



## 6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following PHA Plan elements marked 'X' have been revised since the last Annual Plan submission by the City of Grand Prairie Housing & Neighborhood Services. N/C denotes NO CHANGE and N/A denotes NOT APPLICABLE

- N/C 903.7(1) Eligibility, Selection and Admissions Policies, including  
Deconcentration and Wait List Procedures
- X 903.7(2) Financial Resources
- N/C 903.7(3) Rent Determination
- X 903.7(4) Operation and Management
- X 903.7(5) Grievance Procedures
- N/A 903.7(6) Designated Housing for Elderly and Disabled Families
- X 903.7(7) Community Service and Self-Sufficiency
- N/A 903.7(8) Safety and Crime Prevention
- N/A 903.7(9) Pets
- X 903.7(10) Civil Rights Certification
- X 903.7(11) Fiscal Year Audit
- N/A 903.7(12) Asset Management
- N/C 903.7(13) Violence Against Women Act (VAWA)

(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.

The following are the specific locations where the public may obtain copies of the 2009 Annual Plan:

- Main Administrative Office – 205 W. Church Street, Grand Prairie, TX

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including  
Deconcentration and Wait List Procedures

A. Public Housing

***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility ***NO CHANGE***

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies
- Access to FBI criminal records

The PHA shares the following information with prospective landlords:

- Current and former landlord name and mailing address
- Participants last known mailing address

(2) Waiting List Organization ***NO CHANGE***

The City of Grand Prairie Housing & Neighborhood Services waiting list for the section 8 tenant-based assistance is not merged with any program waiting list.

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time ***NO CHANGE***

The PHA does give extension on standard 60-day period to search for a unit upon written request prior to expiration date.

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(4) Preferences ***NO CHANGE***

The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of the median area income.

The PHA has established preferences for admission to section 8 tenant-based assistance other than date and time of application. The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

Priority  
1 - Victims of Natural Disaster

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Special Purpose Section 8 Assistance Programs ***NOT APPLICABLE***

6.0 903.7(2) Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	20,503,180.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$20,503,180.00</b>	

**6.0** 903.7 (3) Rent Determination Policies

A. Public Housing

***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

B. Section 8 Tenant-based Assistance

(1) Payment Standards ***NO CHANGE***

The PHA's payment standard is:

- At or above 90% but below 100% of FMR

If the payment standard is lower than FMR, why has the PHA selected this standard?

- To be able to maintain families already in the program, with funds that are available.

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Amount of funding available

(2) Minimum Rent ***NO CHANGE***

The amount of the PHA's minimum rent is:\$50.00.

The PHA has adopted discretionary minimum rent hardship exemption policies. (if yes, list below)

The minimum rent for Section 8 participants is \$50.00. All Voucher families will contribute the highest of thirty percent (30%) of monthly-adjusted income, ten percent (10%) of monthly gross income, or the minimum rent toward the rent plus any rent above the applicable Payment Standard.

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:

- a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
- c. One or more family members have lost employment;
- d. The family would be evicted as a result of imposing the minimum rent requirement;

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- e. There has been a death in the family; or
- f. There are other hardship situations determined by the HNS on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).

- 2. If tenant initiates a request for a hardship exemption that the HNS determines is temporary in nature:
  - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
  - b. In the case of a temporary hardship, the HNS will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
  - c. If the hardship is subsequently determined to be long-term, the HNS will retroactively exempt participants from the minimum rent requirement for the ninety (90)-day period.
  - d. Note that the HNS can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the HNS's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

### 903.7(4) Operation and Management

#### (1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA follows:

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

Executive Assistant  
Fraud Investigator

Administrative Supervisor

- Senior Office Assistant (3)

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- Neighborhood Service Manager (2)
  - Rehab. Coordinator (2)
  - Rehab. Assistant
  - Neighborhood Coordinator (2)

- Housing Assistant Manager
  - Senior Housing Counselor
  - Senior Housing Counselor (Payments)
  - Housing Assistant Supervisor (2)
  - Senior Housing Counselor (2)
  - Housing Counselor (6)
  - Senior Housing Enforcement Officer (2)
  - Housing Enforcement Officer (5)

b. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	2390	150
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency’s rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Management: ***NOT APPLICABLE***

Section 8 Management:

- Administrative Plan

**6.0** 903.7(5) Grievance Procedures

A. Public Housing

**NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING**

B. Section 8 Tenant-Based Assistance

The PHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

903.7(6) Designated Housing for Elderly and Disabled Families

**NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(7) Community Service and Self-Sufficiency

- (1) Services and programs offered to residents and participants by the City of Grand Prairie Housing & Neighborhood Services are as follows: N/A

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

- (2) Policies or programs for the enhancement of the economic and social self-sufficiency of assisted families. N/A

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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Welfare Benefit Reduction:

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies

(3) PHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

***N/A- PHA DOES NOT ADMINISTER PUBLIC HOUSING***

903.7(8) Safety and Crime Prevention

***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

903.7(9) Pets

***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

903.7(10) Civil Rights Certification

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its Section 8 assistance programs:

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission to housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

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The PHA will not intimidate, threaten or take any retaliatory action against any applicant, or participant because of a person’s participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA’s policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit

The PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h)).

the most recent fiscal audit was submitted to HUD.

There were no findings as the result of that audit.

903.7(12) Asset Management

***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

903.7(13) Violence Against Women Act (VAWA) ***NO CHANGES***

Section 6.0 b

**Identify where the Annual PHA 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.**

- Main Administrative Office – 205 W. Church Street, Grand Prairie, Texas 75050

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**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**  
*Include statements related to these programs as applicable.*

- a. HOPE VI or Mixed Finance Modernization or Development  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***
- b. Demolition and/or Disposition  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***
- c. Conversion of Public Housing  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

d. Homeownership

- A. Public Housing  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

B. Section 8 Tenant Based Assistance

The PHA does plan to administer a homeownership programs for section 8.

Program Description:

The PHA will not limit the number of families participating in the Section 8 homeownership option.

The PHA has not established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria.

The PHA will undertake the following actions to implement the program this year:

- The Homeownership Program was implemented in 2003 and is an ongoing program. We currently have 62 families participating in the Homeownership Program.

e. Project-based Vouchers ***NO CHANGE***

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

The PHA is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.

**8.0 Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

**8.2 Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, 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.  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***

**8.3 Capital Fund Financing Program (CFFP).**  
***NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING***  
 Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**9.0 Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available 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.  
***NOT APPLICABLE PHA IS HIGH PERFORMER***

**9.1 Strategy for Addressing Housing Needs.** Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**  
***NOT APPLICABLE PHA IS SECTION 8 ONLY***

<p><b>10.0</b></p>	<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 <i>NOT APPLICABLE PHA IS HIGH PERFORMER</i></p> <p>(b) Significant Amendment and Substantial Deviation/Modification <i>NOT APPLICABLE PHA IS HIGH PERFORMER</i></p> <p>(c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. <i>N/A</i></p>
<p><b>11.0</b></p>	<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> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(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. Provided as attachment tx434a01</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <i>N/A</i></p>

**Attachment: tx434a01**  
**City of Grand Prairie Housing & Neighborhood Services**  
**Resident Advisory Board Consultation process**

- 1. Resident notification of appointment to the Advisory Board**  
At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board
- 2. Resident Advisory Board Selection**  
Selection made from resident/participant response
- 3. Meeting Organization**  
Schedule date to meet with Resident Advisory Board for input to PHA Plan  
Notify Resident Advisory Board of scheduled meeting  
Hold Resident Advisory Board meeting
- 4. Notification of Public Hearing**  
Schedule date for Public Hearing and place ad – **April 11, 2009**  
Notify Resident Advisory Board  
Hold Public Hearing meeting – **May 26, 2009**
- 5. Documentation of resident recommendations and PHA's response to recommendations**

There were no comments or recommendations received.