PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0 PHA Information

PHA Name: **City of Wichita Falls Housing Assistance Program** PHA Code: **TX498**

PHA Type: ☐ Small ☒ High Performing ☐ Standard ☒ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): 10/2010

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: N/A Number of HCV units: **989**

3.0 Submission Type

☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

4.0 PHA Consortia ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

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

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

The mission of the PHA is the same as that of the Department of Housing and Urban development: to promote adequate and affordable housing, economic opportunity and suitable living environment free from discrimination.

The Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities: (2) ensure equal opportunity in housing: (3) promote self-sufficiency and asset development of families and individuals: (4) improve community quality of life and economic viability: and (5) strive to provide quality housing, safe and sanitary housing and to build a strong, healthy community while encouraging self-sufficiency and independence for it residents.

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

Apply for additional rental vouchers: if funding becomes available. Leverage private or other public funds to create additional housing opportunities: The city supports LIHTC development and has cooperated with NORTEX Housing Finance Cooperation in issuing bonds for multi-unit construction and rehabilitation. Other: Work to involve new owners in the program.

6.0 PHA Plan Update

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

The Five Year Public Housing Agency Plan, the First Year Action Plan, and the Administrative Plan are hereby approved with the following changes to the Administrative Plan:

Page 5, subsection (a) entitled, "Creation of a Waiting List" is modified to include CFR Part 5.233 on debts owed and termination of former program participants.

Page 7, subsection 2. entitled, "Working Preference and Selections from Waiting List modified to clarify documents needed to verify Self–employment.

Page 10, subsection 3. (a) Social Security Numbers eliminated reference to over age 6 years.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The City of Wichita Falls PHA's main administrative office, City website, and the local public library.

7.0	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.* **N/A Section 8 agency only**
8.0	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. **N/A Section 8 agency only**
8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing. **N/A Section 8 agency only**
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan,* form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. **N/A Section 8 agency only**
8.3	**Capital Fund Financing Program (CFFP).** ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. **N/A Section 8 agency only**

9.0

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs of Families on the PHA's Waiting Lists

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
Waiting list total	**704**		
Extremely low income <=30% AMI	**517**	**73.44%**	
Very low income (>30% but <=50% AMI)	**171**	**24.29%**	
Low income (>50% but <80% AMI)	**14**	**1.99%**	
Families with children	**381**	**54.12%**	
Elderly families	**42**	**5.97%**	
Families with Disabilities	**267**	**37.93%**	
Race/ethnicity	**447**	**63.49%**	White Non Hispanic
Race/ethnicity	**235**	**33.38%**	Black Non Hispanic
Race/ethnicity	**2**	**0.28%**	Other Non Hispanic
Race/ethnicity	**88**	**12.50%**	Hispanic
Characteristics by Bedroom Size (Public Housing Only)	**N/A**	N/A	**N/A**
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes
If yes:
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?
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

9.1	**Strategy for Addressing Housing Needs**. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.** **To meet the goals of the plan, the City plans to do the following: (1) apply for additional Housing Choice vouchers if funding becomes available; (2) leverage state or private funds to create affordable housing; (3) improve housing lease up rates and maintain the maximum number of families under lease that the budget limits will support; (4) to provide a comprehensive analysis of the rental market and provide the highest payment standards that the funding limits will support without reducing the number of participating families; (5) provide landlord outreach to increase housing stock outside of the poverty areas; (6) promote self-sufficiency and asset development by our tenants and the community.**
10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. **Maintain or increase housing lease-up rates by establishing payment standards which will enable families to rent through-out the jurisdiction. Encourage more LIHTC and bond financing of affordable units in our area. Undertake affirmative measures to ensure access to assisted housing regardless or face, color, religion national origin, sex , familial status and disability. Conduct outreach efforts to potential voucher landlords. VAWA procedure is to refer families to Patsy House, First Step domestic violence shelter, continued assistance to non offenders and offer immediate portability in domestic violence situations.** (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification**"** **See tx498c01**

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 HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

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

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

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

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

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

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

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

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

(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central off ice of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

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

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1**) development name and number; **2**) designation type; **3**) application status; **4**) date the designation was approved, submitted, or planned for submission, and; **5**) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (**1**) Any programs relating to services and amenities provided or offered to assisted families; (**2**) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

(a) Hope VI or Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm

(b) Demolition and/or Disposition. With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

(c) Conversion of Public Housing. With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm

(d) Homeownership. A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) Project-based Vouchers. If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

(a) To submit the initial budget for a new grant or CFFP;

(b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and

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

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

1. At the end of the program year; until the program is completed or all funds are expended;

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

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

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

(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

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

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

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* **(PHAs receiving CFP grants only)**

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**

(d) Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**

(f) Resident Advisory Board (RAB) comments.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1**, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

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

*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__standard Annual, __ standard 5-Year/Annual or **X**_streamlined 5-Year/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 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.
4. 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.
5. The PHA 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.
6. 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.
7. For PHA Plan that includes a policy for site based waiting lists:
· The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
· 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).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. 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.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. 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.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. 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) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. 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.
21. 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.

Wichita Falls Housing Assistance Program **TX498**

PHA Name PHA Number/HA Code

___ Standard PHA Plan for Fiscal Year: 20__
___ Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

x **Streamlined Five-Year PHA Plan for Fiscal Years 2010 - 2014, including Annual Plan for FY 2010**

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
Darron Leiker	**City Manager**
Signature Darron Leiker	Date 7-6-2010

RESOLUTION NO. 75-2010

Resolution Approving The 2010-2014 Five Year Public Housing Agency Plan, The First Year Action Plan, And the Administrative Plan.

WHEREAS, the Housing Division must annually submit for City Council approval the Division's Public Housing Agency Plan, the First Year Action Plan, and the Administrative Plan: and

WHEREAS, as a result of this year's review to both documents, city staff is only recommending three modifications to the Administrative Plan.

WHEREAS, the city Council has conducted the required Public Hearing for this action.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The attached **Five Year Public Housing Agency Plan**, the **First Year Action Plan**, and the **Administrative Plan** are hereby approved with the following changes to the Administrative Plan:

Page 5, subsection (a) entitled, "Creation of a Waiting List" is modified to include CFR Part 5.233 on debts owed and termination of former program participants.

Page 7, subsection 2. entitled, "Working Preference and Selections from Waiting List" modified to clarify documents needed to verify Self-employment.

Page 10, subsection 3. (a) Social Security Numbers eliminated reference to over age 6 years.

PASSED AND APPROVED this the **15ST** day of **June 2010**.

Signature Glenn Barham
MAYOR

ATTEST:

Signature LYDIA OZUNA
City Clerk

Attachment C

Definition of Substantial Deviation and Significant Amendment or Modification

During the PHAs Plan's five-year period, there may be adjustments, refinements or changes that indicate a need to modify the Plan. Some changes are minor and can be completed by staff actions alone, while others are substantial. Those classed as substantial will require input from the Resident Advisory Board and the general public during Public Hearing(s) and have City Council approval, acting as the PHA's governing board, during a open public meeting. The development of any amended activities will usually permit the City Council to conduct only one public hearing. The City will allow a 45-day period for public review after Council approval. During the review process staff will review all public comments and act on those comment before submitting the amendment to HUD for approval.

HUD requires (24 CFR 9.7(r)) that the City develop and include in the PHA Plan what criteria it will use to determine if additions, deletions or administrative adjustments are a Substantial Deviation, Significant Amendment or Modification Change and will require an Amendment. The criteria is contained below:

- Any changes to an activity that was in approved PHA Plan will now not be implemented, existing programs that will be terminated, an activity that will have to be modified because of a reduction in funding level that will alter the purpose, scope, or change the number of beneficiaries of that project by more than 10%;or
- Any changes required by Federal laws, regulations, and guidelines that will add new programs, eliminate old programs, that change or restrict eligibility for a class or group of beneficiaries as stated in the previously approved program.
- Any local changes to occupancy policies, admission policies, or the organization and operation of the waiting list not required by regulatory changes from HUD

Changes that are not considered a substantial deviation, significant amendment or modification, are those changes that:

- Are not classed as a substantial change in the definitions above; AND
- Involve the transfers of funds from one accounting classification, other than Housing Assistance Payments account, to another. Examples of this would be the transfer of funds from postage expenses to travel expenses, adjustment from one fringe benefit account to another, or movement from equipment maintenance to equipment purchase; or
- Changes in income limits, Fair Market Rents and Payment Standards, methods of rent calculations, or other regulatory changes required by HUD and adopted by the PHA where there is no discretion on the part of the PHA; or
- *Changes that only affect local administrative procedures or guidelines. Most of these changes are the type that would be included in the Administration Plan and will be subject to that document's public review and board approval process*

RESIDENT ADVISORY BOARD MEETING
Friday, May 7, 2010

Pamela Ibarra, Housing Administrator, called the meeting to order at 10:00 a.m. She introduced herself and Belinda Culver, Housing Counselor II. There were two tenants and 18 owners in attendance. Those in attendance were as follows:

OWNERS:

Judy Charly – Art's Jewelry Mfg/Westmoreland Apts – 2718 Southwest Pkwy – WF, TX

Vida Cooke – S & C Properties – 1723 9th St – WF, TX

Darlene Murphy – Country Park Apts – 5282 Professional Dr – WF, TX

Norman Cox – Norman Cox - 1314 Taylor St, Apt B – WF, TX

Eileen Hatton – Norman Cox – 1314 Taylor St, Apt B – WF, TX

Peggy Selder – Green Briar Village Apts – 901 Airport Dr – WF, TX

Jack Jones – Jack Jones - 103 Chapparal Dr – WF, TX

Alma Jones – Jack Jones – 103 Chapparal Dr – WF, TX

Karla Hernandez – Parkstone Sr Village – 1727 W. Rathgeber Rd – WF, TX

Karla Hernadez - Crossroads Apts – 1501 Archer City Hwy – WF, TX

Janis Howard – 4800 Brookdale, LLC – 4800 Brookdale Dr – WF, TX

Cyril Schroeder – Cyril Schroeder – 165 Schreiber Rd – Windthorst, TX

Mary Jo Schroeder – Cyril Schroeder – 165 Schreiber Rd – Windthorst, TX

David Paul Healy – Wichita Ridge Apts – 3706 Seymour Rd – WF, TX

Karen Lopez – Wichita Ridge Apts – 3706 Seymour Rd – WF, TX

Debbie Vaughn – Avalon Meadows Apts – 2610 Iowa Park Rd - WF, TX

Deneice Keck – Fountaingate Apts – 5210 Tower Dr – WF, TX

Cathy Fields – Lowder Family Trust – 500 Fillmore, Apt 2K– WF, TX

TENANTS:

Carolyn R. Bland – 5210 Tower Dr, 169 – WF, TX

Lance S. Calvin – 1612 Kemp Blvd – WF, TX

Pam began the introduction by welcoming the Resident Advisory Board members and explaining they are gathered to discuss the Five-Year PHA Plan and First-Year Action plan, which would be presented to the public on June 15, 2010 by the Wichita Falls City Council acting as our Board of Directors and approved by the Department of Housing and Urban Development. A hard copy of the plan is available to the public and accessible in the Housing office (room 301) and Public Library.

Pam announced that Kevin Hugman is our new Assistant City Manager/Acting Director of Housing, who has replaced Matt Benoit and Dave Clark.

She advised she would discuss the setup of the next 5-year Action Plan for the City for the years 2010 – 2014. We will also be discussing the first year action plan along with the 5-year Action Plan. Next was an explanation of why we must have a PHA Plan with regards to 24 CFR part 903, PIH Notices 99-33, 99-51 and 2000-43. Invites are chosen randomly and can request to return each year.

Pam advised that any items pertaining to physical facilities would not be included in the Housing Choice Voucher Program plans (HCV Program) - formerly known as Section 8.

Plans for the next five years include:

- Apply for any additional incremental vouchers that become available if funding supports additional vouchers.
- Support applications for non-profits for any special use vouchers or funding that become available. In the past years we have obtained grant money for homeless prevention. For homeless persons, there is funding through the Homeless Prevention Grant, which the City just established this past year. We will be looking at the problem regarding homeless persons. Currently, the HCV Program does not offer a 'Homeless Preference'. The reason we do not have a homeless preference is because under the Code of Federal Regulations, HUD remove the homeless preference because there are grants available for homeless individuals. The City's Consolidated Plan is going on right now. Anyone interested in being a part of that may contact the CDBG Neighborhood Resources Dept to state your interest.
- Improving housing lease up rates and maintaining the maximum number of families under lease that the budget limits will support. Each year the budget comes to Housing very late and we usually don't know about it until several months into the year. At the beginning of October, we slow down at issuing vouchers until we learn what we will have for the budget. We are really pushing vouchers at this time because we have under-spent for the amount of budget we were

awarded and are trying to make up for the dollars we have under-spent. Owners were advised to contact the Housing Office to let us know if they have available housing so we can make sure they are listed on our 'Available Unit' list that is handed out to the clients.

- We will also provide comprehensive analysis of the rental market through the consolidated plan and will look at adjusting the payment standards to support lease-ups without reducing the number of assisted families. During the past three years, we have increased payment standards based on Fair Market Rents established by HUD.

- We will provide landlord outreach to increase housing stock outside of the poverty areas in the City of Wichita Falls. We are interested in speaking with any owners who are willing to build. Tax credit properties or whatever we need to do, we want to increase our number of properties because the number of families in need of housing has increased with changes in economy.

- We will promote self-sufficiency and asset development of our participants and community. When counselors meet with clients, we try to promote them seeking additional schooling, getting into work programs, gainful employment, obtaining a high school education. The goal is seeing these families move from low-subsidy housing to being able to support their own families based on their educational background.

- Proposal to operate a Project-based Assistance program with the Housing Choice Vouchers. We currently have six Project-based vouchers assigned to Green Briar Village Apts and we are proposing to add nine more. The City takes Housing Choice Vouchers and pays on the actual property, not the client. The payments are assigned to a property for a period of five years and then after that period of five years, the rental unit will go back to renting as a regular choice voucher. If a client chooses a project-based voucher, they may get a unit larger than for which they are eligible because we have to keep the unit occupied since we must ensure continuous rental assistance on those units. Green Briar Village is looking at possibly building additional housing. The City currently has a need for more elderly apartment complexes. There is funding available for building those complexes, in addition to more project-based housing.

Changes to the PHA Plan will be very limited. HUD limits some of the scope of what we can and cannot change based on Federal Regulations. We spent 98% of our budget last year, which was very good considering how late in the year we got our budget numbers. We are now considered a high-performing agency.

Everyone was advised to refer to their packets and the letter that HUD sent regarding funds that the City is receiving. In the second paragraph, it states we received $3,326,534.00 of Housing Assistance Payments Funds. Of those funds, we have already spent $1,821,462.80 of that in the past seven months. That is an average of about $260,210.00 monthly we are spending in housing assistance

payments. Right now that amount of money is supporting 844 vouchers. Six of those are port-out vouchers and are usually higher Fair Market Rents than what we have in the City of Wichita Falls. We have applied for additional funding for those portable vouchers and HUD an additional amount of a little over $9,000.00 for those vouchers. We should be spending approximately $277,000.00 towards vouchers each month so that is why we are pushing vouchers at this point. As soon as applicants submit paperwork to owners for their unit, owners should get their units ready and leased up as soon as possible. We need to make up the deficit we have not spent this year.

The next items of discussion were the next charts in the RAB Tenant/Owner packets. The first one is the payment standard chart, used for setting payment standards for the year. The next chart refers to the Fair Market Rent values for which HUD says rental properties are renting for in the Wichita Falls area. Fair Market Rents are the set amounts that HUD gives us to set a median of where our payment standards need to be for this area. These Fair Market Rents have increased drastically in the past three years. Rents for most units have increased $20-$30 for each unit size. We must run an analysis to determine how much money we are spending per unit size and cost to try to determine where to make adjustments to set the payment standards so we can house at least the same amount of people we have now, and hopefully more, with the budget that HUD gives us.

Pam discussed the percentages of what our payment standards are being set in ratio to Fair Market Rent amounts. Efficiencies are paid at 90% and 4-bedrooms are paid at 96%. We have very few efficiency units in Wichita Falls so that is why that percentage is lower than that of the 4-bedroom. Consideration about square footage is also a factor when determining the percentage amount. Right now, the City is not renting any 4-bedroom units at all. The availability of 4-bedroom units in Wichita Falls is very limited, partly due to the new Federal Paint Regulation requirements. Most 4-bedroom stock available for Section 8 were built prior to 1978 and the laws are extensive as to what we have to do to rent those units families with children under the age of seven. We would be interested in discussing those paint regulations with owners of 4-bedroom units or other available units to see what we would need to do to bring those units up to the required standards to be rented.

The City currently is renting 24 efficiency units, 556 one-bedrooms, 188 two-bedrooms and 118 three-bedrooms. There has been a large increase in the need for one-bedroom units.

The Housing Mission Statement says we are promoting an increased availability of units. We must ensure those units are decent, safe and affordable for the community. We offer equal-opportunity housing. We try to resolve any complaints about equal-housing opportunities, fair housing issues or discrimination of any kind. It is important for owners to be informed about fair-housing and equal opportunity laws and what your rights are as a landlord. Owners should also be familiar with tenant rights. There is a list of those available in the housing office if needed. We strive for safe and sanitary housing and would be interested in learning from owners at a later time how the new multi-family crime prevention laws have been working for owners.

Currently, on our waiting list, we have 699 persons waiting for housing assistance. Of those 699, 357 are families with children and 49 of those are elderly and 284 of those consist of disabled family members. A great percentage of those are elderly/disabled/handicapped – approximately 48 % and 51% if those are other single families or families with children. We have only two elderly apartment complexes, Midtown Manor and Parkstone Sr Village. Five hundred sixteen of those families fall under the extremely low income levels, one hundred sixty-eight fall in very low income levels and thirteen of those fall in low income levels.

Discussion was made about the back pages in the packet that include changes that owners need to know about which will affect housing. They include Federal Register Updates or PIH notices. HUD has provided the EIV System (Enterprise Income Verification) System. Now multi-family housing has access to some of the data that they didn't used to have access to. If owners are not on-line with HUD and don't have access to that data, they need to contact Pamela Ibarra so we can look into getting them hooked up with EIV. HUD has a national database that provides information about whether tenants are working, unemployed, where they are working, provides a quarterly earnings amount for their job, whether they receive Social Security or SSI for every family member, unemployment data, medical/Medicare premiums for the disabled, etc.

There is also a national Debts Owed to PHAs database created by HUD. Currently, when a client moves out without notice to the owner or us, they are penalized for three years from receiving assistance and they have to pay back the money for rents that were paid on their behalf during the days they were vacant from the unit. The Debts Owed database prevents persons from continuing to receive Federal rental assistance if they owe money to another agency. We have collected $8,423.00 this year since the Debts Owed has come into effect. Applicants cannot even be added to the waiting list if they owe money to any agency. If it is discovered that a current tenant owes money to another agency prior to lease-up with our program, the tenant and owner will receive notices that the tenant is no longer eligible for housing with information about who to contact to resolve the debt issue. A copy of the EIV notice regarding Debts Owed is available at the Housing

Office for anyone who would like to read more about it. All participants now are required to sign a form to acknowledge that they have been informed about this.

Next, there was a discussion about the PIH notice for 2010-9 regarding deceased tenants for single member households or households where the remaining household member is a live-in aid. This is a new policy. Before, if you had a deceased tenant, we would pay you an additional (30) days to allow time to clean the unit and make ready for another tenant. The law has changed and HUD now requires PHAs to discontinue HAP to the owner no later than the 1st of the following month after the death has occurred. The PHA must notify the owner in writing of the deceased household member and the PHA must notify the live-in aid if he/she is required to vacate the unit at the end of the month. This deceased tenant report is now available on EIV and it is updated by HUD every two weeks. The updates will probably come from the Social Security Administration to HUD. If you know if a tenant is deceased, you need to notify the Housing Office immediately because under section 13 of this public notice, if I pay HAP to you, you will have to repay those funds back to HUD. Owners need to make sure they are monitoring their housing. Death notifications must be made to us must be made in writing. HUD paid out eight billion dollars last year in HAP funds for deceased persons. Some owners didn't notify their agency and HAP was paid on their behalf, in some cases, for as much as six or seven months. In addition, they were 'double-dipping' by renting the units to someone else while still collecting HAP assistance.

Additionally, notice part five of 216 of the Code of Federal Regulations has been revised to require that all applicants who participate are required to disclose their Social Security number and children under the age of six are no longer exempt. When a tenant adds an adult member to the household, by law, we cannot put them on housing assistance until they bring us their original Social Security card and birth certificate. They also must clear a local police check. This will affect owners because there will be a delay in adding additional family members. We can allow them up to 90 days to provide the required documents to Housing. The law prohibits assistance for participants until their citizenship has been verified to determine whether or not the family should receive a pro-rated subsidy. There is a lot of fraud with persons using stolen numbers and working under numbers of elderly or deceased persons.

We are allowed to keep half of debts owed to our agency that are collected and the other half is returned to HUD.

We would like to hear comments, questions or suggestions from anyone at this time. Minutes for this meeting will go to City Council on June 15th or will be available for them to review so they can hear your comments or suggestions also.

Comments:

Cathy Fields (Owner):

If the tenant pays what they owe, will they still be held to the 3-year suspension?

Pam:

If the tenant vacates a unit without a written 30-day notice to the owner and Section 8, even if they paid their share of rent to the owner, the 3-year suspension still stands. That is the penalty for moving out without giving the proper notice. That is in the Admin Plan and is not going away. If they don't owe money to the PHA, they will still reflect a 3-year penalty from receiving future assistance.

David Paul Healy (Owner):

What is the difference between elderly and disabled as far as it applies here?

Pam:

There is no difference. It's the same preference. A disabled person is someone who has a disability which requires the disability act to be in place to accommodate their individual disability. HUD says anyone who is elderly (62 years of age or older) receives the same preference as disabled. We have the working preference and the elderly/disabled/handicap preference.

David Paul Healy (Owner):

What does the term 'Portability' mean?

Pam:

Our Housing Choice Vouchers belong to this City. If a participant has been on the program for one full year or more, HUD Federal Regulations says they can take their housing assistance anywhere in the United States that has a housing authority or Section 8 program. If they take their voucher from here

and go to California, we have to continue to pay their rental assistance if California is not willing to absorb that client under their program. Some persons move here to obtain a voucher, remain on the program for one year as required then take their voucher portable to larger metro-plex areas where their waiting lists have been closed. When that happens, it can cause us to lose up to three vouchers because their payment standards and Fair Market rents are three times higher than what they are here in Wichita Falls. So we lose available vouchers here in Wichita Falls when they go portable.

David Paul Healy (Owner):

What would you do for the Annual Inspection in California?

Pam:

We have to pay them part of our administrative fees to maintain that voucher wherever they go. We get paid admin fees based on how many units we have leased. If we send somebody portable and it takes three of our vouchers, we lost those other two voucher admin fees here in Wichita Falls which we use to pay our salaries and fund whatever we need for the program in Wichita Falls. We are required to pay other agencies to maintain our vouchers.

Mary Jo Schroeder (Owner):

We have people that call us to rent our units. They have no idea how many units they qualify for. They receive a list from ya'll of people they can call but they don't know if they qualify for a 2-bedroom or a 3-bedroom yet. They don't know what they can afford on rent. Before you give them that list, could you tell them to '…only call the ones who have 2-bedrooms'…or '…only call the ones who have 3-bedrooms… This is about how much you are going to be able to afford for rent.' We have people call us for our 3-bedrooms and they can only afford a 2-bedroom. They tell us they will be getting their voucher in about a month. They shouldn't be calling us until they receive their voucher and know what they can afford and what they can live in.

Pam:

They do know. They receive a voucher and the voucher size is clearly stated on the voucher.

Mary Jo Schroeder (Owner):

They are telling us they don't have their voucher yet and will get it next month.

Pam:

I don't know where they are getting the list from. They don't get it from us. We don't hand out that list unless the tenant has an active voucher in their hand. They must be getting the list from someone that already has one.

Mary Jo Schroeder (Owner):

One of them said she went in for her class and that is when she got her list.

Pam:

She shouldn't have received the list until her voucher was issued. She was probably one of those we held back at the beginning of the year. I don't know who gave her to the list. Staff has been instructed to not give out the list to anyone who does not actively hold a voucher because of this problem. We cannot tell them to rent a 2-bedroom or 3-bedroom based on their voucher size. Their voucher could be a 1-bedroom voucher but their money could allow them to rent a 3-bedroom. I cannot, by law, limit them to what they can rent, other than 40% of their income.

Mary Jo Schroeder (Owner):

If their voucher says they qualify for a 2-bedroom and they want a 3-bedroom, they can move in to a 3-bedroom, they can move into a 3-bedroom?

Pam:

If the unit does not exceed that maximum amount on that 40% slip, they can rent that unit. I cannot limit them from renting a difference sized unit if the asking rent fits within their maximum amount.

Mary Jo Schroeder (Owner):

Should I ask the person next time who gave them the list?

Pam:

Yes. I want to know who gave the list out. They could have received the list from a friend who already had one and already has a voucher because they may want them to live at the same location.

Vida Cooke (Owner):

I just want to comment to you that I have been to a pre-cert meeting and it helps the owner so much to know what the applicants are told in the meeting, so when people call with misinformation I will correct them. It does really help to attend the meetings to be aware of what the applicants are being informed.

Pam:

What Vida is talking about is that every applicant who comes in here, when their name comes to the top of the waiting list and we certify them that they are income eligible, they attend a 2-1/2 hour briefing. We give them a packet of information about the program. We discuss the main/basic rules for which they have to sign off on. The problem is, as with the last briefing we gave, we had a person who came up and said they had questions about the whole briefing. My response to them was that I would schedule for them to attend the next briefing and they can wait to get their voucher. They are not listening and picking up on only what they want to hear. That happens a lot. That's why we have the signature packet up front during the first hour. We want to discuss the main, most important issues in that first hour. We then go into another hour of all the detailed stuff which explains their rents and owner rights and what they can and cannot do. We find out a lot of people after the first hour really don't pay much attention. I will remind staff again about not giving out that list until the person has been issued a voucher. If you are giving a lot of calls from persons having that problem, I would like to find out who they are.

Cathy Fields (Owner):

One of the issues that I have with the list is that I know ya'll go over it but they don't understand when they call me that I don't have anything that was built after 1978.

Pam:

By law, I cannot mark that chart to reflect the year of construction. That's a Fair Housing issue. I can explain and we do go over lead-based paint in the training. We explain that anything built prior to 1978 will fall under lead-based paint housing rules. Right now, it is really difficult to get a house to pass inspection under lead-based paint. Not only do you have to have the local lead-based training, you have to have a State training now. If you do not have those two certificates, I cannot look at your property. HUD just passed a new law that you have to have a State paint certification before I can look at a property built before 1978. Any owners who have properties in which they want to rent to families with children under 7 years old, I need to meet with you separately to discuss all the changes that HUD has made and State changes that will go into effect.

Cathy Fields (Owner):

Just for information's sake, Kelly Moore Paint called my property yesterday and they are going to have one of those state schools here on the 19th of May. You have to sign up at Kelly Moore. To my knowledge, there are 36 slots with few remaining. Their sign-up list has to go in no later than Monday.

Pam:

Do you know how much the class is running:

Cathy Fields (Owner):

It was two hundred forty-nine dollars. In addition, after your maintenance person has attended the school, they have to have a license (not sure if that's the correct term) that will cost between $250-$300.

Pam:

That's about what it is running in Dallas. It is going to get expensive for owners who have properties built prior to 1978 because without these certifications, as a housing agency, our hands are tied.

Norman Cox (Owner):

You mentioned that there were funds available to build new projects for those who would qualify as elderly?

Pam:

You should go through Nortex Finance Corporation. That is usually where you can get funding for tax credit properties.

Norman Cox (Owner):

My question is for some of those units that don't come up to your standards, is there home-improvement funding available.

Pam:

I am not sure. I would start with Nortex first. It's my understanding that if you attach tax-credit monies to those properties, you can use that for rehabilitation. Is that not correct Deneice (Fountaingate owner)?

Deneice Keck (Owner):

It has to be sanctioned.

Pam:

As an original tax credit?

Deneice Keck (Owner):

Yes.

Pam:

Mr. Cox, let me look to see if I can find anything for any grants that might be available for rental units. What you are basically asking about is rental rehab type funding because the property already exists. Let me see if I can obtain some information for you. I will check with Dave Clark, who is retired and see if he can give me any information on that also.

Cathy Fields (Owner):

If a person is under the 3-year penalty, can they possibly go to Parkstone Sr Village or Midtown Manor or does the 3-year penalty still apply?

Pam:

If they were a Section 8 tenant and moved without notice and there is a 3-year penalty attached to their name, they won't even have a voucher. If you are asking if they can rent on their own, yes they can. But they will not be able to have a voucher with the City.

Pam:

Kevin Hugman is here. I'll let him come up and speak with you. As I explained earlier, he is our new Interim Director.

Kevin Hugman:

Hi. It's nice to meet you. I'm Kevin Hugman, Assistant City Manager, and I've been here for almost four months now and I'm really enjoying it here. I like Wichita Falls and came from the metroplex area. I am taking over the Community Development Department for now. Some of you may know that Dave Clark retired last week and in the meantime I will be working with the department and the different divisions so if you have any questions…I'll be working with Pam very closely and if there is anything that I can do..

David Paul Healy (Owner):

Early on when you were talking, you spoke about the homeless grant, could you expand on that a little?

Pam:

The City has a Homeless Prevention Grant. If there are people who are going to be homeless because they can't pay their rent or utilities or their landlord is going to kick them out, there is funding available. If you want to apply for that funding, you have to meet all their criteria. You cannot owe us money. I believe the City is also looking at a Homeless Prevent Program Grant with the Consolidated Plan and if any of you feel that's a big issue, you might want to get with the CDBG Consolidated Plan people to express your concern or send a letter to Neighborhood Resources for the Consolidated Plan so the City Council will know you are concerned about he homelessness here in Wichita Falls.

David Paul Healy (Owner):

Do you have the phone number?

Pam:

You can send your comments to Neighborhood Resources at 1300 7th St, under the Consolidated Plan.

Janis Howard (Owner):

Janis Howard inquired about a person who will soon be homeless and is disabled. She stated he has an application on file and wanted to know if he would move faster on the waiting list being a disabled homeless person. (This is the gist of concern. Part of recorded conversation inaudible.)

Pam:

If he is disabled and he submitted an application, he should have marked that he is disabled on the application. The way the waiting list works is that it is first come, first served based on claiming one of the preferences. A person with a disability will be serviced more quickly than someone who applied around the same time and doesn't claim a preference. We service the elderly/disabled/handicap persons and those who are working 90 days first so we can service more people with the funding available. A disabled person may be on the waiting list for approximately 3-6 months. It could take a few years on the waiting list if the applicant is not claiming a preference.

Cathy Fields (Owner):

I just wanted to comment that one agency, Nortex Regional Planning Commission, recently helped a man to move into my community. I had never heard of them before.

Pam:

That is part of 211 and we refer a lot of people to them.

Vida Cooke (Owner):

Commented that she thought Pam did a good job with the presentation.

Pam:

If nobody else has any questions and they think of something later, they can give me a call and we will add it to the meeting.

Jack Jones (Owner):

I have some rental properties that were built before 1978 in which the lead paint has been approved by ya'll in the past. Is there any problem with that now?

Pam:

We know that you have had the safe work practices training in the past. We know that you have performed rehab work on your units and installed siding. We would still go out and perform an assessment and if there were any concerns, we would let you know. I don't feel there will be any problems but if there is any concern we will address them with you directly.

Pam asked one last time if there were any more questions. There were no more questions. She thanked everyone for coming and the meeting adjourned at 11:15 a.m..

Wichita Falls TEXAS

Housing Division

Section 8 Housing Choice Voucher Program
GRIEVANCE PROCEDURE
City Of Wichita Falls

Should any applicant for or recipient of services from the Housing Division wish to file a grievance against the City of Wichita Falls pertaining to such services provided or applied for, the following procedure shall be followed to address the grievance:

1. The person(s) filing the grievance may either verbally or in writing request an appointment with the Housing Administrator to present the complaint. At this informal stage of the resolution process, the complaint may be presented either in written form or verbally. It is the Division's intent to respond to and resolve the complaint as quickly as possible and practical, but a response to the complainant should be made no later than 10 working days from date of receipt.

2. Should the response by the Housing Administrator not be satisfactory to the person(s) bringing the complaint, an appeal may be made directly to the Assistant City Manager/ Executive Housing Director. At this stage of the resolution process, the request for appeal and the complaint itself should be submitted in writing within ten (10) working days of the Housing Administrator's decision. The complaint should fully describe the nature of the problem and contain all pertinent information necessary to come to a thorough understanding of the situation. The information provided should include the complainant's name, address, and daytime telephone number. The Assistant City Manager/ Executive Housing Director may ask for additional written information, which may aid in understanding the scope of the problem and has the option of meeting with the person(s) involved before reaching a decision. A response to the complainant should be made as expeditiously as practical, but no later than 10 working days from date of receipt of all written information provided or requested to be provided.

3. Should the response by the Assistant City Manager/ Executive Housing Director not be satisfactory to the person(s) bringing the complaint, an appeal may be made directly to the City Manager's Office requesting review of the decision. The tenant's request for appeal and review should be made in writing within thirty (30) working days of the response by the Assistant City Manager/ Executive Housing Director. A response to the complainant should be made within 20 working days from receipt of the request for appeal to the City Manager's Office.

4. Should the response from City officials still be unacceptable to the complainant, a request for appeal may be made in writing to the Fort Worth Office of the Department of Housing and Urban Development, Office of Public Housing, 801 Cherry Street. (P.O. Box 2905) Fort Worth, Texas 76113-2905.

The following list identifies the names, addresses, and telephone numbers of the persons to contact to file a grievance:

Pamela Ibarra Housing Administrator Room 301 1300 Seventh Street Wichita Falls, TX 76301 (940) 761-7454	Kevin Hugman Director of Housing Room 102 1300 Seventh Street Wichita Falls, TX 76301 (940) 761-7451	City Manager/ Designated Appointee Room 105 1300 Seventh Street Wichita Falls, TX 76301 (940) 761-7404

I (we), the undersigned, have read and understand the grievance procedure described above which is to be used for the purpose of resolving any complaints relating to the Housing Division of the City of Wichita Falls.

_____ _____
Applicant Date

_____ _____
Co-Applicant Date

(Rev 04/10)