



**COMMISSIONERS COURT  
COMMUNICATION**

REFERENCE NUMBER 0  
PAGE 1 OF 91  
DATE: 6/23/2009

**SUBJECT: RESCIND COURT ORDER 105581 AND APPROVE THE TARRANT COUNTY HOUSING ASSISTANCE OFFICE'S 5 YEAR AND FY 2009 ANNUAL AGENCY PLAN AND HOUSING AND URBAN DEVELOPMENT CERTIFICATION FORMS – HOUSING ASSISTANCE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court rescind Court Order #105581 and approve the 5 Year and FY 2009 Annual Agency Plan for Fiscal Year 2009 and the Housing and Urban Development (HUD) Certification form in support of the Tarrant County Housing Assistance Office 5 Year and FY 2009 Annual Agency Plan.

**BACKGROUND:**

Previously, an incorrect hearing date was given and, therefore, it is necessary to rescind Court Order #105581.

At this time, all HUD requirements for development and implementation of the 5 Year and FY 2009 Annual Agency Plan have been met and are as follows:

- The Public Notice was published on Thursday, June 4, 2009 in the *Fort Worth Star-Telegram* Legal Notice Section.
- The Annual Plan was available for review from April 20 through June 9, 2009 at the Tarrant County Housing Assistance Office.
- The Advisory Committee (Section 8 FSS and Home buyers Club Participants) met on April 25, 2009.
- The Commissioners Court held a public hearing on June 16, 2009.

Three original copies of the following Certifications are needed for signature by the Court for submission of the Plan to HUD:

- Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan.
- PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan (HUD-50076).

**FISCAL IMPACT:**

There is no fiscal impact to Tarrant County.

*Please Note: Due to the volume, copies of the entire packet are not being reproduced for distribution. However, the information may be viewed online in the Court's agenda at the Tarrant County's Website or in the Court's County Clerk's Office.*

SUBMITTED BY:	Tarrant County Housing Assistance Office	PREPARED BY: APPROVED BY:	Delilah Robair
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U. S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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**TARRANT COUNTY HOUSING ASSISTANCE OFFICE**

5 Year Plan for Fiscal Years 2009 - 20014

Annual Plan for Fiscal Year 2009



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*Tarrant County Housing Assistance Office*

*2100 Circle Drive*

*Fort Worth, Texas 76119*

*(817) 531-6540*

*[www.tarrantcounty.com/ehousing](http://www.tarrantcounty.com/ehousing)*

**Wayne E. Pollard, Jr.**

*Director*

*(817) 531-7654*

*[wpollard@tarrantcounty.com](mailto:wpollard@tarrantcounty.com)*

**TARRANT COUNTY HOUSING ASSISTANCE OFFICE**

5 Year Plan for Fiscal Years 2009 - 2014

Annual Plan for Fiscal Year 2009



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**Tarrant County Housing Assistance Office**

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<b>PHA 5-Year and Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Tarrant County Housing Assistance Office</u> PHA Code: <u>TX431</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) <b>ONLY</b> PHA Fiscal Year Beginning: (MM/YYYY): <u>10/01/2009</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>None</u> Number of HCV units: <u>2121</u>																										
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:35%;">Participating PHAs</th> <th rowspan="2" style="width:5%;">PHA Code</th> <th rowspan="2" style="width:20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width:20%;">Programs Not in the Consortia</th> <th colspan="2" style="width:20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width:10%;">PH</th> <th style="width:10%;">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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<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> 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 for the next five years: <b>To provide affordable housing for extremely low, very low and low income families; to promote self-sufficiency, economic independence and home ownership for eligible participants; to provide a high level of excellence in customer service; and to remain in total compliance with all Federal, State, County and local laws, non-discrimination laws, including but not limited to all Fair Housing and Equal Opportunity laws, the Americans with Disabilities Act and all rules, regulations and guidance of the U.S. Department of Housing and Urban Development.</b>																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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. <ul style="list-style-type: none"> <li><b>I. Expand the Supply of Assisted Housing</b> <ul style="list-style-type: none"> <li>a. Apply, whenever possible, for Additional rental vouchers</li> </ul> </li> <li><b>II. Improve the Quality of Assisted Housing</b> <ul style="list-style-type: none"> <li>a. Improve voucher management (SEMAP score)</li> <li>b. Increase customer satisfaction</li> <li>c. Concentrate on Efforts to Improve Specific Management Functions</li> </ul> </li> <li><b>III. Increase Assisted Housing Choices</b> <ul style="list-style-type: none"> <li>a. Provide Voucher Mobility Counseling</li> <li>b. Conduct Outreach Efforts to Potential Voucher Landlords</li> <li>c. Increase Voucher Payment Standards</li> </ul> </li> <li><b>IV. Improve Community Quality of Life and Economic Vitality (Provide an Improved Living Environment)</b> <ul style="list-style-type: none"> <li>a. Identify rental property in all sections of the county and introduce the Housing Choice Voucher Program to owners and at the same time identify housing needs of low-income families that may need assistance.</li> </ul> </li> <li><b>V. Promote Self-Sufficiency and Asset Development of Families and Individuals</b> <ul style="list-style-type: none"> <li>a. Increase the number and percentage of employed persons in assisted families.</li> <li>b. Provide or attract supportive services to improve assistance recipients' employability.</li> <li>c. Provide or attract supportive services to increase independence for the elderly or families with disabilities.</li> </ul> </li> <li><b>VI. Ensure Equal Opportunity in Housing For All Americans (Affirmatively Further Fair Housing)</b> <ul style="list-style-type: none"> <li>a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.</li> <li>b. 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.</li> <li>c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.</li> </ul> </li> </ul> <p><i>(See PHA Progress Report attached on above goals).</i></p>																										

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  <b>The following PHA Plan Elements have been revised by TCHAO since the last Annual Plan Submission:</b>  <b>1). Eligibility, Selection and Leasing Policies, including De-concentration and Wait List Procedures.</b>  <b>2). Self-Sufficiency and Homeownership</b></p> <p><i>(See detailed report attached and marked 6.0).</i></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  <b>Tarrant County Housing Assistance Office (TCHAO)</b>  <b>2100 CIRCLE DRIVE</b>  <b>FORT WORTH, TX 76119</b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  <b>N/A</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.  <b>N/A</b></p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.  <b>N/A</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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.  <b>N/A</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <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.  <b>N/A</b></p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, 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 lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.  <b>A Housing Needs Assessment is attached to this plan which is consistent with The Consolidated Plan and marked 9.0.</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b>  <b>The TCHAO strategy for addressing housing needs is to carry out programs and activities in strict accordance with all HUD rules, regulations and the TCHAO Administrative Plan. Additionally, where discretion is permitted, TCHAO strives to give every advantage to the individual and families. TCHAO applies the human element with great sensitivity in all decisions and rulings in which we are allowed to do so. TCHAO applies and submits applications for all additional housing vouchers for which it is eligible to apply and attempts to participant in all housing programs that would provide additional benefits to individuals and families in Tarrant County. Last but not least, TCHAO work closely with the Department of Community Develop and other housing entities, in an effort to work cooperatively in developing the kind of partnerships that would most greatly benefit and expand housing opportunities to meet the need of families within our jurisdiction.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(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>TCHAO progress in meeting the mission and goals is fully described in the attached report for 5.2, I through VI.</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"  <b>See attachment marked 10.0(b).</b></p>

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**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 specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions 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 lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**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.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

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

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, B. Glen Whitley the Tarrant County Judge certify that the Five Year and  
Annual PHA Plan of the T.C. Housing Assistance Office is consistent with the Consolidated Plan of  
TARRANT COUNTY, TEXAS prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

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with the Consolidated Plan

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Signed / Dated by Appropriate State or Local Official

# **ATTACHMENT TO 5 YEAR AND ANNUAL PLAN**



## **Tarrant County Housing Assistance Office**

### **5.2 GOALS AND OBJECTIVES**

All agency plan goals and objectives were met and most exceeded during the last five (5) year period.

This period of time also brought about a change in administration via a new Director, which was appointed October 31, 2008 (2009 TCHAO Organizational Chart attached).

There has been a renewed and increased intensity of the new director to ensure improvement in all facets of agency programs and operations. New energy and synergy have greatly aided in establishing a reputation for excellence across the board.

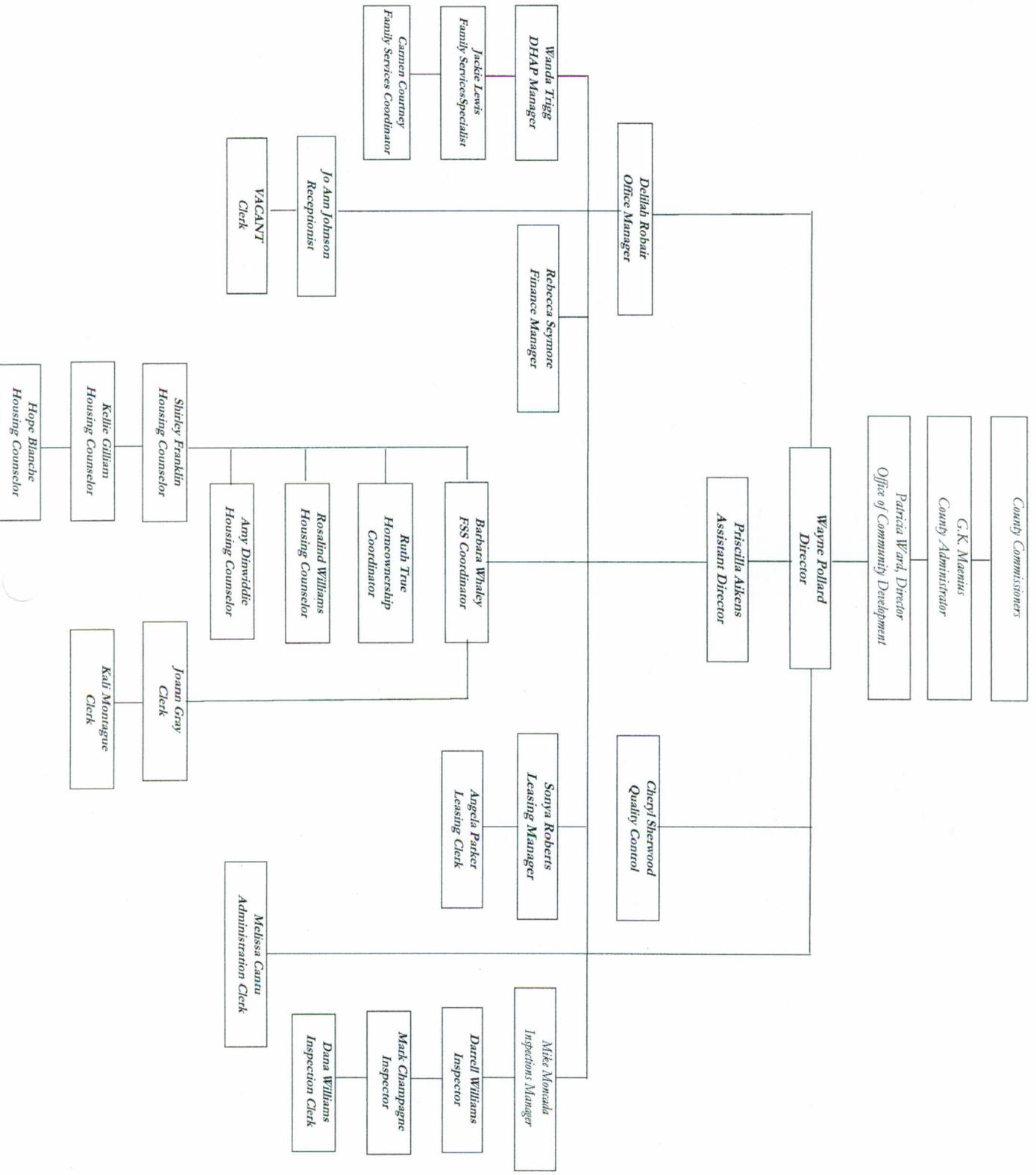
All goals and objectives of the past five (5) years will be re-established with a commitment to minimally achieve each of them over the next five years, but to also improve in every area. Diligence on the part of managers and staff will help to assure attainment of these goals.

TCHAO's mission for serving the needs of low-income, very low-income, and extremely low-income families; expanding opportunities for affordable housing, promoting self-sufficiency and homeownership within it's jurisdiction is stronger than ever.

All activities are carried out within strict compliance with all federal, state, county, local and fair housing laws.

# Tarrant County Housing Assistance Office Organizational Chart

Revised 04/28/2009



## **5.2 Goals and Objectives**

### **I. EXPAND THE SUPPLY OF ASSISTED HOUSING**

#### **Goal:**

##### **a. Apply, whenever possible, for additional Rental Vouchers**

#### **Progress Statement:**

Tarrant County Housing Assistance Office (TCHAO) met it's goal to apply, whenever possible, for additional.

TCHAO participated to the fullest extent possible, without reservation, by administering programs, activities and vouchers for victims of Katrina, Ike, Gustavo via KDHAP, DHAP and DVP.

TCHAO changed administrative direction in May, 2008, when the current Director, Wayne Pollard, was named Interim Director, and later on October 31, 2008, appointed Director.

Almost immediately following, in December, 2008, when the NOFA was published for the Family Unification Program, TCHAO submitted it's application to HUD for the maximum number of vouchers allowed, which is one hundred (100).

TCHAO strives to assist extremely low and low income families and individuals in meeting the overwhelming demand for affordable housing. This will be done primarily through the utilization of the Housing Choice Voucher Program.

TCHAO is expanding this goal through it's interest in pursuing all appropriate, applicable and eligible avenues to assist in the administration and delivery of affordable housing.

Accordingly, TCHAO shall continue to apply for additional Housing Choice Vouchers whenever eligible NOFA's are published. TCHAO has expressed a desire to also participate in additional special programs, activities, and funding opportunities, to the maximum and greatest extent feasible.

## **5.2 Goals and Objectives**

### **II. IMPROVE THE QUALITY OF ASSISTED HOUSING**

#### **Goal:**

##### **a. Improve Voucher Management (SEMAP Score)**

#### **Progress Statement:**

Tarrant County Housing Assistance Office (TCHAO) met it's goal in improving voucher management by raising their former SEMAP rating of Standard Performer to High Performer. This rating was confirmed via a HUD Consolidated Review conducted in January, 2009.

TCHAO established stringent Quality Control, monitoring and self-evaluation systems on a "year-round" basis, rather than just at annual self-certification. Initially, a manual process was used with originally developed worksheets to meet the SEMAP basic criteria.

Beginning in 2009, "*Diamond*" software was purchased and installed. This software is designed to thoroughly, efficiently and effectively audit agency files from information downloaded from PIC. This system has provided a comprehensive and streamlined method of quality control. Additionally, it has served to bring balance to the way we conduct audits and assess performance and accuracy of staff processing decisions.

TCHAO continues to operate in a proactive mode and shall continue to implement procedures and systems as necessary to meet or exceed HUD program regulations and improve the delivery of services to applicants and families assisted in the program.

TCHAO went from a Standard Performer to a High Performer and has set a goal of maintaining, at a minimum to be a Standard Performer, but expects to maintain it's rating of a High Performer.

## **5.2 Goals and Objectives**

### **II. IMPROVE THE QUALITY OF ASSISTED HOUSING**

#### **Goal:**

##### **b. Increase Customer Satisfaction**

#### **Progress Statement:**

Tarrant County Housing Assistance Office (TCHAO) has conducted Surveys among its client and customer base. These surveys are conducted periodically to ensure that customers receive the excellent serve that they are entitled to.

An analysis of the Surveys overall, shows extremely positive results and clearly demonstrate that a very high level of customer service is provided by staff and all employees at all times.

TCHAO is an agency that has never had voice mail. This was an area of aggravation for both staff and customers. In 2009, the agency was able to improve the quality of service delivered to customers with the installation of Voice Mail! This tool has caused the level of customer service to be increased tremendously and the agency has received positive response and increased customer satisfaction with it's use. Clients appreciate being able to leave a message when staff is busy with another client and calls are always returned promptly. Clients have reported that being able to leave a message is cost effective and time saving as they do not have to make a second call.

The agency has also established a Quarterly Newsletter and a website. Both provide immediate access to information and again save time and money for both the customer and the agency. Customer response is overwhelmingly positive.

The policy and goal of the agency is to always give the customer "more than is expected"! Training is routinely provided for staff to equip them with the tools they need to address all types of issues, circumstances and situations. They are trained to be courteous, sensitive and helpful.

## **5.2 Goals and Objectives**

### **II. IMPROVE THE QUALITY OF ASSISTED HOUSING**

#### **Goal:**

#### **c. Concentrate on Efforts to Improve Specific Management Functions**

#### **Progress Statement:**

The agency has established minimum annual training requirements for managers and staff. All agency personnel are required to complete a minimum of two job-related classes, workshops or seminars, each year or at least one every six-month period.

Some of the areas where we have concentrated on and made improvement are in the following:

- a. Fair Housing and Reasonable Accommodations
- b. Housing Choice Voucher Occupancy
- c. Housing Choice Voucher Leasing
- d. Housing Quality Standard Inspections

In all of these areas extensive and repeated training has been provided to all staff, both internally, externally and with practical on-the-job application.

TCHAO is committed to providing its diverse body of clients with excellence in every aspect and area of program delivery and service as staff continues to learn and prepare for the challenges of the future.

The TCHAO goal is to address each of the four areas in all briefing sessions of applicants, program participants and landlords and to provide at least annual training in these areas to staff.

## **5.2 Goals and Objectives**

### **III. INCREASE ASSISTED HOUSING CHOICES**

#### **Goal:**

##### **a. Provide Voucher Mobility Counseling**

#### **Progress Statement:**

By conducting Portability training at all briefings for tenants, landlords and managers over the past five (5) years, we have been able to achieve this goal.

Additionally, we place informational materials (per the attachment) in every briefing packet. These handouts are also readily accessible to all visitors in our office through our front office receptionist and display areas.

The agency conducts scheduled tenant briefings at least twice monthly (see specific dates noted on our website at [www.tarrantcounty.com/ehousing](http://www.tarrantcounty.com/ehousing)). It is approximated that each briefing is conducted among upwards of 30-50 clients per session.

Landlord briefings are conducted on the first Monday of each month (unless it falls on a holiday). Landlord briefings are attended by as many as 20-30 property owners or managers per briefing.

Participants who express an interest, verbally or in writing, are systematically provided individual guidance as necessary to address the particular circumstances. If necessary, intensive support and information is always available and provided to ensure a quality program.

It is estimated that approximately 106 families or individuals have availed themselves of these counseling services during the past reporting period (5 years).

TCHAO goal is to provide voucher mobility counseling to all program participants who need or request it. Based upon past experience we estimate this number to be approximately 25-30 individuals or families per year.

# *Searching for your new home? Feeling lost?*



Help is available!

Tarrant County Housing offers assistance as you look for your new home.

Appointments for assistance in your home search are available each Thursday\*.



Call Sonya at (817) 531-7650 to make an appointment.

# *Your new home is waiting! Come find it!*



\* You must make an appointment to be seen

## **5.2 Goals and Objectives**

### **III. INCREASE ASSISTED HOUSING CHOICES**

#### **Goal:**

#### **b. Conduct Outreach Efforts to Potential Voucher Landlords**

#### **Progress Statement:**

Notwithstanding the expansion by HUD of the jurisdiction served by the Tarrant County Housing Assistance Office during the past five (5) years (see maps attached - Tab 9), the agency has increased the number of landlords participating in the program by over 50%, i.e., there were 1200 landlords participating in the program in 2002. Today there are over 1800 landlords on our roster.

Despite this tremendous growth, new Landlords are actively sought by agency personnel, particularly Housing Inspectors who maintain daily contact with landlords and housing managers. Their value in the community and to the success of the Housing Choice Voucher Program is not underestimated or overlooked.

Agency strategy and goals includes the search, creation and establishment of a deeper and greater exploration of ways to conduct even more expansion of our landlord database as ever-increasing means to increase assisted housing choices for low, very low and extremely low-income families.

TCHAO has been successful in ensuring that all applicants and participants we serve have access to all types and ranges of affordable housing. A critical element in fulfilling this responsibility is marketing to and obtaining landlords and owners of property outside areas of minority and poverty concentration.

These marketing and outreach strategies include, monthly meetings, briefings, seminars, direct mail, email, telephone and personal contact by TCHAO staff and personnel, participation in the Tarrant County Apartment Association activities and other community based organizations comprised of private property and apartment owners and managers. These efforts are monitored for effectiveness and if/when necessary, adjusted accordingly.

# Precinct 1

2000 Census Tracts



### Households

- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

### 2000 Census Tract

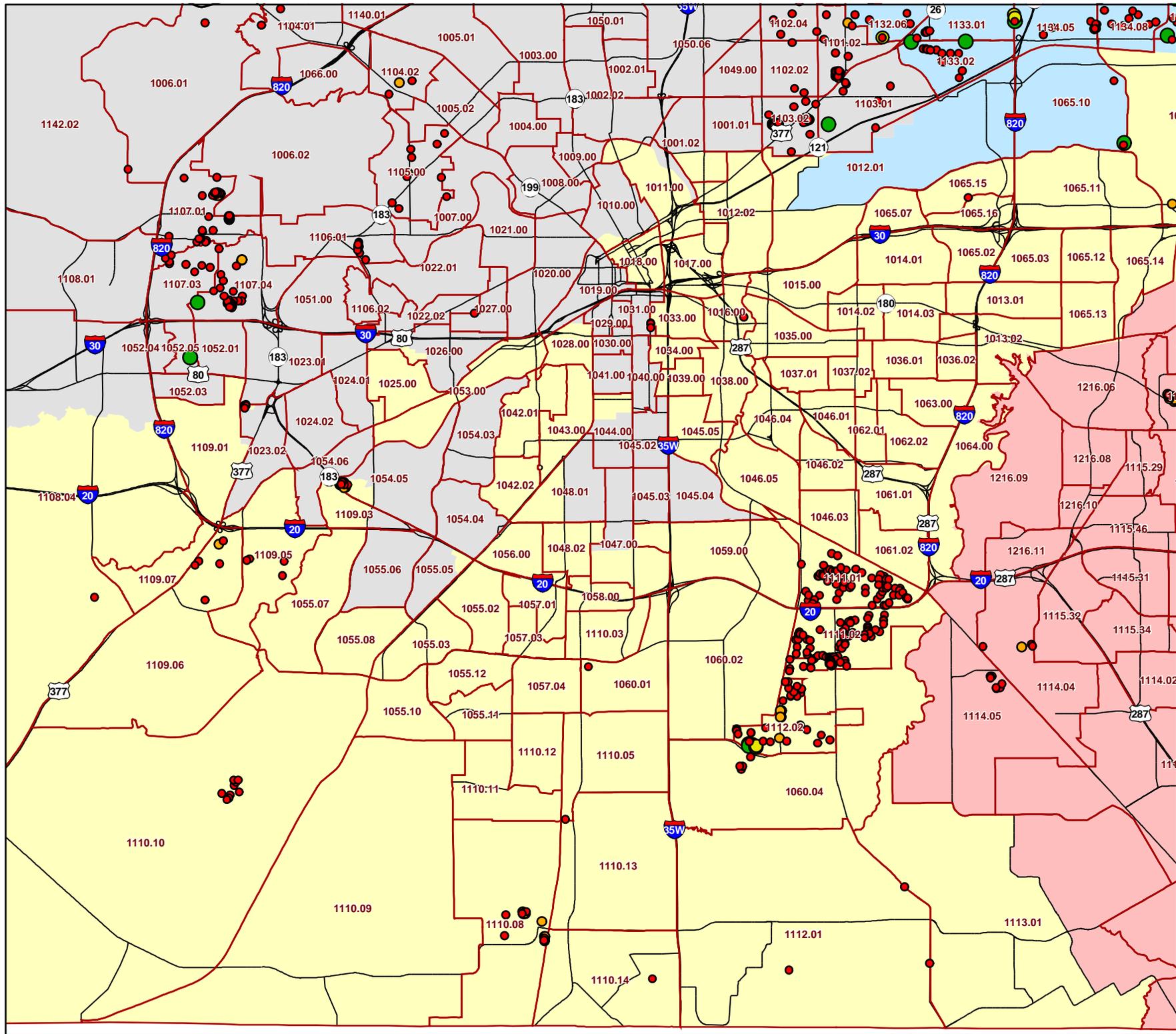
- 1 (Light Yellow)
- 2 (Light Pink)
- 3 (Light Blue)
- 4 (Light Gray)

### Commissioner Precincts

- 1 (Light Yellow)
- 2 (Light Pink)
- 3 (Light Blue)
- 4 (Light Gray)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004









# Precinct 3

2000 Census Tracts



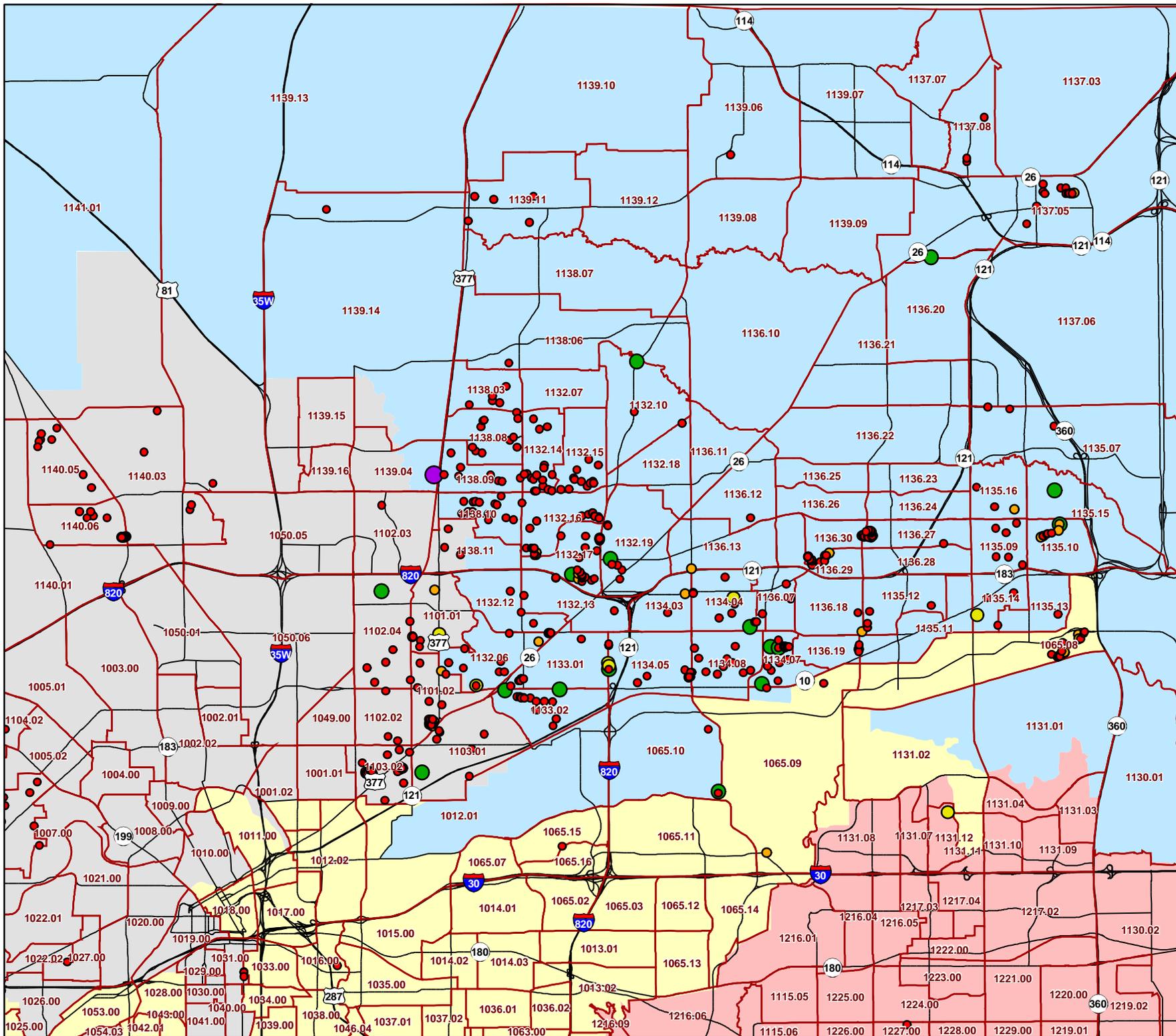
### Households

- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

2000 Census Tract

### Commissioner Precincts

- 1 (Yellow)
- 2 (Pink)
- 3 (Light Blue)
- 4 (Light Gray)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004

# Precinct 3

Zip Codes



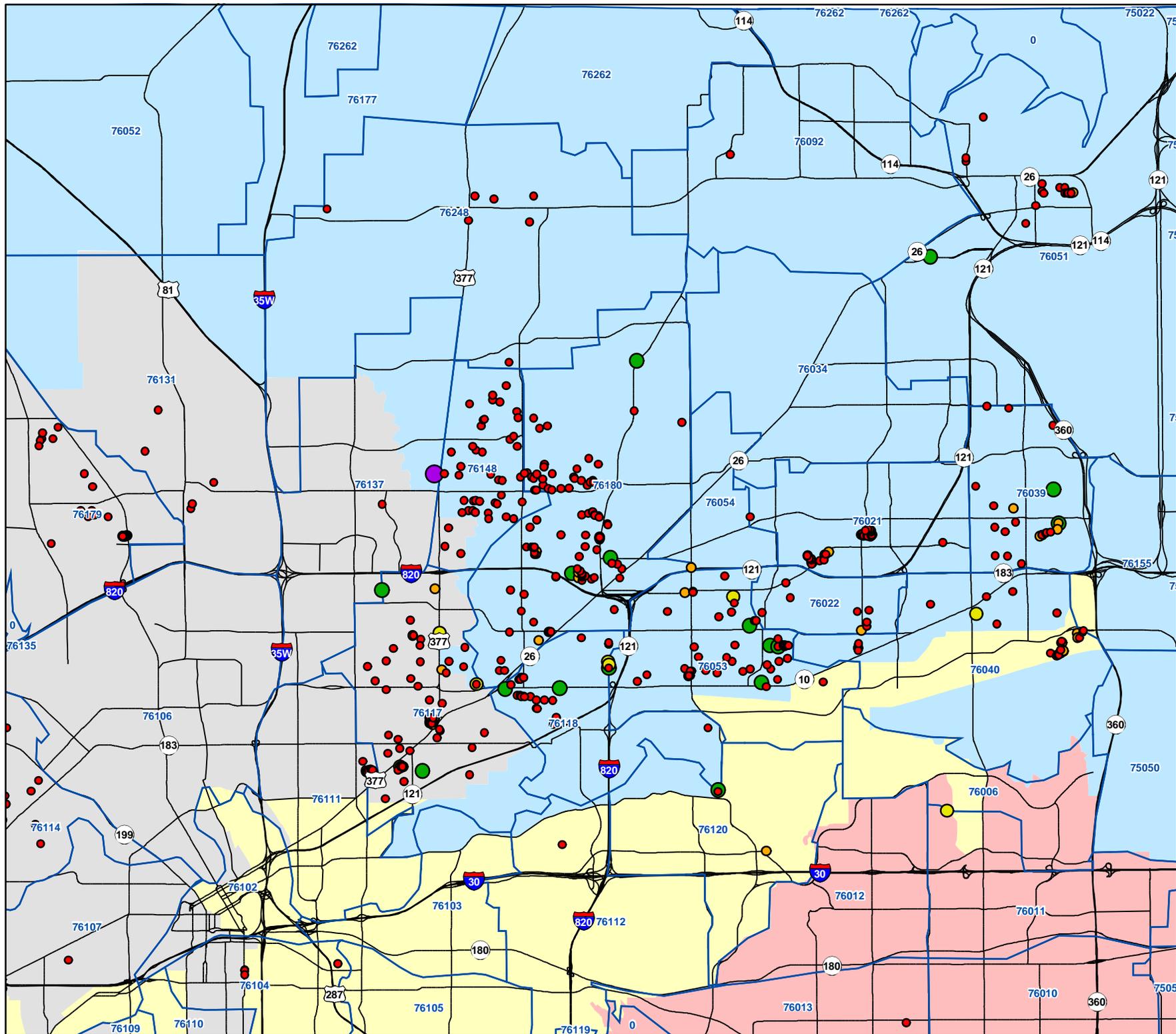
### Households

- 1 (Red dot)
- 2 - 5 (Orange dot)
- 6 - 10 (Yellow dot)
- 11 - 50 (Green dot)
- 50 + (Purple dot)

Zip Code (Blue outline)

### Commissioner Precincts

- 1 (Yellow fill)
- 2 (Pink fill)
- 3 (Light Blue fill)
- 4 (Grey fill)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004



# Precinct 4

Zip Codes



### Households

- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

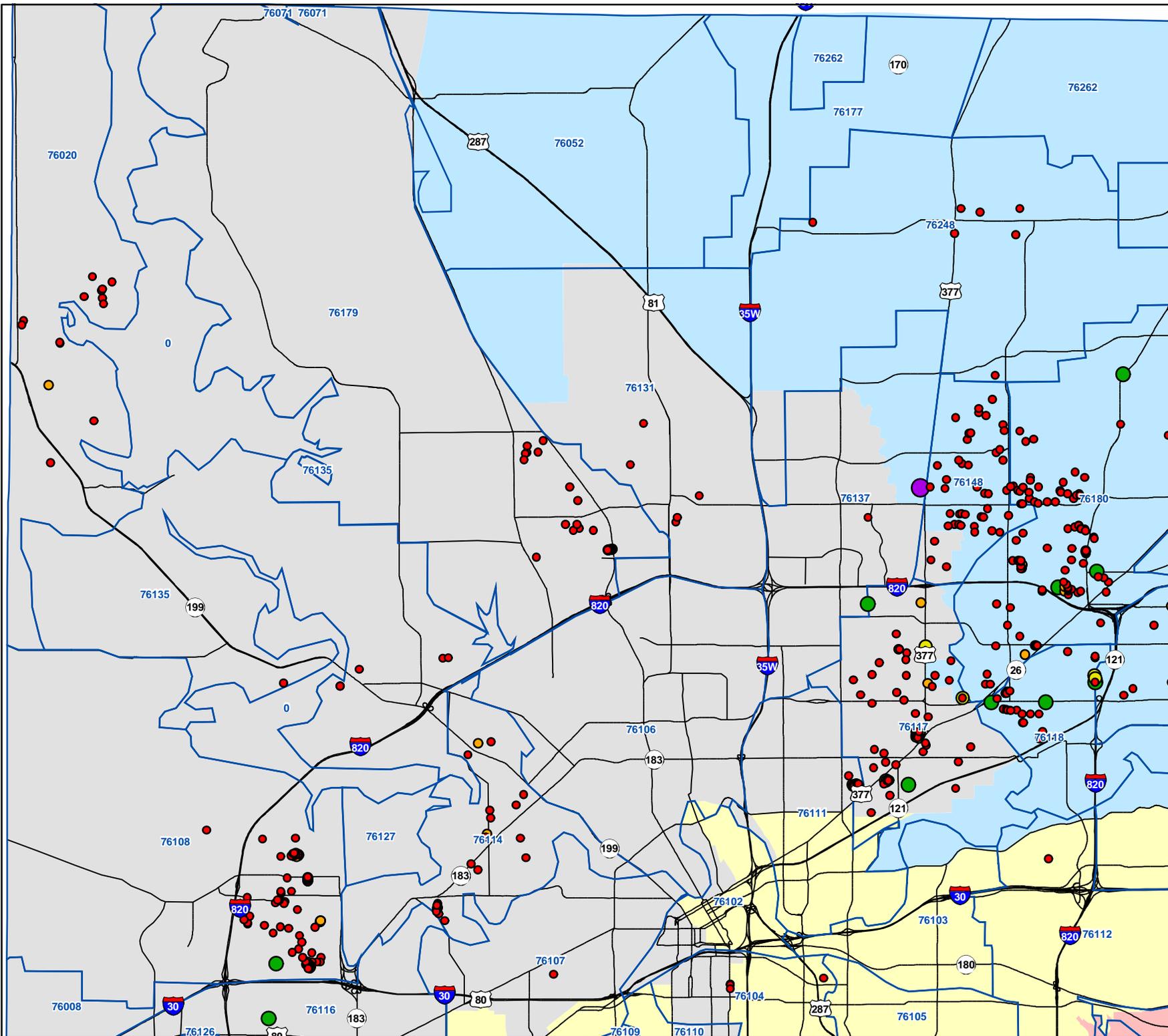
Zip Code (Blue outline)

### Commissioner Precincts

- 1 (Yellow fill)
- 2 (Pink fill)
- 3 (Light Blue fill)
- 4 (Light Gray fill)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004



## **5.2 Goals and Objectives**

### **III. INCREASE ASSISTED HOUSING CHOICES**

#### **Goal:**

##### **c. Increase Voucher Payment Standards**

#### **Progress Statement:**

Voucher payment standards have increased incrementally on an annual basis over the past five (5) years. These increases are federally controlled by HUD and are usually disseminated from HUD to the agency in October of each year (and/or at other times as necessary).

Payment standards are established to keep abreast of fair market housing rates and are used to calculate the housing assistance payment (HAP) that the agency pays to the owner on behalf of the participant family or individual.

The level at which the payment standard amount is set directly affects the amount of subsidy a family will receive and the amount of rent paid by program participants. TCHAO permits the highest possible amount to allow families a reasonable selection of housing units that are decent, safe and affordable in a range of neighborhoods within the agency's jurisdiction.

All payment standard amounts are within the basic range. Whenever the FMR increases or decreases, TCHAO ensures that its payment standard amounts remain within the basic range, yet permit any fair increase allowable to all program participants. We are currently at 100%.

## **5.2 Goals and Objectives**

### **IV. IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY (Provide an Improved Living Environment)**

#### **Goal:**

**a. Identify rental property in all sections of the County and introduce the Housing Choice Voucher Program to owners and at the same time identify housing needs of low-income families that may need assistance.**

#### **Progress Statement:**

As shown and depicted on the maps attached (Tab 11), TCHAO has demonstrated how it has successfully identified rental property in all sections of Tarrant County by introducing the Housing Choice Voucher Program to landlords, property owners and managers county-wide. Special measures are taken to ensure access to affordable units outside the areas of minority and poverty concentration, notwithstanding a family's income or required unit size.

Contrary to the past, TCHAO has made great strides and progress in developing and recently strengthening its partnership and working relationship with the Department of Community Development, for the first time. The agencies, staff and employees have established a dialogue and communication that permits a sharing of information and responsibility. The statistical data gathered, assembled and analyzed has aided TCHAO tremendously in successfully identifying housing needs of low-income families that need assistance.

Through this and other enviable partnerships, innovative and quality outcomes have been achieved, data and information are made available, e.g.:

1. Housing Needs of Families in the Jurisdiction by family type;
2. Housing Needs of families on the Waiting List
3. Identification of rental properties in the county
4. Family characteristics
5. Homeless, elderly and disabled data

# Precinct 1

2000 Census Tracts



### Households

- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

### 2000 Census Tract

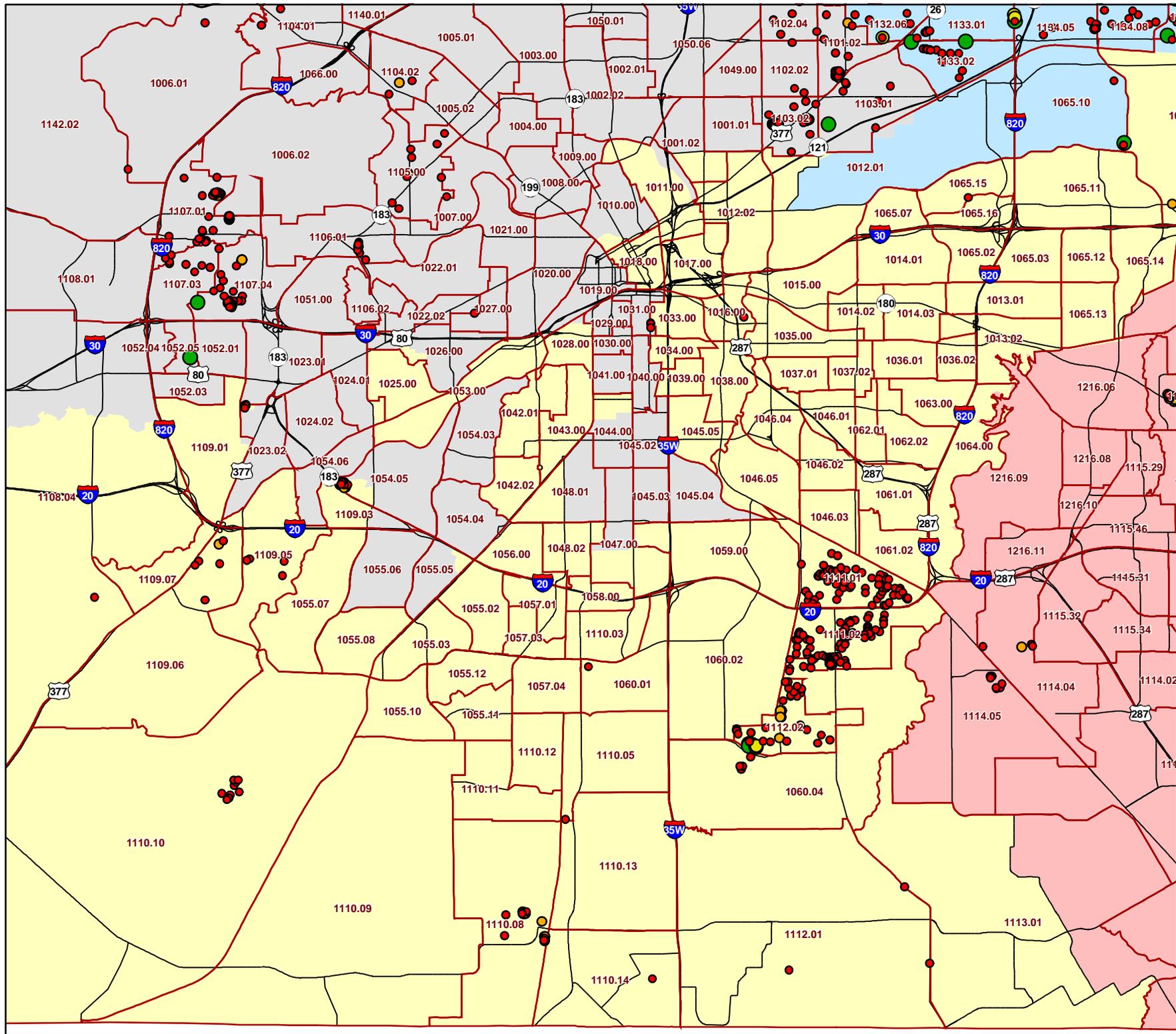
- 1 (Light Yellow)
- 2 (Light Pink)
- 3 (Light Blue)
- 4 (Light Gray)

### Commissioner Precincts

- 1 (Light Yellow)
- 2 (Light Pink)
- 3 (Light Blue)
- 4 (Light Gray)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004





# Precinct 2

2000 Census Tracts



### Households

- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

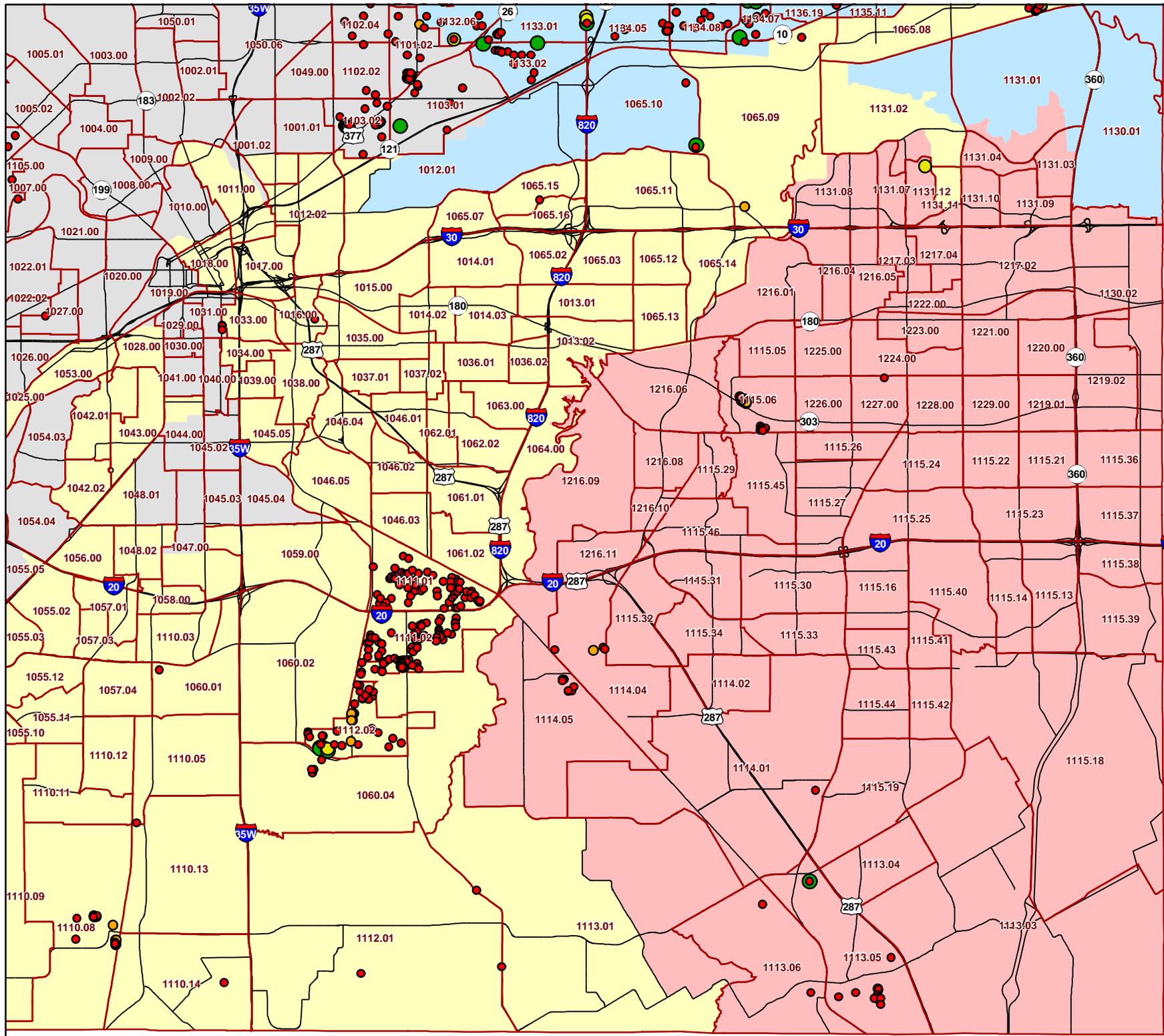
2000 Census Tract (Red outline)

### Commissioner Precincts

- 1 (Yellow background)
- 2 (Pink background)
- 3 (Light Blue background)
- 4 (Grey background)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004





# Precinct 3

2000 Census Tracts



### Households

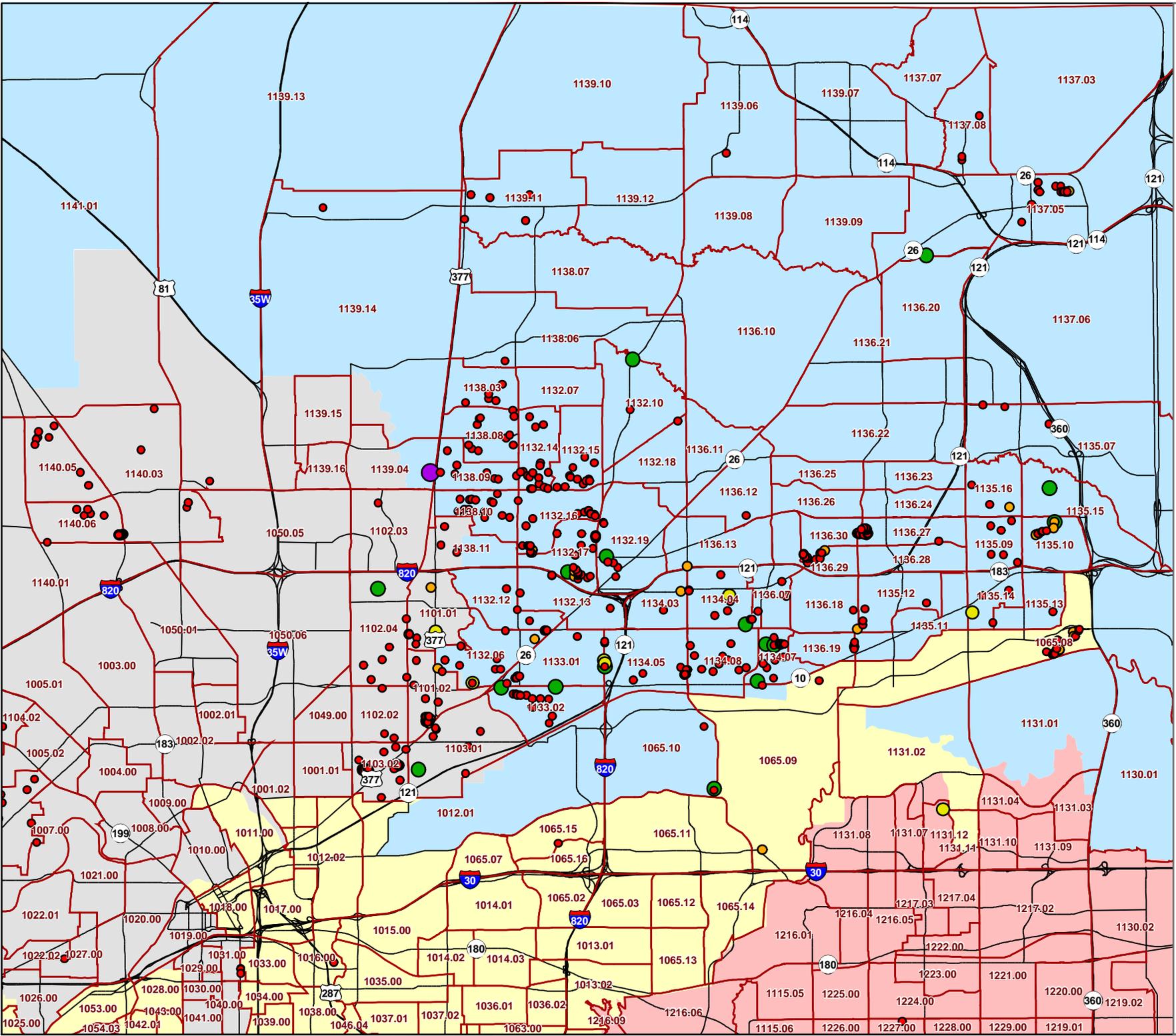
- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

### 2000 Census Tract

- 1 (Yellow)
- 2 (Pink)
- 3 (Light Blue)
- 4 (Light Gray)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004



# Precinct 3

Zip Codes



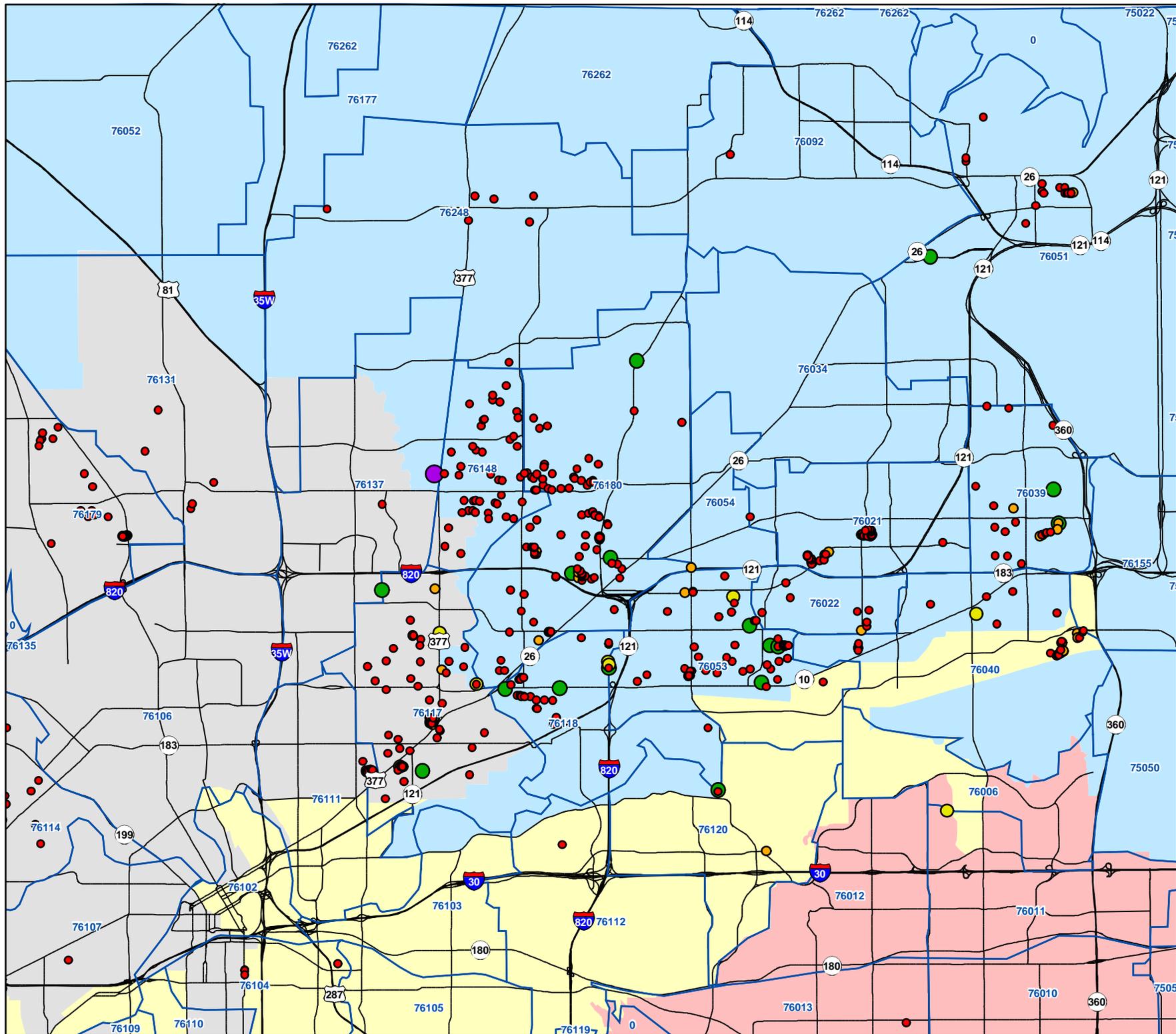
### Households

- 1 (Red dot)
- 2 - 5 (Orange dot)
- 6 - 10 (Yellow dot)
- 11 - 50 (Green dot)
- 50 + (Purple dot)

Zip Code (Blue outline)

### Commissioner Precincts

- 1 (Yellow fill)
- 2 (Pink fill)
- 3 (Light Blue fill)
- 4 (Grey fill)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004

# Precinct 4

2000 Census Tracts



### Households

- 1
- 2 - 5
- 6 - 10
- 11 - 50
- 50 +

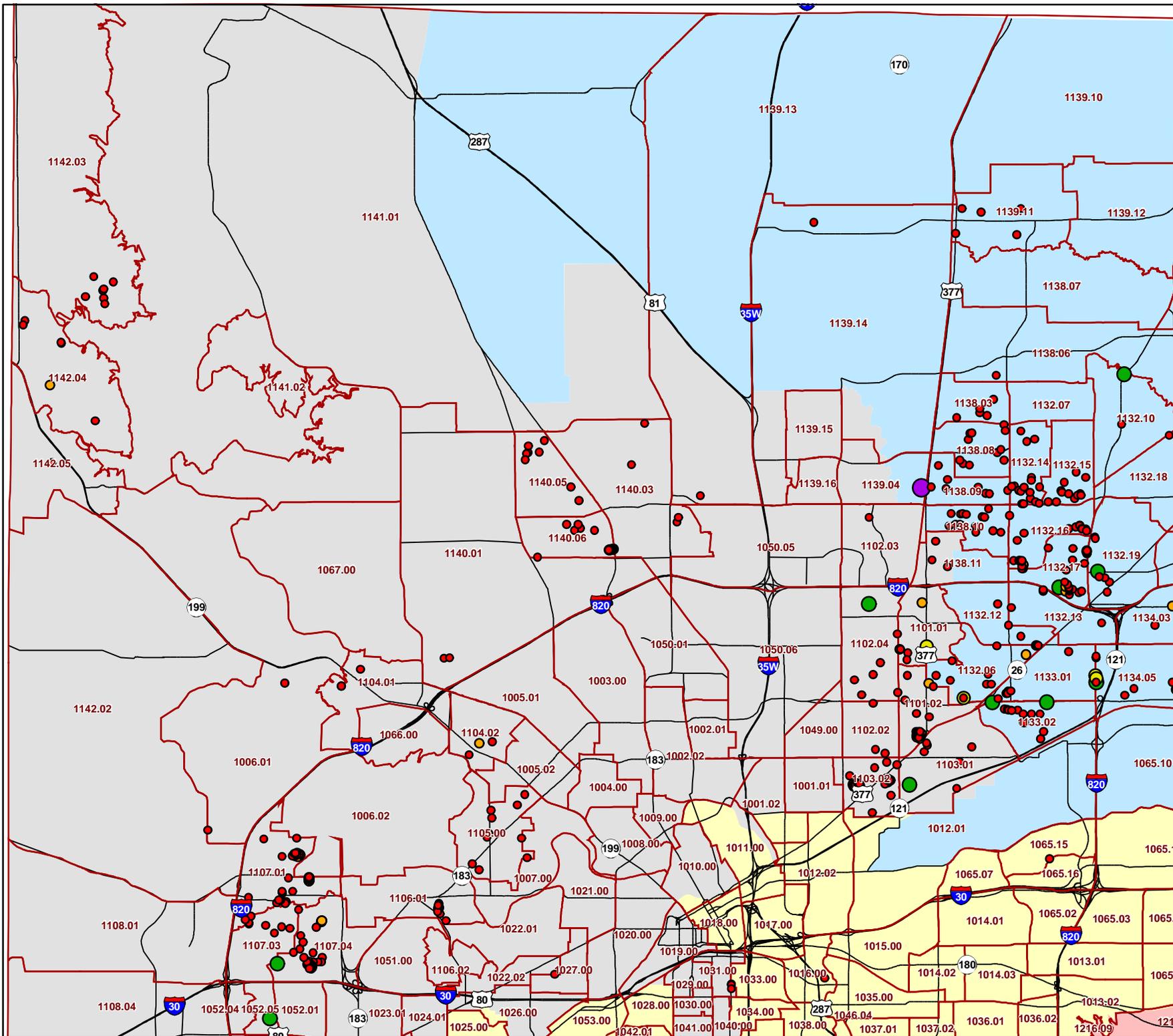
2000 Census Tract

### Commissioner Precincts

- 1
- 2
- 3
- 4



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004



# Precinct 4

Zip Codes



### Households

- 1 (Red dot)
- 2 - 5 (Yellow dot)
- 6 - 10 (Light Green dot)
- 11 - 50 (Dark Green dot)
- 50 + (Purple dot)

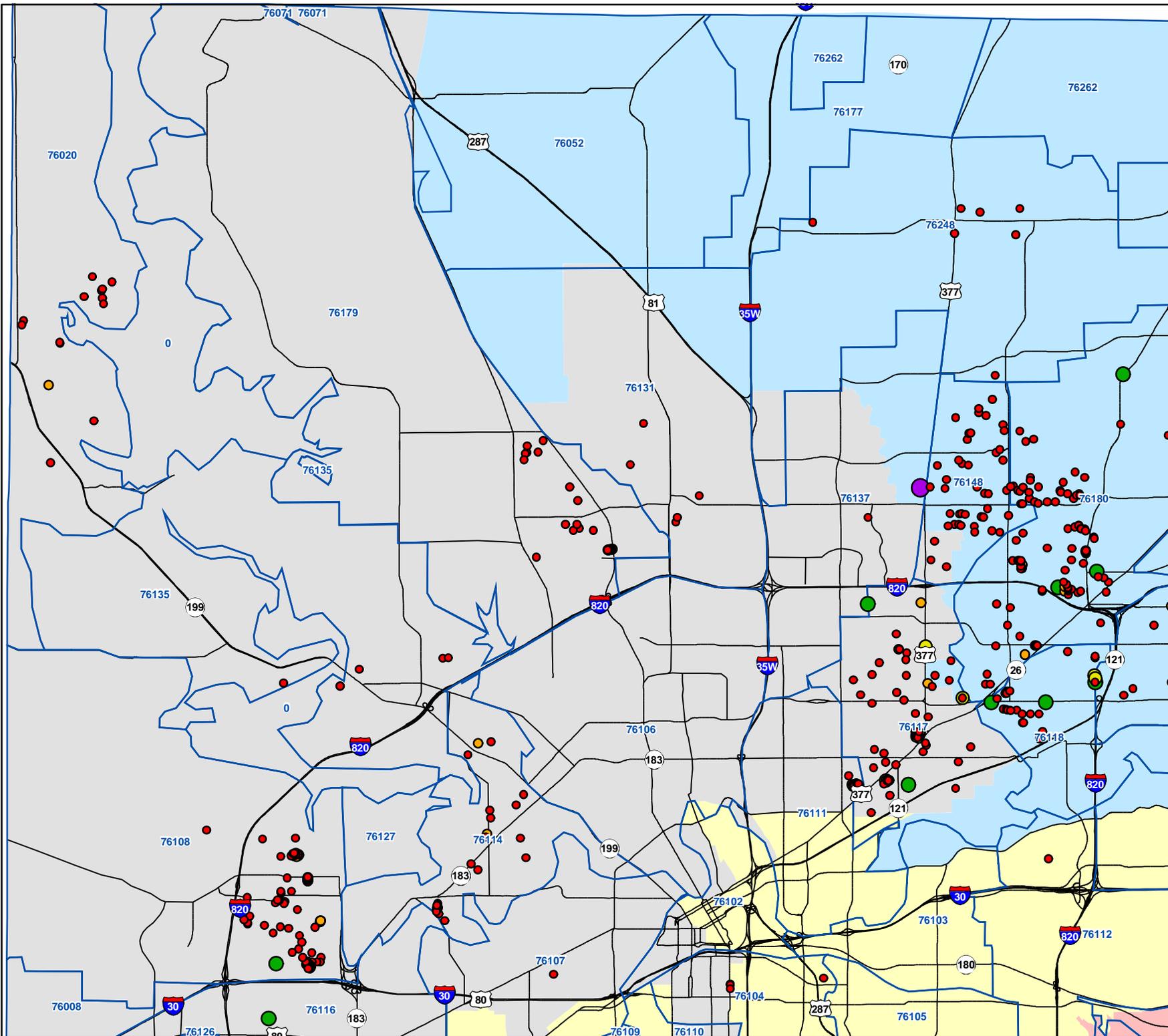
Zip Code (Blue outline)

### Commissioner Precincts

- 1 (Yellow fill)
- 2 (Pink fill)
- 3 (Light Blue fill)
- 4 (Light Gray fill)



Map Prepared By:  
Tarrant County  
IT / GIS  
July, 2004



Specificity regarding housing needs is more fully addressed under Item 9.0 (Tab 20).

## **5.2 Goals and Objectives**

### **V. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS**

#### **Goal:**

**a. Increase the number and percentage of employed persons in assisted families.**

#### **Progress Statement:**

TCHAO has a very active and successful Family Self-Sufficiency (FSS) program. The program is comprised of 77 mandatory slots and 13 voluntary slots, for a total of 90 families in the program. Of the 90 families in the program 72% (64 families) are employed. This percentage is up from 53% five (5) years ago.

While the present economy may have a negative short-term effect on the accomplishments and progress made to date, we are confident that a continuation of expansion of partnership resources and perseverance on behalf of the families in the program will enable us to continue to be successful in this area.

Progress made in this area is contributed to a combination of strong agency leadership, monitoring, mentoring and follow-up; perseverance on the part of the program participants and the sustained positive commitment and dedication exhibited by agency personnel and managers, partners and external resources.

L-Name	F-Name	<b><u>RESIDENT ADVISORY BOARD (RAB)</u></b>
1	Humbles Debra	
2	Davis Latecha	
3	Dew Katina	
4	Hives Sharron	
5	Gardner Sherry	
6	Jones Cheryl	
7	Will Delia	
8	Dominguez Dora	
9	Barker Karen	
10	Blackledge Michelle	
11	Hall Monica	
12	Bunch-Cox Monique	
13	Suiters Myeisha	
14	Shepherd Terin	
15	Garland Arnyka	
16	Brooks LaChandra	
17	Patti Misty	
18	Nolly Lakeigha	
19	Gurkin Taveewan	
20	Chatmon Ta'Nesia	
21	Hernandez Emma	
22	Steele Vivian	
23	McFarlin Beverly	
24	Anderson Georgetta	
25	Benson Katina	
26	Jackson L.C.	
27	Miller Tresser	
28	Woods Carolyn	
29	Chaffin Christine	
30	Sanders Denita	
31	Bacy Lora	
32	Anderson Trudy	
33	Garza Anna	
34	Murray Cynthia	
35	Wyant Lisa	
36	Johnson Michele	
37	Rhodes Sonja	
38	Smith Trina	
39	Johnston Nyree	
40	Muendo Patricia	
41	Brown Shamica	
42	Lewis Erayla	
43	Logan Katrina	
44	Clardy LaChelle	
45	Allen Makisha	
46	Spiller Gaylor	
47	Mumin Safa	
48	Taylor Desiree	
49	Selleck Diane	
50	Reese Gregory	
51	Wilson Lashaunda	

52 Ellis	Felicia
53 Turner	Geniva
54 Taylor	Kim
55 Drake	Lawrence
56 Gilliam	Latricia
57 Pilot	Sonja
58 Lake	Terrolyn
59 Darby	Shamara
60 Pedraza	Anadelia
61 Bradford	Christina
62 Parks	Deelee
63 Coulter	Felicia
64 Burns	Ashley
65 Crum	Irene
66 Tippitt	Stephanie
67 Coleman	April
68 Holland	Shannon
69 Stephens	Rani
70 Baker	Natasha
71 Humbles	Rodnesha
72 Davis	Angela
73 Green	Jonnie
74 Stephens	Ashley
75 Guy	Crystal
76 Funches	Dianna
77 Thomas	Doris
78 White	Katrina
79 Williams	Lila
80 Wiley	Regina
81 Dixon	Vanessa
82 Ingram	Jeanette
83 Lolless	Monica
84 Hudspeth	Keyanna
85 Gist	Brandy
86 Holder	Donta
87 Mendoza	Julia
88 Wallace	Latissue
89 Park	Rebecca
90 Ramsey	Shady

## **5.2 Goals and Objectives**

### **V. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS**

#### **Goal:**

**b. Provide or attract supportive services to improve assistance recipients' employability.**

#### **Progress Statement:**

In the achievement of this goal the firm establishment of priorities was essential. Attainment of success in this area was so crucial and important to TCHAO that it continued full employment of a Family Self-Sufficiency Coordinator even when the agency was not funded under the program (FY 2007-2008). This was done to maintain stability and consistency in the agency's commitment to improving the quality of life and economic independence of its program participants.

To achieve and maintain improvement in the employability of program participants which directly translates into a higher quality of life, the support and assistance of numerous committed partners has been enlisted. The offices of TCHAO are located on a campus which TCHAO is fortunate to be a branch of County government which ensures, minimally the support of all other branches of county government (see listing attached).

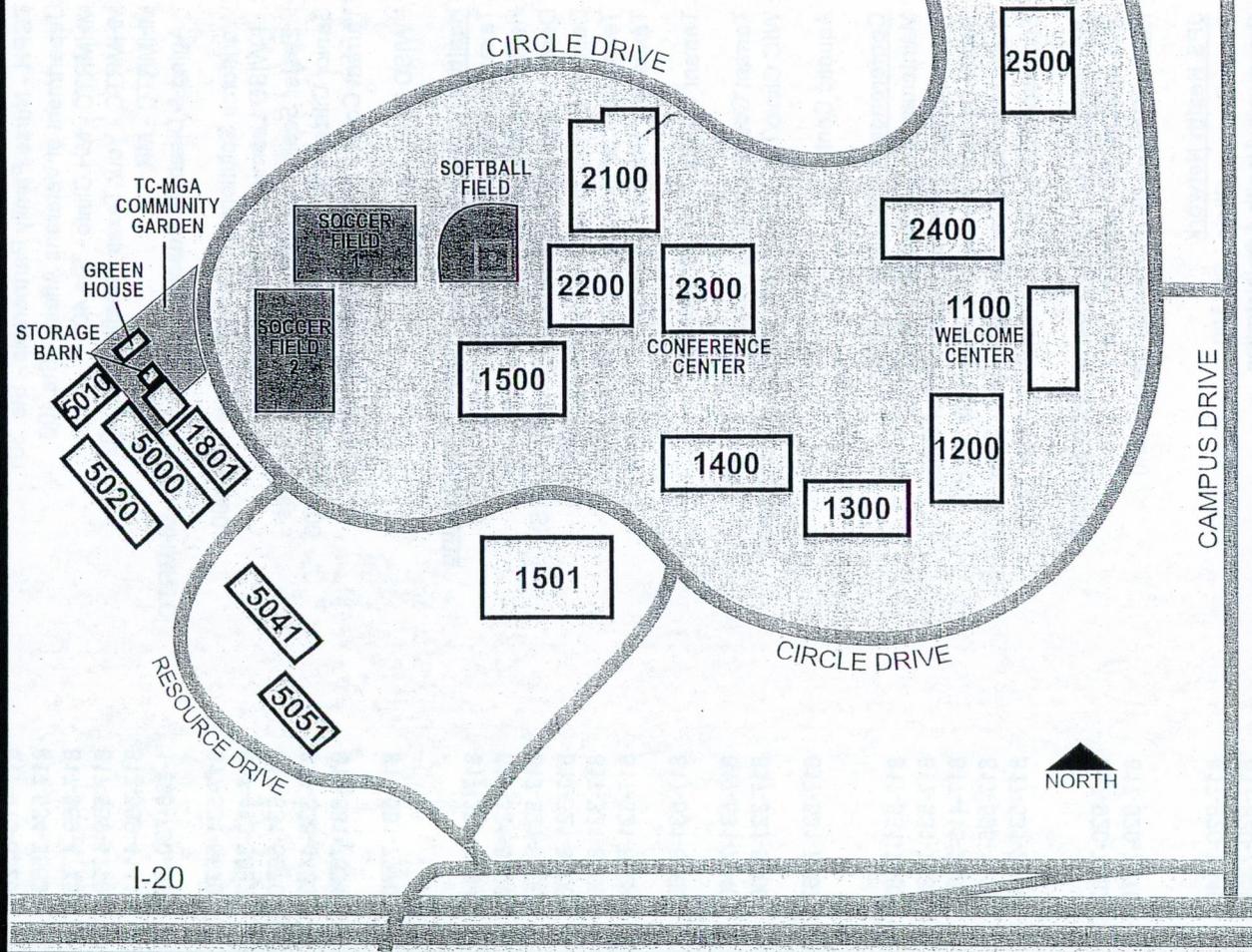
TCHAO further provides classes, workshops, seminars and information on job fairs for job training, job referrals, and topics that will inspire and instill hope, self-esteem and confidence. All of which have proven to be extremely successful and have helped in the achievement of this goal.

**RESOURCE CONNECTION OF TARRANT COUNTY**

1100 Circle Drive	<b><u>WELCOME CENTER</u></b>	
	Campus Administration	817-531-7600
	U.S. Congressman Michael Burgess-Dist. 26	817-531-8454
	TC Program. Management Analyst	817-531-7616
	Carmen Courtney Enterprises	817-413-4760
	TC Facilities Chief Building Engineer	817-531-7673
	SER-Jobs For Progress National, Inc.	817-536-3600
1200 Circle Drive	MHMRTC - ECI (Early Childhood Intervention)-Ste 101	817-569-5200
	Tarrant County Human Services - Ste 200	817-531-5640
	Tarrant County Veterans Services - Ste 300	817-531-5645
	TCPH - Nurse Family Partnership - Ste. 301	817-413-6320
	Department of Veterans Affairs - Ste 400	817-534-3563
	MHMRTC - MH Clinic - Ste 401	817-569-4775
	MHMRTC - Your Texas Benefits - Ste. 402	817-569-4779
1300 Circle Drive	MHMRTC - MR	817-569-4141
	Aging & Disability Resource Center (ADRC) - MHMRTC	1-888-730-2372
1400 Circle Drive	Workforce Solutions for Tarrant County - Ste 100	817-531-5670
	FWISD Learning Center	817-413-3692
	Easter Seals - Disability Employment Services	817-531-5670 X8252
	Senior Citizens Services Administration - Ste. 300	817-338-4433
	Tarrant County Sheriff's Office - Academy	817-531-7634
1500 Circle Drive	FWISD New Lives	817-531-7770
1501 Circle Drive	<b><u>Health and Human Services State Office Building</u></b>	
	Texas Commission on Fire Protection	817-321-8634
	Health and Human Services Commission	817-321-8000
	Dept. of Assistive Rehabilitative Services (DARS)	817-321-8500
	Dept. of Family Protective Services (DFPS)	817-321-8600
	Texas Dept. of Housing & Community Affairs	817-321-8700
	Texas Star Program - MAXIMUS	817-321-8024
1801 Circle Drive	Tarrant County Juvenile Services	817-531-6765
2100 Circle Drive	Tarrant County Housing Assistance - Ste 100	817-531-7640
	WIC Clinic/TC Public Health Immunization Outreach	817-321-5400
2200 Circle Drive	Aquatic Center	817-531-7667
2300 Circle Drive	<b><u>Conference &amp; Recreation Center</u></b>	
	Maintenance - Conference scheduling	817-531-7663
	Tarrant County Sheriff's Office - Patrol Office	817-531-7639
	Senior Citizens' Resource Center - Ste. 2315B	817-413-2383
	Guinn Healthcare Technologies, LLC - Stes. 2307A-B	817-505-1407
	Educational Opportunity Center/UTA - Ste. 2308	817-531-2657
2400 Circle Drive	<b><u>JPS Institute for Health &amp; Career Development</u></b>	
	JPS Institute For Learning	817-920-7382
	Human Resources (Personnel Department)	817-920-7370
2500 Circle Drive	<b><u>JPS Health Network</u></b>	
	South Campus Clinic - Ste 100	817-920-7340
	Community Health Administration	817-920-7350
	Partners Together for Health - Suite 300	817-920-7310
	Health Promotions - Suite 400	817-920-7300
5000/5020 Resource Dr.	MHMRTC - Property Management	817-569-5550
5041 Resource Drive	Tarrant County Sheriff's Office - Laundry	817-531-7635
5051 Resource Drive	Facilities Management Grounds/Maintenance Dept.	817-531-6796
	Senior Citizens Services - Central Kitchen	817-536-0777
	Tarrant County Sheriff's Department Warehouse	817-531-7638

# RESOURCE CONNECTION

OF TARRANT COUNTY



I-20

## **5.2 Goals and Objectives**

### **V. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS**

#### **Goal:**

**c. Provide or attract supportive services to increase independence for the elderly or families with disabilities.**

#### **Progress Statement:**

For the first time in the history of the agency, the Tarrant County Housing Assistance Office (TCHAO) established it's own website ([www.tarrantcounty.com/ehousing](http://www.tarrantcounty.com/ehousing)). The website, among other things, has been essential in getting the word out, not only in attracting supportive services, but also to the elderly community and families with disabilities.

One major leap we have made in providing supportive services to increase independence for the elderly and families with disabilities is the purchase and installation of a computer-based communication system. The system "NexTalk" replaces the obsolete TTD/TTY teletype machine. The NexTalk system permits the elderly and persons with hearing disabilities to more readily communicate with us. This system is useful, practical and has aided remarkably in achieving this goal.

We are constantly in touch with various support groups, advocacy groups, partners and the development of new partnerships that will assist us with ways to enhance and increase independence for the elderly and families with disabilities.

## **5.2 Goals and Objectives**

### **VI. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS (Affirmatively Furthering Fair Housing)**

#### **Goal:**

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

#### **Progress Statement:**

TCHAO certifies that it carries out all programs and activities of the agency in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act of 1968, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and Affirmatively furthers Fair Housing.

TCHAO recruits applicants, participants and landlords without regard to race, color, religion, sex, age, national origin, familiar status, disability, or language. Non-discriminatory practices are ensured along with fair and equal housing opportunities for all. In an ongoing effort to provide services and activities on a nondiscriminatory basis and to affirmatively further fair housing, TCHAO certifies that it vigorously implements, enforces and is in compliance with all applicable fair housing and other federal, state and local laws for all programs, applicants and participants in search of housing.

Tarrant County Housing Assistance Office will take reasonable specific steps to affirmatively further fair housing in all of its programs and operations, and most particularly the Family Unification Program. These steps include, but are not limited to the following:

TCHAO ensures that all employees, program applicants, participants and landlords are properly trained or briefed and provided essential information and guidance on fair housing laws, rights and responsibilities.

As appropriate and when funds are available, TCHAO ensures the broadest communication possible of fair housing rights, laws and responsibilities. We further ensure that whenever vouchers are available, information is mailed and advertised to the general population.

## **5.2 Goals and Objectives**

### **VI. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS (Affirmatively Furthering Fair Housing)**

#### **Goal:**

**b. 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.**

#### **Progress Statement:**

TCHAO recruits applicants, participants and landlords without regard to race, color, religion, sex, age, national origin, familiar status, disability, or language.

To facilitate equal access, TCHAO has also implemented the Limited English Proficiency rules to ensure equal access for persons with Limited English Proficiency. Additionally, TCHAO provides alternate means of communication via employing Spanish Speaking persons, implementing a computer communication system for persons who are deaf or hard of hearing, large print materials, and when necessary sign language interpretation upon request and/or when necessary.

TCHAO promotes fair housing in every aspect of our business operations:

- 1). The TCHAO website features an entire section on Fair Housing rights, laws and detailed information on how to file complaints.
- 2). Participants and landlords are briefed and provided handouts and other printed materials on their rights, responsibilities and fair housing laws.
- 3). Fair Housing posters and appropriate information is conspicuously placed in our main entrance in English and Spanish.
- 4). We are updating all TCHAO materials and letterhead to include the fair housing logo.
- 5). Articles about fair housing are featured, when available, in newsletters for program participants.
- 6). TCHAO partners with accessibility advocacy groups and provides referrals to fair housing agencies, when appropriate.

Using the above methods, at a minimum, TCHAO works to prevent, discourage and remedy discrimination and promote fair housing as well as fair housing choices.

## **5.2 Goals and Objectives**

### **VI. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS (Affirmatively Furthering Fair Housing)**

#### **Goal:**

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

#### **Progress Statement:**

Affirmative measures taken to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required includes successfully promoting educational programs and partnerships with local housing counseling agencies, mortgage lenders and real estate professionals. Such education includes a component explaining fair housing in real estate transactions, including fair lending practices and disclosures. TCHAO has expanded its homeownership initiative through utilization of Housing Choice Vouchers.

Additional measures include the following:

- Examining our programs and proposed programs to ensure compliance with applicable fair housing laws.
- Identifying any impediments to fair housing choice within these programs, if any.
- Addressing those impediments in a reasonable fashion in view of the resources available.
- Working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require TCHAO's involvement.
- Maintaining records reflecting any and all appropriate analyses and actions.

Where requested by an individual or individual's representative, TCHAO will assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.

Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alterations and other accessibility features that are needed as accommodations for their disabilities

TCHAO ensure that no person who qualifies for a HCV under this program, FUP or any other housing opportunity under it's jurisdiction, is otherwise restricted or denied access to TCHAO programs. All eligible applicants who choose not to participate are assured equal access.

TCHAO provides housing search assistance as necessary and/or when requested, based upon available staff resources. At the very least, lists of various vacancies are provided in addition to technical assistance.

In accordance with rent reasonableness requirements, TCHAO approves higher rents, as appropriate and consistent with HUD regulations and TCHAO Administrative Plan, to owners that provide accessible units with structural modifications for persons with disabilities

TCHAO provides technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or units accessible to persons with disabilities.

## **ATTACHMENT TO 5 YEAR AND ANNUAL PLAN**



### **Tarrant County Housing Assistance Office**

#### **6.0 PHA PLAN UPDATE**

**(a) Identify all PHA Plan elements that have been revised by TCHAO since it's last Annual Plan Submission (2008).**

Tarrant County Housing Assistance Office (TCHAO) certifies that the following two (2) PHA Plan Elements have been properly revised and approved since the submission of the last PHA Plan, the details of which are attached and the specifics of which are found in the PHA Administrative Plan submitted to HUD in December, 2008.

TCHAO further certifies Notice (in English and Spanish) is conspicuously posted in the Main Entrance to it's offices at 2100 Circle Drive, Fort Worth, TX, that it's Administrative Plan and PHA 5 Year and Annual Plan are available for review by the public Monday through Friday during regular business hours. Additionally, the PHA 5 Year and Annual Plan is posted on the TCHAO website at [www.tarrantcounty.com/ehousing](http://www.tarrantcounty.com/ehousing).

#### **1. Eligibility, Selection and Leasing Policies, including De-Concentration and Wait List Procedures.**

#### **2. Self-Sufficiency and Homeownership**

Identified below are all revisions that were made to the Administrative Plan including those relating to the two (2) above PHA Plan Elements, i.e., 1). Eligibility, Selection, Leasing Policies, De-Concentration and Wait List Procedures; and 2). Self-Sufficiency and Homeownership. The revisions were submitted to the Commissioners on December 16, 2008 and approved on December 18, 2008. A complete copy is on file with the local HUD Office.

**LIST OF ADDITIONS, UPDATES and CHANGES**  
**TARRANT COUNTY HOUSING ASSISTANCE OFFICE**  
**ADMINISTRATIVE PLAN**

The following represent the essential additions, updates and changes to the Tarrant County Housing Assistance Office (TCHAO) Administrative Plan, for a portion of 2006, 2007 and 2008. They are the direct result of recommendations from the housing consultant we use (Nan McKay) to provide updates and changes to applicable HUD rules and regulations.

In addition, we conducted an internal TCHAO staff review of the document in it's entirety. Suggestions for change were submitted subject to management approval and consistency with HUD federal regulations.

Many of the plan revisions sent to TCHAO from Nan McKay are discretionary after factoring in some of the following criteria:

1. The size of the housing authority,
2. The type of program(s) it administers (i.e., public housing and housing choice voucher, public housing only or housing choice voucher only); and
3. What policies works for each locale.

Consequently, there are some recommendations we did not implement, as appropriate.

The following is a list of the essential additions, updates and changes (with the exception of formatting, grammar and style changes) made to the TCHAO Administrative Plan:

<b>Sequential Number of Additions, Updates and Changes</b>	<b>Page Number(s)</b>	<b>Summary Description of Change</b>
<b>TABLE OF CONTENTS</b>		
1.	<b>Introduction</b>	<b>Added entire new Section. Introduction not previously included.</b>
2.	<b>TOC-1</b>	<b>Added new section 1-I.F.</b> <i>General Notification Policy.</i>
3.	<b>TOC-3</b>	<b>Added entire section 3-II.E.</b> <i>Students Enrolled in Institutions of Higher Learning</i>
4.	<b>TOC-3</b>	<b>Added entire section 3-III.G.</b> <i>Prohibition Against Denial of Assistance to Victims of Domestic Violence, and Stalking</i>
5.	<b>TOC-6</b>	<b>Added entire section 7-III.J.</b> <i>Student Financial Assistance</i>
6.	<b>TOC-6</b>	<b>Added entire section 7-III.K.</b> <i>Parental Income of Students Subject to Eligibility Restrictions</i>
7.	<b>TOC-8</b>	<b>Added entire section 11-1.D.</b> <i>Determining Ongoing Eligibility of Certain Students</i>
8.	<b>TOC-9</b>	<b>Added entire section 12-II.E.</b> <i>Terminating the Assistance of Domestic Violence, or Stalking Victims and Perpetrators</i>
9.	<b>TOC-12</b>	<b>Added new section 15-VII.J.</b> <i>Distribution of Homeownership Assistance Payment</i>
10.	<b>TOC-12</b>	<b>Added new section 15-VII.K.</b> <i>Determination of Homeownership Expenses</i>
11.	<b>TOC-13</b>	<b>Added entire new section 16-Part VIII</b> <i>Determining Insufficient Funding</i>
12.	<b>TOC-13</b>	<b>Added entire new section 16-Part IX</b> <i>Notification Regarding Applicable Provisions of the Violence Against Women Reauthorization</i>
13.	<b>TOC</b>	<b>Added Glossary</b>
<b>Chapter 1. OVERVIEW OF THE PROGRAM AND PLAN</b>		
14.	<b>1-2</b>	<b>Added role of Director of Community Development as head of Housing</b>
15.	<b>1-7</b>	<b>Modified Chart to include Community Development Department</b>
16.	<b>1-14</b>	<b>Replaced New approach to Policy Development with Mandatory vs. Discretionary Policy</b>
<b>Chapter 2. FAIR HOUSING AND EQUAL OPPORTUNITY</b>		
17.	<b>2-2</b>	<b>Added new bullet on Violence Against Women Act (VAWA)</b>
18.	<b>2-5</b>	<b>Added HUD requirement to identify Section 504 Coordinator.</b>
19.	<b>2-7</b>	<b>Updated policy regarding use of Request for Accommodation</b>

<b>Sequential Number of Additions, Updates and Changes</b>	<b>Page Number(s)</b>	<b>Summary Description of Change</b>
		<b>form.</b>
20.	2-8	<b>Added language regarding use of Verification form</b>
<b>Chapter 3. ELIGIBILITY</b>		
21.	3-2	<b>Revised definition of "family"</b>
22.	3-6	<b>Revised definition of "guests"</b>
23.	3-9	<b>Clarifying language of "Live-In Aide"</b>
24.	3-15	<b>Added new section on Students Enrolled In Institutions of Higher Education</b>
25.	3-23	<b>Inserted TCHAO policy on Screening for Eligibility</b>
26.	3-25	<b>Added language regarding "Consideration of Circumstances"</b>
27.	3-26	<b>Modified "Notice of Eligibility or Denial"</b>
28.	3-28	<b>Added new section on Prohibition Against Denial of Assistance to Victims of Domestic Violence and Stalking</b>
29.	3-29-30	<b>Changed wording by adding captions</b>
30.	3-32	<b>Revised definitions related to Disabilities</b>
<b>Chapter 4. APPLICATIONS, WAITING LIST AND TENANT SELECTION</b>		
31.	4-2	<b>Added additional information on Applying for Assistance</b>
32.	4-5	<b>Added language regarding policy on Waiting List</b>
33.	4-6	<b>Revised language regarding Opening and Closing the Waiting List</b>
34.	4-11	<b>Added provisions for Family Unification and disaster victims preference</b>
35.	4-12	<b>Revised Order of Selection - Waiting List</b>
36.	4-13	<b>Revisions to the Application Interview</b>
<b>Chapter 5. BRIEFINGS AND VOUCHER ISSUANCE</b>		
37.	5-2	<b>Updated Briefing policy</b>
38.	5-5	<b>Added VAWA information in Briefing packages</b>
39.	5-11	<b>Revised policy on Family Unit Size</b>
40.	5-13	<b>Updates on Voucher Issuance</b>
41.	5-15	<b>Clarified language on expiration of Voucher Term policy</b>
<b>Chapter 6. INCOME AND SUBSIDY DETERMINATIONS</b>		
42.	6-7-8	<b>Added new language in compliance with new EIV regulations</b>
43.	6-9	<b>Earned Income Updates</b>
44.	6-21	<b>Types of Assets updated</b>
45.	6-24	<b>Personal property updated</b>
46.	6-30-31	<b>Entire section added on Student Financial Assistance</b>
47.	6-32	<b>Revisions regarding Exclusions from Annual Income</b>
48.	6-48	<b>Revised Financial Hardships Affecting Minimum Rent Policy</b>
49.	6-54	<b>Updated Reasonable Accommodations related to</b>

<b>Sequential Number of Additions, Updates and Changes</b>	<b>Page Number(s)</b>	<b>Summary Description of Change</b>
		<b>Applying Payment Standards</b>
<b>Chapter 7. VERIFICATION</b>		
50.	7-2	<b>Verification Requirements update</b>
51.	7-3/4	<b>Enterprise Income Verification (EIV) updates</b>
52.	7-5/6	<b>Third Party Written and Oral Verification</b>
53.	7-9	<b>Self-certification</b>
54.	7-10	<b>Verification of legal identity</b>
55.	7-11	<b>Social security numbers</b>
56.	7-13	<b>Family Relationships</b>
57.	7-14	<b>Verification of Student Status</b>
58.	7-17	<b>Family Members Receiving SSA Disability Benefits</b>
59.	7-18	<b>Citizenship or eligible Immigration Status</b>
60.	7-20	<b>Verifying Business and Employment Income</b>
61.	7-22	<b>Verifying Alimony or Child Support</b>
62.	7-24	<b>Zero Annual Income Status</b>
63.	7-28	<b>Medical Expense Deduction</b>
64.	7-30	<b>Disability Assistance Expenses</b>
65.	7-31	<b>Policy on Family Members Permitted to Work</b>
66.	7-34	<b>Reasonableness of Expenses</b>
<b>Chapter 8. HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS</b>		
67.	8-3	<b>Policy on Accessibility Modifications</b>
68.	8-4	<b>Policy on local quality standards</b>
69.	8-10	<b>Clarified Policy on Notice and Scheduling of Inspections Owner and Family Inspection Attendance</b>
70.	8-11	<b>Housing Quality Standards (HQS)</b>
71.	8-13	<b>Scheduling Annual HQS Inspections</b>
72.	8-14	<b>Inspection Results and Re-inspections</b>
73.	8-16	<b>Enforcing Owner Compliance</b>
74.	8-17	<b>Rent Reasonableness Methodology Updated</b>
<b>Chapter 9. GENERAL LEASING POLICIES</b>		
75.	9-2	<b>Tenant Screening</b>
76.	9-9	<b>Security Deposit Update</b>
77.	9-11	<b>Review of Lease Policy</b>
78.	9-13	<b>HAP Contract Execution Revision</b>
79.	9-14	<b>Changes in Lease or Rent Policy</b>
<b>Chapter 10. MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY</b>		
80.	10-1	<b>Allowable Moves Updated</b>
81.	10-3	<b>Restrictions on Moves revised</b>

<b>Sequential Number of Additions, Updates and Changes</b>	<b>Page Number(s)</b>	<b>Summary Description of Change</b>
82.	10-4	Policy on Moving Process revised
83.	10-5	Voucher Issuance and Briefing policy updated
84.	10-7	Portability, participant families revised
85.	10-8	Reexamination of Family Income and Composition updated
86.	10-14	Portability Briefings updated
87.	10-15	Portability Voucher Issuance Policy
<b>Chapter 11. REEXAMINATIONS</b>		
88.	11-2	Scheduling Annual Re-examinations
89.	11-5	Policy revised on Effective Dates
90.	11-6	Policy updated on changes in family household composition
91.	11-8	Family and Household members requiring approval
92.	11-11	Policy on Income Increases and Decreases
93.	11-11	Policy on Interim Reexamination effective dates and methods of reporting
94.	11-15	Notification of New Family Share and HAP Amount
<b>Chapter 12. TERMINATION OF ASSISTANCE AND TENANCY</b>		
95.	12-2	Voluntary and Mandatory Termination Assistance
96.	12-3	Failure of Students to Meet
97.	12-5	Policy updates on Drug related and violent crimes activity
98.	12-6	Other authorized reasons for termination of Assistance
99.	12-7	Added New Section on Insufficient Funding
100.	12-8	Alternatives to Termination of Assistance
101.	12-8	Update policy on Change in Household Composition
102.	12-9	Policy updates on Consideration of Circumstances
103.	12-10	Add new section on Terminating Assistance of Domestic Violence, Dating or Stalking victims and perpetrators
104.	12-13	Termination Notice update
105.	12-19	Statement of Family Obligations update
<b>Chapter 13. OWNERS</b>		
106.	13-2	Owner Recruitment and Retention Policy
107.	13-6	Owner Responsibilities
108.	13-7	Owner Qualifications Policy
109.	13-12	HAP Contract Contents revised
110.	13-19	Change in Ownership Policy updated
<b>Chapter 14. PROGRAM INTEGRITY</b>		
111.	14-5	Consideration of Remedies
112.	14-7	Family caused errors and program abuse policy updated
113.	14-9-10	Prohibited Owner Actions
114.	14-12	Criminal Prosecution

<b>Sequential Number of Additions, Updates and Changes</b>	<b>Page Number(s)</b>	<b>Summary Description of Change</b>
<b>Chapter 15. SPECIAL HOUSING TYPES</b>		
115.	<b>15-13-14</b>	<b>Added section on Income and Employment Requirements</b>
116.	<b>15-20-21</b>	<b>Added section on Distribution of Homeownership Assistance Payment</b>
117.	<b>15-20-21</b>	<b>Added section on Determination of Homeownership Expenses</b>
<b>Chapter 16. PROGRAM ADMINISTRATION</b>		
118.	<b>16-2</b>	<b>Administrative Fee Reserve Policy update</b>
119.	<b>16-4, 5</b>	<b>Policy on lease-up time and success rate</b>
120.	<b>16-9</b>	<b>Policy on Scheduling Informal Reviews</b>
121.	<b>16-11</b>	<b>Decisions subject to Informal Hearing</b>
122.	<b>16-17</b>	<b>Hearing Officer's Decision</b>
123.	<b>16-18</b>	<b>Hearing Conclusions and Order</b>
124.	<b>16-19</b>	<b>Policy on Procedures for Rehearing and Final Decision</b>
125.	<b>16-22</b>	<b>New Section inserted on Informal Hearing Procedures...</b>
126.	<b>16-26</b>	<b>New Payment Thresholds, Due Dates and Non-payment policies</b>
127.	<b>16-34</b>	<b>EIV Records Management Policy</b>
128.	<b>16-36</b>	<b>Data Collection and Record Keeping Policy updates</b>
129.	<b>16-39</b>	<b>New Section inserted on The Disaster Plan</b>
130.	<b>Glossary</b>	<b>Added</b>

TOC = Table of Contents

Although not required until the existing new HUD template (form HUD 50075) is revised to include VAWA, we have voluntarily included a description of our VAWA program and certify to TCHAO's compliance with all requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, H.R. 3042; Title VI, Housing Opportunities and Safety for Battered Women and Children, Section 603, amended Section 5A of the United States Housing Act of 1937 (42 U.S.C. 143 c-1)).

## **Tarrant County Housing Assistance Office (TCHAO) Violence Against Women Act**

### **I. PURPOSE AND APPLICABILITY**

The purpose of this statement is provided in accordance with requirements under The Violence Against Women and Department of Justice Reauthorization Act of 2005: Applicability to HUD Programs; published in the Federal Register on March 16, 2007 as FR-5056-N-01.

Section II, A. Public Housing Agency Plans states that Section 603 of VAWA 2005 amends section 5A of the U.S. Housing Act of 1937. This amendment requires the annual plan of PHAs to include a description of activities, services or programs provided or offered by an agency, to adult or child victims of domestic violence, sexual assault, or stalking, etc.

On January 5, 2006, President Bush signed the Violence Against Women and Department of Justice Reauthorization Act of 2005, which is known as VAWA. Notwithstanding its title, this act is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

This law was created to protect victims of domestic violence, dating violence and stalking of individuals assisted with Section 8 Rental Assistance.

The following information contains, in pertinent part, the procedures, goals, activities, and objectives of the Tarrant County Housing Assistance Office (TCHAO).

## **II. TCHAO GOALS AND OBJECTIVES**

The principle goals and objectives are:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Addressing the physical safety issues of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by TCHAO.
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, or stalking, within the purview of applicable laws.
- D. Taking appropriate action in response to a properly reported incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by TCHAO.

## **III. PHA PLAN AMENDMENT**

This statement is referenced in and attached to TCHAO's FY 2008 Annual PHA Plan, and so incorporated into the Agency 5 Year and FY 2009 Annual Plan. Accordingly, TCHAO updated it's PHA Plan in accordance with VAWA 2005 to contain information that is used to support and assist child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

## **IV. ADMINISTRATIVE PLAN MODIFICATION**

TCHAO's Administrative Plan has been properly modified to include a description of it's policies and activities that are in place to assist any tenant who certifies that they are a victim of domestic violence, dating violence or stalking (abuse).

## **V. PHA PROCEDURES TO ENSURE NOTIFICATION**

To ensure that all program participants were advised of their rights, at the initial onset of this legislation, TCHAO mailed to every voucher holder extensive information on VAWA as outlined below.

Additionally, all New Admissions are provided similar detailed and explicit information, in writing, during the Participant Briefing and Voucher Issuing process regarding their rights and responsibilities under VAWA.

Again, as a part of the Annual Recertification process, program participants are reminded and again notified, in writing, of these rights and responsibilities and are required to acknowledge receipt of this information by their signature on the Notice.

The type of information provided includes, but is not limited to the following:

- That it shall not be good cause to terminate assistance, tenancy or occupancy, unless TCHAO or the landlord can demonstrate that such acts are an actual or imminent threat to other tenants;
- Additionally, tenancy, assistance or occupancy rights will not be terminated as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of your household, a guest or another person under your control, and you or an immediate family member is the victim.
- The Violence Against Women Act, 42 USC 13701, requires a TCHAO voucher holder who is claiming that they are a victim of domestic violence, dating violence or stalking (abuse) to certify that the incident or incidents are bona fide incidents of actual or threatened abuse. The certification must include the name of the perpetrator and all other statutorily required information.
- The certification may be provided on the HUD approved form HUD-50066.
- The certification may be a federal, state, tribal, territorial or local police or court record.
- The certification may also be provided by an employee, agent or volunteer of a service provider, attorney or a medical professional from whom the victim has sought assistance in addressing the abuse or the effects of the abuse. The victim and the professional must sign the certification, provide documentation and attest under penalty of perjury (28 USC 1746) that the incidents are bona fide.
- Victims must certify within 14 business days after they have received a request for such certification from TCHAO or the landlord.

- Failure to fully comply with all certification requirements within the 14 business day time period, VAMA does not limit TCHAO from taking action to terminate your assistance and your landlord to terminate the victim's lease.
- TCHAO will not disclose the information provided on the certification form without the participant's written consent, except for use in an eviction process or as required by law.
- Texas State legislation (SB 1186) allows lease termination without penalty for victims of family violence who have protective order.
- Title IV of the Texas Family Code addresses the purpose of Protective Orders, who is eligible to apply and how to apply.

## **VI. SERVICES AND PROGRAMS OFFERED BY OTHER SERVICE PROVIDERS**

TCHAO enjoys the unique distinction of being located on a County Campus of various social, health, educational and law enforcement agencies, all who serve the citizens in cooperation with one another. The campus is commonly referred to as The Resource Connection of Tarrant County. If/when the need arises TCHAO makes referrals to the following agencies:

- Tarrant County Sheriff's Department
- Department of Family Protective Services
- Tarrant County Public Health Department
- John Peter Smith (JPS) Health Clinic
- Partners Together for Health
- Guinn Healthcare Technologies
- Partners Together for Health
- MHMR Clinic
- MHMR Early Childhood Intervention
- Salvation Army Long Term Recovery
- JPS Institute for Learning
- WIC
- Tarrant County Juvenile Services
- The Women's Center
- Workforce Solutions
- FWISD Learning Center

# ATTACHMENT TO 5 YEAR AND ANNUAL PLAN



## Tarrant County Housing Assistance Office (TCHAO)

### 9.0 HOUSING NEEDS

**Based on information provided by the U. S. Census, applicable Consolidated Plan, information provided by HUD, and other generally available data, Tarrant County Housing Assistance Office (TCHAO) has made 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 TCHAO, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the Housing Choice Voucher (HCV) tenant-based assistance waiting list.**

**As required, the identification of housing needs address all specified issues of affordability, supply, quality, accessibility, size of units, and location.**

Based upon the allocation of vouchers received by TCHAO, we have been successful in meeting the housing needs of as many individuals and families as our resources permit.

The Consolidated Plan of Tarrant County supports the PHA Plan of TCHAO with the following actions and commitments:

- Housing rehabilitation to preserve affordable housing for low-income homeowners.
- Housing acquisition and rehabilitation to preserve and increase the supply decent, safe, and affordable rental housing, particularly for seniors and single-parent families.
- Tenant-based rental assistance for special needs populations.

- Acquisition, rehabilitation, and new construction for special needs populations.

TCHAO has consulted with the Office of Community Development regarding The Consolidated Plan during the development of this Five (5) Year and Annual Agency Plan. The agency ensures that the Housing Needs of families in the jurisdiction are the needs expressed in The Consolidated Plan. TCHAO further ensures that all activities to be undertaken in the coming five (5) years will be consistent with the initiatives contained in The Consolidated, e.g.:

- Expand the Housing Voucher Program
- Increase the number and percentage of employed persons in assisted families
- Maintain or increase Housing Choice Voucher lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration.

In 2000, 150,488 Tarrant County residents, 10.6 percent of the population, lived below the poverty line. Of this number, 8.7% of persons over the age of 65 had incomes below the poverty level. 56,861 children under the age of 18 also lived in poverty.

The most vulnerable of all families are those headed by females. In 2000, 14,236 families headed by single mothers lived in poverty. Eight (8%) percent of all families and 11.3% of families with children had incomes below the poverty level.

Fair Market Rents for more than one bedroom apartments have been reduced in response to the slowing apartment rental market.

Over 40,000 single family dwellings have been built in Tarrant County since 1999. Tarrant County has an approximate total of 608,000 housing units, nearly 9% of which are vacant. Of the total housing units, 69% are single unit structures, 29% are multi-unit, multifamily structures, and 3% are mobile homes.

The following charts focus on the approximate number of families with housing needs within the Tarrant County jurisdiction and are broken down by various income, ethnic and other characteristics. By comparison with the previous plan, it is easy to see that the need is as great as it has always been despite the vast inroads that have been made in increasing availability largely due to the tremendous population growth.

**Housing Needs of Families in the Jurisdiction**  
**Served by Tarrant County Housing Assistance Office**

Based upon the information contained in The Consolidated Plan and other available data, we have provided the estimated number of renter families that have housing needs within our jurisdiction.

In columns 3 to 8 we have rated, on a scale of 1 to 5 (5 being severe and 1 being none) the impact of each factor on the housing needs for each family type.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>1 Family Type</b>	<b>2 Overall</b>	<b>3 Afford- ability</b>	<b>4 Supply</b>	<b>5 Quality</b>	<b>6 Access- ibility</b>	<b>7 Size</b>	<b>8 Loca- tion</b>
Income < 30% of AMI	13,045	5	5	5	5	5	5
Income > 30% but < 50% of AMI	15,503	5	5	5	5	5	5
Income > 50% but < 80% of AMI	31,613	4	4	4	4	4	4
Elderly	11,095	5	5	5	5	5	5
Families with Disabilities	916	5	5	5	5	5	5
White (Non-Hispanic)	14,053	3	3	3	3	3	3
Black (Non Hispanic)	19,490	5	5	5	5	5	5
Hispanic	44,203	5	5	5	5	5	5

**Housing Needs of Families on the  
Housing Choice Voucher Waiting List**

The Tarrant County Housing Assistance Office Waiting List has been closed since 2006. Based upon the number still remaining to be served, we do not anticipate that it will open again until possibly late 2010 or perhaps even 2011.

Because of the Family Unification Program, eligible youth and families are permitted to be served.

<b><u>Housing Needs of Families on the Waiting List</u></b>			
	<b><u># of Families</u></b>	<b><u>% of Total Families</u></b>	<b><u>Annual Turnover</u></b>
Waiting List Total	<b>1241</b>		<b>1000</b>
Extremely Low Income <30% AMI	<b>960</b>	<b>78%</b>	
Very low income (.30% but <50% AMI)	<b>281</b>	<b>23%</b>	
Low income (.50% but <80% AMI)	<b>0</b>	<b>0</b>	
Families with children	<b>834</b>	<b>68%</b>	
Elderly Families	<b>80</b>	<b>7%</b>	
Families with Disabilities	<b>203</b>	<b>17%</b>	
White (Non-Hispanic)	<b>105</b>	<b>9%</b>	
Black (Non Hispanic)	<b>629</b>	<b>51%</b>	
White (Hispanic)	<b>66</b>	<b>6%</b>	
Black (Hispanic)	<b>1</b>	<b>.0%</b>	

## **ATTACHMENT TO 5 YEAR AND ANNUAL PLAN**



### **Tarrant County Housing Assistance Office (TCHAO)**

#### **10. ADDITIONAL INFORMATION**

**a. Progress in Meeting Mission and Goals.**

**Provide a brief statement of TCHAO's progress in meeting the mission and goals described in the 5 Year Plan.**

A very detailed and specific description of all 5 Year Plan and Annual Plan goals accomplishments is fully described in this submission under number 5.2, Tabs 3 through 17.

**b. Significant Amendment and Substantial Deviation/Modification.**

**Provided below is TCHAO's definition of "significant amendment" and "substantial deviation/modification."**

1. Substantial Deviation from the 5 Year Plan:

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

2. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in funds or Financial Resources;
- 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; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Director of TCHAO.

## **ATTACHMENT TO 5 YEAR AND ANNUAL PLAN**



### **Tarrant County Housing Assistance Office (TCHAO)**

#### **11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW**

**In addition to the PHA Plan Template (form HUD-50075), we are required to submit, and we attach the following documents electronically with scanned signatures, as preferred:**

- (a) Form HUD-50077  
PHA Certification of Compliance with the PHA Plan and**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or \_\_\_ Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

TARRANT COUNTY HOUSING ASSISTANCE OFFICE

TX 431

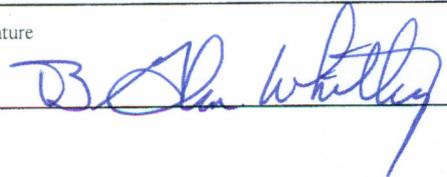
PHA Name

PHA Number/HA Code

X \_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20<sup>09</sup> - 20<sup>14</sup>

X \_\_\_\_\_ Annual PHA Plan for Fiscal Years 20<sup>09</sup> - 20\_\_\_\_

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

	
Name of Authorized Official B. GLEN WHITLEY	Title TARRANT COUNTY JUDGE
Signature 	Date June 23 2009

## **ATTACHMENT TO 5 YEAR AND ANNUAL PLAN**



### **Tarrant County Housing Assistance Office (TCHAO)**

#### **11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW**

**In addition to the PHA Plan Template (form HUD-50075), we are required to submit, and we attach the following documents electronically with scanned signatures, as preferred:**

- (b) Resident Advisory Board (RAB) Meeting and Public Hearing Notes and/or comments.**



## TARRANT COUNTY

Wayne Pollard  
Director

Housing Assistance Office  
2100 Circle Drive - Suite 200 - Fort Worth, Texas 76119

Telephone: (817) 531-7640  
Fax: (817) 531-7657  
TDD/TTY: (817) 531-7686

April 15, 2009

**TO ALL Family Self-Sufficiency (FSS) PARTICIPANTS:**

We consider all participants in the FSS program members of the Tarrant County Resident Advisory Board (RAB). Accordingly, we cordially invite you to attend a meeting where we shall present and discuss the Tarrant County Housing Five Year and Annual Agency Plan.

The purpose of this meeting is to present the plan and provide an opportunity for you to voice your opinion, give us your ideas, comments or suggestions. What you have to say and what you think is very important to us. Therefore, we would greatly appreciate your attendance and participation. The meeting will be held on:

Date: Saturday, APRIL 25, 2009  
Time: 9:30 AM - 10:30 PM  
Place: Resource Connection- Classroom B  
2300 Circle Drive, Fort Worth, Texas 76119

After the meeting there will be a very important seminar on *How To Repair Your Credit* from 10:30 AM to 12:00 Noon. Please put this very important date on your calendar and plan to attend. Continental Breakfast will be served. Thank you in advance for your attendance and support.

### **ATTENTION!!! HOMEOWNERSHIP OPPORTUNITY**

If one of your goals is to become a first-time homeowner and you are working full time we may be able to help you get into a home through a very special program. Please call RUTH TRUE, Homeownership Coordinator, in our office right away, at (817) 531-7643. Please do not delay. Funds are limited.

Sincerely,

A handwritten signature in blue ink that reads "Priscilla Aikens".

**Priscilla Aikens**  
Assistant Director

Barbara Whaley  
FSS Coordinator

**RESIDENT ADVISORY BOARD MEETING  
Tarrant County Housing Assistance Office  
Program Participants  
Saturday, April 25, 2009  
2300 Circle Drive, Classroom B  
Fort Worth, TX 76119**

*Chaired by Priscilla Aikens  
Assistant Director  
Tarrant County Housing*

The meeting was opened by Ms. Aikens at about 9:00 AM in Resource Connection Building 2300, Classroom B.

Everyone had been asked to sign-in upon entering and the "Sign-In" sheets attached reflect that there were 30 program participants in attendance.

Ms. Aikens announced that the purpose of this annual meeting is to provide The Resident Advisory Board (comprised of FSS program participants) an opportunity to provide feedback and comments on the 5 Year and FY 2009 Annual Agency Plan. She provided a general overview to the participants about what a PHA Plan is and the difference between an Annual Plan and a Five Year Plan.

An explanation was provided as to why these meetings are held, the PHA Plan process, cycle, and timelines for reporting this information to HUD. Also explained was the difference between a calendar year, fiscal year, the Fiscal year for Tarrant County Housing, and how we determine the due date for filing the Plan with HUD.

Participants were advised that TCHAO values the input and feedback of program participants into the plans and planning of TCHAO matters. All were invited and encouraged to feel free to ask questions, make comments and suggestions, and to provide any ideas they might have relative to the PHA Annual Plan.

The 5 Year and FY 2009 Agency Annual Plan was reviewed, item by item and page by page. An explanation was provided of each of the various components of the plans and the HUD requirements by explaining why some topics are for agencies with Public Housing and others are for agencies with a Section 8 (Housing Choice Voucher (HCV) Program) only.

An explanation was provided regarding the portion of the document that was applicable to Tarrant County Housing, and what the parts mean that are exempt or not applicable to Tarrant County Housing and why.

Ms. Aikens notified everyone of their right to personally review the 5 Year and FY 2009 Annual Agency Plan and the Administrative Plan and the procedures for doing so.

**An explanation was provided of what a Consolidated Plan is and it's relationship to the Annual Plan.**

**The difference between Housing Choice Vouchers for Homeownership and regular Housing Choice Vouchers was provided.**

**Violence Against Women Act (VAWA) and Disaster Plans were discussed also.**

**There were no complaints, comments or questions related directly to the 5 Year and FY 2009 Annual Agency Plan presentation. Almost all interest and questions focused on the newly announced Housing Choice Voucher Homeownership program.**

**There was one question about how to join the FSS program and one regarding payment standards. All other questions were relative to HCV homeownership.**

**We discussed Section 8 Homeownership and how to use the TCHAO website. We advised that we hold RAB meetings at least twice annually and would like to see everyone at the next meeting in the fall.**

**There being no further questions or discussion the meeting was adjourned.**

Everyone in class  
will get an invitation  
do to rain.



**Tarrant County Housing Assistance Office**  
**RESIDENT ADVISORY BOARD MEETING**

2300 Circle Drive, Classroom B  
Fort Worth, TX 76119  
Saturday, April 25, 2009 - 9:00 AM

No.	NAME (Please Print Clearly)	Telephone (Pls include area code)	eMail Address
1.	Tabitha Brown	(817) 420-4496	btabitha75@yahoo.com
2.	Christine Chaffin	817-718-0614	Payment Standards Chaffin Christine@yahoo.com
3.	S. Holland	817-568-9000	Shannon.holland@yahoo.com
4.	Cynthia M... <del>817-985</del>	855-9454	
5.	Amurda Hernandez	817 412 4795	amurda.j.hernandez@yahoo.com
6.	Valinda Spotsville	817-361-8955	FSS letter
7.	Carolyn Y. Woods	817 563-1190	carolyn_woods@att.net
8.	Gregory Beese	817-902-2777	
9.	Mario Fernandez/Dinner	817-501-7624	D Fernandez@yahoo.com
10.	Julie Anderson	817-986-8001	

No.	NAME (Please Print Clearly)	Telephone (Pls include area code)	eMail Address
11.	Katrina Dea	817 224-1825	katrina_dea@yahoo.com
12.	La Chandra Brooks	817-750-0250	LCBrooks-sma@hotmail.com
13.	Lachelle Clardy	682-438-3751	Zakarrah04@yahoo.com
14.	Dana M. Shockey	817-418-2179	Shockey-D@hotmail
15.	Regina Willey	682-564-8316	
16.	Angela Davis	817 225 2211	rcda1973@yahoo.com
17.	Sonya Rhodes	(817) 724-0964	Rhodes.sonya@gmail.com
18.	Lisa A. Williams	817)770-2039	
19.	Shanara Darby	682-558-2305	Shanara.darby79@yahoo.com
20.	Sherry Gardner	682-554-7651	
21.	Patricia Mwendu	817-770 2168	patriciamwendu65@yahoo.com
22.	Haylor A. Spiller	817.673.5994	haylor-spiller@yahoo.com
23.	Trudy Anderson	(817) 443-4163	
24.	Traicia Davis	(682) 433-3119	traicadavis@yahoo.com
25.	Vanessa Dixon	817-560-2056	<del>svb</del> va-vl-dixon@sbcglobal.net
26.	Valinda Spottville	817-361-8955	

No.	NAME (Please Print Clearly)	Telephone (Pls include area code)	eMail Address
27.	Tresser Miller	817-9028937	Taylor - msl@yaho.com
28.	Pasha Sista	817 333-8785	pasha_justic2004@yahoo.com
29.	Michele Johnson	817-297-2179/fax-400-6429	Michele1020@skglobal.net
30.	Genira Turner	682-667-5751	GeniraTurner@hotmail.com
31.			
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**RESIDENT ADVISORY BOARD (RAB)**

L-Name	F-Name
1 Humbles	Debra
2 Davis	Latecha
3 Dew	Katina
4 Hives	Sharron
5 Gardner	Sherry
6 Jones	Cheryl
7 Will	Delia
8 Dominguez	Dora
9 Barker	Karen
10 Blackledge	Michelle
11 Hall	Monica
12 Bunch-Cox	Monique
13 Suiters	Myeisha
14 Shepherd	Terin
15 Garland	Arnyka
16 Brooks	LaChandra
17 Patti	Misty
18 Nolly	Lakeigha
19 Gurkin	Taveewan
20 Chatmon	Ta'Nesia
21 Hernandez	Emma
22 Steele	Vivian
23 McFarlin	Beverly
24 Anderson	Georgetta
25 Benson	Katina
26 Jackson	L.C.
27 Miller	Tresser
28 Woods	Carolyn
29 Chaffin	Christine
30 Sanders	Denita
31 Bacy	Lora
32 Anderson	Trudy
33 Garza	Anna
34 Murray	Cynthia
35 Wyant	Lisa
36 Johnson	Michele
37 Rhodes	Sonja
38 Smith	Trina
39 Johnston	Nyree
40 Muendo	Patricia
41 Brown	Shamica
42 Lewis	Erayla
43 Logan	Katrina
44 Clardy	LaChelle
45 Allen	Makisha
46 Spiller	Gaylor
47 Mumin	Safa
48 Taylor	Desiree
49 Selleck	Diane
50 Reese	Gregory
51 Wilson	Lashaunda

52 Ellis	Felicia
53 Turner	Geniva
54 Taylor	Kim
55 Drake	Lawrence
56 Gilliam	Latricia
57 Pilot	Sonja
58 Lake	Terrolyn
59 Darby	Shamara
60 Pedraza	Anadelia
61 Bradford	Christina
62 Parks	Deelee
63 Coulter	Felicia
64 Burns	Ashley
65 Crum	Irene
66 Tippitt	Stephanie
67 Coleman	April
68 Holland	Shannon
69 Stephens	Rani
70 Baker	Natasha
71 Humbles	Rodnesha
72 Davis	Angela
73 Green	Jonnie
74 Stephens	Ashley
75 Guy	Crystal
76 Funches	Dianna
77 Thomas	Doris
78 White	Katrina
79 Williams	Lila
80 Wiley	Regina
81 Dixon	Vanessa
82 Ingram	Jeanette
83 Lolless	Monica
84 Hudspeth	Keyanna
85 Gist	Brandy
86 Holder	Donta
87 Mendoza	Julia
88 Wallace	Latissue
89 Park	Rebecca
90 Ramsey	Shady

## **PUBLIC NOTICE**

Beginning April 20, 2009 and continuing through June 3, 2009, the Annual and Five Year Public Housing Agency Plan and all attachments is available for public review in the office of the Tarrant County Housing Assistance Office, 2100 Circle Drive, Fort Worth, TX 76113, Monday through Friday, from 8:30 AM to 4:00 PM.

Tarrant County Housing Assistance Office is conducting a Resident Advisory Board Meeting on Saturday, May 16, 2009, at 9:00 AM, at 2300 Circle Drive, Classroom B, Fort Worth, TX 76119. All program participants are invited to attend. The Annual and 5 year Plan will be presented for comment and discussion.

A Public Hearing will be held on the Agency Plan on June 10, 2009, by the Tarrant County Commissioner's Court, 100 East Weatherford St., Room 502A, Fort Worth, TX 76196, at 10:00 AM.

For further information you may contact Pat Aikens, Assistant Director, at (817) 531-7680.

## **PUBLIC HEARING COMMENTS**

A Public Hearing was held by the Tarrant County Commissioner's Court on Tuesday, June 16, 2009, at 10:00 AM, in Commissioner's Court, 100 East Weatherford, Fort Worth, Texas.

G. K. Maenius, County Administrator, announced the Public Hearing on the 5 Year and Annual Plan.

Wayne E. Pollard, Jr., Director, presented the Five (5) Year and Annual Plan of the Tarrant County Housing Assistance Office (TCHAO). Mr. Pollard succinctly presented past accomplishments and new goals and objectives of the plan with an abbreviated summary of each of the major sections, i.e.:

- Mission
- Goals and Objectives
  - Expanding Supply
  - Improving the Quality
  - Conducting Outreach to Landlords
  - Promoting Self-Sufficiency
  - Ensuring Fair Housing and Equal Opportunity
  - Ensuring Housing Quality Standards
  - Strategy for Addressing Housing Needs

County Judge B. Glen Whitley asked for comments. There were none, however, Commissioner Brooks asked a few questions regarding number of families that would be participating in the program and for an explanation of using the voucher for mortgage assistance vs. rental assistance.

Upon the response from Mr. Pollard to the above questions, there was a unanimous vote by the Commissioners to conclude the Hearing.

Upon closing of the proceedings a reporter from the Fort Worth Star-Telegram interviewed Mr. Pollard and pledged the support and interest of the newspaper in the programs and activities of TCHAO. She encouraged Mr. Pollard to direct Press Releases to them and that they would be interested in covering future events.

## **ATTACHMENT TO 5 YEAR AND ANNUAL PLAN**



### **Tarrant County Housing Assistance Office (TCHAO)**

#### **11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW**

**In addition to the PHA Plan Template (form HUD-50075), we are required to submit, and we attach the following documents electronically:**

- (c) Copy of publication of newspaper public Notice and other Notices posted in Front Office of TCHAO, in Newsletter and on TCHAO website.**

**Additionally, appropriate certifications with original signatures have been hand delivered to the local Fort Worth, TX HUD Office of Public Housing.**



# ***PUBLIC NOTICE***

***To***

***All Program Participants  
The Tarrant County Housing  
Assistance Office  
has available for your review and  
inspection***

***The 2009-2014 5 YEAR and 2009  
ANNUAL PLAN***

***A Public Hearing will be held on  
June 16, 2009  
10:00 AM***

***Commissioners Court  
for all Interested Parties.***

***PLEASE SEE THE RECEPTIONIST  
to review or inspect the plan.***

*Posted April 20, 2009*



## ***NOTICIA PÚBLICA***

***Todos los Participantes del Programa del  
Tarrant County Housing Assistance Office--  
La Oficina de Viviendas del Condado de  
Tarrant***

***Tiene para repasar o examinar  
El Plan de 5 Años Para los Años 2009-2014  
y  
El Plan Anual del 2009***

***Una Junta Pública será presentada el  
16 de junio del 2009  
a las 10:00 a.m.***

***en  
La Corte de Comisionarios  
Del Condado de Tarrant County  
para todos interesados***

***Favor de ver a la recepcionista para repasar o  
examinar el plan***

***Puesto el 20 de Abril del 2009***