

5.2	5-Year Plan Goals and Objectives.
	<p style="text-align: center;">Expand Housing Initiatives: Create housing opportunities</p>
	<ul style="list-style-type: none"> • Take affirmative steps to create housing opportunities for children, persons with disabilities and the elderly. • Continue to acquire additional multi-family units • Apply for additional Housing Choice Vouchers if they become available to serve the elderly and disabled or for children • Further diversify HACA’s sources of income • Purchase HUD Foreclosures • Create housing partners, with other local for profit or nonprofit, affordable housing providers to develop and provide additional affordable housing in an effort to reduce the number of applicants on the public housing waitlist
	<p style="text-align: center;">Expand Renewal Energy Programs Promote Energy Efficiency & Green Building Technologies</p>
	<ul style="list-style-type: none"> • Expand energy savings & recycling programs throughout Public Housing & at the HACA Central Offices • Explore renewable energy sources to reduce energy costs and to provide additional amenities to Public Housing residents • Integrate green building products and practices into any renovation projects • Pursue different ways to provide energy efficient air conditioning to all public housing units through HUD subsidy and/or other funding sources
	<p style="text-align: center;">Sustain Community Development Activities</p>
	<ul style="list-style-type: none"> • Commit a total of \$500,000 in funding over the next five years as an endowment for the HACA resident Scholarship Program • Provide additional donations through the Austin Community Foundation for local several causes and create a matching donation program for staff
<p style="text-align: center;">Promote Housing Self-Sufficiency Create resident reward program, Wrap-around Service Center and Case Management (youth and adult)</p>	
<ul style="list-style-type: none"> • Expand on the “Six Star” model program for Public Housing and Housing Choice Voucher (HCV) residents • Organize workshops around essential services for self-sufficiency in Education, Training, Employment and Money Management • Create programs and incentives to improve parental involvement – effective supervision, school involvement – the POWER PARENT INITIATIVE • Link with existing parent support initiatives from community based partners to provide opportunities for increased participation by HCV families • Continue to provide exemplary results driven education and enrichment programming for youth 	

	<ul style="list-style-type: none"> • Continue to provide exemplary, results driven workforce development and self-sufficiency programming for adults
	Ensure Equal Opportunity for Housing
	Create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations
	<ul style="list-style-type: none"> • Ensure equal opportunity and affirmatively further fair housing Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability by <ul style="list-style-type: none"> • Undertaking 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; • Undertaking affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required; • Complying with the Violence Against Women Act (Victims of Domestic Violence) and any other federal, state or local law that provides greater protection for victims of domestic violence, dating violence or stalking. • HACA will continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers • Provide Fair Housing training to HACA employees and community housing partners • Provide HACA clients with an opportunity to provide input and to evaluate HACA customer service
	Strengthen Communities
	Foster a suitable living environment by providing case management, supportive services, and health referrals for the elderly and persons with disabilities
	<ul style="list-style-type: none"> • Offer case management and supportive services through a partner, such as Catholic Charities, Meals on Wheels or Family Eldercare, to better serve elderly and persons with disabilities • Enhance quality of life for elderly residents and residents with disabilities through expanded programming, such as nutrition classes, exercise classes, computer skills, etc • Enhance Public Housing resident safety by providing residents with opportunities to earn stipends through resident patrol groups, lobby duty, etc • Create no/low cost Sustainable Broadband and Phone Service for residents of Public Housing

5.2	Goals and Objectives Cont'd <i>There are no updates to be given regarding the Five-Year plan, as the aforementioned goals are provided in the new five-year plan of 2010-2014.</i>
6.0	PHA Plan Update (a) The following changes have been adopted in the Housing Authority of the City of Austin's Annual Plan:

- **A local preference has been given to participants in the Family Unification Program**
- **The Pet Policy has been modified to include an Assistance Animal Policy**

(b) Copies of the 2010 Annual Plan and 2010-2014 Five-Year Plan are available at all Public Housing sites, the HACA Central Office and on the HACA website, www.hacanet.org. All supporting documentation is available at the HACA Central Office.

1.) ELIGIBILITY, SELECTION AND ADMISSIONS POLICIES, INCLUDING DECONCENTRATION AND WAIT LIST PROCEDURES

Federal laws require public housing authorities to treat all applicants and tenant families equally, providing the same quality of service, regardless of family characteristics and backgrounds. Federal laws prohibit discrimination in housing on the basis of race, color, religion, sex, sexual orientation, national origin, age, familial status and disability. The housing authority will comply fully with all federal, state and local nondiscrimination laws and with rules and regulations governing fair housing and equal opportunity in housing and employment.

- I. **General Statement.** HACA is responsible for ensuring that every individual and family admitted to the public housing program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by HACA to confirm eligibility and determine the level of the family’s assistance. To be eligible for the Conventional Public Housing and Housing Choice Voucher programs, the applicant family must: qualify as a family as defined by HUD and HACA, have income at or below HUD-specified income limits, qualify on the basis of citizenship or the eligible immigrant status of family members, provide social security number information for family members as required and consent to HACA’s collection and use of family information as provided for in HACA-provided consent forms. HACA must determine that the current and past behavior of household members does not include activities that are prohibited by HUD and HACA.
- II. **Income Mix and Selection Criteria and Deconcentration.** HUD is required by law to set income limits that determine the eligibility of applicants for HUD’s assisted housing programs. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustment for family size.
- III. **General Eligibility Requirements.** The following eligibility criteria must be met in order for an applicant to be considered for the Conventional Public Housing Program or the Housing Choice Voucher Program:

A. To be eligible for admission, an applicant must qualify as a family. A family may be a single person or a group of persons. *Family* as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides or a single person. The PHA has the discretion to determine if any other group of persons qualifies as a family.

A family also includes two or more individuals who are related by blood, marriage (either licensed or Texas common law), consensual sexual relationship, legal adoption or other operation of law, who either can demonstrate that they have lived together previously or certify that each individual’s income and other resources will be available to meet the needs of the family and will be living in the same dwelling unit. Notwithstanding anything to the contrary, in order to qualify as a family in the context of a head of household with minors who are not the head of household’s children, either:

(1) a court order establishing custody, or

(2) an affidavit from the parent, which establishes custody with the head of household, is required.

(3) If the parent or legal guardian is deceased, their whereabouts are unknown, or they are unresponsive, the head of household must provide an affidavit declaring one of the foregoing and that the child(ren) is/are residing with him/her and also provide proof of kinship care by producing documents relating to school, TANF, Medicaid or medical records.

A family does not include:

(1) a group of unrelated non-elderly and/or disabled persons under 62 years of age living together,

(2) a housekeeper or live-in aide, or

(3) foster children and/or foster adults.

Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.

Household is a broader term that includes additional people who, with HACA's permission, live in a public housing unit, such as live-in aides, foster children and foster adults.

- B. The applicant must be a United States Citizen or a noncitizen who has eligible immigration status in one of the following categories: (1) lawfully admitted for permanent residence as an immigrant, including special agricultural workers; (2) entered the United States before January 1, 1972 and has maintained continuous residence thereafter, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General of the United States; (3) lawfully present in the United States pursuant to the granting of asylum (refugee status); (4) lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest (parole status); (5) lawful present in the United States as a result of the Attorney General of the United States withholding of deportation (threat to life or freedom); or (6) lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Action Section 245-A); Housing assistance is available only to individuals who are U.S citizens, U.S. nationals or noncitizens that have eligible immigration status. At least one of the family members must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance. All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with the PHA's Limited English Proficiency Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

HUD is required by law to set income limits that determine the eligibility of applicants for HUD's assisted housing programs, including the public housing program. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.

Types of Low-Income Families

Low-income family. A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

Very low-income family. A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

Extremely low-income family. A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50 or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Using Income Limits for Eligibility

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be a *low-income* family.

Using Income Limits for Targeting

At least 40 percent of the families admitted to the PHA's public housing program during a PHA fiscal year from the PHA waiting list must be *extremely low-income* families. This is called the "basic targeting requirement."

If admissions of extremely low-income families to the PHA's housing choice voucher program during a PHA fiscal year exceed the 75 percent minimum-targeting requirement for that program, such excess shall be credited against the PHA's public housing basic targeting requirement for the same fiscal year.

The fiscal year credit for housing choice voucher program admissions that exceed the minimum voucher program targeting requirement must not exceed the lower of:

- Ten percent of public housing waiting list admissions during the PHA fiscal year
- Ten percent of waiting list admission to the PHA's housing choice voucher program during the PHA fiscal year
- The number of qualifying low-income families who commence occupancy during the fiscal year of public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

HUD requires or permits HACA to deny admission based on certain types of current or past behaviors of family members as discussed in this part. HACA's authority in this area is limited by the Violence Against Women Reauthorization Act of 2005 (VAWA), which expressly prohibits the denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been the victim of domestic violence, dating violence, or stalking.

HACA complies with all Fair Housing laws. Applicants have the right to request a reasonable accommodation. HACA will consider all reasonable accommodation requests under the Fair Housing Act and Section 504 of the American's with Disabilities Act.

The screening criteria in the Admissions and Continued Occupancy Policy are based on those set forth in the HUD Regulations [**24 CFR Part 960.205**] and in the applicable sections of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The regulations require an assessment of the behavior of each applicant with respect to the essential obligations of tenancy as expressed in the Authority's lease. The essential obligations of tenancy may be summarized as follows:

- A. To pay rent and other charges under the lease in the manner set forth by the PHA in the lease;
- B. To care for and avoid damaging the unit and common areas, to use facilities and equipment in a reasonable way; not to create or maintain health, safety or sanitary hazards, and to promptly report maintenance needs;
- C. Not to interfere with the rights and enjoyment of others, and not to damage the

- D. property of others;
Not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity on or off the premises; and
- E. To comply with necessary and reasonable rules and program requirements of HUD and the PHA; to comply with health and safety codes.

REQUIRED DENIAL OF ADMISSION [24 CFR 960.204]

PHAs are required to establish standards that prohibit admission of an applicant to the public housing program if they have engaged in certain criminal activity or if the PHA has reasonable cause to believe that a household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. Where the statute requires that the PHA prohibit admission for a prescribed period of time after some disqualifying behavior or event, the PHA may choose to continue that prohibition for a longer period of time [24 CFR 960.203(c)(3)(ii)].

HUD requires the PHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits but does not require the PHA to admit an otherwise-eligible family if the household member has completed a PHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g. the person involved in the criminal activity no longer lives in the household).

HACA Policy

HACA will apply its screening criteria on all applicant families, including families evicted from federally-assisted housing within the past 5 years for drug-related criminal activity. The PHA determines that any household member is currently engaged in the use of illegal drugs. *Drug* means a controlled substance as defined in section 102 of the Controlled Substances Act [21 U.S.C. 802]. *Currently engaged in the illegal use of a drug* means a person has engaged in the behavior recently enough to justify a reasonable belief that there is continuing illegal drug use by a household member [24 CFR 960.205(b)(1)].

HACA Policy

Currently engaged in is defined as any use of illegal drugs during the previous six months.

- The PHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.

HACA Policy

In determining reasonable cause, HACA will consider all credible evidence, including but not limited to, any record of convictions, arrests or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. HACA may, at its discretion, also consider evidence from treatment providers or community-based organizations providing services to household members.

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.

HACA Policy

If any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine in any location, not just federally assisted housing, the family will be denied admission.

- Any household member is subject to a lifetime registration requirement under a state sex offender

registration program.

HACA Policy

If any household member is currently registered as a sex offender under any State registration requirement, regardless of whether it is for lifetime or not, the family will be denied admission.

SCREENING

Screening for Eligibility

PHAs are authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the public housing program. This authority assists the PHA in complying with HUD requirements and PHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records the PHA must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

The PHA may not pass along to the applicant the costs of a criminal records check [24 CFR 960.204(d)].

HACA Policy

HACA requires all applicant household and family members 17 years of age or older to submit a current criminal history report processed by the Texas Department of Public Safety (DPS). The criminal history report must be no more than 60 days old at the time of the scheduled initial Admissions interview date. This DPS report requires a fingerprint card and encompasses a statewide criminal history search.

If the applicant and/or household member 17 years of age or older, or the live-in aide applicant has not resided in the state of Texas for the most recent 2 years from the date of application, HACA will require an FBI criminal history report that includes information from the National Crime Information Center (NCIC), in addition to reviewing the Texas DPS report.

The PHA is required to perform criminal background checks necessary to determine whether any household member is subject to a lifetime registration requirement under a state sex offender program in the state where the housing is located, as well as in any other state where a household member is known to have resided [24 CFR 960.204(a)(4)].

If the PHA proposes to deny admission based on a criminal record or on lifetime sex offender registration information, the PHA must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial of admission [24 CFR 5.903(f) and 5.905(d)].

HACA Policy

HACA does not obtain criminal conviction records directly from law enforcement agencies. HACA complies with 24 CFR 5.903(f) and 5.905(d) in the following manner: applicants submit criminal history reports to HACA at the time of the interview and have had the opportunity to retain a copy for their records. Upon review of the criminal history report, HACA will determine if a denial is applicable. If a denial is warranted, a written notice of denial will be mailed, which will provide the detailed summary of the criminal history that caused the reason for the proposed denial.

Additionally, the denial notice will advise the applicant of the right to request an informal hearing to dispute the accuracy of the data and the basis for the denial. The request must be made in writing within 10 calendar days of the date of the denial notice.

If the family fails to request an informal hearing within 10 calendar days of the date of the official denial letter, the denial shall become final.

Screening for Suitability as a Tenant [24 CFR 960.203(c)]

The PHA is responsible for the screening and selection of families to occupy public housing units. The

PHA may consider all relevant information. Screening is important to public housing communities and program integrity, and to ensure that assisted housing is provided to those families that will adhere to lease obligations.

HACA Policy

HACA will consider the family's history with respect to the following factors:

- Payment of rent and utilities
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing
- Criminal activity that is a threat to the health, safety or property of others

- Behavior of all household members as related to the grounds for denial as detailed in Admissions and Continued Occupancy Policy
- Compliance with any other essential conditions of tenancy

OTHER PERMITTED REASONS FOR DENIAL OF ADMISSION

HUD permits, but does not require the PHA to deny admission for the reasons discussed in this section.

HACA Policy

Preliminary Eligibility Criteria

All applications will be screened for preliminary eligibility before they are added to the HACA public housing waiting list. If an applicant is found to be preliminarily ineligible, their application will not be added to the program's waiting list. The following criteria shall be used to determine preliminary ineligibility:

HACA shall prohibit admission to the public housing program of an applicant for five years from the date of eviction or termination if a household or family member has been evicted or terminated from federally assisted housing for drug-related criminal activity

An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if they were the head of household, spouse or co-head at the time of past residency at HACA and owes a move-out balance or debt to HACA which is not barred by a statute of limitations. There is a four-year statute of limitation, which ends the latter of:

- (1) Four years from the date the debt became delinquent, or
- (2) Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.

An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if they were terminated or evicted for any reason other than drug-related activity from either program within a two-year period from date of new application. Abandonment of unit in the Housing Choice Voucher program is considered a termination; abandonment of unit in the conventional public housing program is considered an eviction. This restriction applies only to the former head of household and/or spouse or co-head.

An applicant is deemed preliminarily ineligible and shall be rejected if applying for the Housing Choice Voucher program if they have been issued a voucher within one year from the date of application, whether or not the voucher was utilized. Expiration of an unused voucher is not cause for preliminary ineligibility for the Public Housing program.

An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if currently housed in this same program and listed as the head of household or co-head of household. For the purpose of providing a housing opportunity to as many applicants as possible, 12 months should elapse before an applicant is preliminarily eligible to reapply for the same program they have just moved out of. This shall include voluntary withdrawals in the conventional public housing program.

An applicant is deemed preliminarily ineligible and shall be rejected if applying for the same program for which they have already been denied admissions due to criminal history or derogatory rental history, unreported income, or fraud within a 12-month period. The applicant will not be eligible to request an

informal review of this rejection due to the fact that the applicant was offered an informal review when they were initially denied admissions for criminal history and/or derogatory rental history. Twelve months should elapse from the date of denial or date of the hearing decision which ever is later.

An applicant is deemed preliminarily ineligible and shall be rejected if applying for the conventional public housing program and has rejected a public housing unit offer from HACA within the last 12 months from the date of the last housing offer.

A family is deemed evicted if a lease termination/violation letter had been sent to the family alleging a breach of the lease based upon drug-related criminal activity, criminal activity, non-payment of rent, or other breach and the family has voluntarily vacated, or if a judgment for eviction is rendered, or if the family vacated due to the oral threatened termination of the lease.

Criminal Activity [24 CFR 960.203 (b) and (c)]

Under the Public Housing Assessment System (PHAS), PHAs that have adopted policies, implemented procedures and can document that they successfully screen out and deny admission to certain applicants with unfavorable criminal histories receive points.

The PHA is responsible for screening family behavior and suitability for tenancy. In doing so, the PHA may consider an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts that would adversely affect the health, safety or welfare of other tenants.

HACA Policy

If any household member has engaged in any of the following criminal activities regardless of the date committed the family will be denied admission:

- (1) capital murder
- (2) murder/manslaughter
- (3) kidnapping
- (4) child molestation
- (5) rape or crimes of a sexual nature
- (6) incest
- (7) gross lewdness
- (8) arson

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past four years, the family will be denied admission:

- (1) Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution or use of a drug, or the possession of a drug with intent to manufacture, sell distribute or use the drug [24 CFR 5.100]
- (2) Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100]. Criminal activity that may threaten the health, safety or welfare of other tenants [24 CFR 960.203(c)(3)].
- (3) assault, aggravated assault, assault by threat, stalking;
- (4) physical violence to persons or property, or criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another
- (5) Criminal activity that may threaten the health or safety of HACA staff, contractors, subcontractors or agents.
- (6) Three or more arrests or convictions of alcohol-related criminal activity, including Driving under the Influence and Public Intoxication.
- (7) Illegal possession/discharge/display/carrying of firearm or illegal weapon/ deadly weapon;
- (8) Burglary of a Habitation.

If any household member is currently engaged in, or has engaged in any of the following criminal

activities, within the past three years, the family will be denied admission:

- (1) A pattern of abuse of alcohol, including, but not limited to, public intoxication and driving while intoxicated.
- (2) A pattern of fraud committed against a governmental entity.
- (3) A pattern of theft or fraud.
- (4) A pattern of organized criminal activity.
- (5) A pattern (for the purposes listed above) consists of three or more incidences.

If an applicant has one offense of a Class C misdemeanor within the past four years, HACA will not deny the applicant. More than one Class C misdemeanor will be considered a pattern (for the purpose of determining eligibility) and the applicant may be subject to denial based on the nature of the offenses.

In making its decision to deny assistance, HACA will consider the factors discussed in Sections 3 of the Admissions and Continued Occupancy Policy. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny assistance.

Evidence of such criminal activity includes, but is not limited to, any record of convictions, arrests or evictions for suspected drug-related or violent criminal activity of household members. A conviction for such activity will be given more weight than an arrest or an eviction.

Previous Behavior [960.203(c) and (d) and PH Occ GB, p. 48]

HUD authorizes the PHA to deny admission based on relevant information pertaining to the family's previous behavior and suitability for tenancy.

In the event of the receipt of unfavorable information with respect to an applicant, the PHA must consider the time, nature, and extent of the applicant's conduct (including the seriousness of the offense). As discussed in Section 3 of the Admissions and Continued Occupancy Policy, the PHA may also need to consider whether the cause of the unfavorable information may be that the applicant is the victim of domestic violence, dating violence or stalking.

HACA Policy

HACA will deny admission to an applicant family if HACA determines that the family:

- 1) Has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past two years. Has a pattern of disturbance of neighbors, destruction of property or living or housekeeping habits at prior residences within the past two years which may adversely affect the health, safety or welfare of other tenants (Has a pattern of eviction from housing or termination from residential programs within the past five years (considering relevant circumstances). Abandonment of a unit in public housing is considered an eviction. This restriction only applies to the head of household and/or the cohead of household.
- 2) If the head or cohead owes rent or other amounts to any other PHA or owner in connection with any assisted housing program. Any amounts owed to HACA or other federally subsidized property will have to be repaid by the applicant before Admissions approval. There is a four-year statute of limitations that ends the latter of:
 - a) Four years from the date the debt became delinquent, or
 - b) Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.
- 3) Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent
- 4) Has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program. This includes intentional misrepresentation of citizenship or immigration status.

- 5) Refuses to sign and submit consent forms for obtaining information necessary to determine eligibility and continued eligibility for housing assistance
- 6) Has engaged in or threatened violent or abusive behavior toward HACA personnel
Abusive or violent behavior towards HACA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to deny admission, HACA will consider the factors discussed in Sections 3 of the Admissions and Continued Occupancy Policy. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny admission.

HACA will consider the existence of mitigating factors, such as loss of employment or other financial difficulties, before denying admission to an applicant based on the failure to meet prior financial obligations.

Local Preference Placement-Elderly/Disabled/ Natural Disaster or Government Action

For purposes of establishing priority, applicants involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units will receive priority over all other local preference, and then other local preferences are weighted equally and each applicant family can be granted a maximum of one local preference at one time. HACA will give preference to Elderly, Disabled or Handicapped Families. A preference will also be given to families displaced as a result of natural disaster or government action shall be given preference over families consisting of two or more, and non elderly, non handicapped/disabled single persons.

Families and youth certified as eligible for the Family Unification Program (FUP) will be granted a preference over all other applicants not eligible for FUP vouchers. This preference will be granted only for the issuance of FUP vouchers and not any other voucher. **(Note: This preference applies to HACA's Housing Choice Voucher waiting list only.)**

Eligible applicants shall be offered a dwelling unit based on the date and time of application, after taking into consideration the size of the unit and, if applicable, the appropriate local preference. For purposes of establishing priority, applicants involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units will receive priority over all other local preference, and then other local preferences are weighted equally and each applicant family can be granted a maximum of one local preference at one time.

HACA will use the following local preferences:

- Current HACA public housing families involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units will receive highest priority. **(Note: This preference applies to HACA's Housing Choice Voucher waitlist only.)**
- HACA will give preference to elderly or disabled families.

The following mixed population developments will be reserved for elderly and/or disabled families:

Lakeside Apartments

North Loop Apartments

Gaston Place Apartments

Salina Apartments

Should the applicant become eligible for housing, and a unit is unavailable within a mixed population development OR the elderly and/or disabled family contains a dependent who is not elderly, disabled or is a minor, the applicant will then be offered a unit within a family site, consistent with HACA occupancy standards.

- Families displaced as a result of natural disaster or government action shall be given preference. The following documentation will be used to verify displacement status:
 - ⊖ Certification from a unit of government concerning displacement due to natural disaster; or
 - ⊖ Certification from a unit of government concerning displacement due to code enforcement or public improvement/development or displacement by inaccessibility of a unit
 - ⊖ The displacement must have occurred within six months of requesting the involuntary displacement preference.

For the issuance of Family Unification Program (FUP) vouchers, only applicants certified eligible for FUP vouchers will be issued an FUP voucher, until such time HUD allows HACA to use FUP vouchers/funding for additional families. Therefore, FUP eligible applicants are granted a preference over all other applicants not eligible for FUP vouchers. This preference will be granted only for the issuance of FUP vouchers and not any other voucher.

- Applicants certified eligible for the FUP vouchers will be coded as such on HACA's waitlist.
- If FUP vouchers are not available, FUP eligible families will maintain their original place on the waitlist for the issuance of non-FUP vouchers.
- All families granted a FUP preference will be prioritized based on date and time of application and any other applicable preference (elderly, disabled, displaced).
- Those eligible applicants on the current waitlist will have priority over families not on the wait list.

If additional funding is available, and all eligible families on the waitlist are exhausted, the waitlist will be reopened for FUP eligible families only and they will only be eligible for FUP vouchers and not placed on the general HCV waitlist.

Order of Priority for the Housing Choice Voucher Program. In the selection of residents from among eligible applicant families, preference will be given in the following order by date and time of application within each category:

- A. Current HACA public housing families involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units.
- B. Eligible applicants that are elderly, handicapped/disabled, or displaced families.
- C. Families consisting of two or more, **OR** Non elderly, non handicapped/disabled, or non displaced single persons. All things being equal with respect to the application date and time, a family consisting of two or more will be offered a unit ahead of a non-elderly, non-handicapped, or non-displaced single person.
- D. For the issuance of Family Unification Program (FUP) vouchers, only applicants certified eligible for FUP vouchers will be issued an FUP voucher, until such time HUD allows HACA to use FUP vouchers/funding for additional families. Therefore, FUP eligible applicants are granted a preference over all other applicants not eligible for FUP vouchers. This preference will be granted only for the issuance of FUP vouchers and not any other voucher

Assignment of Units from Conventional Public Housing Waiting List.

- A. Occupancy standards are established by HACA to ensure that units are occupied by families of the appropriate size. This policy maintains the maximum usefulness of the units, while preserving them from excessive wear and tear or underutilization.

The Housing Authority of the City of Austin will reference the following standards in determining the appropriate unit bedroom size for a family:

BEDROOM SIZE	MINIMUM NUMBER OF PERSONS	MAXIMUM NUMBER OF PERSONS
0 (efficiency)	1	1
1	1	2
2	2	4
3	3	6
4	6	8
5	7	10

HACA will use the same occupancy standards for all of its developments. HACA’s occupancy standards are as follows:

Generally, two persons are expected to share a bedroom. HACA will assign one bedroom for each two persons within the household, except in the following circumstances:

- A) Two children of the opposite sex will not be required to share a bedroom, unless one of the children is under seven (7) years of age;
- B) Persons of different generations (example: grandparent and grandchild) will not be required to share a bedroom.

A couple (married or unmarried, same sex or opposite sex) engaged in a consensual sexual relationship will be allocated one bedroom.

Authorized live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide’s family.

Single-person families will be allocated either a zero (efficiency) or one bedroom unit.

Foster children will be included in determining unit size only if they will be in the unit for at least six (6) consecutive months.

A household that contains a family member (not the head of household or spouse) who is enrolled as a full-time student at an institution of higher learning and who is on the lease will be counted for the purposes of establishing occupancy standards for unit size if:

- (A) the family member is enrolled and actively attending a two-year or four-year college or university; or training institution and
- (B) the family member resides in the public housing unit during school breaks and holidays.

A household in which the parent shares joint custody of a dependent child shall include the child on the lease and will be counted for purposes of establishing occupancy standards for unit size if:

- (A) The head of household is legally entitled to physical possession of the child more than 50% of the time; and
- (B) The child actually physically resides in the unit with the head of household more than 50% of the time; and
- (C) If the child is school age, the head of household is listed as the legal guardian on the child's school enrollment documentation, and the address of record is the head of household's address.

EXCEPTIONS TO OCCUPANCY STANDARDS

Types of Exceptions

HACA will consider granting exceptions to the occupancy standards at the family's request if HACA determines, in its sole discretion, the exception is justified by the relationship, age, sex, health or disability of family members, or other personal circumstances.

An exception may be granted to allocate a separate bedroom to a family member, if a larger bedroom size is needed for medical equipment due to its size and/or function, or as a reasonable accommodation for a person with disabilities. Written verification of disability and need for the medical equipment may be required by HACA prior to allocation of the separate bedroom.

When evaluating exception requests HACA will consider the size and configuration of the unit. In no case will HACA grant an exception that is in violation of local housing or occupancy codes, regulations or laws.

Requests from applicants to be placed on the waiting list for a unit size smaller than designated by the occupancy standards will be approved as long as the unit is not overcrowded according to local code, and the family agrees, in writing, not to request a transfer for a period of two years from the date of admission, unless they have a subsequent change in family size or composition.

If the waiting list of a certain bedroom size has been exhausted, in order to prevent excessive or prolonged vacancies, HACA may assign an eligible applicant family to a larger unit than the occupancy standards permit. However, in these cases the family must agree to move to a suitable, smaller unit when another family qualifies for the larger unit and there is an appropriate size unit available for the family to transfer to. This requirement will be a provision of the lease agreement and the family will be notified in writing of this stipulation at the time of admission. The family will also be placed on the transfer wait list by the Admissions department.

Processing of Exceptions

All requests for exceptions to the occupancy standards must be submitted in writing.

In the case of a request for exception as a reasonable accommodation, HACA will encourage the resident to make the request in writing using a reasonable accommodation request form. However, HACA will consider the exception request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

Requests for a larger size unit must explain the need or justification for the larger size unit, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known.

If the request was made by an applicant family, the decision to approve or deny the request will be made by the Admissions Director within thirty (30) days of receipt of the request. If the request was made by a

family currently housed in public housing, the decision to approve or deny the request will be made by the Vice President of Housing and Community Development for the applicable district within thirty (30) days of receipt of the request. As applicable, approved requests may require a transfer to a larger size unit. The applicable transfer request form, along with supporting documentation, will be forwarded to the Admissions department for processing. HACA cannot guarantee that the family will be transferred to a unit at their current housing development.

If a request is denied, the family will be advised in writing of their right to request either an informal hearing (for applicant families) or a grievance hearing (for current residents). The family must make their request for a hearing in writing within ten (10) calendar days of receiving the denial letter. Applicant families must submit their request to the Admissions department, and resident families must submit their request to their Public Housing Manager. Families should request a date-stamped copy of the hearing request for their records.

In the event that adding eligible family members to the lease results in exceeding the maximum number of persons allowed in the unit, the resident shall have the right to request a transfer to a larger unit. The Public Housing Manager will forward a transfer request to the Admissions department so that the family is placed on the transfer wait list regardless of whether the family has or has not requested a transfer. The additional household member(s) will be added if such person(s) is/are eligible as determined pursuant to this policy, and the resident meets all other requirements and conditions.

UNIT OFFERS

HACA will maintain documentation of units offered, including location, date and circumstances of each offer, each unit acceptance or rejection. The reason for the rejection will also be documented to the fullest extent possible. For example, there may be circumstances in which the applicant family does not respond to the unit offer, thus not supplying HACA with a specific reason for rejection.

Due to the high volume of applicants on the public housing wait list, the Housing Authority of the City of Austin shall offer an eligible applicant only one housing unit each time the applicant is pulled from the waiting list and certified as eligible for such offer. Under this policy, offers shall be made to the unit of the appropriate bedroom configuration and type that has been vacant the longest. The applicant family will not have a choice of which HACA public housing development to which they will be assigned. Unit offers will be made to families who are certified eligible and who have attended the orientation meeting. Unit offers will be made in order of date and time of application and preference.

NUMBER OF OFFERS

HACA will assign available units to families according to the following procedures:

- 1) HACA will make every reasonable effort to assign available units, which are specifically designed for persons with disabilities to the next family on the waiting list who requires such a unit.
- 2) In order to ensure equal distribution of all applicants to the developments, achieve integration in an uniform, non-discriminatory manner and to ensure that the deconcentration policy is complied with, all housing offers will be made from the active Conventional Public Housing waiting list according to the following:
 - a. Vacant units, which have been reported to the Dispatcher as vacant and released to the Admissions department for occupancy, shall be offered first.
 - b. Of the remaining units, offers shall be made to the unit of the appropriate bedroom size, which has been vacant the longest.

- c. Lastly, units that are expected to be vacant within the next fifteen days will be offered in order by expected move-out date and appropriate bedroom size.
- d. Available units will be offered to the next eligible applicant on the waiting list who qualifies for such a unit.
- e. Should a unit become vacant in an extremely low to very low income development, such unit will be offered to the first eligible family on the waiting list with a verified annual income above 30% and up to 80% of the area median income regardless of the applicant's place on the wait list. Such family is therefore offered an incentive to occupy the unit in the low income area. The incentive is the offer of housing before the other families on the wait list, including families with a local preference, who do not have the target income and have an earlier date and time of application. Such incentives will only be granted to the extent that the limit of new tenants with incomes over thirty percent of the median income has not been exceeded.
- f. Should the family be pulled from the waiting list strictly to fill a unit at a very low income area, and the applicant's verified income is not at more than thirty percent to eighty percent of the median income (target income level), the applicant will be notified of the ineligibility for an incentive and placed back on the waiting list according to their original application date, time and preference, if any.

It shall be within the sole discretion of the family being offered an incentive to determine whether to accept or refuse the incentive. If the family refuses the incentive offer, HACA will not take adverse action against the family. If the family refuses the incentive, the family will be placed back on the waiting list according to their original application date and time and local preference, if any. Additionally, the family will not be offered an incentive from the waiting list again; the family will therefore have to wait until their name reaches the top of the waiting list before they are offered a unit again. Accordingly, for purposes of this provision, it shall not be considered an adverse action if a family on the waiting list that has refused an incentive is skipped in order to reach another family to implement this policy.

TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL

Upon offering a unit as stipulated within this policy, the Admissions Director will send the applicant's file to the designated property. The applicant must contact the receiving Public Housing Manager within one (1) business day of receiving the housing offer for the purpose of coordinating a time to view the unit. The prospective tenant must accept or reject the unit offer in writing. The acceptance or rejection must be received by HACA no later than 5:00 pm on the second (2nd) business day after viewing the offered unit.

Original Lease Meeting. Applicants who accept a unit must obligate themselves to the unit within three (3) business days by meeting HACA's deposit requirements and signing the dwelling lease agreement, reflecting a move-in date no later than three (3) business days from the date of signing the acceptance form.

Except as required for reasonable accommodation for a verified disability or medical emergency, HACA shall not reschedule the lease meeting beyond the three (3) business day period.

Assignment from the Housing Choice Voucher Waiting List. Once the Admissions Director has certified that the applicant is eligible for the assisted housing program, (1) the Admissions Director shall forward the applicant's file to the Vice President of Assisted Housing who will issue the family rental assistance, and (2) the Vice President of Assisted Housing will remove the applicant from the waiting list once a voucher is issued to the applicant.

Public Housing Site-Based Waiting Lists- HACA does not administer any site-based waiting lists.

2.) FINANCIAL RESOURCES

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	\$8,320,121	
b) Public Housing Capital Fund	\$3,107,224	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$44,379,362	
f) Resident Opportunity and Self-Sufficiency Grants	\$249,978	
g) Community Development Block Grant	-	
h) HOME	\$567,000	
Other Federal Grants (list below)		
Capital Fund Recovery Grant	\$3,912,362	
Capital Fund Green Communities Recovery Option 2 Grants	\$3,816,264	
Shelter Plus Care Grant	\$511,572	
Section 8 Mod-Rehab SRO	\$285,588	
Section 8 Mainstream	\$451,252	
Disaster Voucher Program	\$1,900,265	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund	\$2,475,024	
Resident Opportunity & Self Sufficiency	\$125,007	
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Interest	\$100,000	
Other Income	\$165,000	
Section 8 Contract Administration Excess Revenue	\$1,248,132	
4. Non-federal sources (list below)		
Austin Affordable Housing Corp.	\$1,122,219	
Total resources	\$76,221,821	

3.) RENT DETERMINATION The PHA employs discretionary policies for determining income-based rent with a minimum rent of \$25.00 for both Public Housing and the Housing Choice Voucher programs. Rent for both programs is determined by calculating a tenant's portion of rent to be thirty percent (30%) of their adjusted monthly income or 10% of their annual income. Public Housing residents may choose annually either a flat rent which may be less than 30% of their adjusted income or an income-based rent. A family who has chosen flat rent and becomes unable to pay the flat rent during the period for which such selection was made due to financial hardship, as determined by HACA, will be allowed to begin paying income-based rent on the first (1st) day of the month following proper notification. Tenants who choose flat rent will have their income reviewed every twelve months, coinciding with their annual recertification, at which time the family may take another election without showing a financial hardship. Flat rents are determined by a study of similar unsubsidized units similar in age, size and location to each public housing property. Tenants who choose a flat rent are not eligible to receive a utility allowance. Ceiling rents, rents set at a level lower than 30% of adjusted income and will equal the flat rent, are also available at all public housing sites. Tenants are able to receive a utility allowance under the ceiling rent. The agency determines on an annual basis all ceiling rents by conducting market comparability studies.

Between income reexaminations for both Public Housing and the Housing Choice Voucher programs, tenants must report changes in income or family composition to the public housing authority. These changes may result in an adjustment to the tenant's rent.

4.) OPERATION AND MANAGEMENT

A. PHA Management Structure

The Housing Authority of the City of Austin was established in 1937. The mayor appoints a five-member board to oversee the operations and policies of the agency. The agency administrative is overseen by the President/CEO and is comprised of a staff of 270 employees.

B. HUD Programs Under PHA Management

The Housing Authority of the City of Austin currently operates 1,929 Public Housing units and administers 5, 070 Housing Choice Vouchers. It also operates two nonprofit subsidiaries, the Austin Affordable Housing Corporation and the Southwest Housing Compliance Corporation.

C. Management and Maintenance Policies: The following Manuals, Plans and Procedures provide policies and guidance to the Public Housing and Housing Choice Voucher programs regarding their operations.

- (1) Public Housing Maintenance and Management:
Admissions and Continued Occupancy Policy
Housing Operations Manual
Maintenance Policies and Procedures
Housing Operations Standard Operating Procedures (SOP) Manual

- (2) Housing Choice Voucher:

Section 8 Administrative Plan

5.) GRIEVANCE PROCEDURES

INFORMAL HEARINGS FOR APPLICANTS

OVERVIEW

When the PHA makes a decision that has a negative impact on an applicant family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal hearing. HUD regulations do not provide a structure for or requirements regarding informal hearings for applicants (except with regard to citizenship status, to be covered in Part II). This part discusses the PHA policies necessary to respond to applicant appeals through the informal hearing process.

INFORMAL HEARING PROCESS [24 CFR 960.208(a) and PH Occ GB, p. 58]

Informal hearings are provided for public housing applicants. An applicant is someone who has applied for admission to the public housing program, but is not yet a tenant in the program. Informal hearings are intended to provide a means for an applicant to dispute a determination of ineligibility for admission to a project [24 CFR 960.208(a)]. Applicants to public housing are not entitled to the same hearing process afforded tenants in the PHA grievance procedure [24 CFR 966.53(a) and PH Occ GB, p. 58].

Informal hearings provide the applicant a means to hear the details of the reasons for rejection, and an opportunity to present evidence to the contrary if available and to claim mitigating circumstances if possible.

Use of Informal Hearing Process

While the PHA must offer the opportunity of an informal hearing to applicants who have been determined as ineligible for admission, the PHA could make the informal hearing process available to applicants who wish to dispute other PHA actions that adversely affect them.

HACA Policy

HACA will only offer informal hearings to applicants for the purpose of disputing denials of admission.

Notice of Denial [24 CFR 960.208(a)]

The PHA must give an applicant prompt notice of a decision denying eligibility for admission. The notice must contain a brief statement of the reasons for the PHA decision, and must also state that the applicant may request an informal hearing to dispute the decision. The notice must describe how to obtain the informal hearing. The notice will also provide the following information: (1) the hearing officer may consider mitigating circumstances and the applicant should bring such information to the hearing; (2) the applicant may request that the hearing officer consider a request for reasonable accommodations under the Fair Housing Act and Section 504 of the American's with Disabilities Act with respect to past conduct; (3) that if the basis for the denial relates to family violence, the applicant may qualify for an exception under the VAWA Amendments; and (4) the applicant may contact legal counsel (refer to HACA's Admissions Denial Letter Frequently Ask Questions (FAQ) sheet.)

Prior to notification of denial based on information obtained from criminal or sex offender registration records, the family, in some cases, must be given the opportunity to dispute the information in those records which would be the basis of the denial. See Section 3-III.G for details concerning this requirement.

Scheduling an Informal Hearing

HACA Policy

A request for an informal hearing must be made in writing and delivered to the HACA either in person, by fax or by first class mail, by the close of the business day, no later than 10 calendar days from the date of HACA's notification of denial of admission.

Except as provided in Section 3-III.F, HACA will schedule and send written notice of the informal hearing within 10 business days of the family's request.

Conducting an Informal Hearing [PH Occ GB, p. 58]

HACA Policy

The informal hearing will be conducted by an appointed hearings officer who is a person other than the one who made the decision under review, or a subordinate of this person.

The applicant will be provided an opportunity to present written or oral objections to the decision of HACA.

The hearing officer will render a decision on whether admission should be granted or denied

Informal Hearing Decision [PH Occ GB, p. 58]

HACA Policy

HACA will notify the applicant of HACA's final decision, including a brief statement of the reasons for the final decision.

In rendering a decision, HACA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice.

The validity of grounds for denial of admission. If the grounds for denial are not specified in the regulations or in HACA policy, then the decision to deny assistance will be overturned. See Chapter 3 for a detailed discussion of the grounds for applicant denial.

The validity of the evidence. HACA will evaluate whether the facts presented prove the grounds for denial of admission. If the facts prove that there are grounds for denial, and the denial is required by HUD, HACA will uphold the decision to deny admission.

If the facts prove the grounds for denial, the hearing officer will make the final decision to deny admission.

HACA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal hearing to the applicant and his or her representative, if any.

If the informal hearing decision overturns the denial, processing for admission will resume. HACA will make every effort to resume the screening process for reinstated applicants within 20 calendar days of the hearing decision.

If the family fails to appear for their informal hearing, the denial of admission will stand and the family will be so notified.

Reasonable Accommodation for Persons with Disabilities [24 CFR 966.7]

Persons with disabilities may request reasonable accommodations to participate in the informal hearing process and the PHA must consider such accommodations. The PHA must also consider reasonable accommodation requests pertaining to the reasons for denial if related to the person's disability. See Chapter 2 for more detail pertaining to reasonable accommodation requests.

PART II: INFORMAL HEARINGS WITH REGARD TO NONCITIZENS

14-II.A. HEARING AND APPEAL PROVISIONS FOR NONCITIZENS [24 CFR 5.514]

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. These special hearings are referred to in the regulations as informal hearings, but the requirements for such hearings are different from the informal hearings used to deny applicants for reasons other than immigration status.

Assistance to a family may not be delayed, denied or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the PHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]

As discussed in Chapters 3 and 13, the notice of denial or termination of assistance for noncitizens must advise the family of any of the following that apply:

- That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.
- In the case of a tenant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

United States Citizenship and Immigration Services Appeal Process [24 CFR 5.514(e)]

When the PHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the PHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide the PHA with a copy of the written request for appeal and proof of mailing.

HACA Policy

HACA will notify the family in writing of the results of the USCIS secondary verification within 10 calendar days of receiving the results.

The family will have 30 calendar days from the date of HACA's notification to appeal the results directly to the USCIS.

The family must provide HACA with a copy of the written request for appeal and proof of mailing within 10 calendar days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to the PHA, of its decision. When the USCIS notifies the PHA of the decision, the PHA must notify the family of its right to request an informal hearing.

HACA Policy

HACA will send written notice to the family of its right to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.

Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, an applicant family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

Informal Hearing Officer

The PHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision.

Evidence

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of the PHA pertaining to the family's eligibility status or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

HACA Policy

The family will be allowed to copy any documents related to the hearing at a cost of \$.10 per page. The family must make a written request for discovery of HACA documents no later than 12:00 p.m. 2 business days prior to the hearing.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by the PHA, and to confront and cross-examine all witnesses on whose testimony or information the PHA relies.

Representation and Interpretive Services

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the

family, or the PHA, as may be agreed upon by the two parties. If the family does not arrange for their own interpreter, the PHA is still obligated to provide oral translation services in accordance with its LEP Plan.

Recording of the Hearing

The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not required, to provide a transcript of the hearing.

HACA Policy

HACA will not provide a transcript of an audio taped informal hearing.

Hearing Decision

The PHA must provide the family with a written notice of the final decision, based solely on the facts presented at the hearing, within 10 business days of the date of the informal hearing. The notice must state the basis for the decision.

Retention of Documents [24 CFR 5.514(h)]

The PHA must retain for a minimum of 5 years the following documents that may have been submitted to the PHA by the family, or provided to the PHA as part of the USCIS appeal or the PHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

Informal Hearing Procedures for Residents [24 CFR 5.514(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, a resident family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for resident families whose tenancy is being terminated based on immigration status is the same as for any grievance under the grievance procedures for resident families found in Part III below.

PART III: GRIEVANCE PROCEDURES FOR PUBLIC HOUSING RESIDENTS

14-III.A. REQUIREMENTS [24 CFR 966.52]

PHAs must have a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any PHA action or failure to act involving the lease or PHA policies that adversely affect their rights, duties, welfare, or status.

The PHA grievance procedure must be included in, or incorporated by reference in, the lease.

HACA Policy

HACA grievance procedure will be incorporated by reference in the tenant lease.

The PHA must provide at least 30 days notice to tenants and resident organizations setting forth proposed changes in the PHA grievance procedure, and providing an opportunity to present written comments. Comments submitted must be considered by the PHA before adoption of any

grievance procedure changes by the PHA.

HACA Policy

Residents will have 30 calendar days from the date they are notified by HACA of any proposed changes in the HACA grievance procedure, to submit written comments to HACA.

14-III.B. DEFINITIONS [24 CFR 966.53; 24 CFR 966.51(a)(2)(i)]

There are several terms used by HUD with regard to public housing grievance procedures, which take on specific meanings different from their common usage. These terms are as follows:

- **Grievance** – any dispute which a tenant may have with respect to PHA action or failure to act in accordance with the individual tenant’s lease or PHA regulations which adversely affect the individual tenant’s rights, duties, welfare or status.
- **Complainant** – any tenant whose grievance is presented to the PHA or at the project management office.
- **Due Process Determination** – a determination by HUD that law of the jurisdiction requires that the tenant must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit.
- **Elements of Due Process** – an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
 - Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction.
 - Right of the tenant to be represented by counsel.
 - Opportunity for the tenant to refute the evidence presented by the PHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have.
 - A decision on the merits.
- **Hearing Officer/Panel** – a person/panel selected in accordance with HUD regulations to hear grievances and render a decision with respect thereto.
- **Tenant** – the adult person (or persons) (other than a live-in aide).
 - Who resides in the unit, and who executed the lease with the PHA as lessee of the dwelling unit, or, if no such person now resides in the unit,
 - Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit
- **Resident Organization** – includes a resident management corporation.

14-III.C. APPLICABILITY [24 CFR 966.51]

Potential grievances could address most aspects of a PHA’s operation. However, there are some situations for which the grievance procedure is not applicable.

The grievance procedure is applicable only to individual tenant issues relating to the PHA. It is not applicable to disputes between tenants not involving the PHA. Class grievances are not subject to the grievance procedure and the grievance procedure is not to be used as a forum for initiating or negotiating policy changes of the PHA.

If HUD has issued a due process determination, a PHA may exclude from the PHA grievance procedure any grievance concerning a termination of tenancy or eviction that involves:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the PHA.
- Any violent or drug-related criminal activity on or off such premises.

- Any criminal activity that resulted in felony conviction of a household member.

In states without due process determinations, PHAs must grant opportunity for grievance hearings for all lease terminations, regardless of cause, but may use expedited grievance procedures, as described in Section 14-III.E. below, to deal with the first two of the above three categories of lease terminations.

If HUD has issued a due process determination, the PHA may evict through the state/local judicial eviction procedures. In this case, the PHA is not required to provide the opportunity for a hearing under the PHA's grievance procedure as described above.

HACA Policy

HACA is located in a due process state. Therefore, HACA will not offer grievance hearings for lease terminations involving criminal activity that resulted in a felony arrest or conviction of a household member or that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of HACA, or for drug-related criminal activity on or off the premises.

The judicial eviction procedure used by HACA is a forcible detainer lawsuit in the appropriate Justice Court pursuant to Chapter 24 of the Texas Property Code. HUD has determined that this eviction procedure provides the opportunity for a hearing in court that contains the basic elements of due process as defined in HUD regulations.

See Chapter 13 for related policies on the content of termination notices.

14-III.D. INFORMAL SETTLEMENT OF GRIEVANCE [24 CFR 966.54]

HUD regulations state that any grievance must be personally presented, either orally or in writing, to the PHA office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing.

HACA Policy

HACA will accept requests for an informal settlement of a grievance either orally or in writing, to the HACA main office or to the property manager's office where the resident resides within 10 calendar days of the grievable event. Within 10 calendar days of receipt of the request HACA will arrange a meeting with the tenant at a mutually agreeable time and confirm such meeting in writing to the tenant.

HACA automatically schedules informal settlement conferences for all residents who have failed to make payment of rent on time. The date and time of the informal settlement conference is stipulated on the 14-Day Notice of Lease Termination.

If a tenant fails to attend the scheduled meeting without prior notice, HACA will reschedule the appointment only if the tenant can show good cause for failing to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Good cause is defined as an unavoidable conflict that seriously affects the health, safety or welfare of the family.

HUD regulations require that a summary of such discussion will be prepared within a reasonable time and one copy will be given to the tenant and one retained in the PHA's tenant file.

The summary must specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and will specify the procedures by which a hearing may be obtained if the complainant is not satisfied.

HACA Policy

HACA will provide the tenant with a summary of the informal settlement within 5 business days; one copy to be given to the tenant and one copy to be retained in HACA tenant file.

For PHAs who have the option to establish an expedited grievance procedure, and who exercise this option, the informal settlement of grievances is not applicable to those grievances for which the expedited grievance procedure applies.

14-III.E. PROCEDURES TO OBTAIN A HEARING [24 CFR 966.55]

Requests for Hearing and Failure to Request [24 CFR 966.55(a), (c), and (d)]

All grievances must be presented in accordance with the informal procedures prescribed above as a condition prior to a grievance hearing. However, if the complainant can show good cause for failure to proceed with the informal settlement process to the hearing officer/panel, the hearing officer/panel may waive this provision [24 CFR 966.55(d)].

The complainant must submit the request in writing for a grievance hearing within a reasonable time after receipt of the summary of informal discussion [24 CFR 966.55(a)]. The request must specify the reasons for the grievance and the action or relief sought.

HACA Policy

Tenants must attend an informal settlement meeting prior to requesting a grievance hearing, unless the tenant can show good cause for failure to proceed with the informal settlement process. The resident must submit a written request for a grievance hearing to HACA within 5 business days of the tenant's receipt of the summary of the informal settlement.

If the complainant does not request a hearing, the PHA's disposition of the grievance under the informal settlement process will become final. However, failure to request a hearing does not constitute a waiver by the complainant of the right to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding [24 CFR 966.55(c)].

Escrow Deposits [24 CFR 966.55(e)]

Before a hearing is scheduled in any grievance involving the amount of rent that the PHA claims is due, the family must pay an escrow deposit to the PHA. When a family is required to make an escrow deposit, the amount is the amount of rent the tenant contends is due. The payment is due at the first of the month preceding the month in which the family's act or failure to act took place. After the first deposit the family must deposit the same amount monthly until the family's complaint is resolved by decision of the hearing officer/panel.

The PHA must waive the requirement for an escrow deposit where the family has requested a financial hardship exemption from minimum rent requirements or is grieving the effect of welfare benefits reduction in calculation of family income [24 CFR 5.630(b)(3)].

Unless the PHA waives the requirement, the family's failure to make the escrow deposit will terminate the grievance procedure. A family's failure to pay the escrow deposit does not waive the family's right to contest the PHA's disposition of the grievance in any appropriate judicial proceeding.

HACA Policy

HACA will not waive the escrow requirement for grievances involving rent amounts except where required to do so by regulation.

Scheduling of Hearings [24 CFR 966.55(f)]

If the complainant has complied with all requirements for requesting a hearing as described above, a hearing must be scheduled by the hearing officer/panel promptly for a time and place reasonably convenient to both the complainant and the PHA. A written notification specifying the time, place and the procedures governing the hearing must be delivered to the complainant and the appropriate

PHA official.

HACA Policy

Within 10 business days of receiving a written request for a hearing, the Housing and Community Development representative will schedule and send written notice of the hearing to both the complainant and the Hearing Officer.

The PHA may wish to permit the tenant to request to reschedule a hearing for good cause.

HACA Policy

The tenant may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict that seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing at least 48 hours prior to the hearing date. At its discretion, HACA may request documentation of the “good cause” prior to rescheduling the hearing.

Expedited Grievance Procedure [24 CFR 966.55(g)]

The PHA may establish an expedited grievance procedure for any grievance concerning a termination of tenancy or eviction that involves:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or employees of the PHA, or
- Any drug-related criminal activity on or near such premises.

In such expedited grievances, the informal settlement of grievances as discussed in 14-III.D is not applicable.

The PHA may adopt special procedures concerning expedited hearings, including provisions for expedited notice or scheduling or provisions for expedited decision on the grievance.

HACA Policy

HACA will not offer expedited grievance procedures in cases involving criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or employees of HACA, or drug-related criminal activity.

14-III.F. SELECTION OF HEARING OFFICER/PANEL [24 CFR 966.55(b)]

The grievance hearing must be conducted by an impartial person or persons appointed by the PHA, other than the person who made or approved the PHA action under review or a subordinate of such person.

HACA Policy

HACA grievance hearings will be conducted by a single Hearing Officer and not a panel. HACA has designated the following to serve as Hearing Officer:

Hearings Officer, Department of Compliance Oversight

The PHA must determine the methodology for appointment of the Hearing Officer and it must be stated in the grievance procedure.

HACA Policy

HACA will appoint a person who has been selected in the manner required under the grievance procedure. Efforts will be made to assure that the person selected is not a friend, nor enemy, of the complainant and that they do not have a personal stake in the matter under dispute or will otherwise have an appearance of a lack of impartiality.

14-III.G. PROCEDURES GOVERNING THE HEARING [24 CFR 966.56]

Rights of Complainant [24 CFR 966.56(b)]

The complainant will be afforded a fair hearing. This includes:

- The opportunity to examine before the grievance hearing any PHA documents, including records and regulations that are directly relevant to the hearing. The tenant must be allowed to copy any such document at the tenant's expense. If the PHA does not make the document available for examination upon request by the complainant, the PHA may not rely on such document at the grievance hearing.

HACA Policy

The tenant will be allowed to copy any documents related to the hearing at a cost of \$.10 per page. The family must request discovery of HACA documents prior to the hearing.

- The right to be represented by counsel or other person chosen as the tenant's representative and to have such person make statements on the tenant's behalf.

HACA Policy

Hearings may be attended by the following applicable persons:

A HACA representative(s) and any witnesses for HACA

The tenant and any witnesses for the tenant

The tenant's counsel or other representative

Any other person approved by HACA as a reasonable accommodation for a person with a disability

- The right to a private hearing unless the complainant requests a public hearing.
- The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by the PHA or project management and to confront and cross-examine all witnesses upon whose testimony or information the PHA or project management relies.
- A decision based solely and exclusively upon the facts presented at the hearing.

Decision without Hearing [24 CFR 966.56(c)]

The Hearing Officer/panel may render a decision without proceeding with the hearing if the Hearing Officer/panel determines that the issue has been previously decided in another proceeding.

Failure to Appear [24 CFR 966.56(d)]

If the complainant or the PHA fails to appear at a scheduled hearing, the Hearing Officer/panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his/her right to a hearing. Both the complainant and the PHA must be notified of the determination by the Hearing Officer/panel: Provided, that a determination that the complainant has waived his/her right to a hearing will not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in an appropriate judicial proceeding.

There may be times when a complainant does not appear due to unforeseen circumstances that are out of their control and are no fault of their own.

HACA Policy

If the tenant does not appear at the scheduled time of the hearing, the Hearing Officer will wait up to 15 minutes. If the tenant appears within 15 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 15 minutes of the scheduled time, they will be considered to have failed to appear.

If the tenant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact HACA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The Hearing Officer will reschedule the hearing only if the tenant can show good cause for the failure to appear, or it is needed as a reasonable accommodation for a person with disabilities.

“Good cause” is defined as an unavoidable conflict that seriously affects the health, safety or welfare of the family.

General Procedures [24 CFR 966.56(e), (f), and (g)]

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed [24 CFR 966.56(e)].

The hearing must be conducted informally by the Hearing Officer/panel. The PHA and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint and question any witnesses. In general, all evidence is admissible and may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings [24 CFR 966.56(f)].

HACA Policy

Any evidence to be considered by the Hearing Officer must be presented and/or discussed at the time of the hearing. At the Hearing Officer’s discretion, the Hearing Officer may grant the complainant an extension to provide documents/evidence that were discussed at the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses.

Documentary evidence: a document that is relevant to the case, for example, a letter written to HACA. Documents include all forms of recorded communication or representation, including letters, emails, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the Hearing Officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the Hearing Officer’s decision.

If HACA fails to comply with the discovery requirements (providing the tenant with the opportunity to examine HACA documents prior to the grievance hearing), the Hearing Officer will refuse to admit such evidence.

Other than the failure of HACA to comply with discovery requirements, the Hearing Officer has the authority to overrule any objections to evidence.

The Hearing Officer/panel must require HACA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer/panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate [24 CFR 966.56(f)].

The complainant or the PHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript [24 CFR 966.56(g)].

HACA Policy

If the complainant would like HACA to record the proceedings by audiotape, the request must be made and received in writing to the Hearing Officer by 12:00 p.m. at least 2 business days prior to the hearing.

HACA will consider an audio tape recording of the proceedings as a transcript.

Accommodations of Persons with Disabilities [24 CFR 966.56(h)]

The PHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations or attendants.

If the tenant is visually impaired, any notice to the tenant that is required in the grievance process must be in an accessible format.

See Chapter 2 for a thorough discussion of the PHA's responsibilities pertaining to reasonable accommodation.

14-III.H. DECISION OF THE HEARING OFFICER/PANEL [24 CFR 966.57]

The Hearing Officer/panel must issue a written decision, stating the reasons for the decision, within a reasonable time after the hearing. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing. A copy of the decision must be sent to the tenant and the PHA. The PHA must retain a copy of the decision in the tenant's folder. A copy of the decision, with all names and identifying references deleted, must also be maintained on file by the PHA and made available for inspection by a prospective complainant, his/her representative, or the hearing officer/panel [24 CFR 966.57(a)].

HACA Policy

In rendering a decision, the Hearing Officer will consider the following matters:

PHA Notice to the Family: The Hearing Officer will determine if the reasons for the HACA's decision are factually stated in the notice.

Discovery: The Hearing Officer will determine if the family was given the opportunity to examine any relevant documents in accordance with HACA policy.

HACA Evidence to Support the HACA Decision: The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The Hearing Officer will evaluate the facts to determine if they support HACA's conclusion.

Validity of Grounds for Termination of Tenancy (when applicable): The Hearing Officer will determine if the termination of tenancy is for one of the grounds specified in the HUD regulations, HACA policies, and/or other mitigating circumstances. If the grounds for termination are not specified in the regulations or in compliance with HACA policies, then the decision of HACA will be overturned.

The Hearing Officer will issue a written decision to the family and HACA no later than 10 business days after the hearing. The Hearing Officer will create a report, which will contain the following information:

Hearing information:

Name of the complainant

Date of the hearing
Name of the Hearing Officer
Name of the HACA representative(s)
Name of family representative (if any)
Names of witnesses (if any)

Background: A brief, impartial statement of the reason for the hearing and the date(s) on which the informal settlement was held, who held it and a summary of the results of the informal settlement. Also includes the date the complainant requested the grievance hearing.

Summary of the Evidence: The Hearing Officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

Findings of Fact: The Hearing Officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Conclusions: The Hearing Officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold HACA's decision.

Order: The hearing report will include a statement of whether HACA's decision is upheld or overturned. If it is overturned, the Hearing Officer will instruct HACA to change the decision in accordance with the Hearing Officer's determination. In the case of termination of tenancy, the Hearing Officer will instruct HACA to restore the family's status.

Procedures for Further Hearing

HACA Policy

The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the Hearing Officer, the grieved action of HACA will take effect and another hearing will not be granted.

Final Decision [24 CFR 966.57(b)]

The decision of the Hearing Officer/panel is binding on the PHA which must take the action, or refrain from taking the action cited in the decision unless the PHA Board of Commissioners determines within a reasonable time, and notifies the complainant that:

- The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease on PHA policies which adversely affect the complainant's rights, duties, welfare, or status; or
- The decision of the Hearing Officer/panel is contrary to Federal, state, or local law, HUD regulations or requirements of the annual contributions contract between HUD and the PHA

HACA Policy

When HACA considers the decision of the Hearing Officer to be invalid due to the reasons stated above, it will present the matter to the HACA Board of Commissioners within 10 business days of the date of the Hearing Officer's decision. The Board of Commissioners

has 30 calendar days to consider the decision. If the Board of Commissioners decides to reverse the Hearing Officer's decision, it must notify the complainant within 10 business days of this decision.

A decision by the Hearing Officer/panel, or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part must not constitute a waiver of any rights the complainant may have to a subsequent trial or judicial review in court [24 CFR 966.57(c)].

6.) DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

The Housing Authority of the City of Austin will not be submitting an application for designated housing for occupancy by elderly and disabled families.

7.) COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT (CSSR) POLICY

COMMUNITY SERVICE REQUIREMENT

OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). PHAs and residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the PHA Plan must contain a statement of the how the PHA will comply with the community service requirement, including any cooperative agreement that the PHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, the PHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

REQUIREMENTS

Each adult resident of the PHA, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

HACA Policy

Community service activities must be performed within the community and not outside HACA's jurisdictional area, unless HACA makes an exception for good cause. Families must request exceptions in writing. Within 10 business days of receiving the family's request, HACA will notify the family in writing of its decision. HACA may require the family to provide documentation to support their request.

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. HACA will make the determination of whether to permit a deviation from the schedule. No hours may be “donated” or performed by any individual other than the family member who is required to perform the community service.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify HACA in writing within 10 business days of the circumstances becoming known. HACA will review the request and notify the individual, in writing, of its determination within 10 business days. HACA may require those individuals to provide documentation to support their claim.

Definitions

Exempt Individual [24 CFR 960.601(b)]

An *exempt individual* is an adult who:

1. Is under 18 years of age
2. Is age 62 years or older
3. Is blind or disabled (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions
4. Is a primary caretaker of such an individual, as described in number 3.
5. Is engaged in work activities

HACA Policy

HACA will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.

- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state of Texas, including a state-administered welfare-to-work program; or
- Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state of Texas, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

Community Service [PH Occ GB, p. 174]

Community service is volunteer work that includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at the PHA to help improve physical conditions
- Work at the PHA to help with children’s programs
- Work at the PHA to help with senior programs
- Helping neighborhood groups with special projects

- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded for purposes of eligible community service activities.

Economic Self-Sufficiency Program [24 CFR 5.603(b)]

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal) or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Work Activities [42 U.S.C. 607(d)]

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

Notification Requirements [24 CFR 960.605(c)(2)]

The PHA must give each family a written description of the community service requirement, the process for claiming status as an exempt person and the process for PHA verification of exempt status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

HACA Policy

HACA will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the

community service requirement during the lease term and at any time upon the family's request.

On an annual basis, at the time of lease renewal, HACA will notify the family of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals, the Public Housing Manager will provide the family the CSSR Resource Guide that includes a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]

The PHA must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve-month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.

HACA Policy

HACA will review and verify family compliance with service requirements in conjunction with the family's scheduled annual reexamination interview.

Annual Determination

Determination of Exemption Status

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

HACA Policy

At least 60 days prior to lease renewal, HACA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or HACA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, HACA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

Determination of Compliance

The PHA must review resident family compliance with service requirements annually at least thirty days before the end of the twelve-month lease term [24 CFR 960.605(c)(3)]. As part of this review, the PHA must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

HACA Policy

Approximately 90 days prior to the end of the lease term, HACA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will be required to submit HACA required documentation form(s) at their scheduled annual reexamination interview.

If the family fails to submit the required documentation at the interview, or by the HACA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

Change in Status Between Annual Determinations

HACA Policy

Exempt to Non-Exempt Status

If an exempt individual becomes non-exempt during the twelve-month lease term, it is the family's responsibility to report this change to HACA within 10 calendar days.

Within 10 business days of a family reporting such a change, or HACA determining such a change is necessary, HACA will provide a 30 day written notice of the effective date of the requirement, and a copy of the CSSR Handbook which includes a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following 30-day notice.

Non-Exempt to Exempt Status

If a non-exempt person becomes exempt during the twelve-month lease term, it is the family's responsibility to report this change to HACA within 10 calendar days. Any claim of exemption will be verified by HACA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.

Within 10 business days of a family reporting such a change, or HACA determining such a change is necessary, HACA will provide the family written notice that the family member is no longer subject to the community service requirement, if HACA is able to verify the exemption.

The exemption will be effective immediately.

DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]

The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

Documentation and Verification of Exemption Status

HACA Policy

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. HACA will provide a completed copy to the family upon request and will keep a copy in the tenant file.

HACA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

HACA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with HACA determination, s/he can dispute the decision through the HACA's grievance procedures (see Chapter 14).

Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than the PHA, a family member who is required to fulfill a service requirement must provide certification to the PHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

HACA Policy

If anyone in the family is subject to the community service requirement, HACA will provide the family with community service documentation forms at move-in, at lease renewal, when a family member becomes subject to the community service requirement during the lease term or upon

request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to HACA, upon request by HACA.

If HACA has reasonable cause to believe that the certification provided by the family is false or fraudulent, HACA has the right to require third-party verification.

An individual subject to performing community service must complete the hours him/ herself. No other resident may perform the community service hours on another resident's behalf. Community service hours may not be "donated" by another resident to an individual subject to completion of community service.

NONCOMPLIANCE

Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, the PHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the PHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

Notice of Initial Noncompliance [24 CFR 960.607(b)]

If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the PHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the PHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the PHA to cure the noncompliance, or the family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the PHA's determination, in accordance with the PHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of the PHA's determination.

HACA Policy

During the annual reexamination, the HACA staff member conducting the re-exam will examine all documentation and determine whether the family is in compliance with the CSSR policy. If it is determined that the family is not in compliance, HACA will issue the family a Notice of Non-Compliance with Housing Lease at the interview. An Acknowledgment of Receipt of Document

form will be signed by the head of household and retained in the family's tenant file.

The family will have 10 calendar days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before HACA will agree to continued occupancy of the family. Documentation must consist of a notarized Removal from Lease certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 calendar day timeframe, HACA will terminate tenancy in accordance with the policies in Section 13-IV.D.

Continued Noncompliance [24 CFR 960.607(b)]

If, after the 12 month cure period, the family member is still not compliant, the PHA must terminate tenancy of the entire family, according to the PHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

HACA Policy

Notices of lease termination due to continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery and Content of the Notice.

The family will have 10 calendar days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before HACA will agree to continued occupancy of the family. Documentation must consist of a notarized Removal from Lease certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10-calendar day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

PART II: IMPLEMENTATION OF COMMUNITY SERVICE

OVERVIEW

Each PHA must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in the PHA's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

PHA Implementation of Community Service

The PHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

HACA Policy

HACA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.

HACA will notify its insurance company if residents will be performing community service at HACA. In addition, HACA will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, HACA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.

PHA Program Design

The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

HACA Policy

HACA will attempt to provide the broadest choice possible to residents as they choose community service activities.

HACA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. HACA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

HACA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, HACA will provide names and contacts at agencies that can provide opportunities for residents to fulfill their community service obligations.

EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY



HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA)

SOP# 90 REVISION:

EFFECTIVE DATE: March 3, 2006

TITLE: **COMMUNITY SERVICE AND SELF SUFFICIENCY REQUIREMENT**

Policy: **Housing Authority of the City of Austin Continued Occupancy Policy**

Purpose: To describe the procedures required by Housing Operations staff to monitor, track and enforce the HUD-mandated CSSR Policy

Scope: The scope of this procedure encompasses only the tasks that apply to the Housing Operations department.

Procedure:

1.0 **COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT OVERVIEW**

- Under the provisions of Section 512 of the Quality Housing and Work Responsibility Act of 1998, every adult resident, 18 years and older of public housing must perform eight hours of community service, participate in an economic self sufficiency program for eight hours per month, or a combination of the two per month adding up to 8 hours per month.
 - The resident is required to provide the site manager with all documentation verifying their participation or exemption in the CSSR, or to report changes. This is required on an annual basis.
 - HACA will include the CSSR requirement in the lease; include compliance in the PHA plan. Inform residents of any relevant processes, exemptions, enforcements, and the consequences of non-compliance. Provide residents a list of eligible activities, copies of the forms and review and document resident compliance with the CSSR.
- SEE ATTACHED EXHIBIT A, HACA CSSR POLICY ADOPTED FEB.16, 2006.

2.0 **HOW HACA WILL KEEP THE RESIDENTS INFORMED**

- Annually the HOPS department will mail out a reminder to all families using the 90-day and 60-day format. (Changes have been made to the notices to satisfy this requirement) This reminder will include a listing of the requirements, the exemption categories, the required documentation for each exemption category, and the required documentation to verify program interview;
- During the re-exam HOPS will give all non-exempt PH residents a copy of the CSSR information packet during their annual re-certification interview;
- At any time the resident may request and will be given the CSSR policy or information packet. HACA staff will remove the certification from the back of the packet, obtain the resident's signature and place it in the resident file for documentation.
- The CSSR Policy will be posted on the bulletin boards at all HACA sites.
- Residents will be able to access this complete packet at www.hacanet.org

3.0 **VERIFICATIONS AT ANNUAL RE-EXAM APPTS. (At least 30 days prior to lease termination)**

- 3.1** All adult family members age 18 years and older must complete and sign the *CSSR Resident Status Certification form.*

	<p>3.2 This form must be signed at every annual appointment. SEE EXHIBIT B: CSSR RESIDENT STATUS CERTIFICATION FORM</p> <p>EXEMPTIONS:</p> <p>3.3 If a family member is claiming to be exempt from performing community service, you must verify that there is supporting documentation in the file.</p> <p>3.4 For examples of exemptions, and documentation required, refer to page 2 of the CSSR Policy.</p> <p>3.5 If a resident is claiming exemption due to participation in job training or enrollment in school, give the resident the <i>CSSR Exemption Form</i>.</p> <p>3.6 The <i>CSSR Exemption form</i> is to be filled out by the training provider/agency providing the services/training/education. The resident can either return the form or have the agency/provider fax the completed form to the site manager's office.</p> <p>3.7 Include this on the 7-day Need Info Form to the resident.</p> <p>3.8 The CSSR Exemption form expires annually. SEE EXHIBIT C: CSSR EXEMPTION FORM</p> <p>4.0 <u>DETERMINE COMPLIANCE</u></p> <p>4.1 At time of the annual re-exam, collect time sheets from every family member required to perform monthly community service. SEE EXHIBIT D: RECORD AND CERTIFICATION OF CSSA ACTIVITIES</p> <p>4.2 Review time sheets to determine if each required family member completed the required hours.</p> <p>4.3 Provide a copy of the CSSR Resident Information Packet to the family.</p> <p>4.4 Remove the last page from the Packet and have the adult family members who are present sign the <i>Certification</i> sheet. This confirms the family received a copy of the Packet and understands the contents of the Packet.</p> <p>4.5 Keep this Certification sheet in the tenant file.</p> <p>4.6 Verify any questionable documentation on timesheets submitted (i.e. timesheets that have been altered in some manner)</p> <p>4.7 Document your conclusion on whether the timesheets were indeed fraudulent. If fraudulent, this will be grounds for non-renewal of the family's lease.</p> <p>5.0 <u>UPDATING CODES IN FAMILY SCREEN</u></p> <p>5.1 Enter the applicable code (1, 2, 3, or 4) to indicate compliance status of every household member.</p> <p>5.2 For minors, enter code 4.</p>
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SEE EXHIBIT E: Pg 15 of HUD 50058 INSTRUCTION BOOKLET
SEE EXHIBIT F: SAMPLE SCREENPRINT OF FA SCREEN

6.0 **NON-COMPLIANCE AND ENFORCEMENT (1st YEAR)**

- 6.1 If you determine the family is in non-compliance with the CSSR requirements, DO NOT enter into a new lease (addendum).
- 6.2 Fill out and give the HOH the *Notice of Non-Compliance* at the annual re-exam appt.
- 6.3 Have HOH sign the *Acknowledgement of Receipt of Document* form. Make a copy of the letter. File the copy and the Acknowledgement form in the tenant file.
- 6.4 Family will have 10 calendar days to choose one of the following two options:
a) Enter into a *Family Compliance Agreement (Exhibit H)*
b) Attest that the non-compliant family member no longer resides in the unit
- 6.5 Family may request a grievance hearing if they disagree with the determination of non-compliance.
 SEE EXHIBIT G: NOTICE OF NON-COMPLIANCE
- 6.6 Following are examples of HACA-accepted documentation that would support that the non-compliant family member no longer resides in the unit:
a) Copy of signed lease belonging to the non-compliant family member
b) Mail belonging to the non-compliant family member showing different address from unit address
c) Notarized statement from family member confirming he/she has moved out permanently
d) Notarized statement from HOH confirming the non-compliant family member has moved out permanently
- 6.7 If family entered into a written *Family Compliance Agreement*, all family members required to perform community service will have one year to cure the deficiency in hours, plus perform the new year's required hours. The Notice of Rent Change can be executed if the *Family Compliance Agreement* was completed and signed.
SEE EXHIBIT H: FAMILY COMPLIANCE AGREEMENT

7.0 **SECOND YEAR OF NON-COMPLIANCE**

- 7.1 At the next scheduled annual re-exam, repeat steps specified under Sections **4.0** through **5.0** .
- 7.2 If any family member is determined to be in non-compliance, move forward with eviction, using 30 day Notice of Lease Termination.
- 7.3 The only way to avoid eviction is if the non-compliant family member no longer resides in the unit. Refer to Step 6.6 above.

7.4 The family may request a grievance hearing, as stipulated in the Notice of Lease Termination.

8.0 FILE MAINTENANCE

8.1 All documentation will be placed in Section B of the tenant file (if the tenant file is a 4-section file), as stipulated on the Public Housing Check-off List. If the tenant file is a 2-section file, the documentation will be placed on the right-hand side of the file, along with the current annual re-exam paperwork.

SEE EXHIBIT I: PUBLIC HOUSING CHECK-OFF LIST (revised)

NOTE:

- The Property manager will collect time sheets from all non-exempt family members at least annually.

management staff will accept time sheets from residents at any time the resident chooses to submit the ts. The Property management staff will date stamp the time sheets/documents and provide a copy to the and place the original in the resident file for use at the next annual re-exam.

- **Only** household members with changes in their CSSR exempt status will be required to complete a new *Resident Status Certification* form at **interim** re-examinations.

See Exhibit B: Resident Status Certification.

EXHIBIT 11-2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(1) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE

Social Security Act:

216(i)(1): Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term “disability” means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term “blindness” means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

Section 1416 (excerpt):

SEC. 1614. [42 U.S.C. 1382c] (a)(1) For purposes of this title, the term “aged, blind, or disabled individual” means an individual who—

(A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and

(B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or

(ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside

the United States.

(2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.

(3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.

EXHIBIT 11-3: PHA DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE
Housing Authority of the City of Austin
Established in 1937

COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT
RESIDENT STATUS CERTIFICATION

Unless they are exempt, all adult residents must perform 8 hours of community service per month or participate in an Economic self sufficiency program for 8 hours per month or combination thereof.

This form must be completed by every adult member of the household (age 18 or older) at each reexamination.

I certify that I am eligible for exemption from the Community Service requirement for the following reason:

I am 62 years of age or older

Documentation in the file should support this claim, such as ID, BC, etc.

I am blind or disabled, and I hereby certify that because of this disability I am unable to comply with the community service and self-sufficiency requirement.

Documentation required: Current SSI award letter or doctor's certification

I hereby certify that I am the primary caretaker of a person with a disability, who has certified that based on the disability he or she cannot comply with the requirement.

Documentation required: Written certification from disabled individual or his/her family, if disabled individual is dependent of this tenant, the disability must be documented in the file.

I am receiving TANF and I am in compliance with the state welfare program.

Documentation required: Public Assistance Verification Form

I am gainfully employed for at least 30 hours per week.

Documentation required: Employer Verification Form

I am exempt from work activities and/or I am receiving assistance, benefits or services under a State

Program funded under part A of title IV of the Social Security Act or any other welfare program of the State of Texas, including a state-administered welfare to work program. If receiving benefits, assistance or services, I hereby certify that I am in compliance with such program. **Documentation required: Certification from state agency who has exempted the tenant from work activity or is providing the assistance.**

I am participating in employment-related activities as defined in HACA's CSSR policy, other than gainful employment. **Documentation required: Employment-Related Activities Exemption Form**

I am not exempt from the Community Service and Self-Sufficiency requirement and I have received a copy of the Community Service and Self-Sufficiency Resident Information Packet. I understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and the HACA lease and that if I do not comply with this requirement, my household's lease may not be renewed.

Resident's Signature Print Name Date Client #

HACA Representative Signature Date Effective Date of Status

Exemptions must be documented annually. The HACA staff member signing this form is attesting that the required documentation to support the tenant's certification has been reviewed and is in the file. This form and supporting documentation must be placed in the resident's file.

8.) SAFETY AND CRIME PREVENTION

- 1.) Resident councils are encouraged to form resident patrols, Apartment Residents on Watch (AROW) at the sites. The Austin Police Department has conducted several safety meetings and participates in the Nation Night Out events to encourage the residents to become more involved in crime prevention.
- 2.) Through reporting conducted the HACA Safety Coordinator, the off-duty officers, site-based staff and residents, safety of the property is monitored by:
 - The Housing Authority is continually reviewing the sites to determine if more lighting is necessary and to replace broken fixtures;
 - The Housing Authority has replaced the door locks at all the sites. It is the policy to repair/change broken door locks within 24 hours of notification;
 - Security screens and doors have been installed at all family sites;
 - All broken glass and graffiti are abated upon notification; and
 - The Housing Authority has a Zero Tolerance policy regarding criminal activity and this information is given to the residents at orientation and upon move-in (lease agreement). Managers follow the guidelines set forth in the occupancy manual, the HACA lease, and current state laws to ensure the residents follow the rules of the lease agreement
- 3.) The Housing Authority hires and schedules off-duty police officers to regularly patrol the developments. The Housing Authority and Austin Police Department have partnered to provide a full-time regular police officer to serve as a liaison between both agencies. This partnership provides constant dialogue between the APD liaison, the area APD District Representatives, and the HACA residents and staff. HACA has benefited with quicker response times from APD and more

community involvement from the residents.

9.) PET POLICY-PUBLIC HOUSING RESIDENT PET POLICY

I. OVERVIEW

The purpose of the Housing Authority of the City of Austin (HACA) pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments. **(Under Section VII-There is a separate HACA policy for service or assistance animals.)**

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and HACA must approve a reasonable accommodation in accordance with the policies contained in Chapter 2 of the Admissions and Continued Occupancy Policy.

II. MANAGEMENT APPROVAL OF PETS

Registration of Pets

Prior written HACA approval, evidenced by a signed Pet Lease Agreement, must be obtained prior to a resident owning or keeping a common household pet in the dwelling unit.

Pets must be registered with HACA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

HACA will refuse to register a pet if:

- The pet is not a common household pet as defined below.
- Keeping the pet would violate any pet restrictions listed in this policy.
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually.
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order.
- HACA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If HACA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of HACA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with HACA's grievance procedures.

Pet Agreement

Residents who have been approved to have a pet must enter into a Pet Agreement with HACA by signing

the Pet Lease Agreement, or the approval of the pet will be withdrawn.

The Pet Lease Agreement is the resident's certification that he or she has received a copy of HACA's Pet Policy and applicable House Rules, that he or she has read the policies and/or rules, understands them and agrees to comply with them.

The resident further certifies by signing the Pet Lease Agreement that he or she understands that noncompliance with HACA's Pet Policy and applicable House Rules may result in the withdrawal of HACA approval of the pet or termination of tenancy.

III. STANDARDS FOR PETS

Definition of "Common Household Pet"

Common household pet means a domesticated animal, such as a dog, cat, bird or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

- Reptiles
- Rodents
- Insects
- Arachnids
- Wild animals or feral animals, including but not limited to chickens and rabbits
- Pot-bellied pigs
- Animals used for commercial breeding

Pet Restrictions

The following animals are not permitted:

- Any animal whose adult weight will exceed 30 pounds.
- Notwithstanding anything to the contrary, residents are prohibited from owning or keeping in the unit pets which HACA reasonably believes to be dangerous or vicious to other pets, residents or staff including, without limitation, pit bulls, Doberman pinschers, Rottweilers, chow or boxer breeds, including any mixed breeds thereof. Residents are prohibited from dog-sitting such animals in their units as well.
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations.
- Any animal not permitted under state or local law or code.
- Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of HACA.

Should a resident's pet give birth to a litter, the resident shall within 6 weeks from birth remove all animals (including the litter and mother) except resident will be allowed to retain 2 common household pets in the unit as provided herein.

Number of Pets

Residents may own a maximum of 2 pets.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification

that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

The resident must be present during a scheduled dwelling unit inspection of a unit occupied by any and all pets, unless the pets consist only of fish or other self-contained animals. Otherwise, if the resident cannot be present, the pet must be placed in a kennel or cage. If the resident fails to restrain the pet as required and the pet gets loose, HACA staff will not be held responsible.

IV. PET RULES

Pet Area Restrictions

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible adult at all times. Pets other than dogs or cats must be kept in a cage or carrier at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are only permitted to exercise pets or permit pets to deposit waste on project premises on the areas designated for such purposes, if a designated area exists.

Designated Pet/No-Pet Areas

With the exception of common areas as described in the previous policy, HACA has not designated any buildings, floors of buildings or sections of buildings as no-pet areas. In addition, HACA has not designated any buildings, floors of buildings or sections of buildings for residency of pet-owning tenants.

Cleanliness

The residents are solely responsible for cleaning up all pet droppings, if any, outside the unit and/or on the development grounds. Droppings must be disposed of by being placed in a sealed plastic bag and disposing of it in a trash container provided by the HACA.

The resident shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

- Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.
- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be kept inside the resident's dwelling unit.

Pet food must be sealed in a container inside the unit.

Alterations to Unit

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Residents are responsible for all damages caused by their pets including, without limitation, the cost of cleaning of carpets or fumigation of units.

Noise

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not

limited to loud or continuous barking, howling, whining, biting, scratching, chirping or other such activities.

Pet Care

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage HACA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

The pet owner will be required to designate at least one responsible party (alternate custodian) for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a Humane Society or other non-profit organizations, and approved by HACA in advance. HACA may make exceptions to this rule on a case by case basis.

Pet Rule Violations

HACA has the right to inspect a resident's unit without prior notice if HACA has reason to suspect the pet is not being cared for or that the resident is unable to properly care for the pet.

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation.
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
- That the pet owner's failure to correct the violation or request a meeting by the stated deadline, or failure to appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy.

Notice for Pet Removal

If the pet owner and HACA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by HACA, HACA may serve notice to remove the pet.

The notice will contain:

- A brief statement of the factual basis for HACA's determination of the pet rule that has been violated.

- The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice.
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

Pet Removal

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if HACA after reasonable efforts cannot contact the responsible party, HACA may contact the appropriate state or local agency and request the removal of the pet. HACA accepts no responsibility for the animal under such circumstances.

If pets are left unattended by the pet owner for a period of 24 hours or more, HACA may enter the dwelling unit, contact the appropriate state or local agency and request the removal of the pet. HACA accepts no responsibility for the animal under such circumstances.

Termination of Tenancy

HACA may initiate procedures for termination of tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified by HACA.
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Emergencies

HACA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for HACA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

V. **PET DEPOSITS**

Pet owners are required to pay a pet deposit in addition to any other required deposits. The amount of the deposit is \$50 per pet, and must be paid in full before the pet is brought on the premises. This deposit is separate from the unit security deposit and will not be divided into installments.

Refund of Deposit

HACA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out. The resident will be billed for any amount that exceeds the pet deposit.

HACA will provide the resident with a written list of any charges against the pet deposit within 30 days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, HACA will provide a meeting to discuss the charges.

VI. **OTHER CHARGES**

Pet-Related Damages During Occupancy

All reasonable expenses incurred by HACA as a result of damages directly attributable to the presence of the pet in the housing development will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit.
- Fumigation of the dwelling unit.
- Repairs to common areas of the housing development.

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the Maintenance and Damage Charges policies established in the Admissions and Continued Occupancy Plan. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

A separate pet waste removal charge of \$15 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after notice. If the family requests a grievance hearing within the required timeframe, HACA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

ASSISTANCE ANIMAL POLICY

VII. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies. **(There is a separate HACA policy for pet ownership.)**

VIII. MANAGEMENT APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal.

The Pet Policy shall not be applied in a manner that would prohibit those individuals regarded as persons with disabilities from realizing the benefits of housing via a reasonable accommodation of exemption to the pet policy, provided such exemption would not cause an undue administrative burden. Such an exemption must be accompanied by a professional medical opinion attesting to the resident's disability. The documentation shall state the physician's conclusion that in his/her professional medical opinion, a disability exists which meets HACA's definition of handicapped/disabled.

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and HACA must approve a reasonable accommodation in accordance with HACA's reasonable accommodation policies.

Assistance Animal Agreement

Residents who have been approved to have an assistance animal must enter into an Assistance Animal Agreement with HACA by signing the Assistance Animal Lease Agreement, or the approval of the assistance animal will be withdrawn.

The Assistance Animal Lease Agreement is the resident's certification that he or she has received a copy of HACA's Assistance Animal Policy, that he or she has read the policies and/or rules, understands them and agrees to comply with them.

The resident further certifies by signing the Assistance Animal Lease Agreement that he or she understands that noncompliance with HACA's Assistance Animal Policy may result in the withdrawal of HACA approval of the assistance animal or termination of tenancy.

IX. CARE AND HANDLING

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit or property of other residents.

Residents shall not allow their assistance animal to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms disturb, interfere and diminish shall include, without limitation, excessive barking, defecating and/or urinating in hallways, common areas or doorways, howling, chirping, biting, scratching and other like activities.

When a resident's care or handling of an assistance animal violates these policies, HACA can consider whether the violation could be reduced or eliminated by a reasonable accommodation. If HACA determines that no such accommodation can be made, HACA may withdraw the approval of a particular assistance animal.

Other Requirements

Assistance Animal Restrictions

The following animals are not permitted:

- Notwithstanding anything to the contrary, residents are prohibited from owning or keeping in the unit animals which HACA reasonably believes to be dangerous or vicious to other animals, residents or staff including, without limitation, pit bulls, Doberman pinschers, Rottweilers, chow or boxer breeds, including any mixed breeds thereof. Residents are prohibited from dog-sitting such animals in their units as well.
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations.
- Any animal not permitted under state or local law or code.
- Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of HACA.

Should a resident's assistance animal give birth to a litter, the resident shall within 6 weeks from birth remove all animals (including the litter and mother) except resident will be allowed to retain 2 assistance animals in the unit as provided herein.

Number of Assistance Animals

Residents may own a maximum of 2 assistance animals.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 assistance animal.

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Assistance animals must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

The resident must be present during a scheduled dwelling unit inspection of a unit occupied by any and all assistance animals, unless the assistance animals consist only of fish or other self-contained animals. Otherwise, if the resident cannot be present, the assistance animal must be placed in a kennel or cage. If the resident fails to restrain the assistance animal as required and the assistance animal gets loose, HACA staff will not be held responsible.

Assistance Animal Area Restrictions

Assistance animals must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible adult at all times. Assistance animals other than dogs or cats must be kept in a cage or carrier at all times.

Assistance animals are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Assistance animal owners are only permitted to exercise assistance animals or permit assistance animals to deposit waste on project premises on the areas designated for such purposes, if a designated area exists.

Cleanliness

The residents are solely responsible for cleaning up all assistance animal droppings, if any, outside the unit and/or on the development grounds. Droppings must be disposed of by being placed in a sealed plastic bag

and disposing of it in a trash container provided by HACA.

The resident shall take adequate precautions to eliminate any assistance animal odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

- Assistance animal owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.
- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be kept inside the resident's dwelling unit.

Assistance animal food must be sealed in a container inside the unit.

Alterations to Unit

Assistance animal owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Residents are responsible for all damages caused by their assistance animals including, without limitation, the cost of cleaning of carpets or fumigation of units.

Noise

Assistance animal owners must agree to control the noise of assistance animals so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping or other such activities.

Assistance Animal Care

Each assistance animal owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her assistance animal.

Each assistance animal owner shall be responsible for appropriately training and caring for his/her assistance animal to ensure that the assistance animal is not a nuisance or danger to other residents and does not damage HACA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

The assistance animal owner will be required to designate at least one responsible party (alternate custodian) for the care of the assistance animal if the health or safety of the assistance animal is threatened by the death or incapacity of the assistance animal owner, or by other factors that render the assistance animal owner unable to care for the assistance animal.

A resident who cares for another resident's assistance animal must notify HACA and sign a statement that they agree to abide by all of the assistance animal rules.

Animals Temporarily on the Premises

Animals that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a Humane Society or other non-profit organizations, and approved by HACA in advance. HACA may make exceptions to this rule on a case by case basis.

Assistance Animal Rule Violations

HACA has the right to inspect a resident's unit without prior notice if HACA has reason to suspect the assistance animal is not being cared for or that the resident is unable to properly care for the assistance animal.

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/assistance animal owner has violated the assistance animal rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the assistance animal rule(s) that were violated. The notice will also state:

- That the assistance animal owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation.
- That the assistance animal owner is entitled to be accompanied by another person of his or her choice at the meeting.
- That the assistance animal owner's failure to correct the violation or request a meeting by the stated deadline, or failure to appear at a requested meeting may result in initiation of procedures to remove the assistance animal, or to terminate the assistance animal owner's tenancy.

Notice for Assistance Animal Removal

If the assistance animal owner and HACA are unable to resolve the violation at the meeting or the assistance animal owner fails to correct the violation in the time period allotted by HACA, HACA may serve notice to remove the assistance animal.

The notice will contain:

- A brief statement of the factual basis for HACA's determination of the assistance animal rule that has been violated.
- The requirement that the resident /assistance animal owner must remove the assistance animal within 30 calendar days of the notice.
- A statement that failure to remove the assistance animal may result in the initiation of termination of tenancy procedures.

Assistance Animal Removal

If the death or incapacity of the assistance animal owner threatens the health or safety of the assistance animal, or other factors occur that render the owner unable to care for the assistance animal, the situation will be reported to the responsible party designated by the assistance animal owner.

If the responsible party is unwilling or unable to care for the assistance animal, or if HACA after reasonable efforts cannot contact the responsible party, HACA may contact the appropriate state or local agency and request the removal of the assistance animal. HACA accepts no responsibility for the animal under such circumstances.

If assistance animals are left unattended by the assistance animal owner for a period of 24 hours or more, HACA may enter the dwelling unit, contact the appropriate state or local agency and request the removal of the assistance animal. HACA accepts no responsibility for the animal under such circumstances.

Termination of Tenancy

HACA may initiate procedures for termination of tenancy based on an assistance animal rule violation if:

- The assistance animal owner has failed to remove the assistance animal or correct a

- assistance animal rule violation within the time period specified by HACA.
- The assistance animal rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Emergencies

HACA will take all necessary steps to ensure that assistance animals that become vicious, display symptoms of severe illness or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for HACA to place the assistance animal in a shelter facility, the cost will be the responsibility of the assistance animal owner.

If the assistance animal is removed as a result of any aggressive act on the part of the assistance animal, the assistance animal will not be allowed back on the premises.

X. PET DEPOSITS

Residents who have HACA- approved assistance animals are exempt solely from paying a pet deposit for their assistance animals.

XI. OTHER CHARGES

Assistance animal-Related Damages During Occupancy

All reasonable expenses incurred by HACA as a result of damages directly attributable to the presence of the assistance animal in the housing development will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit.
- Fumigation of the dwelling unit.
- Repairs to common areas of the housing development.

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the Maintenance and Damage Charges policies established in the Admissions and Continued Occupancy Plan. Charges for assistance animal-related damage are not part of rent payable by the resident.

Assistance Animal Waste Removal Charge

A separate animal waste removal charge of \$15 per occurrence will be assessed against assistance animal owners who fail to remove assistance animal waste in accordance with this policy.

Notices of assistance animal waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after notice. If the family requests a grievance hearing within the required timeframe, HACA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for assistance animal waste removal are not part of rent payable by the resident.

10.) CIVIL RIGHTS CERTIFICATION

The PHA certifies that it will carry out in 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

Disability Act of 1990. The PHA will affirmatively further fair housing by examining its programs and/ or proposed programs, identify any impediments to fair housing choice within the 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 housing authority's involvement and maintain records reflecting these analyses and actions.

11.) FISCAL YEAR AUDIT

The housing authority is 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 2007-2008 audit had no findings and was submitted to the U.S. Department of HUD. The 2008-2009 audit is currently being conducted.

12.) ASSET MANAGEMENT

The housing authority has engaged long-term asset management of its public housing stock through development-based accounting and comprehensive stock assessment to plan for long-term operations, capital investment, rehabilitation, modernization, disposition, and other needs to sustain the current public housing inventory.

13.) VIOLENCE AGAINST WOMEN ACT (VAWA)-NOTICE TO SECTION 8 AND PUBLIC HOUSING TENANTS

NOTIFICATION TO APPLICANTS AND TENANTS REGARDING PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)

OVERVIEW

The Violence against Women Reauthorization Act of 2005 (VAWA) requires PHAs to inform public housing tenants of their rights under this law, including their right to confidentiality and the limits thereof. Since VAWA provides protections for applicants as well as tenants, PHAs may elect to provide the same information to applicants.

VAWA NOTIFICATION

HACA will post the following information regarding VAWA in its offices and on its Web site. It will also make the information readily available to anyone who requests it.

A summary of the rights and protections provided by VAWA to public housing applicants and residents who are or have been victims of domestic violence, dating violence, or stalking (see sample notice in Exhibit 16-1)

The definitions of *domestic violence*, *dating violence*, and *stalking* provided in VAWA (included in Exhibit 16-1)

An explanation of the documentation that HACA may require from an individual who claims the protections provided by VAWA (included in Exhibit 16-1)

A copy of form HUD-50066, Certification of Domestic Violence, Dating Violence or Stalking

A statement of HACA's obligation to keep confidential any information that it receives from a victim unless (a) HACA has the victim's written permission to

release the information, (b) it needs to use the information in an eviction proceeding, or (c) it is compelled by law to release the information (included in Exhibit 16-1)

The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibit 16-1)

Contact information for local victim advocacy groups or service providers

NOTIFICATION TO APPLICANTS

HACA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of HACA confidentiality requirements and provide contact information for local victim advocacy groups or service providers.

HACA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.F).

NOTIFICATION TO TENANTS [Pub.L. 109-162]

VAWA requires PHAs to notify tenants assisted under public housing of their rights under this law, including their right to confidentiality and the limits thereof.

HACA will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of HACA confidentiality requirements and provide contact information for local victim advocacy groups or service providers.

HACA will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA (see Section 13-IV.D).

SAMPLE NOTICE TO PUBLIC HOUSING APPLICANTS AND RESIDENTS REGARDING THE VIOLENCE AGAINST WOMEN ACT (VAWA)

This sample notice was adapted from a notice prepared by the National Housing Law Project.

A federal law that went into effect in 2006 protects individuals who are victims of domestic violence, dating violence, and stalking. The name of the law is the Violence against Women Act, or "VAWA." This notice explains your rights under VAWA.

Protections for Victims

If you are eligible for public housing, the housing authority cannot refuse to admit you to the public housing program solely because you are a victim of domestic violence, dating violence, or stalking.

If you are the victim of domestic violence, dating violence, or stalking, the housing authority cannot evict you based on acts or threats of violence committed against you. Also, criminal acts directly related to the domestic violence, dating violence, or stalking that are caused by a member of your household or a guest can't be the reason for evicting you if you were the victim of the abuse.

Reasons You Can Be Evicted

The housing authority can still evict you if the housing authority can show there is an *actual* and *imminent* (immediate) threat to other tenants or housing authority staff if you are not evicted. Also, the housing authority can evict you for serious or repeated lease violations that are not related to the domestic violence, dating violence, or stalking against you. The housing authority cannot hold you to a more demanding set of rules than it applies to tenants who are not victims.

Removing the Abuser from the Household

The housing authority may split the lease to evict a tenant who has committed criminal acts of violence against family members or others, while allowing the victim and other household members to stay in the public housing unit. If the housing authority chooses to remove the abuser, it may not take away the remaining tenants' rights to the unit or otherwise punish the remaining tenants. In removing the abuser from the household, the housing authority must follow federal, state, and local eviction procedures.

Proving that You Are a Victim of Domestic Violence, Dating Violence, or Stalking

The housing authority can ask you to prove or "certify" that you are a victim of domestic violence, dating violence, or stalking. In cases of termination or eviction, the housing authority must give you at least 14 business days (i.e. Saturdays, Sundays, and holidays do not count) to provide this proof. The housing authority is free to extend the deadline. There are three ways you can prove that you are a victim:

- Complete the certification form given to you by the housing authority. The form will ask for your name, the name of your abuser, the abuser's relationship to you, the date, time, and location of the incident of violence, and a description of the violence.
- Provide a statement from a victim service provider, attorney, or medical professional who has helped you address incidents of domestic violence, dating violence, or stalking. The professional must state that he or she believes that the incidents of abuse are real. Both you and the professional must sign the statement, and both of you must state that you are signing "under penalty of perjury."
- Provide a police or court record, such as a protective order.

If you fail to provide one of these documents within the required time, the housing authority may evict you.

Confidentiality

The housing authority must keep confidential any information you provide about the violence against you, unless:

- You give written permission to the housing authority to release the information.
- The housing authority needs to use the information in an eviction proceeding, such as to evict your abuser.
- A law requires the housing authority to release the information.

If release of the information would put your safety at risk, you should inform the housing authority.

VAWA and Other Laws

VAWA does not limit the housing authority's duty to honor court orders about access to or control of a public housing unit. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

VAWA does not replace any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, or stalking.

For Additional Information

If you have any questions regarding VAWA, please contact _____ at _____.

For help and advice on escaping an abusive relationship, call the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).

Definitions

For purposes of determining whether a tenant may be covered by VAWA, the following list of definitions applies:

VAWA defines *domestic violence* to include felony or misdemeanor crimes of violence committed by any of the following:

- A current or former spouse of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

VAWA defines *dating violence* as violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim AND (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

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

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, Mixed Finance Modernization or Development: No activity planned for the 2009 FFY.

B.) Demolition and/or Disposition

HACA will retain a consultant with detailed knowledge of affordable housing and the public process. The consultant will assist with evaluating all HACA owned properties and prioritize as to the highest and best use. HACA will commit to ongoing public input into any re-development plans by soliciting input from residents, advocates, neighborhood groups and other stakeholders. HACA will commit to ensuring that a one for one replacement of all affected public housing units is met and there will be no net loss of existing public housing inventory. In summation, no current residents living at a HACA property that may be redeveloped will be left without housing.

Timeline for activity:

- a. Actual or **projected evaluation start** date of activity: Spring 2007
- b. **Projected** end date of activity: Winter 2009

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites
1b. Development (project) number: TX00127
2. Activity type-Disposition <i>HACA plans to submit an application for the disposition of the 22 Scattered Site homes under Section 32 of the HUD Homeownership Program. These homes will be placed in Housing Authority of the City of Austin's Lease to Own Homeownership. Each home will only be disposed upon the unit becoming vacant, thus, no families will be displaced from their units.</i>
3. Application status-Planned application
4. Date application approved, submitted, or planned for submission: <u>January 2010</u>
5. Number of units affected: 22
6. Coverage of action-Total development
7. Timeline for activity: a. Actual or projected start date of activity: <u>Spring 2009</u> b. Projected end date of activity: <u>ongoing</u>

Demolition/Disposition Activity Description
1a. Development name: 1640A and 1640B E. Second Street (former Central Offices)
1b. Development (project) number: TX001
2. Activity type: Disposition <i>HACA will dispose of these two buildings and transfer these assets to its nonprofit subsidiary, Austin Affordable Housing Corporation.</i>
3. Application status -Planned application
4. Date application approved, submitted, or planned for submission: <u>October 2009</u>
5. Number of units affected: 0- <u>No public housing units will be affected.</u>
6. Coverage of action-Total development
7. Timeline for activity: a. Actual or projected start date of activity: <u>July 2009</u> b. Projected end date of activity: <u>Winter 2009</u>

Demolition/Disposition Activity Description
1a. Development name: Warehouse-205 Chicon
1b. Development (project) number: TX001
2. Activity type: Disposition <i>HACA will dispose of this building and transfer these assets to its nonprofit subsidiary, Austin Affordable Housing Corporation.</i>
3. Application status -Planned application
4. Date application approved, submitted, or planned for submission: <u>October 2009</u>
5. Number of units affected: 0-No public housing dwellings development will be affected.

	<p>6. Coverage of action-Total development</p> <p>7. Timeline for activity: a. Actual or projected start date of activity: <u>Winter 2008</u> b. Projected end date of activity: <u>Winter 2009</u></p> <p>C. Conversion of Public Housing-There are no plans for the conversion of public housing.</p> <p>D. Homeownership Programs-HACA administers a Homeownership Program through its nonprofit subsidiary, Austin Affordable Housing Corporation, as Down Payment Assistance Program.</p> <p>E. Project-based Vouchers-There are no plans at this time for HACA to project-base any vouchers for the acquisition or development of properties.</p>																																																							
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																																																							
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. Capital Fund Program (CFP) Part I: Summary- Original Annual Statement Capital Fund Grant Number TX59-P001-50110 FFY of Grant Approval: <u>(04/2010)</u> See as an attachment</p>																																																							
8.2	Capital Fund Program Five-Year Action Plan. See Attachments																																																							
8.3	Capital Fund Financing Program (CFFP). -Not Applicable to HACA																																																							
9.0	<p>Housing Needs Based on the City of Austin’s 2009-10 Action Plan and 2005-2009 Consolidated Plan and the U.S. Census data through the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2000 Profile of General Demographic Characteristics, the Housing Authority of the City of Austin has deemed the following needs for the Austin community based on a scale of 1 to 5, 1 is the lowest need and priority and 5 is ranked as the highest need and priority:</p> <table border="1" data-bbox="228 1213 1474 1661"> <thead> <tr> <th colspan="7">Housing Needs of Families in the Jurisdiction by Family Type</th> </tr> <tr> <th>Family Type</th> <th>Overall**</th> <th>Afford-ability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Income <= 30% of AMI</td> <td>31,163</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>N/A</td> <td>5</td> </tr> <tr> <td>Income >30% but <=50% of AMI</td> <td>46,277</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>N/A</td> <td>5</td> </tr> <tr> <td>Income >50% but <80% of AMI</td> <td>40,427</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>N/A</td> <td>5</td> </tr> <tr> <td>Elderly</td> <td>52,297</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>N/A</td> <td>5</td> </tr> <tr> <td>Families with Disabilities</td> <td>111,514</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>N/A</td> <td>5</td> </tr> </tbody> </table> <p>**the number of families affected is from the dataset of the 2000 Comprehensive Housing Affordability Strategy</p> <p>Per the information supplied by the CHAS dataset and through the City of Austin Action Plan, the demand for low-income housing in the Austin Metro Area and the supply of affordable housing are a high priority. As a high cost rental market in Texas, the 2010Austin Metro Area fair market rents range from \$688 for an efficiency to \$1462 for a 4-bedroom unit. For a family of four earning \$21,350 (30% Area Median Income), the cost to rent a three bedroom rental unit at the fair market rent equates to more than 50% of the family’s monthly income. There is a limited supply of rental units in the private market targeted to families of very low-income that provide affordable, accessible and larger size units.</p>	Housing Needs of Families in the Jurisdiction by Family Type							Family Type	Overall**	Afford-ability	Supply	Quality	Accessibility	Size	Location	Income <= 30% of AMI	31,163	5	5	5	5	N/A	5	Income >30% but <=50% of AMI	46,277	5	5	5	5	N/A	5	Income >50% but <80% of AMI	40,427	5	5	5	5	N/A	5	Elderly	52,297	5	5	5	5	N/A	5	Families with Disabilities	111,514	5	5	5	5	N/A	5
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The Housing Authority of the City of Austin is only able to address a small percentage of the need of affordable housing through its Public Housing and Housing Choice Voucher programs for the extremely low to very low income families in Austin. Thus, the Housing Authority of the City of Austin continues to have a high demand to provide services through its programs to address safe, decent, affordable, and accessible units that are located throughout Austin. The next chart shows the large demand for extremely low to low-income housing as denoted by the number of applicants on both the Public Housing and Housing Choice Voucher waitlists.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families		% of total families		Annual Turnover
	PH	HCV	PH	HCV	
Waiting list total	8473	4062			
Extremely low income <=30% AMI	8225	3611	97	89	
Very low income (>30% but <=50% AMI)	227	405	2.7	10	
Low income (>50% but <80% AMI)	18	40	.3	1	
Families with children	3649	2859	43.1	70.4	
Elderly families	420	93	4.96	2.3	
Families with Disabilities	1054	169	12.44	4.2	
White/Hispanic Families	3207	1532	37.8	37.7	
White/Non-Hispanic Families	1630	400	19.2	9.8	
Black/Hispanic Families	79	43	.93	1.06	
Black/Non-Hispanic Families	3322	1965	39.2	48.38	
Asian/Hispanic Families	4	2	.05	.05	
Asian/Non-Hispanic Families	118	33	1.4	.81	
American Indian /Hispanic Families	66	29	.78	.71	
American Indian /Non-Hispanic Families	43	21	.51	.52	

Characteristics by Bedroom Size (Public Housing Only)			Annual Unit
	#of Families on PH Waitlist	% of PH Units	Turnover for Public Housing
1 BR	4821	43.3	117
2 BR	2429	31.2	109
3 BR	1034	18.5	45
4 BR	167	6.2	11
5 BR	22	.6	3

Is the waiting list closed (select one)? No Yes, only for HCV Program

If yes:
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? OVER 3 YEARS, CLOSED ON 07/13/06
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes, Current HACA public housing families involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units.

9.1 **Strategy for Addressing Housing Needs.**

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

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

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

	<ul style="list-style-type: none"> • Influence of the housing market on PHA programs • Community priorities regarding housing assistance • Results of consultation with local or state government • Results of consultation with residents and the Resident Advisory Board • Results of consultation with advocacy groups
10.0	<p>Additional Information.</p> <p>(a) The Housing Authority of the City of Austin has accomplished the following goals of its 2005-2009 Five-Year Plan:</p> <p><u>Increase the availability of decent, safe and affordable housing.</u></p> <ul style="list-style-type: none"> • HACA currently serves 5,127 families through the Housing Choice Voucher program and 1,928 families through the Public Housing program. • HACA administers (50) Single Room Occupancy (SRO) Mod Rehab Units • HACA has performed due diligence on several apartment complexes within the Austin metropolitan area and purchased four apartment complexes through Austin Affordable Housing Corporation-thus preserving the affordable housing stock in Austin. Additionally 18 individual condominium units have been purchased. • HACA has provided extensive landlord outreach of the HCV program to include distribution of a quarterly newsletter informing participants of the program general guidelines and other information. • HACA created its own down payment assistance homeownership program in 2004 for both Public Housing and Housing Choice Voucher tenants. Additionally, in 2006, HACA created a “Lease to Own” homeownership program to serve HACA clients who wish to become homeowners but are unable to do so because of unfavorable credit issues. The Lease to Own program can be used in conjunction with the HACA down payment assistance program. <p><u>Improve community quality of life and economic vitality</u></p> <ul style="list-style-type: none"> • HACA continues to monitor both the Housing Choice Voucher and Public Housing waitlists. The waitlist for the Housing Choice Voucher program was reopened July 11-13, 2006. HACA received over 6,500 applicants. The Public Housing waitlist is currently open. HACA ensures deconcentration efforts are being met through continuous monitoring of both waitlists. • HACA has continued its relationship with the Austin Police Department (APD) by having an APD officer assigned to HACA, as a community liaison. There is also a police substation located at Rosewood Courts. • HACA continues to provide security lighting improvements and fencing improvements. • HACA has provided security access cards to three Elderly/Disabled sites. • HACA created the Six Star Public Housing Resident Program to further the opportunities for residents to become self-sufficient. In 2008, the first participant graduated from the program and is completely free of public assistance provided by the housing authority. <p><u>Promote self-sufficiency and asset development of families and individuals</u></p> <ul style="list-style-type: none"> • HACA has continued to encourage families to become self-sufficient through on-site locations of the many community partnership programs to provide workforce development skills. Additionally, there are on-site partners to provide education, after-school program and enrichment programs to the youth. <p>(b) Criteria of Substantial Deviation and Significant Amendments HUD statute, PIH Notice 99-51, requires that public housing authorities explain “substantial deviations” from the 5-Year Plan in their Annual Plans. The statute also provides that, while public housing authorities may change or modify their plans or policies described in them, any “significant amendment or</p>

modification” to the plan would require public housing authorities to submit a revised PHA Plan that has met full public process requirements. The Housing Authority of the City of Austin defines the following circumstances will constitute as a significant amendment/modification to this agency’s PHA plan:

*changes made to the admissions policies, organization of the waiting list and/or tenant rent payments;

*addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or changes in use of replacement reserve funds under the Capital Fund in the amount of 10% or more of the annual grant;

*any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

A substantial deviation may be defined as a loss and/or inadequate funding for a program, reallocation of funding to sustain programs and/or a change in regulatory requirements governing a program, thus requiring the PHA to amend its agency plan. At this time, the Housing Authority of the City of Austin does not have any substantial deviations from its 5-year plan or annual plan.

(c) Follow-Up Plan to Resident Assessment Satisfaction Survey

Communication:

- HACA has strived over the last several years to improve its communication with its residents. A newsletter, HACA One Voice” is delivered a week prior to the commencement of the upcoming month to inform the residents of current and upcoming activities. Additionally, inside the newsletter is an insert specific to the needs of the residents. An incentive, a supermarket gift card, is awarded to residents who read the newsletter and are able to identify three articles/topics that relate to the resident. This incentive program encourages the residents to read the One Voice. Additionally, surveys are mailed to and flyers are delivered to all the residents as to when the Capital Fund Program (modernization) public meetings will be held at their developments and encourage resident participation for future modernization efforts. A resident calendar is created and distributed on an annual basis that addresses various resident topics.
- There is management at all sites and two district managers are available to address questions and concerns that the residents may have. There are also family self-sufficiency specialists assigned to different sites that work closely with the resident councils and various community partners to bring services on-site and opportunities that may not otherwise be available. The managers and staff strive for customer service at all times. In addition to the Resident Assessment Satisfaction Survey, HACA has implemented it’s own customer satisfaction survey to ensure all customers of HACA are properly served.
- The Housing Authority has many sites with resident councils. The agency through its many local partners provides many activities to encourage resident participation and promote self-sufficiency activities.
- A “Did You Know” campaign continues to be implemented to educate residents and staff on upcoming projects and activities taking place.

Safety:

- The Housing Authority hires and schedules off-duty police officers to regularly patrol the developments. The Housing Authority and Austin Police Department have partnered to provide a full-time regular police officer to serve as a liaison between both agencies. This partnership provides constant dialogue between the APD liaison, the area APD District Representatives, and the HACA residents and staff. HACA has benefited with quicker response times from APD and more community involvement from the residents.
- Through reporting conducted the HACA Safety Coordinator, the off-duty officers, site-based staff and residents, building lights have been repaired and monitored by on-site staff to ensure proper operation. The Housing Authority is continually reviewing the sites to determine if more lighting is necessary.
- The Housing Authority has replaced the door locks at all the sites. It is the policy to repair/change broken door locks within 24 hours of notification. Also, security screens and doors have been installed at all family sites. All broken glass and graffiti are abated upon notification.
- The Housing Authority has a Zero Tolerance policy regarding criminal activity and this information is given to the residents at orientation and upon move-in (lease agreement). Managers follow the guidelines set forth in the occupancy manual, the HACA lease, and current state laws to ensure the residents follow the rules of the lease agreement.

- Resident councils are encouraged to form resident patrols at the sites. The APD liaison has conducted several safety meetings and participates in the Nation Night Out events to encourage the residents to become more involved in crime prevention.

Neighborhood Appearance:

- All of the Housing Authority developments have received modernization through the Capital Fund Program. Many of the sites have received both interior and exterior work, sidewalks and parking lots repaired/resurfaced, lawn care services and tree trimming within the last year. New playground equipment has been installed at many of the sites. All sites have attractive development signs. Curb appeal is very apparent at all developments.
- All abandoned and unserviceable vehicles are regularly identified, tagged and removed in accordance with city ordinance. The site staffs walk their properties daily and all trash/litter, graffiti and broken glass is removed immediately. Curb appeal is stressed and the sites reflect a manicured attractive place to live and a raise a family.
- For over ten years, the Housing Authority has contracted an exterminator to treat all units. Units are sprayed on a monthly basis and more frequently to aggressive combat any infestations.

HACA continues to maintain less than a 20-day unit turn around time. The on-site maintenance prepares the dwelling and ensures the unit is secured.

11.0 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.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form 50077-CR; Civil Rights Certification
- (c) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (d) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (e) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (f) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (g) Resident Advisory Board (RAB) Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (h) Challenged Elements: to be attached as received PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations
- (i) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (j) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) -
- (k) PHA Board Resolution
- (l) Certification by State or Local Official of PHA Plans Consistency with Consolidated Plan
- (m) 2009, 2008, 2007 CFP P& E Reports
- (n) 2009ARRA CFP P& E Reports

Attachment A

Form HUD 50077

PHA Certifications of Compliance with PHA Plans and Regulated Regulations

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**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 X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2010, 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.

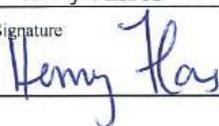
Housing Authority of the City of Austin
PHA Name

TX001
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 2010 - 2011

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	Title
Henry Flores	Chairman
Signature	Date
	12/17/2009

Attachment B

Form HUD 50077-CR
Civil Rights Certification

Civil Rights Certification

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

Civil Rights Certification

Annual Certification and Board Resolution

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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing.

Housing Authority of the City of Austin

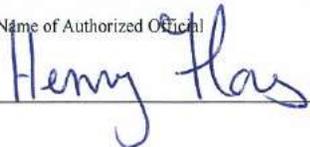
TX001

PHA Name

PHA Number/HA Code

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



Henry Flores

Title

Chairman, HACA Board of Commissioners

Signature

Date 12/17/2009

Attachment C

Form HUD 50070
Certification for a Drug-Free Workplace

**Certification for
a Drug-Free Workplace**

U.S. Department of Housing
and Urban Development

Applicant Name

Housing Authority of the City of Austin

Program/Activity Receiving Federal Grant Funding

2010 Capital Fund Program Grant

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

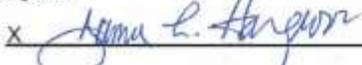
Check here if there are workplaces on file that are not identified on the attached sheets.

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
James L. Hargrove

Title
President & CEO

Signature

X 

Date

12/17/09

Attachment C

Form HUD 50071
Certification of Payment to Influence Federal Transactions

OMB Approval No. 2577-0157 (Exp. 3/31/2010)

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Housing Authority of the City of Austin

Program/Activity Receiving Federal Grant Funding

2010 Capital Fund Program Grant

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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)

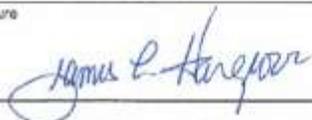
Name of Authorized Official

James L. Hargrove

Title

President & CEO

Signature



Date (mm/dd/yyyy)

12/17/2009

Attachment D

Form HUD SF-LLL
Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 25th District	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Housing and Urban Development	7. Federal Program Name/Description: 2010 Capital Fund Program Grant CFDA Number, if applicable: _____	
8. Federal Action Number, if known: TX59-P001-50110	9. Award Amount, if known: \$ 3,250,000	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> N/A	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>James L. Hargrove</u> Print Name: <u>James L. Hargrove</u> Title: <u>President & CEO</u> Telephone No.: <u>512-477-4488</u> Date: <u>12/17/2009</u>	
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

Attachment E

Form HUD SF-LLL
Disclosure of Lobbying Activities
Continuation Sheet

Not Applicable

Attachment F

Resident Advisory Board Comments

Copies of the draft 2010 Annual and 2010-2104 Five Year plans were to sent to all Resident Council Presidents who participate in the Citywide Advisory Board. There were four Public Hearings held for the residents to participate:

Public Hearings on PHA Plans:

- (1)November 19, 2009 at 12:00 p.m. (Board Mtg-HACA Central)
- (2)December 1, 2009 at 5:30 p.m. (Booker T. Washington)
- (3)December 8, 2009 at 11:00 a.m. (Central Office)
to commence after the Citywide Advisory Board meeting
- (4)December 17, 2009 at 12:00 p.m. (Board Mtg-HACA Central)

The agency did not receive any written or verbal comments from the Citywide Advisory Board.

Attachment G

Challenged Elements

Public Comments received from the Public Hearing held December 1, 2009

William Betts

Can the agency address the handicap accessible parking at the Booker T. Washington (BTW) complex at the front of the management office? The parking space blocks access to the ramp and needs to be changed. Can the agency also look at the installation of light switches for accessible units to be at a height of 48"? Can the agency look at replacing the windows at BTW with R-value windows, as the windows let in heat/cold and you can hear the neighbors? Can the agency look at having all the units fixed for dryers by placing 220v outlets and dryer vents in the units? Or, could the agency possibly place laundry mats onsite and the money earned could be used by the resident councils? HACA should be aware of the Community Choice Act and the need for housing and placement of people.

HACA's Response:

The agency will resolve the issue of the curb cut in front of the management office. The BTW community is currently going through an extensive modernization and the windows will be replaced. HACA will look into the feasibility of the placement/installation of 220v outlets and dryer vents at BTW and other sites. There may be a possibility to place mobile units that can serve as laundry mats at certain sites.

Public Comments received from the Public Hearing held December 8, 2009

William Betts

HACA should be aware of the Community Choice Act will be presented before Congress. If the act is enacted, there will be many state schools, nursing homes and other institutions that will need to find placement/housing for the disabled. There will need to be more accessible housing. HACA will also need to be in compliance with ramps, light switches, walk ways to make all buildings accessible. HACA strive to make all buildings accessible where ever possible.

HACA's Response:

HACA will make every effort to be in compliance and address accessibility issues.

Mark Kiester

Are there any long-term plans to build more public housing, multi-family units? Does HUD support new public housing? As to the waiting lists there is a huge demand, has this increased significantly over the past year?

HACA's Response:

HUD has not provided funding for more public housing since the 1980's. HUD has expanded and funds the voucher program and the project-based section 8 program. As to funding public housing, it depends on the administration in office. Many communities are tearing down and replacing their public housing with mixed income properties. Thus many properties are losing their affordable housing. HACA is not doing this action and would like to retain all of its public housing, as it is hard to get is back once it is gone.

The waitlist has been somewhat affected by the economy per the meaning of homelessness and yes, the demand has increased.



12/9/09

ADAPT Comments on HACA 5 Year Plan

ADAPT is a grassroots disability rights group working to end the institutional bias in long term care and integrate people with disabilities into the community. Affordable, accessible, integrated housing is an important part of effort.

Many people with disabilities have extremely limited incomes. A person who receives SSI income from Social Security is getting \$674 per month or \$8,088 per year. The waiting list for Section 8 is currently 4 to 5 years long and is closed -- so no one can get on it until it is opened up again. Public housing is also very limited compared to the need, and the waiting list is over a year. Personal attendants (who help people with disabilities and seniors with personal care and home health care) make about \$13,000 per year if they are lucky. Housing needs to be targeted to rents people can afford.

Communities should strategize ways to maximize rental subsidies for low income people with disabilities, as well as ways to target their housing funds for those most in need.

For better or worse, government and housing agencies consider HACA to be the entity that is supposed to address the needs of the lowest income Austinites. No one else is stepping up to help deal with this part of the housing situation in our town. Yet repeated through this plan there is an emphasis on welfare to work and 50% MFI. Wanting to help people get on their feet, back to work, etc. is a very admirable goal, but vouchers and units targeted at higher incomes mean less for those at the very lowest incomes – unless the total pool is increased, which is not what is happening now.

.....

Specific Comments on the plan



Reasonable Accommodations for People with Disabilities

There needs to be a policy in place that allows a third party to be informal support for people with disabilities who need assistance with other parts of the process, like setting appointments and filling out paperwork for reassessments.

Accommodations of Persons with Disabilities [24CFR 966.56H]

ADAPT supports the policy that requires the PHA to provide reasonable accommodations for persons with disabilities who may need them during the hearing process.

Designated Housing for Elderly and Disabled Families

ADAPT is thrilled to see that the PHA will not be applying for housing designated for elderly and disabled families.

Community Service

ADAPT supports the HACA policy that allows disabled tenants to perform community service in accordance with policies in chapter 2.

Pet Policy

HACA should consider using language in the American's with Disabilities Act that applies to service animals.

Demolition and/ or Disposition

ADAPT supports the policy of one to one replacement so that no one loses housing.

Strategies for Addressing Housing Needs

One additional way to ensure that people find the housing that they need is to make sure they sign up on waiting lists for all types of housing.



Promoting Housing Self – Sufficiency

ADAPT believes it would be beneficial for HACA to create attendant service initiatives for tenants who are looking for work.

Ensure Equal Opportunity for Housing

ADAPT supports HACA's efforts to undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities, as well as your commitment to implement a centralized call center to help clients obtain resolutions to issues, and address customer inquiries. We especially support using the help center to resolve fair housing complaints and handling reasonable accommodation requests.

Local Preference Placement-Elderly/Disabled/Natural Disaster or Government Action

ADAPT would like to thank you for giving elderly and disabled people this preference.

Exceptions to Occupancy Standards

ADAPT supports HACA policy to allow exceptions to be granted to occupancy standards to allocate a separate bedroom to a family member, if a larger bedroom size is needed for medical equipment due to its size or function or as a reasonable accommodation for people with disabilities.

Number of Offers

ADAPT supports HACA policy to make every reasonable effort to assign available units, which are specifically designed for persons with disabilities to the next family on the list who requires such a unit.

Informal Hearings for applicants – Notice of Denial

In 24 CFR 960.208 you forgot to mention compliance with the American's with Disabilities Act.



Board of Commissioners
Henry Flores, Chairman
Carl S. Richie, Jr.
Charles Bailey
Tyra Duncan-Hall
Thelma Pannell

President & CEO
James L. Hargrove

Housing Authority of the City of Austin

Established in 1937

December 10, 2009

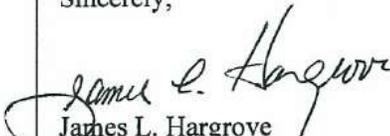
Ms. Stephanie Thomas
ADAPT
1640A E. 2nd Street, Ste 100
Austin, TX 78702

Dear Ms. Thomas:

Thank you for your comments and support of the Housing Authority of the City of Austin's Annual and 5-Year Plans. Per your comments received, HACA has revised the plans to incorporate a revised pet policy to include a service animal policy. Additionally, HACA has incorporated the language of compliance with the American's with Disabilities Act under the "Informal Hearings for applicants-Notice of Denial" section.

Again, I thank your participation in our public comment period regarding HACA's 5-Year and Annual plans. I look forward to any future comments that you may have and our continued partnership to provide quality services to all low-income families in Austin.

Sincerely,


James L. Hargrove
President & CEO

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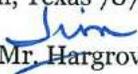


H.A.C.A. RECEIVED

2009 NOV -0 PM 12: 14

December 8, 2009

The Housing Authority of the City of Austin
Mr. James Hargrove, President/CEO
1124 S. HI-35
Austin, Texas 78704

Dear  Mr. Hargrove:

SafePlace appreciates the opportunity to provide public input on the Housing Authority of the City of Austin's (HACA) 2010 FY Agency Plan and 2010-2014 Five Year Plan. In reviewing the HACA Agency and Five Year Plan, we recognize and appreciate HACA's commitment to comply with the Violence Against Women Act and to support victims of domestic violence, dating violence, sexual assault and stalking.

There are significant complexities involved in leaving an abusive household, including but not limited to the safety being further jeopardized for the victim and child(ren). Many victims of domestic violence are in need of emergency shelter, transitional housing, and affordable housing options in order to leave a dangerous household and gain self-sufficiency and safety. While SafePlace's resources for emergency shelter and transitional housing are limited, we are continuously exploring options for decent, stable and affordable housing with domestic violence survivors so that they and their family have alternatives to a violent household. In the past, domestic violence victims had priority with HACA and we recommend that HACA consider expanding the priority preference to include domestic violence victims.

In the 81st Legislative Session, the Texas Legislature passed SB 83 (*Amends Section 92.016 and adds a Section 92.0161 of the Texas Property Code*). This legislation expands current statute to allow a victim of family violence whose abuser is not a co-tenant or co-occupant to the residence to terminate the lease once the individual provides a temporary ex parte order, final protective order or temporary injunction listed under Subchapter F, Chapter 6 of the Texas Family Code, as well as a 30-day notice of termination of the lease to the landlord. This legislation also allows a tenant to terminate a lease, vacate the dwelling and avoid liability for future rent and any other sums if the tenant is the victim, or a parent or guardian of a victim, of sexual assault, aggravated sexual assault or continuous sexual abuse of a child and the offense took place during the preceding six-month period on the premises or any dwelling on the premises. This legislation is effective January 1, 2010 and we recommend that language related to this statute be added to HACA's Agency and Five-Year Plans.

HACA has made concerted efforts to ensure equal opportunity for fair housing for a variety of groups. We noticed in the Ensure Equal Opportunity for Housing section of the plan that sexual orientation was not considered as a protected group for non-discrimination with housing. Some of the sexual and domestic violence survivors SafePlace serves are in same sex relationships. While we agree with the various

a project of



PO Box 19454 Austin, Texas 78760
24 Hour Hotline 512.267.SAFE or
512.927.9616 TTY for the Deaf community
Fax 512.385.0662 | www.SafePlace.org

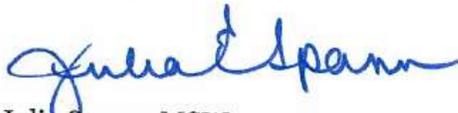


groups included in the Plan to ensure equal housing opportunity, we encourage the listing of protected groups be expanded to ensure equal opportunity for housing regardless of *sexual orientation or gender identity*.

We also noticed in the Ensure Equal Opportunity for Housing section of the plan that HACA will continue to establish collaborative programs with domestic violence service providers. We would welcome the opportunity to collaborate and partner with HACA.

Thank you again for the opportunity to provide feedback. If you would like to discuss our feedback, please feel free to contact me at 356-1556 or jspann@SafePlace.org

Thank you,



Julia Spann, MSW
Executive Director



Housing Authority of the City of Austin

Established in 1937

Board of Commissioners
Henry Flores, Chairman
Carl S. Richie, Jr.
Charles Bailey
Tyra Duncan-Hall
Thelma Pannell

President & CEO
James L. Hargrove

December 9, 2009

Ms. Julia Spann
Executive Director
Safe Place
P.O. Box 19454
Austin, TX 78760

Dear Ms. Spann:

Thank you for your comments regarding the Housing Authority of the City of Austin's Annual and 5-Year Plans. HACA strives to provide housing to as many families as possible. The combined waiting list for both the Public Housing and Housing Choice Voucher programs exceeds over 11,000 families.

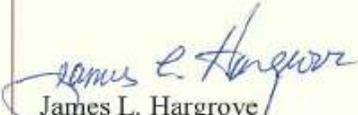
To address the comments received by your agency, HACA will place the following language that is underlined/bold into the Five Year plan under the Ensure Equal Opportunity for Housing section:

- a. Undertaking affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, **sexual orientation**, familial status, and disability
- b. Complying with the Violence Against Women Act (Victims of Domestic Violence) and **any other federal, state or local law that provides greater protection for victims of domestic violence, dating violence or stalking.** (Additionally, the information provided regarding the legislation effective January 1, 2010 will be distributed to both the Public Housing and Housing Choice Voucher departments to ensure the statute is followed)

HACA is committed to working with your organization and establishing a collaborative program to address victims of domestic violence. I look forward to meeting with you and your staff to discuss this in more detail in 2010.

Again, thank you for your comments and your participation in our planning process.

Sincerely,


James L. Hargrove
President & CEO

" We, the Housing Authority of the City of Austin, dedicate ourselves to creating and sustaining healthy communities that promote individual responsibility, economic growth, human dignity and hope for the future "

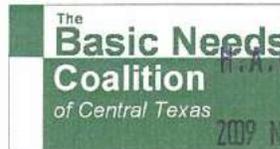
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OPENING DOORS
TO SELF-SUFFICIENCY

Member Agencies

2-1-1 Texas
A NewEntry Inc.
AIDS Services of Austin
Amy Baby Can
Arc of the Capital Area
Austin Tenants Council
Austin/Travis County Integral Care (ATCIC)
Austin/Travis County Health
& Human Services Department
Blackland Community Center
Capital Area Food Bank
Caritas of Austin
Catholic Charities of Central Texas
Community Action Network
Communities in Schools
El Buen Samaritano
Episcopal Church of the Good Shepherd
Family Connections
Family Eldercare
Foundation Communities
Foundation for the Homeless
Front Steps
Gateway Church
Goodwill Industries of Central Texas
Housing Authority of the City of Austin
Mary House Catholic Worker of Austin, Inc.
Marywood Children and Family Services
Meals on Wheels and More
Micah 6
Physicians Health Choice of Central Texas
Project Hope, Manor ISD
SafePlace
Saheli for Asian Families
Salvation Army
St. Louis Parish Social Ministries
Sustainable Food Center
Texas Interagency Interfaith Disaster Response
Texas Rio Grande Legal Aid
Texas Service Dogs
The Care Communities
The Wright House Wellness Center
Travis County Health & Human Services
and Veterans Service
Travis County Re-entry Roundtable
Trinity Center
United Way Capital Area
Volunteer Legal Services of Central Texas
Workforce Solutions



H.A.C.A. RECEIVED

2009 NOV 30 PM 12:09

December 3, 2009

Mr. James Hargrove
President/CEO
Housing Authority of the City of Austin
1124 S. IH 35
Austin, TX 78704

Dear Mr. Hargrove,

The Mission of the Basic Needs Coalition of Central Texas (BNC) is to lead the community in creating solutions that secure the basic resources—food and housing for our neighbors in need.

The BNC recognizes the positive steps that have been implemented by the HACA over the past several years. The BNC would like to make the following recommendations for HACA during the comment period. We believe these recommendations will further enhance opportunities for our community.

First, we believe that the policy of automatic ineligibility for people with criminal history prohibits providing individualized services for our clients. Turning in an appeal with the application to be considered right away would benefit our customers. Second, we would like to recommend homelessness be a priority population. Lastly, we would like to offer the BNC as a resource for HACA to utilize as a forum for input from service providers around future planning on housing issues.

We hope you will take our recommendations into consideration. Please contact me at 512-637-7171 if you would like further clarification.

Sincerely,

Katie Navine
Chair, Basic Needs Coalition
Basic Needs Coalition of Central Texas



Housing Authority of the City of Austin

Established in 1937

Board of Commissioners
Henry Flores, Chairman
Carl S. Richie, Jr.
Charles Bailey
Tyra Duncan-Hall
Thelma Pannell

President & CEO
James L. Hargrove

December 9, 2009

Ms. Katie Navine
Chair, Basic Needs Coalition
Basic Needs Coalition of Central Texas

sent via facsimile: 512-637-7181

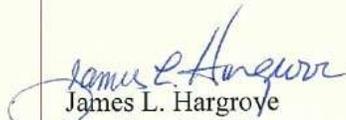
Dear Ms. Navine:

Thank you for your comments regarding the Housing Authority of the City of Austin's Annual and 5-Year Plans. HACA strives to provide housing to as many families as possible. The combined waiting list for both the Public Housing and Housing Choice Voucher programs exceeds over 11,000 families.

In August of 2009, the Housing of the City of Austin received public comment regarding its admission policy and revised/reduced the screening criteria and look back period of an applicant's criminal history. These revisions have been incorporated in the Annual Plan.

HACA works with many partners to address housing, education and other social needs of our residents. I look forward to any future comments that you may have and our continued partnership to provide quality services to low-income families in Austin.

Sincerely,


James L. Hargrove
President & CEO

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H.A.C.A. RECEIVED

2009 NOV 10 PM 4: 14

November 10, 2009

Mr. James Hargrove
President/CEO
Housing Authority of the City of Austin
1124 S. IH-35
Austin, TX 78704

Re: 5-Year Plan for Fiscal Years 2010-24; Public Comment

Dear James:

First, thanks for sending us a copy of HACA's 5- Year Plan. It outlines an impressive chart of work for the next five years. Given HACA's history of excellence in serving Austin, we have no doubt that this plan will be executed.

Second, we would like to comment on the **Strengthen Communities** section of the plan. We suggest HACA add an objective that addresses youth development needs of your families. Something along these lines: *expand comprehensive youth development programs that address the academic enrichment, overall personal health and physical fitness, and character development needs of children who reside in HACA communities.*

I will attend one of the Public Hearings to further comment on this suggestion.

Warmest Personal Regards,



Mark A. Kiester
Chief Executive
Boys & Girls Clubs of the Austin Area

Cc: Jim Broaddus, President BGCCA Board of Directors
BGCCA Admin. Staff



BOYS & GIRLS CLUBS
OF THE AUSTIN AREA

Administrative Offices
5407 N. IH35, Suite 400
Austin, Texas 78723
Tel: (512) 444-7199

Board of Directors

The Honorable Ben Barnes
Chairman

Dr. John Sibley Butler
Vice Chairman

Dr. James A. Broaddus,
President

Dan Listrom, Past President

Mike Coffin, VP-Marketing

Joseph Stallone, VP
Operations & Programs

Gary Keil, VP
Resource Development

Brad Schlosser, VP
Expansion & Asset Management

Joy Roberts, Treasurer

Ali Abazari

Alex Allemann

Tony Allison

Julie & Major Applewhite

Carlos Ancira

Najuma Atkinson

Coney Burgess

Steve Burt

Karen & George Casey

Robert L. Davis

Dr. Bill Estes

Janet Farrer

Patrick Flynn

Dr. Pascal D. Forgione, Jr.

Carlos Garcia

Terrell Gates

Alice Glasco

Robert S. Hicks

Bill Hulsey

John Jett

Helen Jobes

Brian Jones

Sean Kelly

Mary E. Lange

Anjum Malik

Leslie McDonald

Larry Meyer

Michael Mullett III

Bill Noble

Brock Purslow

Shuronda Robinson

Randy Stone

Paul B. Walker

John Weaver

Sam Zabaneh

Chief Executive Officer
Mark A. Kiester

Our Mission: To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

Be somebody to somebody.® www.bgcaustin.org





Housing Authority of the City of Austin

Established in 1937

Board of Commissioners
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Charles Bailey
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Thelma Pannell

President & CEO
James L. Hargrove

December 8, 2009

Mr. Mark A. Kiester
Chief Executive
Boys & Girls Club of Austin Area
5407 N. IH-35, Ste 400
Austin, TX 78723

Dear Mr. Kiester:

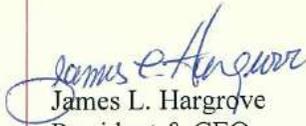
Thank you for your comments regarding the Housing Authority of the City of Austin's 5-Year Plan. Your suggestion to incorporate under the Strengthen Communities section an additional bullet, "Expand comprehensive youth development programs that address the academic enrichment, overall personal health and physical fitness, and character development needs of children who reside in HACA communities, has been considered. HACA has within its plan similar goals that address these concerns under the Promote Housing Self-Sufficiency Section (create resident reward program, wrap-around service center and case management). There are three sub-goals within this section:

- Create programs and incentives to improve parental involvement – effective supervision, school involvement – the POWER PARENT INITIATIVE
- Link with existing parent support initiatives from community based partners to provide opportunities for increased participation by HCV families
- Continue to provide exemplary results driven education and enrichment programming for youth

Through programming contracted and provided by local community partners and your agency, HACA is able to provide academic enrichment and character development programs. and other programs that address personal health and physical fitness.

Again, I thank you for your comments and participation in our public comment period regarding HACA's 5-Year and Annual plans. I look forward to any future comments that you may have and our continued partnership to provide quality services to the low-income families in Austin.

Sincerely,


James L. Hargrove
President & CEO

" We, the Housing Authority of the City of Austin, dedicate ourselves to creating and sustaining healthy communities that promote individual responsibility, economic growth, human dignity and hope for the future"

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ATTACHMENT H
Section 8.1
PHA Plan
Table Library

III. COMPONENT 7
Capital Fund Program Annual Statement
Parts I and II

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number: TX59-P001-50110

FFY of Grant Approval: 2010

Original Annual Statement

Line No.	Summary of Development Account	Total Estimated Cost
1	Total Non-CFP Funds	
2	1406 Operations	\$65,000
3	1408 Management Improvements	\$161,425
4	1410 Administration	\$325,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees & Costs	\$250,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$190,000
10	1460 Dwelling Structures	\$2,158,575
11	1465 Dwelling Equipment	\$25,000
12	1470 Non-Dwelling Structures	
13	1475 Non-Dwelling Equipment	\$50,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving To Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used For Development	
19	1502 Contingency	\$25,000
20	Amount of Annual Grant (Sum of Lines 2-19)	\$3,250,000
21	Amount of Line 20 Related to LBP Activities	
22	Amount of Line 20 Related to Section 504 Compliance	\$200,000
23	Amount of Line 20 Related to Security	\$25,000
24	Amount of Line 20 Related to Energy Conservation Measures	\$75,000

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table--

FFY 2010

AMP #	Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	HA	Operating	1406	65,000
		Administration (Mgmt Fee)	1410	325,000
		Management Improvements	1408	
		Resident Initiatives (see sites)	1408	
		Contingency	1450/60/75/95	25,000
AMP 1	TX1 Chalmers	Mgmt Improvements	1408	850
		Maint Improvements	1408	850
		Resident Initiatives	1408	10,750
AMP 2	TX2 Rosewood	Construction Management	1460	5,000
		Resident Initiatives	1408	8,500
	TX8 Salina	Roof Replacement	1460	100,000
		Domestic Boiler Replacement	1475	25,000
		Construction Management	1460	2,500
		Mgmt Improvements	1408	850
		Maint Improvements	1408	850
		Resident Initiatives	1408	2,500
		Fees & Costs	1430	20,000
		AMP 3	TX3 Santa Rita	Grounds, Rec. Areas, Signage
Mgmt Improvements	1408			800
Resident Initiatives	1408			6,750
Mgmt Improvements	1408			800
AMP 4	TX4 Meadowbrook	Exterior Siding & Painting	1460	250,000
		Construction Management	1460	10,000
		Mgmt Improvements	1408	875
		Maint Improvements	1408	850
		Resident Initiatives	1408	11,500
		Fees & Costs	1430	20,000
AMP 5	TX5 BTW	Sidewalk Repairs	1450	25,000
		Retaining Walls & Erosion Controls	1450	50,000
		Construction Management	1460	16,250
		Mgmt Improvements	1408	1,250
		Maint Improvements	1408	1,500
		Resident Initiatives	1408	15,000
		Fees & Costs	1430	20,000

	Annual Statement			
	Capital Fund Program (CFP) Part II: Supporting Table			
AMP 7	TX7 Lakeside	A/C Replacements	1465	25,000
		Interior Renovations	1460	128,000
		Construction Management	1460	8,750
		Mgmt Improvements	1408	900
		Maint Improvements	1408	850
		Resident Initiatives	1408	12,500
		Fees & Costs	1430	25,000
AMP 9	TX9 Gaston Place	Elevator Improvements	1475	25,000
		Exterior Siding & Paint	1460	150,000
		Construction Management	1460	5,000
		Mgmt Improvements	1408	550
		Maint Improvements	1408	650
		Resident Initiatives	1408	7,500
		Fees & Costs	1430	10,000
AMP10	TX 10 Bouldin Oaks	Construction Management	1460	5,000
		Mgmt Improvements	1408	1,000
		Maint Improvements	1408	750
		Resident Initiatives	1408	10,500
		Fees & Costs	1430	20,000
AMP 11	TX11 Thurmond Heights	Interior Renovations (Phase II)	1460	325,000
		Roof Replacements (w/Insurance)	1460	225,575
		Construction Management	1460	15,000
		Mgmt Improvements	1408	1,000
		Maint Improvements	1408	1,000
		Resident Initiatives	1408	10,000
		Fees & Costs	1430	20,000
AMP 12	TX12 Georgian	Mgmt Improvements	1408	500
		Maint Improvements	1408	650
		Resident Initiatives	1408	6,500
AMP 15	TX15 North Loop	Back Up & Emergency Systems Upgrades	1460	20,000
		Interior Common Area Improvements	1460	25,000
		Exterior Common Area/Grounds Improvements	1450	25,000
		Construction Management	1460	10,000
		Mgmt Improvements	1408	1,250
		Maint Improvements	1408	750
		Resident Initiatives	1408	9,250
		Fees & Costs	1430	30,000

Annual Statement					
Capital Fund Program (CFP) Part II: Supporting Table					
AMP 16	TX16 Northgate	Mgmt Improvements	1408	1,000	
		Maint Improvements	1408	750	
		Resident Initiatives (both sites)	1408	8,000	
	TX22 Coronado Hills	Interior Renovations Kitchen & Baths (Phase II)	1460	225,000	
		Grounds Improvements	1450	50,000	
		Construction Management	1460	7,250	
		Fees & Costs	1430	20,000	
	TX22--12 SF Units	Exterior Painting & Repairs (2 Units)	1460	7,500	
		Driveway Replacements (2 Units)	1450	10,000	
		Roof Replacements (1 Unit)	1460	5,000	
	AMP 17	TX13 Goodrich	504 Accessibility Improvements	1460	50,000
			Construction Management	1460	3,000
Fees & Costs			1430	7,000	
TX17 Shadowbend		Roof Replacements (30%)	1460	40,000	
		Construction Management	1460	2,500	
		Mgmt Improvements	1408	750	
		Maint Improvements	1408	1,200	
		Resident Initiatives (all 4 sites)	1408	11,500	
		Fees & Costs	1430	4,000	
TX18 Manchaca II		Roof Replacements (30%)	1460	40,000	
		Construction Management	1460	2,500	
		Fees & Costs	1430	4,000	
TX19 Manchaca Village		Tree Trim Fence Line	1450	10,000	
		Construction Management	1460	1,000	
2 SF Units		Driveway Replacement	1450	5,000	
		Roof Replacement	1460	5,000	
AMP 20		TX20 Rio Lado	Abatement	1460	250,000
			Modernization/ReHab (Phase.I)	1460	200,000
	Construction Management		1460	10,000	
	Mgmt Improvements		1408	500	
	Maint Improvements		1408	650	
	Resident Initiatives		1408	7,500	
	Fees & Costs		1430	50,000	
	6 SF Units	Driveway Replacements (1)	1450	5,000	
		Roof Replacements (1)	1460	5,000	
		Exterior Painting & Repairs (1)	1460	3,750	
TOTAL		Estimate of Funds for 2010	3,250,000		

**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

PART I: SUMMARY

PHA Name/Number Housing Authority of the City of Austin/TX001		Locality (City/County & State) Austin, TX			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name HACA	Work Statement for Year 1 FFY __2010__	Work Statement for Year 2 FFY __2011__	Work Statement for Year 3 FFY __2012__	Work Statement for Year 4 FFY __2013__	Work Statement for Year 5 FFY __2014__
B	Physical Improvements Subtotal	Annual Statement	2,435,000	2,435,000	2,435,000	2,425,000
C.	Management Improvements		165,000	165,000	165,000	175,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E	ADMINISTRATION		325,000	325,000	325,000	325,000
F.	Other: Const. Mgmt./Fees&Costs		275,000	275,000	275,000	325,000
G.	Operations		50,000	50,000	50,000	
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		3,250,000	3,250,000	3,250,000	3,250,000
L.	Total Non-CFP Funds					
M.	Grand Total		3,250,000	3,250,000	3,250,000	3,250,000

**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

PART I: SUMMARY (CONTINUATION)

PHA Name/Number Housing Authority of the City of Austin/TX001		Locality (City/county & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _2010__	Work Statement for Year 2 FFY _____2011_____	Work Statement for Year 3 FFY ____2012_____	Work Statement for Year 4 FFY ____2013_____	Work Statement for Year 5 FFY ____2014_____
		<i>Annual Statement</i>				
	AMP 1 Chalmers Courts		150,000	50,000	225,000	250,000
	AMP 2 Rosewood/Salina		200,000	150,000	200,000	475,000
	AMP 3 SANTA RITA COURTS		35,000	150,000	175,000	30,000
	AMP 4 Meadowbrook		100,000	250,000	180,000	50,000
	AMP 5 BT Washington		50,000	100,000	190,000	200,000
	AMP 7 Lakeside		200,000	125,000	180,000	100,000
	AMP 9 Gaston Place		50,000	150,000	100,000	200,000
	AMP 10 Bouldin Oaks		200,000	260,000	100,000	150,000
	AMP 11 Thurmond Ht.'s		250,000	75,000	50,000	200,000
	AMP 12 Georgian		100,000	150,000	275,000	100,000
	AMP 16 Northgate/Coron		407,500	310,000	200,000	110,000
	AMP 17 Shad/Good/Man		307,500	345,000	285,000	270,000
	AMP 20 Rio Lado		275,000	275,000	15,000	70,000

**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY _____ 2010 _____	Work Statement for Year <u> 2 </u> FFY <u> 2011 </u>			Work Statement for Year: <u> 3 </u> FFY <u> 2012 </u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Statement				<i>AMP 1 Chalmers Courts</i>	XII.	
	Gas Line & Utility Improvements	II. 5 BLDG'S	50,000	Mgmt. & Comm. Bldg. Improvements		50,000
		10	100,000			
	AMP 2 Rosewood			AMP 2 Rosewood		
	Interior Renovations (Phase II) TX2	10	100,000	Interior Renovations (Phase II) TX2	10	100,000
	AMP 2 Salina			AMP 2 Salina		
	Interior Renovations	10	100,000	Mgmt./Community Center Improvements	1	50,000
	AMP 3 Santa Rita			AMP 3 Santa Rita		
	Community & Mgmt. Facility Improvements	1	20,000	Furnace Replacements	100%	150,000
	Water Heater Replacements	30	15,000			
	AMP 4 Meadowbrook			AMP 4 Meadowbrook		
	Daycare Improvements	1	100,000	Interior Renovations	25	250,000
	AMP 5 BT Washington			AMP 5 BT Washington		
Vehicles & Equipment	2	50,000	Erosion & Landscaping	100%	100,000	

**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires 4/30/2011

	Subtotal of Estimated Cost	\$535,000	Subtotal of Estimated Cost	\$700,000
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**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY ____2010____	Work Statement for Year ____4____ FFY ____2013____			Work Statement for Year: ____5____ FFY ____2014____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
				<i>AMP1 Chalmers Courts</i>	XIV.	
	Interior Renovations (Phase III)	XV. 20	200,000	Interior Renovations		250,000
	Vehicles & Equipment AMP 2 Rosewood	1	25,000	AMP 2 Rosewood		
	Interior Renovations (Phase II) TX2 AMP 2 Salina	20	200,000	Interior Renovations (Phase II) TX2 AMP 2 Salina	20	200,000
				Interior Renovations	10	100,000
				Roof Replacement	30%	175,000
	AMP 3 Santa Rita			AMP 3 Santa Rita		
	Playground Repairs and Improvements	1	25,000	Equipment & Vehicles	1	30,000
	Exterior Repairs & Painting	100%	150,000			
	AMP 4 Meadowbrook			AMP 4 Meadowbrook		
	Vehicles & Equipment	1	30,000	Sidewalk Repairs	100%	50,000
	Playground Repairs	2	50,000			
	Street & Drive Repairs	10,000sf	100,000			
	AMP 5 BT Washington			AMP 5 BT Washington		
	Vehicles & Equipment	1	40,000	Water Heater & Furnace Replacements	50%	200,000
	Common Areas/Grounds Improvements	N/A	50,000			

**Attachment I
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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires 4/30/2011

	Park & Drive Improvements	10,000sf	100,000			
	Subtotal of Estimated Cost		\$ 970,000	Subtotal of Estimated Cost		\$ 1,005,000

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2010	Work Statement for Year <u> 2 </u> FFY <u> 2011 </u>			Work Statement for Year: <u> 3 </u> FFY <u> 2012 </u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
				<i>AMP 7 Lakeside</i>	XVI.	
	Interior Renovations	12 (1 FLOOR)	100,000	Exterior Repairs & Painting		125,000
	Heating, Plumbing, & Piping Improvements	10	100,000			
	AMP 9 Gaston			AMP 9 Gaston		
	Emergency, Back up & Fire Systems Upgrades	1	50,000	Roof Replacement	10	100,000
	AMP 10 Bouldin			AMP 10 Bouldin		
	Interior Renovations	20	200,000	Interior Renovations	25	260,000
	AMP 11 Thurmond			AMP 11 Thurmond		
	Playground Improvements	1	30,000	Interior Renovations	10	75,000
	Mailbox Replacements	100%	20,000			
	Interior Renovations	20	200,000			
	AMP 12 Georgian			AMP 12 Georgian		
	Interior Renovations	10	100,000	Interior Renovations	15	150,000
	Vehicles & Equipment	2	50,000	Erosion & Landscaping	100%	100,000
	AMP 15 North Loop			AMP 15 North Loop		
	Mech'l/Piping/HVAC	N/A	75,000	Sidewalk Repairs	100%	10,000
	AMP 16 Northgate			AMP Northgate		

**Attachment I
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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/20011

/	Interior Renovations	50%	207,500	Interior Renovations	20% & 2 SF	100,000
	Subtotal of Estimated Cost			\$1,132,500	Subtotal of Estimated Cost	

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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY ____ 2010 ____	Work Statement for Year ____ 4 ____ FFY ____ 2013 ____			Work Statement for Year: ____ 5 ____ FFY ____ 2014 ____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Statement				<i>AMP 7 Lakeside</i>	XVIII.	
	Interior Renovations	XIX. 20	150,000	Interior Renovations		100,000
	Vehicles & Equipment	1	30,000			
	AMP 9 Gaston			AMP 9 Gaston		
	Roof Replacements	50%	100,000	Walkway Replacements	2 floors	200,000
	AMP 10 Bouldin			AMP 10 Bouldin		
	Interior Renovations	10	100,000	Interior Renovations	15	150,000
	AMP 11 Thurmond			AMP 11 Thurmond		
	Playground Improvements	1	50,000	Interior Renovations	20	200,000
		1	30,000	Equipment & Vehicles	1	30,000
	Exterior Repairs & Painting	100%	150,000			
	AMP 12 Georgian			AMP 12 Georgian		
	Interior Renovations	20	200,000	Interior Renovations	10	100,000
	Common Area/Grounds		75,000			
	AMP 15 North Loop			AMP 15 North Loop		
Parking Repairs	10,000sf	25,000	Flooring Replacements- Common Areas	100%	145,000	
AMP 16 Northgate			AMP 16 Northgate			
Site Security Improves Fencing/lights/signs	N/A	75,000	Playground Repairs & Improvements	1	10,000	
Park & Drive Improvements	10,000sf	100,000				

**Attachment I
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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

	Subtotal of Estimated Cost	\$ 1,085,000	Subtotal of Estimated Cost	\$ 935,000
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Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY ____2010____	Work Statement for Year ____2____ FFY ____2011____			Work Statement for Year: ____3____ FFY ____2012____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
				<i>AMP 16 Coronado Hills</i>	XX.	
	Exterior Siding, Repairs, & Painting	XI. 100%	150,000	Roof Replacements		200,000
		10	100,000			
	Int/Ext Renovations	2	50,000	Driveway Replacements	2	10,000
	AMP 17 Goodrich			AMP 17 Goodrich		
	Exterior Lighting & Security	N/A	50,000	Sidewalks, Erosions, Grounds	N/A	50,000
	AMP 17 Shadowbend			AMP 17 Shadowbend		
	Exterior Siding, Repairs, & Painting	XII. 100%	150,000	504 Int Renovations	2	25,000
	AMP 17 Manchaca II			AMP 17 Manchaca II		
	Exterior Repairs, Siding, Painting	50%	75,000	Interior Renovations	25%	100,000
	AMP 17 Manchaca Village			AMP 17 Manchaca Village		
	Erosion, Drainage & Grounds	N/A	25,000	Community Center Improvements		50,000
				504 Interior Reno's	4	100,000
	AMP 17 – 2 SF Sites			AMP 17 – 2 SF Sites		
	Roof Replacement		7,500	Interior Renovations	2	20,000
	AMP 20 Rio Lado			AMP 20 Rio Lado		

**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
Expires 4/30/2011

Statement	Comp MOD/Rehab	30%	275,000	Comp MOD/Rehab	30%	275,000
	AMP 20- 6 SF Sites			AMP 20- 6 SF Sites		
	Roofing Replacements	2	15,000	Driveway Replacements	2	10,000
	Exterior Repairs & Painting	2	10,000			
	Subtotal of Estimated Cost			\$ 907,500	Subtotal of Estimated Cost	

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>4</u> FFY <u>2013</u>			Work Statement for Year: <u>5</u> FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Statement				<i>AMP 16 Northgate</i>	XXIII.	
	Site Security, Fence/Lights/Signs	XIV. 20	75,000	Playground Repairs and Improvements		10,000
	AMP 16 Coronado Hills	1	25,000			
	Park & Drive Improvements	10,000sf	25,000	Site Security, Fence/Lights/Signs	N/A	25,000
	Playground Repairs & Improvements	1	25,000			
	AMP 16-14 SF Sites			AMP 16-14SF Sites		
	Int/Ext Renovations	3	75,000	Int/Ext Renovations	3	75,000
	AMP 17 Goodrich			AMP 17 Goodrich		
	Exterior Repairs & Paint	100%	95,000	Interior Renovations	30%	100,000
	AMP 17 Shadowbend			AMP 17 Shadowbend		
	Vehicles & Equipment	1	30,000	Interior Renovations	20%	100,000
AMP 17 Manchaca II			AMP 17 Manchaca II			
Roof Replacements	30%	50,000	Common Area Playground Improves	1	50,000	

**Attachment I
Section 8.2**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
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/	AMP 17 Manchaca Village			AMP 17 Manchaca Village			
	Interior Renovations	20%	100,000	Playground Repairs & Improvements	1	10,000	
	AMP 17 – 2 SF Sites			AMP 17 – 2 SF Sites			
	Exterior Repair & Paint	1	10,000	Mech / Equip Upgrades (HVAC/WH/App's)	2	10,000	
	AMP 20 Rio Lado			AMP 20 Rio Lado			
	Recreation/Court Areas	N/A	15,000	Parking Lot/Sidewalks	50,000sf	70,000	
	AMP 20 -6 SF Sites			AMP 20 -6 SF Sites			
	Interior Renovations	2	30,000	Interior Renovations	2	50,000	
	Subtotal of Estimated Cost			\$ 525,000	Subtotal of Estimated Cost		\$ 500,000

PHA Board Resolution

RESOLUTION NO. 2149

APPROVAL TO SUBMIT THE 2010 ANNUAL PUBLIC HOUSING AUTHORITY AGENCY PLAN AND 2010-2014 FIVE-YEAR PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, to be in compliance with the Quality Housing Work Responsibility Act of 1998, the Housing Authority of the City of Austin has drafted the Five-Year and Annual agency plans;

WHEREAS, to meet the requirements for public notification, the Housing Authority must advertise at its office and through the local media the availability of the draft plan, send copies of the draft plan to various community service providers, and conduct a public hearing;

WHEREAS, HACA has conducted three public hearings solely regarding the plans and provided a fourth public hearing on December 17, 2009 at the HACA Board of Commissioners meeting;

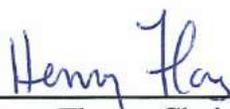
WHEREAS, to meet the requirements for the public comment period, the Housing Authority has made available copies of the draft plan at its Administration Building, all public housing management offices and the agency's internet site for a forty-five day public comment period;

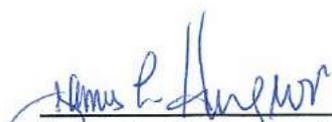
WHEREAS, the Housing Authority of the City of Austin has completed the process of public notification and a public comment period;

WHEREAS, HACA has received and reviewed all written comments regarding the revisions to the plan and has incorporated many of the comments received;

WHEREAS, HACA is to submit for board approval the 2010 Annual Plan and 2010-2014 Five-Year Plan to be submitted to the U.S Department of Housing and Urban Development for approval and adoption;

NOW, THEREFORE, BE IT RESOLVED that effective December 17, 2009 the Housing Authority of the City of Austin Board of Commissioners approves and adopts the agency's 2010 Annual Plan and 2010-2014 Five-Year Plan, as presented.


Henry Flores, Chairman


James L. Hargrove, Secretary

Attachment K

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

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, Margaret Shaw the Director of the City of Austin Neighborhood Housing
and Community Development Director certify that the Five Year and
Annual PHA Plan of the Housing Authority of the City of Austin is consistent with the Consolidated Plan of
City of Austin prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

Performance and Evaluation Report

Part I: Summary

Capital Fund Program (CFP)

U.S. Department of Housing

and Urban Development

Office of Public and Indian Housing

PHA Name Housing Authority of the City of Austin		Comprehensive Grant Number Tx59P00150109		FFY of Grant Approved 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance and Evaluation Report <input type="checkbox"/> Final Performance and Evaluation Report					
9/30/2009					
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund				
3	1408 Management Improvements	339,982.00	339,982.00	339,982.00	
4	1410 Administration	310,700.00	310,700.00	310,700.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	231,700.00	231,700.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	654,158.00	654,158.00		
10	1460 Dwelling Structures	1,055,000.00	1,055,000.00		
11	1465.1 Dwelling Equipment - Nonexpendable	120,000.00	120,000.00		
12	1470 Nondwelling Structures	375,674.00	375,674.00		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	20,010.00	20,010.00		
20	Amount of Annual Grant	3,107,224.00	3,107,224.00	650,682.00	-
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance	85,000.00	85,000.00		
23	Amount of line 20 related to security - soft cost				
24	Amount of line 20 related to security - hard cost	50,000.00	50,000.00		
25	Amount of line 20 related to energy conservation measures	100,000.00	100,000.00		
26	Collateralization Expense or Debt Service				
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance and Evaluation Report					
Signature of Executive Director and Date <i>[Signature]</i> 1-14-10			Signature of Public Housing Director/Office of Native American Prm Admin. and Date		

2009 CFP P&E Report, 2008 CFP P&E Report and 2007 CFP P&E Report

Attachment L

2008

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status	
				Original	Revised	Funds Obligated	Funds Expended		
HA	Operating	1406							
	Administration	1410		310,700.00	310,700.00	310,700.00			
	Management Improvements	1408		339,982.00	339,982.00	339,982.00			
	Fees & Costs	1430		231,700.00	231,700.00				
HA Wide	Site Improvement	1450		654,158.00	654,158.00				
	Dwelling Structures	1460		1,055,000.00	1,055,000.00				
	Dwelling Equipment	1465		120,000.00	120,000.00				
	Non-Dwelling Structures	1470		375,674.00	375,674.00				
	Contingency	1502		20,010.00	20,010.00				
GRAND TOTAL						3,107,224.00	3,107,224.00	650,682.00	-

Performance and Evaluation Report

Part I: Summary

Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

PHA Name Housing Authority of the City of Austin	Comprehensive Grant Number Tx59P00150108	FFY of Grant Approved 2008
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Performance and Evaluation Report
 Final Performance and Evaluation Report

9/30/2009

Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund	-	-	-	-
3	1408 Management Improvements	305,000.00	260,000.00	260,000.00	4,900.72
4	1410 Administration	300,000.00	309,081.00	309,081.00	309,081.01
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	150,000.00	175,000.00	175,000.00	19,688.10
8	1440 Site Acquisition				
9	1450 Site Improvement	746,538.00	638,472.79	233,934.79	83,934.79
10	1460 Dwelling Structures	1,289,278.00	1,540,234.11	729,400.16	163,876.44
11	1465.1 Dwelling Equipment - Nonexpendable	135,000.00	37,835.05	13,510.05	13,510.05
12	1470 Nondwelling Structures	25,000.00	27,676.00	2,676.00	2,676.00
13	1475 Nondwelling Equipment	110,000.00	77,002.05	2,002.05	2,002.05
14	1485 Demolition	20,000.00	15,515.00	15,515.00	15,515.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000.00	10,000.00		
18	1499 Development Activities				
19	1502 Contingency	-			
20	Amount of Annual Grant	3,090,816.00	3,090,816.00	1,741,119.05	615,184.16
21	Amount of line 20 related to LBP Activities	\$ 100,000.00	\$ -		
22	Amount of line 20 related to Section 504 Compliance	100,000.00	200,000.00	78,750.00	
23	Amount of line 20 related to security - soft cost	170,000.00	50,000.00		
24	Amount of line 20 related to security - hard cost		70,000.00		
25	Amount of line 20 related to energy conservation measures	175,000.00	125,000.00	32,301.00	
26	Collateralization Expense or Debt Service	-			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

James L. King 1-14-10

Signature of Public Housing Director/Office of Native American Prm Admin. and Date

Annual Statement
Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
HA	Operating	1406						
	Administration	1410		300,000.00	309,081.00	309,081.00	309,081.01	
	Management Improvements	1408						
	Management Information System			75,000.00	50,000.00	50,000.00		
	Enhance Management Operations			10,000.00	10,000.00	10,000.00		
	Enhance P&D Operations			10,000.00	10,000.00	10,000.00		
	Enhance Maintenance Operations			10,000.00	10,000.00	10,000.00		
	Resident Initiatives			130,000.00	130,000.00	130,000.00	4,900.72	
	Security & Drug Elimination			70,000.00	50,000.00	50,000.00		
	Fees & Costs	1430		150,000.00	175,000.00	175,000.00	19,688.10	
HA Wide	Tree Trimming/Removal/Planting, Stump Removal, & Beautification Efforts	1450		75,000.00				see sites for break out
	Sidewalk Repairs & Improvements	1450		50,000.00	25,000.00			
	Parking Area & Drive Improvements	1450		20,000.00	20,000.00			
	ADA Improvements(Reasonable Accommodations)	1450		7,500.00	7,500.00			
	Fire Protection/Suppression& Hydrant Testing	1450		15,000.00	15,000.00			
	ADA Improvements(Reasonable Accommodations)	1460		7,500.00	7,500.00			
	Mechanical Services	1460		35,000.00	35,000.00			
	Appliances	1465		75,000.00				see sites for break out
	Mechanical Services	1475		35,000.00	177.05	177.05	177.05	
	Relocation Costs	1495		10,000.00	10,000.00			
Non-Dwelling Structures	Admin Office Renovation Needs	1470		25,000.00	25,000.00			
Non-Dwelling Equip.	Equipment & Vehicles	1475		75,000.00	75,000.00			
TX1 Chalmers	Drainage/Sewer/Water Supply	1450			3,136.90	3,136.90	3,136.90	
	Ext. Repair, Soffit & Fascia & Painting	1460		200,000.00	250,000.00			
	Accessibility/504 Unit Improvements	1460		35,000.00	75,000.00			
	Replace Ranges	1465			723.00	723.00	723.00	
	Refrigerators	1465			710.00	710.00	710.00	

Annual Statement
Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2008

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
TX2 Rosewood	Gas Line Replacements and Utility Improvements	1450		25,000.00	25,000.00			
	Tree Trimming/Removal	1450			1,320.00	1,320.00	1,320.00	
	Replace Ranges	1465			482.00	482.00	482.00	
TX3 Santa Rita	Drainage/Sewer/Water Supply	1450			680.15	680.15	680.15	
	Sidewalks	1450			27,535.05	27,535.05	27,535.05	
	Parking & Drive Improvements (Phase III)	1450		100,000.00	150,000.00	150,000.00		
	Site Security Lighting Improvements	1450		50,000.00	50,000.00			
	LBP Interim Controls	1460		100,000.00				
	Handicap Access	1460			2,000.00	2,000.00	2,000.00	
	Replace Ranges	1465			482.00	482.00	482.00	
	Refrigerators	1465			355.00	355.00	355.00	
TX4 Meadowbrook	Fencing, Landscaping, Grounds Improvements	1450		50,000.00	35,000.00			
	Tree Trimming/Removal	1450			5,280.00	5,280.00	5,280.00	
	Guttering	1460		100,000.00	100,000.00			
	Replace Ranges	1465			482.00	482.00	482.00	
	Refrigerators	1465			1,065.00	1,065.00	1,065.00	
	HVAC	1475			145.00	145.00	145.00	
	Small Office Demolition (HUD Approved)	1485		20,000.00	15,515.00	15,515.00	15,515.00	
Tx5 BTW	Playground Improvements	1450		50,000.00				
	Drainage/Sewer/Water Supply	1450			297.44	297.44	297.44	
	Tree Trimming/Removal	1450			6,160.00	6,160.00	6,160.00	
	Interior Renovations (Phase I)	1460		200,000.00	566,795.00	565,523.72		
	Replace Ranges	1465			723.00	723.00	723.00	
	Refrigerators	1465			710.00	710.00	710.00	
Tx7 Lakeside	Bldg Wiring, Communications, Emergency Systems	1460		50,000.00	20,000.00			
	Interior Renovations	1460		50,000.00	50,000.00			
	AC Replacements	1465		25,000.00	25,000.00			
TX9 Gaston Place	Security Improvements	1450		10,000.00	10,000.00			
	Accessibility / 504 Unit Improvements	1460		50,000.00	24,202.00			

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Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2008

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Stairways & Railways	1460			2,649.81	2,649.81	2,649.81	
	Emergency Repairs	1460			2,488.00	2,488.00	2,488.00	
	Domestic Boiler Replacements	1465		35,000.00	-			completed under 2006
	Refrigerators	1465			1,155.00	1,155.00	1,155.00	
	Boilers	1475			1,680.00	1,680.00	1,680.00	
TX10 Bouldin Oaks	Fencing & Grounds Improvements	1450		30,000.00	3,000.00			
	Exterior Lighting Improvements	1450		25,000.00	25,000.00			
	Roofing, Guttering	1460			64,878.75	64,878.75	64,878.75	
	Replace Ranges	1465			241.00	241.00	241.00	
TX11 Thumond Heights	Tree Trimming/Removal	1450			4,400.00	4,400.00	4,400.00	
	Roofing, Guttering	1460			64,878.75	64,878.75	64,878.75	
	Replace Ranges	1465			482.00	482.00	482.00	
	Refrigerators	1465			355.00	355.00	355.00	
	Renovations	1470			2,395.00	2,395.00	2,395.00	
	Office Building and Surrounding	1470			281.00	281.00	281.00	
TX12 Georgian	Fencing	1450		25,000.00	25,000.00			
	Parking Drive Repairs & Improvements	1450		50,000.00	30,000.00			
	Replace Ranges	1465			837.00	837.00	837.00	
TX13 Goodrich	Drainage, Erosion Control & Foundation Repairs	1450		30,000.00	25,000.00			
	Clothesline Repairs and Replacements	1450		7,500.00	7,500.00			
	Tree Trimming/Removal	1450			3,520.00	3,520.00	3,520.00	
Tx15 North Loop	Exterior Repairs & Painting	1460		150,000.00	125,000.00			
	Refrigerators	1465			770.00	770.00	770.00	
Tx 16 Northgate	Fencing	1450		5,000.00	6,870.25	6,870.25	6,870.25	
	Tree Trimming/Removal	1450			1,300.00	1,300.00	1,300.00	
	Emergency Repairs	1460			3,850.00	3,850.00	3,850.00	
	Renovations	1460			850.00	850.00	850.00	
	Replace Ranges	1465			482.00	482.00	482.00	

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Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Refrigerators	1465		710.00	710.00	710.00		
	Dwelling Equipment - Expenses	1465		248.05	248.05	248.05		
Tx17 Shadowbend	Drainage, Erosion & Grounds Improvements	1450		20,000.00	10,000.00			
	Fencing (Phase II)	1450		30,000.00	30,000.00			
	Tree Trimming/Removal	1450			1,950.00	1,950.00	1,950.00	
TX18 Manchaca II	Exterior Lighting Improvements	1450		10,000.00	10,000.00			
	Tree Trimming/Removal	1450			600.00	600.00	600.00	
	Repair Wall/ Floor/ Ceiling	1460			1,050.00	1,050.00	1,050.00	
	Replace Ranges	1465			241.00	241.00	241.00	
TX19 Manchaca Village	Tree Trimming/Removal	1450			5,000.00	5,000.00	5,000.00	
	Exterior Repairs & Painting	1460		150,000.00			completed under 2006	
	Roof Replacements	1460		31,778.00				
	Replace Ranges	1465			241.00	241.00	241.00	
	Refrigerators	1465			355.00	355.00	355.00	
Tx20 Rio Lado	Interior Renovations - Kitchen & Baths (Phase III)	1460		100,000.00	124,091.80	21,231.13	21,231.13	
	Refrigerators	1465				355.00	355.00	
	Air Conditioning	1465				320.00	320.00	
TX22 Coronado Hills	Fencing	1450		30,000.00	30,000.00			
	Drainage & Grounds Improvements	1450		25,000.00	15,000.00			
	Fencing	1450			10,887.00	10,887.00	10,887.00	
	Sidewalks	1450			4,998.00	4,998.00	4,998.00	
	Refrigerators	1465			710.00	710.00	710.00	
	Dwelling Equipment - Expenses	1465			276.00	276.00	276.00	
TX27 Scattered Sites	Fencing	1450		6,538.00	6,538.00			
	Interior Renovations	1460		15,000.00	10,000.00			
	Exterior Renovations	1460		15,000.00	10,000.00			
	GRAND TOTAL			3,090,816.00	3,090,816.00	1,741,119.05	615,184.16	

Performance and Evaluation Report

Part I: Summary

Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

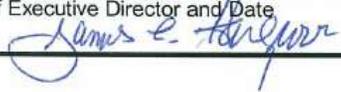
PHA Name Housing Authority of the City of Austin	Comprehensive Grant Number Tx59P00150107	FFY of Grant Approved 2007
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number Performance and Evaluation Report
 Final Performance and Evaluation Report

9/30/2008

Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund	-	-	-	-
3	1408 Management Improvements	255,000.00	195,720.52	195,720.52	126,720.52
4	1410 Administration	285,764.00	285,727.09	285,727.09	285,727.09
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	125,000.00	173,557.58	173,557.58	173,557.58
8	1440 Site Acquisition				
9	1450 Site Improvement	1,149,282.71	937,034.70	937,034.70	679,446.33
10	1460 Dwelling Structures	718,606.50	918,650.14	918,650.14	643,650.14
11	1465.1 Dwelling Equipment - Nonexpendable	149,972.00	130,593.22	130,593.22	70,593.22
12	1470 Nondwelling Structures	49,014.79	120,267.47	120,267.47	120,267.38
13	1475 Nondwelling Equipment	115,000.00	96,089.28	96,089.28	96,089.28
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000.00			
18	1499 Development Activities				
19	1502 Contingency	-			
20	Amount of Annual Grant	2,857,640.00	2,857,640.00	2,857,640.00	2,196,051.54
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance	50,000.00	50,000.00	39,306.00	39,306.00
23	Amount of line 20 related to security - soft cost	115,000.00	50,000.00		
24	Amount of line 20 related to security - hard cost	100,000.00	50,000.00	10,000.00	10,000.00
25	Amount of line 20 related to energy conservation measures	175,000.00	118,649.30	118,649.30	118,649.30
26	Collateralization Expense or Debt Service	-			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date
 12-17-09

Signature of Public Housing Director/Office of Native American Pm Admin. and Date

Annual Statement
Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2007

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
HA	Operating	1406						
	Administration	1410		285,764.00	285,727.09	285,727.09	285,727.09	
	Management Improvements	1408						
	Management Information System			50,000.00	50,000.00	50,000.00		
	Enhance Management Operations			10,000.00	10,000.00	10,000.00	1,000.00	
	Enhance P&D Operations			10,000.00				
	Enhance Maintenance Operations			10,000.00	10,000.00	10,000.00		
	Resident Initiatives			125,000.00	125,720.52	125,720.52	125,720.52	
	Security & Drug Elimination			50,000.00				
	Fees & Costs	1430		125,000.00				
HA Wide	Tree Trimming/Removal/Planting, Stump Removal, & Beautification Efforts	1450		75,000.00				see sites for break out
	Sidewalk Repairs & Improvements	1450		14,813.80				see sites for break out
	Parking Area & Drive Improvements	1450		10,000.00				see sites for break out
	ADA Improvements(Reasonable Accommodations)	1450		7,175.00				see sites for break out
	Fire Protection/Suppression& Hydrant Testing	1450		5,000.00				see sites for break out
	Water Supply, Sewer Repairs	1450		35,000.00				see sites for break out
	ADA Improvements(Reasonable Accommodations)	1460		7,500.00				see sites for break out
	Construction Management	1460		21,378.32				see sites for break out
	Mechanical Services	1465		8,299.00				see sites for break out
	Appliances	1465		75,000.00	72.00	72.00	72.00	see sites for add'l. break out
	Vehicle and Mechanical Services	1475		21,404.00	65.37	65.37	65.37	see sites for add'l. break out
	Relocation Costs	1495		10,000.00				see sites for break out
Non-Dwelling Structures	Admin Office Renovation Needs	1470		25,000.00				see sites for break out
Non-Dwelling Equipment	Equipment & Vehicles	1475		75,000.00				see sites for break out
TX1 Chalmers	Fees and Costs	1430			504.90	504.90	504.90	from HA wide

**Annual Statement
Performance and Evaluation Report**
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2007

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Drainage/Sewer/Water Supply Repairs	1450		9,296.00	9,296.00	9,296.00	9,296.00	jetting & sewer repairs
	Tree Trimming/Removal	1450			10,930.00	10,930.00	10,930.00	from HA wide
	Playground Improvements	1450			7,003.00	7,003.00	7,003.00	
	Exterior Repairs & Painting	1450		240,000.00				Moved to 2008
	Construction Mgmt	1460			570.06	570.06	570.06	from HA wide
	Water Heater Replacements	1465						
	Range Replacements	1465			1,205.00	1,205.00	1,205.00	from HA wide
	Refrigerator Replacements	1465			951.00	951.00	951.00	from HA wide
	Fleet Upgrade/Repairs	1475			2,145.00	2,145.00	2,145.00	from HA wide
TX2 Rosewood	Fees and Costs	1430			660.74	660.74	660.74	from HA wide
	Drainage/Sewer/Water Supply Repairs	1450		7,200.00	7,200.00	7,200.00	7,200.00	jetting & sewer repairs
	Sidewalks	1450			23,173.34	23,173.34	23,173.34	from HA wide
	Tree Trimming / Removal	1450			4,400.00	4,400.00	4,400.00	from HA wide
	Fire Hydrant	1450			450.00	450.00	450.00	from HA wide
	Parking & Drive Improvements	1450		10,000.00				Moved to 2008
	Handicap Access	1460			2,754.00	2,754.00	2,754.00	from HA wide
	Emergency Repairs	1460		4,921.65	4,921.65	4,921.65	4,921.65	elec. & gas line repairs
	Building Envelope	1460			3,008.00	3,008.00	3,008.00	
	Construction Mgmt	1460			1,312.13	1,312.13	1,312.13	from HA wide
	Range Replacements	1465			2,169.00	2,169.00	2,169.00	from HA wide
	Refrigerator Replacements	1465			2,840.00	2,840.00	2,840.00	from HA wide
	HVAC	1475			4,072.00	4,072.00	4,072.00	from HA wide
TX3 Santa Rita	Fees and Costs	1430			12,520.00	12,520.00	12,520.00	from HA wide
	Replace and Relocate Mailboxes	1450		20,000.00				Moved to 2008
	Fencing	1450			1,500.00	1,500.00	1,500.00	
	Drainage/Sewer/Water Supply Repairs	1450		3,600.00	3,600.00	3,600.00	3,600.00	jetting & sewer repairs
	Sidewalks	1450			3,875.00	3,875.00	3,875.00	from HA wide
	Tree Trimming / Removal	1450			660.00	660.00	660.00	from HA wide
	Parking & Drive Improvements (Phase II)	1450		200,000.00	195,408.00	195,408.09		
	Exterior Bldg Siding Painting	1460		4,200.00	4,200.00	4,200.00	4,200.00	door paint, post LBP abatement
	Emergency Repairs	1460		3,685.50	3,685.50	3,685.50	3,685.50	unit plumbing repair
	Construction Mgmt	1460			6,428.93	6,428.93	6,428.93	from HA wide

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Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2007

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Range Replacements	1465			482.00	482.00	482.00	from HA wide
	Refrigerator Replacements	1465			1,420.00	1,420.00	1,420.00	from HA wide
	Nondwelling Maintenance Equip	1475			807.92	807.92	807.92	from HA wide
TX4 Meadowbrook	Fees and Costs	1430			6,278.14	6,278.14	6,278.14	from HA wide
	Drainage/Sewer/Water Supply Repairs	1450		4,607.50	4,607.50	4,607.50	4,607.50	jetting & sewer repairs
	Parking & Drive Improvements	1450		50,000.00				Moved to 2008
	Utility Conversion	1450		4,821.71	4,821.71	4,821.71	4,821.71	cap/wrap utility with office demo
	Tree Trimming / Removal	1450			330.00	330.00	330.00	from HA wide
	Playground Improvements	1450			420.00	420.00	420.00	
	Roofing, Guttering	1460			500.00	500.00	500.00	
	Repair Burnout	1460			3,980.00	3,980.00	3,980.00	
	Emergency Repairs	1460			5,860.61	5,860.61	5,860.61	
	Construction Mgmt	1460			3,886.93	3,886.93	3,886.93	from HA wide
	Range Replacements	1465			2,410.00	2,410.00	2,410.00	from HA wide
	Refrigerator Replacements	1465			2,820.00	2,820.00	2,820.00	from HA wide
	DayCare Improvements	1470		10,000.00				Moved to 2008
	Fleet Upgrade/Repairs	1475			25,948.23	25,948.23	25,948.23	from HA wide
TX5 BTW	Fees and Costs	1430			72,390.41	72,390.41	72,390.41	from HA wide
	Drainage/Sewer/Water Supply Repairs	1450		6,300.00	7,065.90	7,065.90	7,065.90	jetting & sewer repairs
	Retaining Walls & Erosion Control	1450		295,200.70	309,620.00	309,620.00	262,439.63	
	Tree Trimming / Removal	1450			7,640.00	7,640.00	7,640.00	from HA wide
	Playground Improvements	1450			55,536.27	55,536.27	55,536.27	
	Fire Hydrant	1450			450.00	450.00	450.00	from HA wide
	Floor Repairs	1460		233.79	233.79	233.79	233.79	post unit flood repairs
	Renovations	1460			282,317.00	282,317.00	282,317.00	from 2006
	Construction Mgmt	1460			32,257.76	32,257.76	32,257.76	from HA wide
	Range Replacements	1465			3,354.00	3,354.00	3,354.00	from HA wide
	Refrigerator Replacements	1465			5,978.00	5,978.00	5,978.00	from HA wide
	Renovations	1470		11,208.00	11,208.00	11,208.00	11,208.00	CD bldg. renos for partners
	Office Bldg-Electrical	1470		1,121.50	1,121.50	1,121.50	1,121.50	CD bldg. renos for partners
	Nondwelling Maintenance Equip	1475			380.00	380.00	380.00	from HA wide
	Fleet Upgrade/Repairs	1475			25,948.23	25,948.23	25,948.23	from HA wide

Annual Statement
Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	2007 Total Estimated Cost		2007 Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
TX7 Lakeside	Fees and Costs	1430		155.00	155.00	155.00	155.00	from HA wide
	Parking & Drive Improvements	1450	9,047.00	7,200.00	7,200.00	7,200.00	7,200.00	
	Tree Trimming / Removal	1450		2,640.00	2,640.00	2,640.00	2,640.00	from HA wide
	Hazardous Material Disposal	1450		2,500.00	2,500.00	2,500.00	2,500.00	
	Common Area Improvements	1450	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
	Window Coverings	1460	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
	Misc. Materials	1460		4,332.27	4,332.27	4,332.27	4,332.27	
	Bathroom Repairs	1460	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	as requested by site
	Emergency Repairs	1460	4,003.23	4,003.23	4,003.23	4,003.23	4,003.23	mech. repairs to bldg. systems
	Construction Mgmt	1460		36.67	36.67	36.67	36.67	from HA wide
	Range Replacements	1465		750.00	750.00	750.00	750.00	from HA wide
	Refrigerator Replacements	1465		1,065.00	1,065.00	1,065.00	1,065.00	from HA wide
TX8 Salina	Fees and Costs	1430		1,570.00	1,570.00	1,570.00	1,570.00	from HA wide
	Drainage/Sewer/Water Supply Repairs	1450	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	jetting & sewer repairs
	Construction Mgmt	1460		1,579.97	1,579.97	1,579.97	1,579.97	from HA wide
	Range Replacements	1465		2,040.00	2,040.00	2,040.00	2,040.00	from HA wide
	Refrigerator Replacements	1465		406.50	406.50	406.50	406.50	from HA wide
	Roofing	1470		20,315.00	20,315.00	20,315.00	20,315.00	
TX9 Gaston Place	Fees and Costs	1430		3,007.50	3,007.50	3,007.50	3,007.50	from HA wide
	Community Room & Kitchen Improvements	1450	20,000.00					Moved to 2008
	Sidewalks	1450		3,032.80	3,032.80	3,032.80	3,032.80	from HA wide
	Tree Trimming / Removal	1450		1,320.00	1,320.00	1,320.00	1,320.00	from HA wide
	Floor/Wall/ Ceiling Replacements	1460	1,428.02	1,428.02	1,428.02	1,428.02	1,428.02	replace carpet to vct
	Emergency Repairs	1460	2,950.00	2,950.00	2,950.00	2,950.00	2,950.00	emergency shower replacement
	Construction Mgmt	1460		645.61	645.61	645.61	645.61	from HA wide
	Range Replacements	1465		385.00	385.00	385.00	385.00	from HA wide
	Refrigerator Replacements	1465		1,519.00	1,519.00	1,519.00	1,519.00	from HA wide
	Renovations	1470	1,685.29	1,685.29	1,685.29	1,685.29	1,685.29	admin office renos
TX10 Bouldin Oaks	Fees and Costs	1430		3,474.22	3,474.22	3,474.22	3,474.22	from HA wide
	Landscaping Improvements	1450	20,000.00					

**Annual Statement
Performance and Evaluation Report**
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	2007 Total Estimated Cost		2007 Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Fencing	1450			620.00	620.00	620.00	
	Tree Trimming / Removal	1450			6,400.00	6,400.00	6,400.00	from HA wide
	Roof Replacements	1460		180,000.00	250,000.00	250,000.00		
	Construction Mgmt	1460			369.88	369.88	369.88	from HA wide
	Range Replacements	1465			1,205.00	1,205.00	1,205.00	from HA wide
	Refrigerator Replacements	1465			1,306.00	1,306.00	1,306.00	from HA wide
	HVAC - Admin Bldg	1470			450.00	450.00	450.00	from HA wide
TX11 Thurmond Hts	Fees and Costs	1430			35,094.89	35,094.89	35,094.89	from HA wide
	Tree Trimming / Removal	1450			12,320.00	12,320.00	12,320.00	from HA wide
	Playground Equipment	1450		4,875.00	4,875.00	4,875.00	4,875.00	demo of unsafe PG's
	Fire Hydrant	1450			900.00	900.00	900.00	from HA wide
	Repair Burnout	1460			19,000.00	19,000.00	19,000.00	
	Electrical Upgrades (Phase II)	1460		50,000.00				
	Emergency Repairs	1460		2,128.00	2,128.00	2,128.00	2,128.00	SW replace, post sewer repair
	Construction Mgmt	1460			12,142.91	12,142.91	12,142.91	from HA wide
	Range Replacements	1465			2,892.00	2,892.00	2,892.00	from HA wide
	Refrigerator Replacements	1465			2,130.00	2,130.00	2,130.00	from HA wide
	HVAC	1465			1,280.00	1,280.00	1,280.00	from HA wide
	Salaries - Labor	1470			320.00	320.00	320.00	
	Materials	1470			2,196.04	2,196.04	2,196.04	
	Building Envelope	1470			825.00	825.00	825.00	
	Renovations	1470			79,101.00	79,100.91	79,100.91	
TX12 Georgian	Fees and Costs	1430			10.84	10.84	10.84	from HA wide
	Security/Site Lighting Improvements	1450		20,000.00				
	Tree Trimming / Removal	1450			5,150.00	5,150.00	5,150.00	from HA wide
	Fire Hydrant	1450			300.00	300.00	300.00	from HA wide
	Bathroom Repairs	1460			1,900.00	1,900.00	1,900.00	
	Range Replacements	1465			1,928.00	1,928.00	1,928.00	from HA wide
	Refrigerator Replacements	1465			1,775.00	1,775.00	1,775.00	from HA wide
TX13 Goodrich	Fees and Costs	1430			1,558.70	1,558.70	1,558.70	from HA wide
	Parking & Drive Improvements	1450		5,000.00	5,000.00	5,000.00		

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Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2007

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Fencing	1450			18,492.00	18,492.00	18,492.00	
	Sidewalks	1450			51,269.50	51,269.50	51,269.50	
	Foundation Repairs & Erosion Controls	1450		35,000.00				
	Construction Mgmt	1460			1,576.38	1,576.38	1,576.38	from HA wide
	HVAC Replacements (Phase I)	1465		25,000.00	25,000.00	25,000.00		
	Range Replacements	1465			225.00	225.00	225.00	from HA wide
Tx15 North Loop	Fees and Costs	1430			4,690.00	4,690.00	4,690.00	from HA wide
	Sidewalks	1450			3,967.00	3,967.00	3,967.00	from HA wide
	Utility Conversion	1450		3,121.00	3,121.00	3,121.00	3,121.00	relocate elec panel, as requested
	Tree Trimming / Removal	1450			5,060.00	5,060.00	5,060.00	from HA wide
	Trash Chute	1460		1,655.13	1,655.13	1,655.13	1,655.13	repairs/mod's, as requested
	Construction Mgmt	1460			30.13	30.13	30.13	from HA wide
	Range Replacements	1465			1,144.00	1,144.00	1,144.00	from HA wide
	Refrigerator Replacements	1465			5,390.00	5,390.00	5,390.00	from HA wide
	HVAC	1465		6,673.00	6,673.00	6,673.00	6,673.00	unit air handlers
	Mechanical Upgrades & Repairs	1475		15,000.00	7,178.30	7,178.30	7,178.30	
TX16 Northgate	Fees and Costs	1430			8,228.41	8,228.41	8,228.41	from HA wide
	Sidewalks	1450			42,450.00	42,450.00	42,450.00	
	Tree Trimming / Removal	1450			12,775.00	12,775.00	12,775.00	from HA wide
	Playground Improvements	1450		20,000.00				Completed under ARRA
	Fire Hydrant	1450			750.00	750.00	750.00	from HA wide
	Parking Area	1450			51,383.18	51,383.18	51,383.18	
	Exterior Bldg/Siding/Painting	1460		11,866.00	11,866.00	11,866.00	11,866.00	TX27 scattered unit renovation
	Roofing, Guttering	1460			10,550.00	10,550.00	10,550.00	
shreve	Interior Repairs	1460		7,321.26	10,761.47	10,761.47	10,761.47	TX27 scattered unit renovation
	Update Emergency, Fire System	1460			400.00	400.00	400.00	
	HVAC Renovation	1460		3,355.00	3,355.00	3,355.00	3,355.00	TX27 scattered unit renovation
shreve	Emergency Repairs	1460		2,600.00	2,600.00	2,600.00	2,600.00	#701 tub replacement
	Renovations	1460			1,200.00	1,200.00	1,200.00	
	Construction Mgmt	1460			9,495.11	9,495.11	9,495.11	from HA wide
	Range Replacements	1465			1,446.00	1,446.00	1,446.00	from HA wide
	Refrigerator Replacements	1465			3,905.00	3,905.00	3,905.00	from HA wide

**Annual Statement
Performance and Evaluation Report**
Part II : Supporting Pages
Capital Fund Program (CFP)

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

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2007

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
	Air Conditioner	1465			1,000.00	1,000.00	1,000.00	from HA wide
	Dwelling Equip - Expenses	1465			344.72	344.72	344.72	
	Water Heater Replacements	1465		10,000.00	10,000.00	10,000.00		
	HVAC - Admin Bldg	1470			450.00	450.00	450.00	from HA wide
TX17 Shadowbend	Fees and Costs	1430			551.57	551.57	551.57	from HA wide
	Tree Trimming / Removal	1450			1,100.00	1,100.00	1,100.00	from HA wide
	Playground Improvements	1450		5,000.00	5,000.00	5,000.00		
	Construction Mgmt	1460			244.23	244.23	244.23	from HA wide
	Refrigerator Replacements	1465			710.00	710.00	710.00	from HA wide
	Water Heater Replacements	1465		15,000.00	15,000.00	15,000.00		
	HVAC	1475		3,596.00	3,596.00	3,596.00	3,596.00	from HA wide
	Fleet Upgrade / Repairs	1475			25,948.23	25,948.23	25,948.23	from HA wide
TX18 Manchaca II	Fees and Costs	1430			329.28	329.28	329.28	from HA wide
	Refrigerator Replacements	1465			1,065.00	1,065.00	1,065.00	from HA wide
TX19 Manchaca Village	Fees and Costs	1430			11,623.39	11,623.39	11,623.39	from HA wide
	Sidewalks	1450			4,914.00	4,914.00	4,914.00	from HA wide
	Tree Trimming / Removal	1450			1,700.00	1,700.00	1,700.00	from HA wide
	Playground Equipment	1450			70.00	70.00	70.00	
	Fire Hydrant	1450			300.00	300.00	300.00	from HA wide
	Erosion & Flooding Controls	1450			-	-	-	completed under 2006
	Parking Area Improvement	1450		325.00	325.00	325.00	325.00	RA completed
	Bldgs-Siding/Paint	1460			33,162.05	33,162.05	33,162.05	
	Roofing, Guttering	1460			102,728.80	102,728.80	102,728.80	
	Construction Mgmt	1460			11,743.43	11,743.43	11,743.43	from HA wide
	Range Replacements	1465			932.00	932.00	932.00	from HA wide
	Water Heater Replacements	1465		10,000.00	10,000.00	10,000.00		
	HVAC - Admin Bldg	1470			1,050.00	1,050.00	1,050.00	from HA wide
	Office Bldg & Surrounding	1470			1,095.64	1,095.64	1,095.64	
TX20 Rio Lado	Fees and Costs	1430			10,884.59	10,884.59	10,884.59	from HA wide
	Fencing	1450			750.00	750.00	750.00	

Performance and Evaluation Report
 Part I: Summary
 Capital Fund Recovery Grant (CFRG)

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

PHA Name Housing Authority of the City of Austin	Comprehensive Grant Number TX59S00150109	FFY of Grant Approved 2009
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number Performance and Evaluation Report
 Final Performance and Evaluation Report

Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund	-	-	-	-
3	1408 Management Improvements				
4	1410 Administration	100,000.00	100,000.00	100,000.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	200,000.00	175,000.00	112,500.00	82,602.39
8	1440 Site Acquisition				
9	1450 Site Improvement	500,000.00	312,362.00	133,849.17	78,993.07
10	1460 Dwelling Structures	3,000,000.00	3,250,000.00	3,000,000.00	
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	100,000.00	65,000.00		
18	1499 Development Activities				
19	1502 Contingency	12,362.00	10,000.00		
20	Amount of Annual Grant	3,912,362.00	3,912,362.00	3,346,349.17	161,595.46
21	Amount of line 20 related to LBP Activities			3,333,849.17	
22	Amount of line 20 related to Section 504 Compliance	185,000.00	185,000.00	100,000.00	
23	Amount of line 20 related to security - soft cost	-	-		
24	Amount of line 20 related to security - hard cost	-	-		
25	Amount of line 20 related to energy conservation measures	100,000.00	100,000.00	100,000.00	
26	Collateralization Expense or Debt Service	-			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date <i>James E. Hargrove</i> 1-14-09	Signature of Public Housing Director/Office of Native American Pm Admin. and Date
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Annual Statement
 Performance and Evaluation Report
 Part II : Supporting Pages
 Capital Fund Recovery Grant (CFRG)

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

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2009

Development Number/Name HA-Wide Activities	General Description of Major Categories	Dev Account Number	Qty	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
HA	Administration	1410		100,000.00	100,000.00	100,000.00		
	Fees & Costs	1430		200,000.00	200,000.00	112,500.00	82,602.39	
HA Wide	Grounds, Parking, Site Improvements	1450		100,000.00	100,000.00			
	Playground Improvements/Replacements	1450		200,000.00	16,150.83			
	Sidewalk Improvements	1460		200,000.00	200,000.00			
	Relocation Costs	1495		100,000.00	150,000.00			
	Contingency	1502		12,362.00	12,362.00			
TX2 Rosewood	Playground Improvements/Replacements	1450			36,229.39	36,229.39	36,229.39	
Tx5 BTW	Interior Renovations (Phase I)	1460		3,000,000.00	3,000,000.00	3,000,000.00		
TX12 Georgian	Playground Improvements/Replacements	1450			54,856.10	54,856.10		
Tx 16 Northgate	Playground Improvements/Replacements	1450			42,763.68	42,763.68	42,763.68	
GRAND TOTAL						3,346,349.17	161,595.46	

Performance and Evaluation Report

Part I: Summary

Capital Fund Replacement Housing & Capital Fund (CFRC)

U.S. Department of Housing

and Urban Development

Office of Public and Indian Housing

PHA Name Housing Authority of the City of Austin	Comprehensive Grant Number TX00100000909R	FFY of Grant Approved 2009
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Performance and Evaluation Report
 Final Performance and Evaluation Report

Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund				
3	1408 Management Improvements				
4	1410 Administration	42,201.00	42,201.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	22,002.00	22,002.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	215,630.00	215,630.00		
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	2,035.00	2,035.00		
13	1475 Nondwelling Equipment	143,026.00	143,026.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	26,691.00	26,691.00		
20	Amount of Annual Grant	451,585.00	451,585.00		-
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security - soft cost				
24	Amount of line 20 related to security - hard cost				
25	Amount of line 20 related to energy conservation measures	360,690.00	360,690.00		
26	Collateralization Expense or Debt Service	-			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date <i>James E. Hargrove</i> 1.14.10	Signature of Public Housing Director/Office of Native American Prm Admin. and Date
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Performance and Evaluation Report

Part I: Summary

Capital Fund Replacement Housing & Capital Fund (CFRC)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

PHA Name Housing Authority of the City of Austin		Comprehensive Grant Number TX00100001509R		FFY of Grant Approved 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance and Evaluation Report <input type="checkbox"/> Final Performance and Evaluation Report					
10/31/2009					
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund				
3	1408 Management Improvements				
4	1410 Administration	323,873.00	323,873.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	200,493.00	200,493.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,063,721.00	1,063,721.00		
11	1465.1 Dwelling Equipment - Nonexpendable	71,240.00	71,240.00		
12	1470 Nondwelling Structures	52,984.00	52,984.00		
13	1475 Nondwelling Equipment	1,382,475.00	1,382,475.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	269,894.00	269,894.00		
20	Amount of Annual Grant	3,364,680.00	3,364,680.00		-
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security - soft cost				
24	Amount of line 20 related to security - hard cost				
25	Amount of line 20 related to energy conservation measures	2,483,285.00	2,483,285.00		
26	Collateralization Expense or Debt Service	-			
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report					
Signature of Executive Director and Date <i>Thomas L. Harwood</i> 1-11-10			Signature of Public Housing Director/Office of Native American Pm Admin. and Date		

