onto BHA premises, and will update the registration annually. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculations required by applicable State and Local Law. The name address and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet. A statement indicating that the pet owner has read the pet rules and agrees to comply with them is required. The BHA may refuse a pet if the pet is not a common household pet, the keeping of the pet would violate any applicable house pet rule, the pet owner fails to provide complete registration information or fails to annually update pet registration. The BHA reasonably determines based on the pet owners habits and practices and the pet’s temperament; that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations. BHA will send the pet owner a notice if it refuses to register a pet, the notice shall include; reasons for refusing to register the pet, be served in accordance with specific accordance with the procedure outlined in paragraph B1 of this policy and be combined with a notice of a pet rule violation if appropriate. Cats and dogs shall be limited to small breeds where total weight shall not exceed 20 pounds and the total height shall not exceed 12 inches. Seeing eye dogs are excluded in terms of height and weight. No Chows, Pit Bulls, German Police Dogs, Rottweiler or any other known fighter breed will be allowed on the premises. All cat and dogs shall be neutered or spayed and this must be verified by a veterinarian. A \$50 pet fee (per pet) shall be made to the BHA. A \$100 non-refundable pet fee shall be paid to the BHA and shall be used to help cover the cost of damages and pest removal caused by the pet. Pets must be quartered in the unit, dogs and cats shall be kept on a leash and controlled by a responsible ADULT when taken outside. No dog houses will be allowed. Dogs and cats shall be allowed to run only on the owner’s lawn and they shall be cleaned up after each day. City ordinance regarding pets shall be complied with. Pets shall be removed from the premise when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner or other occupants. Birds must be kept in a regular bird cage and not allowed to fly through the units. Each resident can house only one animal at a time. Visiting guests with pets will not be allowed. Dishes or containers for food must be kept in the pet owner’s apartment; food and scraps shall not be deposited on the pet owner’s steps, porch or yard. Stray or wild animals shall not be fed or given water. Pets will not be allowed in common areas. Each resident will be responsible for the noise or odor caused by their pet. Obnoxious orders that cause health problems will not be tolerated.

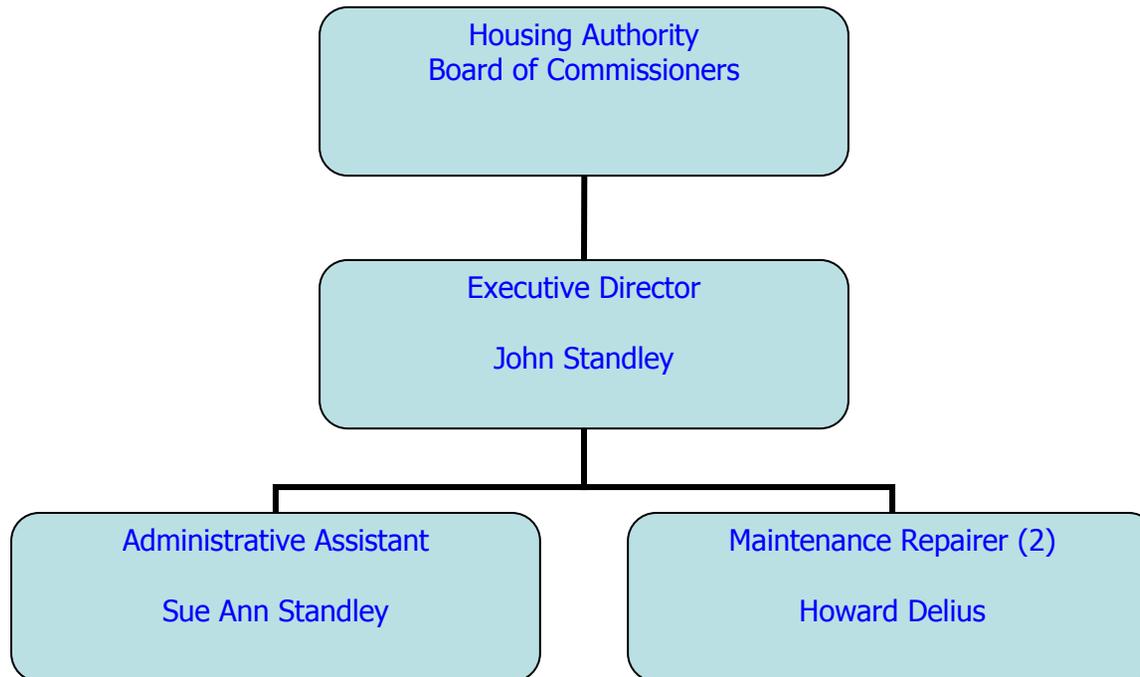
ATTACHMENT “D”: EXECUTIVE SUMMARY

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 Buffalo Housing Authority has sold the maintenance pickup – reduced the maintenance payroll of one part-time employee; reduced the administrative payroll by charging one half of administrative assistant to maintenance.

ATTACHMENT “ E ”
BUFFALO HOUSING AUTHORITY

ORGANIZATIONAL CHART



HOUSING AUTHORITY
Attachment ‘F’ GRIEVANCE PROCEDURES

Buffalo, TX Grievance Procedures

- A. Purposes and scope: The purpose of these procedures and requirements is to;
1. Set forth the requirements, standards, and criteria for a Grievance Procedure for the residents of the Housing Authority of the City of Buffalo to be established and implemented.
 2. To assure that an authority resident is afforded an opportunity for a hearing if the resident disputed, within a reasonable time, any Authority action or failure to act involving the resident’s lease with the Authority of Authority regulations which adversely affect the individual resident’s, rights, duties, welfare or status.

The Grievance Procedure provided herein shall be incorporated in each individual resident’s lease by reference.

B. Applicability

1. The Authority’s Grievance Procedure shall be applicable to all individual grievances as defined herein.
2. This Grievance Procedure shall not be applicable to disputes between Residents not involving the Authority or to class grievances.
3. This Grievance Procedure is not intended as a forum for initiating of negotiating policy changes between a group of residents and the Authority’s Board of Commissioners.

C. Definitions: The following definitions are applicable to the Grievance Procedure and requirements herein.

1. “Authority” where used herein means the Housing Authority of the City of Buffalo
2. “Resident” shall mean any lessee or adult person(s) (other than a live0in aide) or the remaining head of the household of any resident family residing in housing accommodations covered in the lease and grievance procedure.
3. “Grievance” shall mean any dispute which the resident may have with respect to Authority action or failure to act in accordance with the individual resident’s lease or Authority regulations which adversely affect the individual resident, resident’s rights, duties, welfare or status except an eviction or termination of tenancy based upon a resident’s creation or maintenance of a threat to health or safety of other residents or Authority employees.
4. “Complainant” shall mean any resident whose grievance is presented to the Authority in accordance with the paragraphs D and E herein.
5. “Elements of Due Process” shall mean an eviction action or termination of tenancy in a state or local court in which the following procedural safeguards required:
 - a. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - b. Right of the resident to be represented by counsel;
 - c. Opportunity for the resident to refute the evidence presented be the Authority, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;

- d. A decision on the merits.
6. "Hearing Officer" shall mean a person selected in accordance with paragraph E3a below, to hear grievances and render a decision with respect hereto.
7. "Hearing Panel" shall mean a person selected in accordance with paragraph E3b below, to hear grievances and render a decision with respect hereto.

D. Informal Settlement of Grievance

1. Any grievance shall be personally presented, either orally or in writing (no telephone call accepted) to the Authority office located at 304 N. Center Street, within ten (10) days after the grievant event, so the grievance may be discussed informally and settled without a hearing.
2. A summary of such discussion shall be prepared within five (5) days of the date of discussion and one copy shall be given to the resident and one retained in the resident's file. The summary shall specify:
 - a. The names of the participants;
 - b. Date and time of the meeting;
 - c. Nature of the complaint and proposed disposition of the complaint and specific reasons therefore;
 - d. The right of the complainant for a hearing; and
 - e. The procedure by which a hearing may be obtained

E. Procedure to obtain a Hearing

1. Request for Hearing: The complainant shall submit a written request for a hearing to the Authority within fourteen (14) days from the date of the summary of a discussion letter pursuant to paragraph D2 above. The written request shall specify:
 - a. The reason for the grievance;
 - b. The action of relief sought; and
 - c. Several dates and times in the following ten (10) working days when the complainant can attend a grievance hearing.
2. If the complainant requests a hearing in a timely manner, the Authority shall schedule a hearing on the grievance at the earliest time possible for the complainant, Authority and the hearing officer or hearing panel, but in no case later than ten (10) working days after this Authority received the complainant's request.
3. Selection of Hearing Officer or Hearing Panel
 - a. The hearing officer shall be an impartial, disinterested person willing to hear the complainant and render a decision, selected jointly by the Authority and the complainant. The impartial person will not:
 - 1) Be a subordinate of the person who made or approved the Authority's action.
 - 2) Be a resident of the Authority.
 - 3) Be a relative or close friend of the complainant.

- 4) The Authority will check with each nominee to determine whether there is an interest in serving as a potential hearing officer or panel member, whether the nominee feels fully capable of impartiality, whether the nominee can serve without compensation, and what limitations on the nominee's time would affect such service.
 - b. If the Authority and the complainant cannot agree on a hearing officer, they shall each appoint a member of a hearing panel and the members so appointed shall select a third member.
 - c. If the members appointed by the Authority and the complainant cannot agree on a third member, such member shall be appointed by any other third party agreed upon by the Authority and the complainant.
4. Failure to Request a Hearing
 - a. If the complainant does not request a hearing in accordance with paragraph E1, then the Authority's disposition of the grievance under "The Informal Settlement of Grievance" shall become final.
 - b. Failure to request a hearing shall not constitute a waiver by the complainant in an appropriate judicial proceeding.
5. Hearing Prerequisite
 - a. All grievances shall be personally presented either orally or in writing to the informal procedure prescribed in paragraph D above as a condition precedent to a hearing under this paragraph.
 - b. If the complainant shows good cause why he/she failed to proceed in accordance with paragraph E1 to the hearing officer or hearing panel, the provisions of this subsection may be waived by the hearing officer or hearing panel.
6. Escrow Deposit
 - a. Before a hearing is scheduled in any grievance involving the amount of rent which the Authority claims is due, the complainant shall pay to the Authority an amount equal to the amount due and payable as of the first of the month preceding the month in which the act or failure to act took place.
 - b. The Complainant shall thereafter deposit the same amount of rent in an escrow account monthly until the complainant is resolved by decision of the hearing officer or hearing panel.
 - c. These requirements may be waived by the Authority in extenuating circumstances.**
 - d. Unless so waived, the failure to make such payments shall result in a termination of the Grievance Procedure.
 - e. Failure to make payment shall not constitute a waiver of the right the complainant may have to contest the Authority's disposition of the grievance in any appropriate judicial proceeding.
7. Scheduling of Hearing
 - a. Upon complainant's compliance with paragraph's E1, E4, and E5 above, a hearing shall be scheduled by the hearing officer of hearing panel within ten (10) working days, for a time and place reasonably convenient to both the complainant and the Authority.
 - b. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate Authority official.

F. Procedures Governing the Hearing

1. The hearing shall be held before a hearing officer or hearing panel, as appropriate.
2. The Complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
 - a. The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records and regulations of the Authority that are relevant to the hearing. Any document not so made available, after request by the complainant, may not be relied on by the Authority at the hearing.
 - b. The right to be represented by counsel or other persons chosen as his or her representative.
 - c. The right to a private hearing unless the complainant requests a public hearing;
 - d. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the Authority, and to confront and cross-examine all witnesses on whose testimony or information the Authority relies; and
 - e. A decision based solely and exclusively upon the facts presented at the hearing.
3. The hearing officer or hearing panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
4. If the complainant or the Authority fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five (5) business days or may make a determination that the party has waived their rights to a hearing.
 - a. Both the complainant and the Authority shall be notified of the determination by the hearing officer or the hearing panel.
 - b. A determination that the complainant has waived his or her rights to a hearing shall not constitute a waiver of any rights the complainant may have to contest the Authority's disposition of the grievance in an appropriate judicial proceeding.
5. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Authority must sustain the burden of justifying the Authority's actions or failure to act against which the complainant is directed.
6. The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complainant may be received without regard to the admissibility under the rules of evidence applicable to judicial proceedings.
7. The hearing officer or hearing panel shall require the Authority, the complainant, council and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting denial of the relief sought, as appropriate.
8. The complainant or the Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcription of the hearing. Any interested party may purchase a copy of such transcript.
9. The Authority must provide reasonable accommodations for persons with disabilities to participate in the hearing.
 - a. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.

- b. If the resident is visually impaired, any notice to the resident which is required under this section must be in an accessible format.

G. Decision of the Hearing Officer or Panel

1. The hearing officer or hearing panel shall prepare a written decision, together with the reasons therefore, within fifteen (15) days after the hearing.
 - a. A copy of the decision shall be sent to the complainant and the Authority.
 - b. The Authority shall also retain a copy of such decision, with all names and identifying references deleted, in a special file and made available for inspection by a prospective complainant, his representative, or the hearing officer or hearing panel.
2. The decision of the hearing officer or hearing panel shall be binding on the Authority which shall take all actions necessary to carry out the decision unless the Authority's Board of Commissioners determined at the next regularly scheduled board meeting, and promptly notifies the complainant within five (5) days thereafter, that:
 - a. The grievance does not concern the Authority's action or failure to act in accordance with or involving the complainant's lease, or Authority regulation which adversely affect the complainant's rights, duties, welfare, or status; or
 - b. The decision of the hearing officer or hearing panel is contrary to applicable federal, state, or local law, HUD regulation or requirements of the Annual Contributions Contract between HUD and the Authority.

H. Authority Eviction Actions

1. If a resident has requested a hearing in accordance with paragraph E herein, on a complaint involving the Authority's notice of termination of the tenancy and the hearing officer or hearing panel upholds the Authority's action to terminate the tenancy, the Authority shall not commence an eviction action in state or local court until it has served Notice to Vacate on the resident, and in no event shall the Notice to Vacate be issued prior to the decision of the hearing officer or hearing panel having been mailed or delivered to the complainant.
2. Such Notice to Vacate must be in writing and specify that if the resident fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate actions will be brought against him/ her, and he/she may be required to pay court costs and attorney fees.

- I. A decision by the hearing officer or hearing panel, or Board of Commissioner in favor of the Authority or which denies relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de nove or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Required Attachment H: 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: *Pamela McCabe*

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): *10/14/08 – 10/12/2010*

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

- 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: *10/1/09*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): *Mayor, Roger Dawkins*

Required Attachment I: Membership of the Resident Advisory Board or Boards

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

Sue Ann Standley

Pamela McCabe

RAB members are appointed, and must be able to attend Board Meetings

8.2 Capital Fund Program(s) Performance and Evaluation Reports 2007 & 2008

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <div style="text-align: center; color: blue; font-weight: bold; font-size: 1.2em;">Buffalo Housing Authority</div>		Grant Type and Number Capital Fund Program Grant No: TX24P357501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$3,420.00		\$3,420.00	\$3,420.00
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	\$26,876.00		\$26,876.00	\$26,876.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$4,000.00		\$4,000.00	\$4,000.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$34,206.00		\$34,206.00	\$34,206.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

8.2 Capital Fund Program(s) Performance and Evaluation Reports 2007 & 2008

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: <i>Buffalo Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>TX24P357501-07</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>2007</i>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>PHA Wide</i>	<i>Operations</i>	<i>14406</i>		<i>\$3,420.00</i>		<i>\$3,420.00</i>	<i>\$3,420.00</i>	<i>100%</i>
<i>TX357-001/002</i>	<i>Repair & Replace plumbing & sewer lines as needed</i>	<i>1460</i>		<i>\$2,300.00</i>		<i>\$2,300.00</i>	<i>\$2,300.00</i>	<i>100%</i>
<i>TX357-001/002</i>	<i>Replace water heaters as needed</i>	<i>1460</i>		<i>\$1,159.00</i>		<i>\$1,159.00</i>	<i>\$1,159.00</i>	<i>100%</i>
<i>TX357-001/002</i>	<i>Replace AC/Heating units as needed</i>	<i>1460</i>		<i>\$5,000.00</i>		<i>\$5,000.00</i>	<i>\$5,000.00</i>	<i>100%</i>
<i>TX357-001, 002</i>	<i>Repair & paint units as needed</i>	<i>1460</i>		<i>\$18,327.00</i>		<i>\$18,327.00</i>	<i>\$18,327.00</i>	<i>100%</i>
<i>TX357-001/002</i>	<i>Replace refrigerators as needed</i>	<i>1465</i>		<i>\$3,000.00</i>		<i>\$3,000.00</i>	<i>\$3,000.00</i>	<i>100%</i>
<i>TX357-001/002</i>	<i>Replace kitchen ranges as needed</i>	<i>1465</i>		<i>\$1,000.00</i>		<i>\$1,000.00</i>	<i>\$1,000.00</i>	<i>100%</i>
				<i>\$34,206.00</i>		<i>\$34,206.00</i>	<i>\$34,206.00</i>	<i>100%</i>

8.2 Capital Fund Program(s) Performance and Evaluation Reports 2007 & 2008

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

PHA Name: <i>Buffalo Housing Authority</i>		Grant Type and Number Capital Fund Program No: <i>TX24P357501-07</i> Replacement Housing Factor No:					Federal FY of Grant: <i>2007</i>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<i>TX357-001</i>	<i>6/30/2009</i>		<i>6/25/08</i>	<i>6/30/2011</i>		<i>6/25/08</i>	
<i>TX357-002</i>	<i>6/30/2009</i>		<i>6/25/08</i>	<i>6/30/2011</i>		<i>6/25/08</i>	
<i>PHA wide</i>	<i>6/30/2009</i>		<i>6/25/08</i>	<i>6/30/2011</i>		<i>6/25/08</i>	

8.2 Capital Fund Program(s) Performance and Evaluation Reports 2007 & 2008

Annual Statement/ Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: <i>Buffalo Housing Authority</i>			Grant Type and Number Capital Fund Program Grant No.: <i>TX24P357501-08</i> Replace Housing Factor Grant No.:		Federal FY of Grant: <i>2008</i>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no.:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <i>3/31/09</i> <input type="checkbox"/> Local Performance and Evaluation Report					
Line No.	Summary by Development Amount	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$ 3,349.00		\$ 3,349.00	\$ 3,349.00
3	1408 Management Improvements Soft Costs				
	Mgmt. Improvments Hard Costs				
4	1410 Administration	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 6,000.00		\$ 6,000.00	\$ 3,000.00
10	1460 Dwelling Structures	\$ 14,000.00		\$ 14,000.00	\$ 2,500.00
11	1465.1 Dwelling Equipment - Non Expendable	\$ 7,140.00		\$ 7,140.00	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs				
18	1499 Developement Activities				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of Lines...)	\$ 33,489.00	\$ -	\$ 33,489.00	\$ 11,849.00
21	Amount of Line XX Related to LBP Activities				
22	Amount of Line XX Related to Section 504 Compliance				
23	Amount of Line XX Related to Security - Soft Costs				
24	Amount of Line XX Related to Security - Hard Costs				
25	Amount of Line XX Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

