

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0 PHA Information
 PHA Name: City of Garland Housing Agency PHA Code: TX435
 PHA Type: Small High Performing Standard HCV (Section 8)
 PHA Fiscal Year Beginning: (MM/YYYY): 10/2009

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: 0 Number of HCV units: 1479

3.0 Submission Type
 5-Year and Annual Plan Only Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia PHA Consortia: (Check box if submitting a joint Plan and complete table below.) *N/A*

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:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 Mission. State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA’s jurisdiction for the next five years: *N/A*

5.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. *N/A*

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 Garland Housing Agency.
N/C denotes NO CHANGE and N/A denotes NOT APPLICABLE

- X 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:

- Administrative Office – 210 Carver Drive, Suite 201B, Garland, TX 75040

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.

Effective July 1, 2004, the GHA closed its waiting list. Additionally, the GHA has discontinued giving preferences. Those that are currently on the waiting list will remain in the position they had at the time of applications.

(1) Eligibility

The PHA conducts screening to the extent of:

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

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:

- Criminal or drug-related activity
- Participants last known mailing list
- Current and previous landlords name and address

6.0

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

The City of Garland Housing Agency's waiting list for the section 8 tenant-based assistance is not merged with any other 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 for medical emergencies.

(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 not established any preferences for admission to section 8.

(5) Special Purpose Section 8 Assistance Programs ***NO CHANGE***

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices
- Television announcement
- Post on City's website

6.0 903.7(2) Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
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	10,299,345.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<i>Section 8 FSS Grant</i>	50,352.00	FSS Caseworker
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
<i>Portability Administrative</i>	66,134.00	Section 8 Administration
5. Non-federal sources (list below)		
Total resources	\$10,415,831.00	

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 ***NO CHANGES***

(1) Payment Standards

The PHA's payment standard is 100% of FMR

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

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent

The PHA's minimum rent is \$50.00:

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

- Economic Hardship as described in the administrative plan.

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

Administrative Assistant

FSS Coordinator – assists the Housing Administrator with the day-to-day management and operation of the Section 8 Programs and supervises the following Divisions and staff:

- Housing Division HCV (FSS Representative – 5 & Van Driver Scanner Tech – 1)
- Disaster Housing Assistance Program (FSS Representative)
- Walker Mobility Division (FSS Representative)
- Homeownership/FSS (FSS Representative)

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Operations/Finance Manager – assists the Housing Administrator in the operation of the Agency and maintaining the Agency financially solvent, oversees all financial and procurement functions and supervises the following Divisions and staff:

- Inspection Division (Lead Inspector & Inspectors – 2)
- Fiscal Division (Fiscal Affairs Coordinator)

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	1463	170
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:

N/A – PHA does not administer Public Housing

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 Garland Housing Agency 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.

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 02/28/09)
Public Housing	N/A	N/A
Section 8	75	50

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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 or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies

(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.

NOT APPLICABLE – 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;

6.0

- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, 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 ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the section 8 program.

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 prominently displays a fair housing poster at each office where applications are taken and at each management office.

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 CHANGE***

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 – 210 Carver Drive, Suite 201B, Garland, TX 75040

7.0 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
 - 1. Public Housing
NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING
 - 2. Section 8 Tenant Based Assistance ***NO CHANGE***

The GHA has successfully implemented a homeownership program and is currently being offered to all qualified clients. Each orientation class consists of fifteen to twenty people.

The PHA does plan to administer any 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 established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria.

- 1. The family has received Section 8 Rental Voucher assistance for a period of one year and is currently in good standing with the Garland Housing Agency (GHA) (i.e., no lease violations; debt repayment agreements, etc.) and all other Housing Agencies/Authorities.
- 2. No member of the family has owned a home or interest in a home for a period of at least five years.
- 3. One or more adult family members must satisfy the employment requirements of continuous employment of three years prior to the commencement of homeownership assistance.
- 4. GHA will require homeowner compliance with all environmental requirements of local and regional authorities regarding flood and other hazard insurances.
- 5. Families must earn a minimum of \$25,000 earned income.

7.0	<p>e. Project-based Vouchers – <i>NO CHANGE</i></p> <p>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.</p> <p>The PHA is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
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8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. <i>N/A</i>
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8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. 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.</p> <p><i>NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p>
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8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><i>NOT APPLICABLE PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p>
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8.3	<p>Capital Fund Financing Program (CFFP). <i>N/A</i></p> <p><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.</p>
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9.0	<p>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.</p> <p><i>NOT APPLICABLE PHA IS HIGH PERFORMER</i></p>
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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. <i>NOT APPLICABLE PHA IS HIGH PERFORMER</i>
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10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. <i>NOT APPLICABLE PHA IS HIGH PERFORMER</i> (a) Progress in Meeting Mission and Goals (b) Significant Amendment and Substantial Deviation/Modification (c) PHA’s must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance.
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<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <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 tx435a01</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>
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Attachment: tx435a01
City of Garland Housing Agency
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 – **March 27, 2009**
Notify Resident Advisory Board
Hold Public Hearing meeting – **June 2, 2009**
- 5. Documentation of resident recommendations and PHA's response to recommendations**

There were no comments or recommendations