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: Housing Authority of the City of Austin (HACA)
PHA Code: TX001
PHA Type: ☐ Small ☒ High Performing ☐ Standard ☐ HCV (Section 8)
PHA Fiscal Year Beginning: 04/2012

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

Number of PH units: 1,929 Number of HCV units: 5,552

3.0 Submission Type

☐ 5-Year and Annual Plan ☒ Annual Plan Only (2012) ☐ 5-Year Plan Only

4.0 PHA Consortia-N/A

☐ 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 for 2010-2014

5.1 Mission. 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 Housing Authority of the City of Austin is a public agency whose business is to:

- Ensure that safe, quality affordable housing opportunities exist for families of low income,
- Break the poverty cycle by serving as a catalyst for our residents to become economically self-sufficient,
- Create meaningful partnerships to maximize available community resources for our residents,
- Efficiently and effectively meet federal, state and local mandates

The Housing Authority of the City of Austin will pursue entrepreneurial opportunities to address emerging trends and respond to the challenges of the future.

5.2	5-Year Plan Goals and Objectives.
	Expand Housing Initiatives: Create housing opportunities
	• 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
	Expand Renewal Energy Programs Promote Energy Efficiency & Green Building Technologies
	• 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
	Sustain Community Development Activities
	• 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 causes and create a matching donation program for staff
	Promote Housing Self-Sufficiency Create resident reward program, Wrap-around Service Center and Case Management (youth and adult)
	• 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

	• 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

	• 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
	  • 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
	• 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**

Updates regarding the 2010-2014Five-Year plan are:

Expand Housing Initiatives: Create housing opportunities

- HACA currently serves 5,552 families through the Housing Choice Voucher program and 1,928 families through the Public Housing program.
- HACA was awarded 195 vouchers for the VASH Program
- HACA is an approved purchaser for HUD Foreclosures. HACA continues to administer a successful Down Payment Assistance Program and has helped 75 families transition to become homeowners.

Expand Renewal Energy Programs: Promote Energy Efficiency & Green Building Technologies

- HACA continues to be a WasteSMART partner with the City of Austin recycling and waste prevention efforts and has begun the initiative to properly dispose of fluorescent lamps and batteries through Waste Management.
- Through the award of two American Recovery and Reinvestment Act grants, under Capital Fund Green Communities, HACA continues with the final phases of multiple energy conservation improvements at two sites: North Loop and Gaston Place. Items to be addressed are lighting upgrades, solar, thermal DHW Heater, roof upgrades, community kitchen upgrade, photovoltaic systems, chiller/furnace replacement and window replacements.

Sustain Community Development Activities

- HACA has created the HACA Scholarship Foundation and received tax exemption status from the IRS and the State of Texas. A separate account had been to establish the self-sustaining endowment fund.
- HACA has provided a matching donation to several fundraisers that the Employee Recognition Committee has campaigned for over the past year. HACA will match staff donations up to $1,000, if funding is available.

Promote Housing Self-Sufficiency: Create a Resident Reward Program, Wrap-Around Service Center and Case Management (Youth and Adult)

- HACA was awarded a 3-year 2009 ROSS grant in the amount of $698,148 from HUD. The grant pays for service coordinators to provide service coordination and maintain partnerships with community agencies that deliver programming and support to HACA residents.
- HACA has hired and assigned its ROSS Service Coordinators and a service implementation plan has been drafted. A service coordination subcommittee comprised of Citywide Advisory Board members will be formed to provide valuable input on resident needs and programming issues. The program serves youth and adults.
- HACA completed the RFP process for contractors to provide services detailed in its "YES to College" college readiness for middle "schoolers", graduating seniors and adult learners. HACA is finalizing the contractors for the various facets of services to be provided.
- HACA continues its partnerships with CIS, Lifeworks, Austin Area Urban League, Boys & Girls Clubs, Boy & Girl Scouts, Phoenix House, Diversified Youth Services, YWCA and Theatre Action Project to provide a myriad of enrichment programs for HACA youth.
- HACA is a member of the Children's Optimal Health board and is working on mapping HACA public housing properties to determine needs and strengths.

6.0

Ensure Equal Opportunity for Housing: Create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations

- HACA continues to provide ongoing training to staff to promote fair housing
- HACA conducts an annual survey to ensure customer satisfaction
- Posting are placed at all public housing sites and the Central Office to ensure access to Fair Housing and Equal Opportunities exist.

Strengthen Communities: Foster a Suitable living environment by providing case management, supportive services, and health referrals for the elderly and persons with disabilities

- HACA has created resident patrols in which residents receive a stipend for their services.
- Programs such as Elders Living Well, health fairs, medication management and Advance Directives have been provided thus far through the Aging in Place grant at HACA's senior sites.
- HACA has hired its Resident Wellness Coordinator. This new position will manage services and initiatives for its elderly and disabled population. This position serves as the point of contact for the Aging in Place grant and offices at Lakeside Apartments.

PHA Plan Update

(a) The following changes have been adopted in the Housing Authority of the City of Austin's Annual Plan: This is the draft version to receive public comment.

(b) Copies of the draft 2012 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 property of others;
D. 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 or attempted 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 2012grants)**		
a) Public Housing Operating Fund	$8,987,434	
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	$45,210,512	
f) Resident Opportunity and Self-Sufficiency Grants	$109,342	
g) Community Development Block Grant	-	
h) HOME	$527,000	
Other Federal Grants (list below)		
Capital Fund Recovery Grant-Gaston	$451,584	
Capital Fund Green Communities Recovery-North Loop	$3,364,680	
Shelter Plus Care Grant	$540,228	
Section 8 Mod-Rehab SRO	$286,392	
Section 8 Mainstream	$424,320	
Section 8 –Family Unification Program	$708,706	
Section 8-VASH Program	$976,533	

2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund	$2,362,392	
Resident Opportunity & Self Sufficiency	$511,606	
3. Public Housing Dwelling Rental Income	$3,633,367	
4. Other income (list below)		
Interest	$100,000	
Other Income	$250,821	
Section 8 Contract Administration Excess Revenue	$578,312	
4. Non-federal sources (list below)		
Austin Affordable Housing Corp.	$1,482,483	
Total resources	$73,731,796	

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 275 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, 552 Housing Choice Vouchers. It also operates four nonprofit subsidiaries, the Austin Affordable Housing Corporation, Equity CLT, HACA Scholarship Foundation 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. In addition, HACA will take into consideration the family's obligation such as work schedule, medical appointments or school attendance when scheduling and rescheduling the informal settlement.

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.

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][l] 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 of at least 30 hours per week minimum,

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 include, but is not limited to, work at:

- 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.***

3.2 This form must be signed at every annual appointment.

SEE EXHIBIT B: CSSR RESIDENT STATUS CERTIFICATION FORM

EXEMPTIONS:

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.

3.4 For examples of exemptions, and documentation required, refer to page 2 of the CSSR Policy.

3.5 If a resident is claiming exemption due to participation in job training or enrollment in school, give the resident the ***CSSR Exemption Form***.

3.6 The *CSSR Exemption form* 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.

3.7 Include this on the 7-day Need Info Form to the resident.

3.8 The CSSR Exemption form expires annually.

SEE EXHIBIT C: CSSR EXEMPTION FORM

4.0 DETERMINE COMPLIANCE

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

4.2 Review time sheets to determine if each required family member completed the required hours.

4.3 Provide a copy of the **CSSR Resident Information Packet** to the family.

4.4 Remove the last page from the Packet and have the adult family members who are present sign the *Certification* sheet. This confirms the family received a copy of the Packet and understands the contents of the Packet.

4.5 Keep this Certification sheet in the tenant file.

4.6 Verify any questionable documentation on timesheets submitted (i.e. timesheets that have been altered in some manner)

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.

5.0 UPDATING CODES IN FAMILY SCREEN

5.1 Enter the applicable code (1, 2, 3, or 4) to indicate compliance status of every household member.

5.2 For minors, enter code 4.

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 nd 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)(l) 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 with both resident and HACA Staff. Each year HACA 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:

- HACA contracts with the Austin Police Department and Travis County Sheriff Department for after-hour police patrols for public housing properties;
- 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 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 2010-2011 audit had no findings and was submitted to the U.S. Department of HUD and the single audit clearing house.

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 2012 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: ***Ongoing***

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites 1b. Development (project) number: TX00127
2. Activity type-Disposition *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. HACA has created Equity CLT to allow for the transfer of these houses into a community land trust to ensure the preservation of affordable housing.*
3. Application status-Planned application
4. Date application approved, submitted, or **planned for submission**: ***January 2012***
5. Number of units affected: 22 6. Coverage of action-Total development
7. Timeline for activity: a. Actual or **projected start** date of activity: ***Spring 2011*** b. **Projected** end date of activity: ***ongoing***

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 *HACA will dispose of these two buildings and transfer these assets to its nonprofit subsidiary, Austin Affordable Housing Corporation.*
3. Application status -Planned application
4. Date application approved, submitted, or **planned for submission**: ***Application submitted 04/02/2010 to HUD Special Application Center (SAC). This office has given a preliminary approval in October of 2010. The application is currently with the HUD local field office. This office has requested additional information and HACA is still awaiting for final approval.***
5. Number of units affected: 0-No public housing units will be affected. 6. Coverage of action-Total development
7. Timeline for activity: a. Actual or **projected start** date of activity: ***June 2008*** b. **Projected** end date of activity: ***Winter 2011***

Demolition/Disposition Activity Description
1a. Development name: Warehouse-205 Chicon 1b. Development (project) number: TX001
2. Activity type: Disposition *HACA will dispose of this building and transfer these assets to its nonprofit subsidiary, Austin Affordable Housing Corporation.*
3. Application status -Planned application
4. Date application approved, submitted, or ***planned for submission:*** ***Application submitted 04/02/2010 to HUD Special Application Center (SAC). This office has given a preliminary approval in October of 2010. The application is currently with the HUD local field office. This office has requested additional information and HACA is still awaiting for final approval.***
5. Number of units affected: 0-No public housing dwellings development will be affected. 6. Coverage of action-Total development
7. Timeline for activity: a. Actual or **projected start** date of activity: ***June 2008*** b. **Projected** end date of activity: ***Winter 2011***

Demolition/Disposition Activity Description
1a. Development name: **Rio Lado (AMP20)** 1b. Development (project) number: TX-020
2. Activity type: Demolition/Disposition ***HACA will seek demolition of the property's buildings and to ask HUD for the disposition of the total development. The property will then be transferred to HACA's nonprofit subsidiary, Austin Affordable Housing Corporation. 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. Currently, the property is 100% unoccupied. For those families who had resided at Rio Lado, the families were given the option to either transfer to another public housing unit or receive a Housing Choice Voucher (Section 8). HACA is looking to acquire additional affordable housing and to place these 90 units of public housing into these***

	properties. HACA has submitted the application to the Special Application Center and is currently waiting for final approval.
	3. Application status -Planned application
	4. Date application approved, submitted, or ***planned for submission:*** ***Application submitted in August of 2011***
	5. Number of units affected: 90 units 6. Coverage of action-Total development
	7. Timeline for activity: a. Actual or **projected start** date of activity: ***July/August 2011*** b. **Projected** end date of activity: ***Winter 2011***

Demolition/Disposition Activity Description
1a. Development name: **Goodrich** 1b. Development (project) number: TX-013
2. Activity type: Demolition/Disposition ***HACA will seek demolition of the property's buildings and to ask HUD for the disposition of the total development. The property will then be transferred to HACA's nonprofit subsidiary, Austin Affordable Housing Corporation. Given the uncertainty of the current federal budget, HACA reserves the right to make a good faith effort at replacing all affected public housing units. Currently, the property is 100% occupied. For those families who had reside at the Goodrich Apartments, HACA will provide an option to these families to either transfer to another public housing unit or receive a Housing Choice Voucher (Section 8). HACA is looking to rebuild on this property and to place these 40 units of public housing into a new development with higher density on the existing land.***
3. Application status -Planned application
4. Date application approved, submitted, or ***planned for submission:*** ***Application to be submitted Spring 2012***
5. Number of units affected: 40 units 6. Coverage of action-Total development
7. Timeline for activity: a. Actual or **projected start** date of activity: ***March/April 2012*** b. **Projected** end date of activity: ***Winter 2014***

C. Conversion of Public Housing-There are no plans for the conversion of public housing.

D. Homeownership Programs-HACA administers a Homeownership Program through its nonprofit subsidiary, Austin Affordable Housing Corporation, as Down Payment Assistance Program.

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.

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

8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** **Capital Fund Program (CFP) Part I: Summary-** Original Annual Statement Capital Fund Grant Number TX59-P001-50110 FFY of Grant Approval: (04/2012) **See as an attachment**
8.2	**Capital Fund Program Five-Year Action Plan.** See Attachments
8.3	**Capital Fund Financing Program (CFFP).** -Not Applicable to HACA

Housing Needs

Housing Needs of Families in the Jurisdiction by Family Type

On a scale of 1 to 5, "1" is the lowest need and priority and "5" is ranked as the highest need and priority based on the U.S. Census Bureau 2009 American Community Survey and the City of Austin's Comprehensive Market Study

Family Type Based on a family of 4*	Overall**	Afford -ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI* ($22,50o or less)	120,6561[1]	5	5	5	5	N/A	5
Income >30% but <=50% of AMI* ($22,151-36,900)	61,3931[1]	5	5	5	5	N/A	5
Income >50% but <80% of AMI* ($36,901-59,050)	91,9351[1]	5	5	5	5	N/A	5
Elderly	128,459[1]	5	5	5	5	N/A	5
Families with Disabilities	160,764[1]	5	5	5	5	N/A	5

[1]US Census Bureau 2009 American Community Survey (release date of September 28, 2010)

Per the information supplied through the U.S. Census Bureau 2009 American Community Survey and the City of Austin's Comprehensive Market Study, the demand for low-income housing in the Austin Metro Area and the supply of affordable housing are considered high priorities. There are over 614,047 households in the Austin-Round Rock, TX Metro Area equating to a population of 1,668,315[1] For those who own, the median mortgage is $1619 with more than 45% of the area homeowners paying 25 % or more of their household income towards a mortgage payment.[1] The median rent reported in the 2009 American Community Survey is $909 and over 243,622 reside in rental units. In 2010, the Austin 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.

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
Waiting list total	**PH** 10020	**HCV** 4083	**PH**	**HCV**	
Extremely low income <=30% AMI	9632	2554	96.1	62.6	
Very low income (>30% but <=50% AMI)	308	458	3.1	11.2	
Low income (>50% but <80% AMI)	33	39	.3	1	
Families with children	4155	2339	41.5	57.3	
Elderly families	391	1	3.9	0	
Families with Disabilities	789	41	7.9	1	
White/Hispanic Families	3673	1254	36.7	30.7	
White/Non-Hispanic Families	2094	289	20.9	7.1	
Black/Hispanic Families	78	35	.8	.9	
Black/Non-Hispanic Families	3390	1468	33.8	36	
Asian/Hispanic Families	5	1	.05	.02	
Asian/Non-Hispanic Families	118	29	1.2	.7	
American Indian /Hispanic Families	60	25	.6	.6	
American Indian /Non-Hispanic Families	64	16	.6	.4	

Characteristics by Bedroom Size (Public Housing Only)	#of Families on PH Waitlist	% of PH Units	Annual Unit Turnover for Public Housing
1 BR	5875	58.6	153
2 BR	2655	26.5	141
3 BR	1342	13.4	80
4 BR	115	1.1	31
5 BR	24	.2	5

	Is the waiting list closed (select one)? ☐ No ☒ Yes, only for HCV Program If yes: **HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? OVER 5 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, and for those who qualify under the Family Unification Program.

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 • Reduce 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 • 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	Additional Information.

(a) The Housing Authority of the City of Austin has accomplished the following goals of its 2005-2009 Five-Year Plan:

Expand Housing Initiatives: Create housing opportunities

- HACA currently serves 5,552 families through the Housing Choice Voucher program and 1,929 families through the Public Housing program.
- HACA was awarded 85 vouchers through the Family Unification Program (FUP)
- HACA was awarded 195 VASH Vouchers
- HACA is an approved purchaser for HUD Foreclosures. Continues with its success of its Down Payment Assistance Program and has helped 75 families transition to become homeowners.

Expand Renewal Energy Programs: Promote Energy Efficiency & Green Building Technologies

- HACA was recognized by the City of Austin for its recycling and waste prevention efforts and has achieved the status of a WasteSMART partner.
- Through the award of two American Recovery and Reinvestment Act grants, under Capital Fund Green Communities, HACA has embarked on multiple energy conservation improvements at two sites: North Loop and Gaston Place. Items to be addressed are lighting upgrades, solar, thermal DHW Heater, roof upgrades, community kitchen upgrade, photovoltaic systems, chiller/furnace replacement and window replacements.

Sustain Community Development Activities

- HACA has created the HACA Scholarship Foundation and has applied with the IRS and the State of Texas to be considered a tax, exempt 501(c)3. HACA is still waiting to receive final approval of its application with the IRS. By funding and investing the endowment fund for the next several years, HACA will have a self-sustaining endowment fund.
- HACA will evaluate and select few local and national organizations to start a matching program. HACA will match any staff donation up to $1,000.

Promote Housing Self-Sufficiency: Create a Resident Reward Program, Wrap-Around Service Center and Case Management (youth and Adult)

- HACA was awarded a 3-year 2009 ROSS grant in the amount of $698,148 from HUD. The grant pays for service coordinators to provide service coordination and maintain partnerships with community agencies that deliver programming and support to HACA residents.
- HACA has hired and assigned its ROSS Service Coordinators and a service implementation plan has been drafted. A service coordination subcommittee comprised of Citywide Advisory Board members will be formed to provide valuable input on resident needs and programming issues. The program serves youth and adults.
- HACA completed the RFP process for contractors to provide services detailed in its "YES to College" college readiness for middle "schoolers", graduating seniors and adult learners. HACA is finalizing the contractors for the various facets of services to be provided.
- HACA continues its partnerships with CIS, Lifeworks, Austin Area Urban League, Boys & Girls Clubs, Boy & Girl Scouts, Phoenix House, Diversified Youth Services, YWCA and Theatre Action Project to provide a myriad of enrichment programs for HACA youth.
- HACA is a member of the Children's Optimal Health board and is working on mapping HACA public housing properties to determine needs and strengths.

Ensure Equal Opportunity for Housing: Create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations

- HACA has provided ongoing training to staff to promote fair housing

- HACA conducts an annual survey to ensure customer satisfaction

Strengthen Communities: Foster a Suitable living environment by providing case management, supportive services, and health referrals for the elderly and persons with disabilities

- HACA has created resident patrols in which residents receive a stipend for their services.
- Programs such as SeniorWise memory strength classes, Yoga, health fairs, medication management and Advance Directives have been provided thus far through the Aging in Place grant at HACA's senior sites.
- HACA has hired its Resident Wellness Coordinator. This new position will manage services and initiatives for its elderly and disabled population. This position serves as the point of contact for the Aging in Place grant and offices at Lakeside Apartments.

(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 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

- **The U.S. Department of Housing and Urban Development did not conduct a HUD Resident Assessment Satisfaction Survey for this past fiscal year.**

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. SEPARATE ATTACHMENTS (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) PHA Board Resolution(s) (g)Certification by State or Local Official of PHA Plans Consistency with Consolidated Plan (h) Resident Advisory Board (RAB) (i) 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 (j) Form HUD-50075.1, 2012 *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (k) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) (l) 2011, 2010, 2009 CFP P& E Reports, 2009 Capital Fund Replacement Housing & Capital Fund, 2010 Capital Fund Community Facilities Program (m) HACA's Affirmatively Furthering Fair Housing Plan

ATTACHMENT A

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the___ 5-Year and/or_X_ Annual PHA Plan for the PHA fiscal year beginning _2012__, 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 20____ - 20____

_X_ Annual PHA Plan for Fiscal Years 2012 - 2013

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
Enrique "Henry" Flores	Chairman
Signature: Henry Flo	Date: 12/15/2011

ATTACHMENT B

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

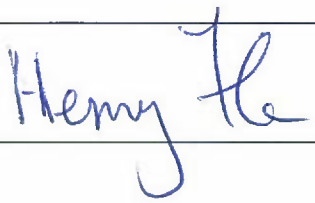
Civil Rights Certification

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 Enrique "Henry" Flores	Title Chairman
Signature 	Date 12/15/2011

ATTACHMENT C

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

2012 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 Federalagency 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.)

All PHA Agency-wide Public Housing Properties

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	Title
James L. Hargrove	President & CEO

Signature	Date
X James L. Hargrove	12/15/2011

ATTACHMENT D

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

2012 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	Title
James L. Hargrove	President & CEO

Signature	Date (mm/dd/yyyy)
James L. Hargrove	12/15/2011

Previous edition is obsolete

ATTACHMENT E

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
[B] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[B] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[A] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
[x] Prime [ ] Subawardee
Tier _____, *if known*:
Housing Authority of the City of Austin
P.O. Box 6159
Austin, TX 78762
Congressional District, *if known*: 25

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
Congressional District, *if known*:

6. Federal Department/Agency:
U.S. Department of Housing and Urban Development

7. Federal Program Name/Description:
CFDA Number, *if applicable*: _____

8. Federal Action Number, *if known*:
2012 Capital Fund Program Grant

9. Award Amount, *if known*:
$

10. a. Name and Address of Lobbying Registrant
(*if individual, last name, first name, MI*):
N/A

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

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: James L. Hargrove
Print Name: James L. Hargrove
Title: President & CEO
Telephone No.: 512-477-4488 Date: 12/15/2011

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

ATTACHMENT F

RESOLUTION NO. 2253

APPROVAL TO SUBMIT 2012 ANNUAL PUBLIC HOUSING AUTHORITY AGENCY 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 forum on December 15, 2011 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 2012 Annual 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 15, 2011 the Housing Authority of the City of Austin Board of Commissioners approves and adopts the agency's 2012 Annual Plan, as presented.

Henry Flores, Chairman

James L. Hargrove, Secretary

ATTACHMENT G

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, Betsy Spencer the Director, City of Austin Neighborhood Housing and Community Development Office 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

ATTACHMENT H

No comments were received from the resident advisory board.

ATTACHMENT I

Public Hearings and Comments Received

2012 Draft PHA Annual Plan Public Hearing
November 17, 2011
11:00 a.m.-HACA Central Office

No comments received.

2012 Draft PHA Annual Plan Public Hearing
December 1, 2011
5:00 p.m.-Booker T. Washington

No comments received.

2012 Draft PHA Annual Plan Public Hearing
December 13, 2011
11:00 a.m.-HACA Central Office

Jo Kathryn Quinn, Caritas of Austin/ECHO: I am here to speak of the plan and to prioritize housing for our communities to end homelessness. Public Housing is front and center for all strategies and is the key component to prevent and end homelessness. These communities have been studied and practices employed. If we are to move the needle then we need to get away from the first come, first serve and prioritize the most vulnerable households that are homeless. In communities that are the model communities, they are tracking how many families were prevented from becoming homeless and the number of families housed. We are taking these efforts. The folks most impacted by homelessness are in a niche, 30% below area median income (AMI). This PHA has a model program, i.e. FSS program, and should also strive to be a model of service for households that are homeless. We as a community are to provide affordable housing to the lowest income families in our community. Homeless households should be considered a priority and placed at the top of the waiting list.

Fred Fuchs, Texas Grande Rio Grande Legal Aid: I am here to speak on Goodrich and the dishonesty proposing the demolition and that there would be a one for one replacement that is essential. It is so easy for Congress to cut funding, but a PHA must have hard units in place to house the families. There are concerns for a one for one replacement as there must be a firm commitment from the board and staff. One, replace the units where the units were replaced. Ensure that the tenants and applicants will have all the current protections, i.e. income based rent, PHA lease, access to the grievance procedures, rights to income based rent, and recalculation of rent as income decreases. The proposal is for a one for one replacement and it is assumed that the intent is indeed that all protection applies to the replacement units. Two, families and relocation, how will HACA assist as PHAs have a fair amount of discretion with assistance to families. The PHA should provide mechanisms for security deposits, utility deposits for gas and electricity, and to assist families in finding comparable units within integrated areas and to ensure fair housing. Three, there are concerns over statutes and regulations. HUD regulations state to rebuild public housing units that there has to be fewer units. Will HACA be restricted by HUD or will you receive a waiver from HUD as this is the current statute requirement? Given the scenario for consideration, 33 units in another apartment complex with an income mix, HACA must ensure that there are protections and that there is no loss of theses protections in the private market. Four, Goodrich children attend Zilker Elementary. Will these children be allowed to stay in this area and will HACA adjust the payment standards if the families are issued vouchers? Can the board be committed to true housing, no net loss of

units, is a concern if there will be changes in the administration. With respect to both Rio Lado and Goodrich, there has to be a true one for one replacement of housing.

Karen Paup, Tx Low Income Housing Services: Goodrich is a unique location with conditions. Mr. Fuchs and Mr. Hargrove have both stated true public housing units for replacement and with that the housing authority should make every effort to relocate these families in the Zilker area. Zilker Elementary is one of five blue ribbon elementary schools. The children of Goodrich are also an asset to this school that has seen a decline in the number of children in the area. If Rio Lado is an indication on how tight the market is to purchase additional property then it may be difficult to find a property within the same school area. The school district use to have a liberal policy that if a student started at a school and moved then they could finish at the school, but now it may be difficult for them to transfer. Perhaps the housing authority can help the families with this matter.

Aleitha Artemis: I have just presented at the state of Texas for the ending of community homelessness. Texas Department of Housing and Community Affairs has a tool box form. I want to share what I already presented to TDHCA. Why is this meeting not being held at the City Hall when the state of Texas did? As housing needs go, one cannot become much greater in need then becoming homeless due directly to criminal activity committed against a person under oath. I am homeless. As such I completed a Texas Interagency Council for the Homeless (TICH) survey as attached to the thread. That survey is not accurate. Despite volunteering without pay, this valuable information to the surveyors however, I never did get the promised response from ECHO. See the attachments. This is just one example as to why funding should be tied exclusively to report card system by those claimed served. Many service providers allege they serve people but they lie. Scroll down to the second page of sample report cards designed for housing and social service organizations. There are five attachments, the thread, the order of improbable cause, find and dismissal order, affidavit, and the sample report cards. ….. I have direct personal experience and knowledge. I provided this on the form. After got attachments….All five attachments should have taken. You can reach me at A_Artemis9@yahoo.com Moreover upload function showed it work and should have taken the five attachments. According to the abstract, first paragraph of the TICH plan, personal factors that might impede access to housing, including issues with mental health and substance abuse, figure prominently only among Texans experiencing chronic homelessness. I am here to tell you this is not the case for my situation. I am the two headed goat. It would almost be easier for me if I were a senior citizen, pregnant, veteran, illegal immigrant, substance abusing, alcoholic criminal and then I would be the square peg that fits in the square hole. Because of my background, my homelessness and what keeps me there, is organized criminal acts committed against me and the stalking that continues to follow me. That is what makes me homeless. That information is not accurate and it is very frustrating and problematic for me because plans are being drafted on what I call garbage in/garbage out. The data you are getting is not accurate or that you are not getting at all (i.e. the attachments did not attach and the ECHO people dropped the ball on the email thread regarding the ECHO survey, etc) then you are not getting accurate information on which to base your plan to end homelessness or to provide housing. There were some problems with the 2nd paragraph on page 4. Basically it says that all this wonderful stuff positively impacted the state of Texas and local government and organizations. My first immediate response to that is we have been gone and this did not positively impact me, as I am the end user. The person who is suppose to get housing if you are dealing with housing issues. I am not being positively impacted by this. On page 12, statement for infrastructure goals, increase communication and collaboration between all service providers and units of government in order to sustain TICH's planning efforts and aid in the implementation of this plan. Do you know who is completely excised out from the communication and collaboration. So, basically, I know I am alone in saying this, but I would like to be invited to your planning meetings. Somebody like me should be part of the planning process. On page 14, strategies, it basically says that the strategy is to tell everybody about homelessness that is education the masses and speaking about the problems and need for housing. Here is my frustration with this-that is some people will use my story to convince others to give their money to intermediaries, not to people like me, the end user who benefit from efforts to work towards housing. That is a huge frustration for me.

There are many, many additional cuts and solution for the plan. I won't be able to make the Thursday public comment meeting nor will I be able to make my comments with a degree of intelligence by the 15th. Is there any chance of extending the deadline? Then you will probably won't be able to receive the rest of comments as being homelessness is a full-time job and I cannot get it done in two days. Even if I had a place to live or an air conditioned office with a printer, fax, scanner, copier, computer and internet service that I would not be able to get it done. The plan is very extensive. Any questions?

2012 Draft PHA Annual Plan Public Hearing
December 15, 2011
12:00 p.m.-HACA Central Office

Robert Anderson, City of Austin Community Putting Preventions to Work (CPPW) Grant Planner He works with the City through a grant working on a number of tobacco prevention and cessation programs through various departments. My colleagues and I are reaching out to various landlords to discuss smoke free policies, particularly in regards to the public health gains, but also regarding the cost savings in maintaining their facilities. We have been very well received and we are hoping to urge the Housing Authority to have this discussion as a number of housing authorities throughout the country have already adopted the smoke-free policy and it is also something that HUD is also supporting and encouraging housing authorities to do. We are hoping the board will consider this when adopting your annual plan and to move forward with discussions and timelines to have this in your policy.

Pamela Larson, City of Austin CPPW Grant Planner We are requesting that smoke-free housing be available to your residents. After doing research in Austin, there are only 17 properties in Austin where there are smoking policies in place and of these properties, there is only one that is an affordable housing site. Smoking in housing is a social/justice issue in the sense that smoking problems affect disproportionately lower socio/economic status persons. Individuals who live in public housing do not have the opportunity and freedom to move as freely between units as those who are able to live in private housing. It is really sad when someone in subjected to a neighbor's smoking that they are not able to escape this problem. Second-hand smoke contains over 2,000 chemicals, of which 69 are known carcinogens. The Center for the Environment and Energy in Minnesota did a study on 2,000 apartment units and looked at the movement of smoke and the metabolite of nicotine between the different units. Engineers went through to monitor smoking levels and nicotine metabolite levels in the units and then they went through and added extra insulation, covered ducts, and extra insulation to outlets and weatherized windows. A third of the units were found to have no change in the nicotine metabolite levels. It shows that an individual who is smoking in their own unit is affecting the people around them. Up to 65% of the air is exchanged between units. I would like you to consider the science as you look into policies that could be possible for your housing units. Smoke-free doesn't mean that individuals are prevented from living on the property, it would be something that happens inside the unit.

Texas RioGrande Legal Aid, Inc.

4920North IH-35
Austin, Texas 78751
Telephone (512) 374-2700
FAX (512) 447-3940 TDD (512) 417-8682
TOLL FREE 1-800-369-9270

Fred Fuchs - 512-374-2720

December 9, 2011

Mr. James L. Hargrove
President and Chief Executive Officer
Housing Authority of City of Austin
1124 South IH-35
Austin, Texas 78704

Re: Comments on 2012 Annual Plan

Dear Mr. Hargrove:

This is in reply to the Housing Authority's ("HACA") request for comments on its 2012 PHA Annual Plan.

This comment addresses the proposal to demolish or dispose of Goodrich Apartments (33 apartments) with a commitment to ensuring one-for one replacement of all affected public housing units with no net loss of existing public housing inventory.

As you, the Board, and members of your staff know, public housing apartments must be preserved to ensure at least some affordable housing for very poor individuals and families and persons with disabilities living on very limited, fixed incomes. HACA serves a vital role in providing affordable housing for individuals and families at the financial margin of our society. Thus, it is heartening to see that HACA has committed to one for one replacement of all thirty-three of the apartments to ensure no net loss of existing public housing inventory in Austin, thus alleviating the need for any legal challenge to the proposed disposition.

To ensure that thirty-three units are set aside for future generations for public housing, HACA should also record a restrictive covenant in the Travis County Real Property Records upon completion of the rebuilding, reserving at least thirty-three of the apartments as public housing with income-based rents and public housing applicant and tenant protections.

Those protections include especially the public housing rent calculation regulations, eviction safeguards, the use of the HACA tenant selection policies, HACA lease, Violence against Women Act housing protections, and access to the tenant grievance procedure.

Thank you for this opportunity to comment.

Sincerely,

Fred Fuchs

Hand Delivered December 9, 2011

Received By: _____

Texas RioGrande Legal Aid, Inc.

4920North IH-35
Austin, Texas 78751
Telephone (512) 374-2700
FAX (512) 447-3940 TDD (512) 417-8682
TOLL FREE 1-800-369-9270

Fred Fuchs - 512-374-2720

December 14, 2011

Mr. James L. Hargrove
President and Chief Executive Officer
Housing Authority of City of Austin
1124 South IH-35
Austin, Texas 78704

Re: Additional Comments on 2012 Annual Plan

Dear Mr. Hargrove:

This comment supplements the comment I submitted earlier in reply to the Housing Authority's ("HACA") request for comments on its 2012 PHA Annual Plan and follows up on the testimony I gave yesterday at the public hearing.

Again, this comment is addressed solely to the proposal in the plan to demolish or dispose of Goodrich Apartments (33 apartments), with a commitment to ensuring one-for-one replacement of all affected public housing units with no net loss of existing public housing inventory.

Because HACA provides income-based affordable housing for families unable to afford housing in the private market, it must not abandon its primary mission to serve the very poor by pursuing plans to serve higher income families. By committing in the Annual Plan to provide thirty-three replacement units of public housing -- defined as apartments with income-based rents and all the tenant protections available to tenants living in public housing - HACA is entering into a binding legal commitment. It should proceed only if it is certain it can fulfill its commitment.

With respect to the relocation of the individuals and families at Goodrich, HACA must ensure adequate relocation benefits and assistance that includes the following:

- Assistance to permit families with children to find comparable housing within the Zilker

Elementary School District boundaries if they wish to stay in the same neighborhood;

- Financial assistance with security deposits and utility deposits;
- Apartment locating assistance that ensures displaced individuals and families who desire to stay within the neighborhood are able to do so;
- Advisory assistance that ensures that displaced individuals and families who desire to move to other neighborhoods are able to move to areas of equal or greater economic opportunity, close to high quality schools, adequate transportation, grocery stores, employers, and medical facilities;
- Adequate time to move during a period that is least disruptive to families, preferably at the end of the school year;
- Assistance that ensures that the relocation of all the families affirmatively furthers fair housing in accordance with the commands of the Fair Housing Act; and
- Assistance with the financial costs of searching for new housing, packing, and moving, including special assistance for individuals with disabilities who are unable to search, pack, and move without help.

In sum, HACA should move deliberately and only when it is certain that its proposal is financially feasible.

Sincerely,

Fred Fuchs

Hand Delivered December 14, 2011

Received By: _____

LSC

ATTACHMENT J

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

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

Part I: Summary

PHA Name: Housing Authority of the City of Austin	**Grant Type and Number** Capital Fund Program Grant No: TX59-P001-50112 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2012** **FFY of Grant Approval: 2012**

Type of Grant
☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	75,000			
3	1408 Management Improvements	250,000			
4	1410 Administration (may not exceed 10% of line 21)	294,117			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	250,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	145,000			
10	1460 Dwelling Structures	1,611,035			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	135,000			
13	1475 Non-dwelling Equipment	50,000			
14	1485 Demolition	100,000			
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	10,000			
17	1499 Development Activities [4]				

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

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

Part I: Summary

PHA Name: Housing Authority of the City of Austin	**Grant Type and Number** Capital Fund Program Grant No: TX59-P001-50112 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2012** **FFY of Grant Approval: 2012**

Type of Grant

☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	21,027			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	2,941,179			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	100,000			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	75,000			

Signature of Executive Director	**Date**	**Signature of Public Housing Director**	**Date**
Judy Kaesser for Jim Hogue	1/17/2011		

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Austin	**Grant Type and Number** Capital Fund Program Grant No: TX59-P001-50112 CFFP (Yes/ No): No Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2012**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
PHA Wide	Operations	1406		75,000				
	Management Improvements	1408		250,000				
	Administration	1410		294,117				
	Vehicles & Equip	1475	2	50,000				
	Fees & Costs	1430		250,000				
	Contingency	1502		21,027				
AMP 1/TX1-1 & 201 Chalmers	Management & Community Center Improvements	1470	1 Bldg.	50,000				
		1460						
AMP 2/TX1-2 Rosewood	Management , Community Center & Training Facility Improvements	1470	2 Bldg.'s	50,000				
AMP 2/TX1-8 Salina								
AMP 3/TX1-3 & 203 Santa Rita	Furnace Replacements	1460	50%	50,000				
	Water Heater Replacements	1460	50%	25,000				
AMP 4/TX1-4 Meadowbrook		1470						
		1460						
AMP 5/TX1-5 & 205 Booker T. Washington	Playground Installation	1450	1	50,000				
AMP 7/TX1-7 Lakeside	Exterior Repairs & Painting	1460	1 Bldg.	136,035				
		1460	N/A					
AMP 9/TX1-9 Gaston Place	Sidewalk Improvements	1450	500lf.	50,000				

[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.

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Austin	**Grant Type and Number** Capital Fund Program Grant No: TX59-P001-50112 CFFP (Yes/ No): No Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2012**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 10/TX1-10 Bouldin Oaks 12	Grounds Improvements	1450	N/A	10,000				
AMP 11/TX1-11 Thurmond Heights	Playground Improvements	1450	1	25,000				
	Abatement & Interior Renovations	1460	30	1,250,000				
AMP 12/TX1-12 Georgian Manor	Interior Renovations	1460	2	25,000				
AMP 15/TX1-15 North Loop	Sidewalk Improvements	1450	1000sf	10,000				
	Common AreaFlooring Replacements	1460	25,000sf	40,000				
AMP 16/TX1-16 Northgate West	Grounds Improvements	1450	100%	0				
AMP 16/TX1-22 Coronado Hills	Interior Renovations, Phase III	1460	15	0				
AMP 16/TX1-27 14 SF Homes	Interior Renovations	1460	2	20,000				
	Exterior Renovations	1460	2	20,000				
AMP 17/TX1-13 Goodrich Place								

AMP 17/TX1-17 Shadowbend Ridge		1460						
AMP 17/TX1-18 Manchaca II	Roof Replacements	1460	2	20,000				
AMP 17/TX1-19 Manchaca Village	Community Center Improvements	1470	1	35,000				
AMP 17/TX1-27 2 Scattered SF Homes	Porch /Roof Repairs	1460	2	25,000				
AMP 20/TX1-20 Rio Lado	Demolition/Disposition, HUD Approved	1485	20%	100,000				
AMP 20/TX1-27 6 Scattered SF Homes		1460						
		1460						

[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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Austin					**Federal FFY of Grant: 2012**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of The City of Austin					**Federal FFY of Grant: 2012**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
1406					
1408					
1410					
1430					
1450					
1460					
1470					
1475					
1485					
1495.1					
1502					

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

ATTACHMENT K

Part I: Summary

PHA Name/Number –Housing Authority of the City of Austin TX59-P001-50111			Locality (City/County & State) Austin/Travis/TX		**X Original 5-Year Plan** ☐ **Revision No:**	
A.	Development Number and Name	Work Statement for Year 1 FFY __2012____	Work Statement for Year 2 FFY _____2013_____	Work Statement for Year 3 FFY _____2014_____	Work Statement for Year 4 FFY _____2015_____	Work Statement for Year 5 FFY _____2016_____
B.	Physical Improvements Subtotal	Annual Statement	1,905,000	1,905,000	1,905,000	1,905,000
C.	Management Improvements		250,000	250,000	250,000	250,000
D.	PHA-Wide Non-dwelling Structures and Equipment		60,000	185,000	185,000	185,000
E.	Administration		294,117	294,117	294,117	294,117
F.	Other-1430/1495/1502		357,062	357,062	357,062	357,062
G.	Operations		75,000	75,000	75,000	75,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		2,941,179	2,941,179	2,941,179	2,941,179
L.	Total Non-CFP Funds					
M.	Grand Total		2,941,179	2,941,179	2,941,179	2,941,179

Part I: Summary (Continuation)

PHA Name/Number Housing Authority of the City of Austin—TX001			Locality (City/county & State)		X Original 5-Year Plan ☐Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY __2012__	Work Statement for Year 2 FFY ___2013_____	Work Statement for Year 3 FFY ___2014_____	Work Statement for Year 4 FFY ___2015_____	Work Statement for Year 5 FFY ___2016_____
		Annual Statement				
	AMP 1 Chalmers Courts			50,000		100,000
	AMP 2 Rosewood			50,000	75,000	75,000
	AMP 2 Salina		50,000	25,000	50,000	
	AMP 3 Santa Rita Courts		175,000	35,000		200,000
	AMP 4 Meadowbrook		50,000	50,000	25,000	
	AMP 5 BT Washington		80,000	100,000	25,000	
	AMP 5-6 SF Homes			25,000		
	AMP 7 Lakeside		50,000	50,000	100,000	130,000
	AMP 9 Gaston				50,000	75,000
	AMP 10 Bouldin Oaks					
	AMP 11 Thurmond Heigh		1,425,000	1,250,000	1,000,000	1,250,000
	AMP 12 Georgian Manor		25,000	25,000		
	AMP 15 North Loop		25,000	25,000	265,000	75,000
	AMP 16 Northgate		25,000	25,000		
	AMP 16 Coronado Hills			35,000	275,000	
	AMP 16 -14 SF Homes			50,000		
	AMP 17 Goodrich Place			100,000		
	AMP 17 Shadowbend			50,000		
	AMP 17 Manchaca II				30,000	
	AMP 17 Manchaca Villag				10,000	
	AMP 17 -2 SF Homes			10,000		
	AMP 20 Rio Lado					
	Total		1,905,000	1,905,000	1,905,000	1,905,000

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

Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013			Work Statement for Year: 3 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
See	**AMP 2 Salina Apartments**			**AMP 1 Chalmers Courts**		
Annual	Roof Replacements	1	50,000	Ext Lighting Improvements	100%	50,000
Statement	**AMP 3 Santa Rita**			**AMP 2 Rosewood/Salina Apartments**		
	Exterior Repairs, Siding, & Painting	50%	250,000	Community Training Center Improvements	1 Bldg.	50,000
	Furnace/WH Replacements	75%	200,000	Grounds & Recreation Area Improvements	100%	25,000
	AMP 4 Meadowbrook			**AMP 3 Santa Rita**		
	Vehicles & Equipment	1	30,000	Vehicles & Equipment	1	35,000
	Playground Repairs	2	50,000	**AMP 4 Meadowbrook**		
	AMP 5 BT Washington			Grounds Improvements	100%	50,000
	Common Areas & Grounds Improvements	N/A	30,000	**AMP 5 Booker T Washington**		
	Park & Drive Improvements	10,000sf	50,000	WH/Furnace Replacements	25%	100,000
	AMP 7 Lakeside Apartments			**AMP 5-6 SF Homes**		
	Interior Renovations	5	50,000	Int/Ext Renovations	2	25,000
	Vehicles & Equipment	1	30,000	**AMP 7 Lakeside Apartments**		
	AMP 11 Thurmond Heights			Interior Renovations	5	50,000
	Playground Improvements	1	25,000	**AMP 11 Thurmond Heights**		
	Exterior Repairs & Painting	50%	150,000	Abatement &Interior Renovations	25%	1,250,000

	Abatement & Interior Renovations	10	1,250,000			
		Work Statement for Year ____2_ FFY _2013_			Work Statement for Year: __3 FFY _2014____	
Work Statement for Year 1 FFY 2011	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	AMP 12 Georgian Manor			**AMP 16 Northgate**		
	Common Area Improvements	100%	25,000	Grounds Improvements	100%	25,000
	AMP 15 North Loop			**AMP 16 Coronado Hills**		
	Parking Area Repairs	100%	25,000	Site Lighting, Signs, Fencing	100%	25,000
See	**AMP 16 Northgate**			Playground Improvements	1	10,000
	Site Security Improvements	N/A	25,000	**AMP 16 -14 SF Homes**		
Annual				Int/Ext Renovations	2	50,000
Statement	**AMP 16-14 SF Homes**			**AMP 17 Goodrich Place**		
				Exterior Repair/Paint	100%	100,000
	AMP 17 Goodrich Place			**AMP 17 Shadowbend**		
				Roof Replacements	30%	50,000
	AMP 17 Shadowbend			**AMP 17 -2 SF Homes**		
				Mech Upgrades-HVAC/WH/App.'s	2	10,000
	Subtotal of Estimated Cost (Physical Improvements in FY 2012)		$ 1,905,000	Subtotal of Estimated Cost (Physical Improvements in FY 2013)		$ 1,905,000

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

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2015			Work Statement for Year: 5 FFY 2016		
	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	**AMP 2 Rosewood**			**AMP 1 Chalmers**		
	Bathroom Improvements	50%	75,000	Furnace/WH Replacements	50%	100,000
	AMP 2 Salina			**AMP 2 Rosewood**		
	Roof Replacement	1Bldg.	50,000	Bathroom Improvements	50%	75,000
	AMP 4 Meadowbrook			**AMP 3 Santa Rita**		
	Grounds and Parking Improvements	100%	25,000	Furnace/WH Replacements	75%	200,000
	AMP 5 BT Washington			**AMP 7 Lakeside**		
	Common Areas & Grounds Improvements	100%	25,000	Parking Repairs	100%	25,000
	AMP 7 Lakeside			Interior Renovations	10	105,000
	Parking Repairs	100%	50,000	**AMP 9 Gaston Place**		
	Elevator Improvements	2	50,000	Site Security Improvements		25,000
	AMP 9 Gaston Place			Park & Drive Improvements	10,000sf	50,000
	Courtyard Drainage and Related Improvements	N/A	50,000	**AMP 11 Thurmond Heigths**		
	AMP 11 Thurmond Heights			Abatement & Rehab& Ext Paint	100%	1,250,000
	Abate/ReHab&Ext Paint	20%	1,000,000			
	AMP 15 North Loop			**AMP 15 North Loop**		
	Interior Renovations	25%	75,000	Roof Replacement	100%	
	Ext Painting	100%	190,000	Interior Renovations	25%	75,000
	AMP 16 Coronado Hills					
	Site Security Lighting, Fence, Signs	N/A	25,000			
	Interior Renovations	50%	250,000			

	AMP 17 Manchaca II					
	Common Area Playground Improvements	1	30,000			
	AMP 17 Manchaca Village					
	Playground Repairs & Improvements	1	10,000			
	Subtotal of Estimated Cost (Physical Needs In FY 2014)		$ 1,905,000	Subtotal of Estimated Cost (Physical Needs in FY 2015)		$ 1,905,000

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013		Work Statement for Year: 3 FFY 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	AMP 1 Chalmers Courts	20,132.52	AMP 1 Chalmers Courts	20,132.52
	AMP2 Rosewood Courts	19,877.68	AMP2 Rosewood Courts	19,877.68
	AMP 2 Salina Apartments	(Comb. with Rosewood)	AMP 2 Salina Apartments	(Comb. with Rosewood)
	AMP 3 Santa Rita Courts	12,359.84	AMP 3 Santa Rita Courts	12,359.84
	AMP 4 Meadowbrook Apartments	21,277.00	AMP 4 Meadowbrook Apartments	21,277.00
	AMP Booker T Washington	27,522.94	AMP Booker T Washington	27,522.94
	AMP 7 Lakeside	20,897.04	AMP 7 Lakeside	20,897.04
	AMP 9 Gaston Apartments	12,742.10	AMP 9 Gaston Apartments	12,742.10
	AMP 10 Bouldin Oaks	19,149.00	AMP 10 Bouldin Oaks	19,149.00
	AMP 11 Thurmond Heights	19,149.00	AMP 11 Thurmond Heights	19,149.00
	AMP 12 Georgian Manor	12,500	AMP 12 Georgian Manor	12,500
	AMP 15 North Loop Apartments	17,287.00	AMP 15 North Loop Apartments	17,287.00
	AMP 16 Northgate	8,511.00	AMP 16 Northgate	8,511.00
	AMP 16 Coronado Hills	6,383.00	AMP 16 Coronado Hills	6,383.00
	AMP 17 Goodrich Place	5,319.00	AMP 17 Goodrich Place	5,319.00
	AMP 17 Shadowbend Ridge	6,649.00	AMP 17 Shadowbend Ridge	6,649.00
	AMP 17 Manchaca II	4,388.00	AMP 17 Manchaca II	4,388.00
	AMP 17 Manchaca Village	4,388.00	AMP 17 Manchaca Village	4,388.00
	AMP 20 Rio Lado	11,647.89	AMP 20 Rio Lado	11,647.89
	Subtotal of Estimated Cost	$ 250,000	Subtotal of Estimated Cost	$ 250,000

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2015		Work Statement for Year: 5 FFY 2016	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	AMP 1 Chalmers Courts	20,132.52	AMP 1 Chalmers Courts	20,132.52
	AMP2 Rosewood Courts	19,877.68	AMP2 Rosewood Courts	19,877.68
	AMP 2 Salina Apartments	(Comb. with Rosewood)	AMP 2 Salina Apartments	(Comb. with Rosewood)
	AMP 3 Santa Rita Courts	12,359.84	AMP 3 Santa Rita Courts	12,359.84
	AMP 4 Meadowbrook Apartments	21,277.00	AMP 4 Meadowbrook Apartments	21,277.00
	AMP Booker T Washington	27,522.94	AMP Booker T Washington	27,522.94
	AMP 7 Lakeside	20,897.04	AMP 7 Lakeside	20,897.04
	AMP 9 Gaston Apartments	12,742.10	AMP 9 Gaston Apartments	12,742.10
	AMP 10 Bouldin Oaks	19,149.00	AMP 10 Bouldin Oaks	19,149.00
	AMP 11 Thurmond Heights	19,149.00	AMP 11 Thurmond Heights	19,149.00
	AMP 12 Georgian Manor	12,500	AMP 12 Georgian Manor	12,500
	AMP 15 North Loop Apartments	17,287.00	AMP 15 North Loop Apartments	17,287.00
	AMP 16 Northgate	8,511.00	AMP 16 Northgate	8,511.00
	AMP 16 Coronado Hills	6,383.00	AMP 16 Coronado Hills	6,383.00
	AMP 17 Goodrich Place	5,319.00	AMP 17 Goodrich Place	5,319.00
	AMP 17 Shadowbend Ridge	6,649.00	AMP 17 Shadowbend Ridge	6,649.00
	AMP 17 Manchaca II	4,388.00	AMP 17 Manchaca II	4,388.00
	AMP 17 Manchaca Village	4,388.00	AMP 17 Manchaca Village	4,388.00
	AMP 20 Rio Lado	11,647.89	AMP 20 Rio Lado	11,647.89
	Subtotal of Estimated Cost	$ 250,000	Subtotal of Estimated Cost	$ 250,000

ATTACHMENT L

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	Comprehensive Grant Number	FFY of Grant Approved
Housing Authority of the City of Austin	Tx59P00150109	2009

___ Original Annual Statement ___ Reserve for Disasters/Emergencies X/3Revised Annual Statement/Revision Number __ Performance and Evaluation Report
___ Final Performance and Evaluation Report **9/30/2011**

Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund				
3	1408 Management Improvements	219,982.00	202,673.95	202,673.95	134,524.32
4	1410 Administration	310,700.00	310,700.00	310,700.00	310,700.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	255,667.96	280,517.96	280,517.96	247,684.88
8	1440 Site Acquisition				
9	1450 Site Improvement	318,595.40	251,712.60	251,712.60	176,954.15
10	1460 Dwelling Structures	1,137,868.64	1,481,953.53	1,481,953.53	1,139,249.00
11	1465.1 Dwelling Equipment - Nonexpendable	113,000.00	28,522.21	28,522.21	10,085.09
12	1470 Nondwelling Structures	551,400.00	490,576.80	490,576.80	490,576.80
13	1475 Nondwelling Equipment	150,000.00	59,745.00	59,745.00	19,989.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	30,000.00	821.95	821.95	766.66
18	1499 Development Activities				
19	1502 Contingency	20,010.00		-	
20	**Amount of Annual Grant**	**3,107,224.00**	**3,107,224.00**	**3,107,224.00**	**2,530,529.90**
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	81,365.00	81,365.00
23	Amount of line 20 related to security - soft cost	125,000.00	50,000.00	50,000.00	50,000.00
24	Amount of line 20 related to security - hard cost	25,000.00	15,000.00	12,385.09	12,385.09
25	Amount of line 20 related to energy conservation measures	264,500.00	250,000.00	207,149.76	201.749.76
26	Collaterization 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	Signature of Public Housing Director/Office of Native American Prm Admin. and Date
James E. Hargrove 12/7/2011	

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

CFP 2009

as of 9/30/2011

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 WIDE	Management Improvements	1408						
	Management Information Systems			20,000.00	2,691.95	2,691.95		
	Resident Initiatives			129,990.00	129,990.00	129,990.00	**65,893.72**	
	Maintenance Operations			9,990.00	9,990.00	9,990.00	**8,628.60**	
	Management Operations			10,002.00	10,002.00	10,002.00	**10,002.00**	
	Drug Elimination/Security			50,000.00	50,000.00	50,000.00	**50,000.00**	
	Administration	1410		310,700.00	310,700.00	310,700.00	**310,700.00**	
	Fees & Costs	1430		255,667.96	280,517.96	280,517.96	**247,684.88**	
	Construction Mgmt.-Internal	1460		120,000.00	120,000.00	120,000.00	**59,231.54**	
	Contingencies	1502		20,010.00				
AMP 1/TX1 Chalmers Courts	Exterior Bldg/Siding Paint	1460			181,958.00	181,958.00	**131,245.20**	complete
	Door replacement/504 upgrade/asbestos abatemnent	1460			51,644.00	51,644.00	**36,493.13**	complete
AMP 2/TX2 Rosewood	Asphalt	1450		-	2,910.00	2,910.00	**2,910.00**	complete
AMP 2/TX 8 Salina	Exterior Lighting Improvements	1450	100%	10,000.00	10,000.00	10,000.00	**8,743.55**	
	Asphalt	1450			1,631.00	1,631.00	**1,631.00**	complete
AMP 3/Tx3 Santa Rita	Mailboxes	1450			18,400.00	18,400.00	**18,400.00**	complete
	Construction Inspection - External	1460		13,427.50	13,427.50	13,427.50	**13,427.50**	complete
	Community Bldg	1470	1	10,000.00	71,899.28	71,899.28	**71,899.28**	complete
AMP 4 /TX 4Meadowbrook	Fencing Repairs/Improvements	1450	1500lf	10,000.00				
	Sidewalk,Parking/Drive Improvements	1450	100%	29,546.31	29,546.31	29,546.31	**29,546.31**	complete
	Exterior Bldg/Siding/Paint	1460			389,525.00	389,525.00	**265,820.98**	complete
	Emergency Unit Repair	1460		11,437.93	10,271.20	10,271.20	**10,271.20**	complete
	Daycare Abatement	1470	1	25,000.00				
	FLC Improvements	1470	1	40,000.00				
AMP Other	Construction Management	1470			14,364.52	14,364.52	**14,364.52**	complete
	Daycare Repairs	1470		400,000.00	399,223.50	399,223.50	**399,223.50**	complete
AMP 5 -TX5 BTW	Retaining Walls, Sidewalks & Erosion Controls	1450	300lf	50,000.00	90,000.00	90,000.00	**49,850.00**	
	Construction Inspection - External	1460		15,795.00	15,795.00	15,795.00	**15,795.00**	complete
	Interior Renovations	1460	10%		380,259.61	380,259.61	**380,259.61**	overage from ARRA-complete

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

CFP 2009 as of 9/30/2011

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	
AMP 20 SF Units	Driveway Replacements	1450	2	10,000.00	6,973.00	6,973.00	**6,973.00**	complete
	Roof Replacements	1460	2	9,096.71				
	Interior Renovations-7012 Hillcroft	1460	1	25,000.00	26,359.67	26,359.67	**26,359.67**	complete
	HVAC Replacement	1465	1	3,000.00				
AMP 7/TX 7 Lakeside	Common Area Improvements	1450		25,000.00				postponed
	Interior Renovations	1460	5	75,000.00			-	postponed
	Exterior Walkway Cleaning & Improves	1460	100%	75,000.00				postponed
	Automatic Door Entry	1460			1,675.00	1,675.00	**1,675.00**	complete
	Electrical & Mechanical work	1460			25,313.00	25,313.00	**25,313.00**	complete
	AirConditioners	1465			3,522.21	3,522.21	**3,522.21**	complete
	Asbestos Abatement - Management Office	1470	1	1,400.00	3,600.00	3,600.00	**3,600.00**	complete
AMP 9/TX 9 Gaston Place	Exterior Lighting	1450	100%	1,967.09	1,967.09	1,967.09	**1,967.09**	complete
	Common Area Improvements & Lighting	1460	100%	20,000.00	14,120.00	14,120.00	**4,989.60**	complete
	HVAC Replacements	1460		25,000.00	76,380.00	76,380.00	**49,800.00**	complete
	504 Unit Renovation	1460			8,000.00	8,000.00	**4,000.00**	complete
	Relocate Alarm Panel	1470			1,273.50	1,273.50	**1,273.50**	complete
	Handicap Accessibility	1470			216.00	216.00	**216.00**	complete
	Energy Improvements-Solar Panels	1475	100%	75,000.00	19,989.00	19,989.00	**19,989.00**	complete as part of CFCR
	Roofing	1460			82,164.78	82,164.78	**82,164.78**	complete as part of CFCR
AMP 10/TX 10 Bouldin Oaks	Clotheline Repair & Replacements	1450	100%	14,010.00	3,705.20	3,705.20	**3,705.20**	
	Driveway Repairs	1450			4,850.00	4,850.00	**4,850.00**	complete
AMP 11/TX 11 Thur. Hts	Mailboxes	1450			18,400.00	18,400.00	**18,400.00**	complete
	Parking - ADA Modification	1450	1	3,072.00	3,072.00	3,072.00	**3,072.00**	complete
	Interior Renovations, Phase 1	1460	10%	250,000.00				moved to 2010
	Roof Replacements	1460	20%	45,985.50				complete
	HVAC Replacements, Phase 1	1465	50%	60,000.00				
AMP 12/TX 12 Geor. Manor	Mailboxes	1450			18,400.00	18,400.00	**18,400.00**	complete
	Erosion & Foundation Repairs	1450	5	50,000.00				postponed
	Community & Mgmt Bldg Repairs	1470	1	75,000.00				postponed
AMP 15/TX 15 North Loop	Sprinkler system	1450			346.00	346.00	**346.00**	complete
	Interior Renovations, Phase 1	1460	10	100,000.00				moved to CFP2010
	Elevator Improvements	1475	2	75,000.00				

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

CFP 2009 as of 9/30/2011

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	
	Mechanical Piping/HVAC repairs	1465	100%	25,000.00	25,000.00	25,000.00	**6,562.88**	
	HVAC Freon Leak Detect System	1475			39,756.00	39,756.00		as requested by COA
	Resident Relocation	1495	n/a	30,000.00	821.95	821.95	**766.66**	
AMP 16/TX 16 Northgate	Sidewalk Improvements	1450	100%					
	Parking & Drive Improvements	1450	100%					
	Handicap Access	1460			6,000.00	6,000.00	**6,000.00**	complete
AMP 16/TX 22 Coronado	Parking & Drive Improvements	1450	100%	25,000.00				complete
Hills	Driveway Replacements-SF units	1450	1	5,000.00				postponed
	Interior Renovations	1460	10	160,000.00				moved to CFP2010
AMP 16 SF UNITS (TX-27)	Exterior Repair & Painting- 12405 Turtleback	1460	1	20,000.00	12,810.00	12,810.00	**12,810.00**	complete
	Roof Replacements	1460	2	10,000.00				
	Interior Renovations	1460			5,642.79	5,642.79	**5,642.79**	complete
AMP 17 Goodrich (TX-13)	Roofing	1460	8	132,126.00	60,107.98	60,107.98	**7,450.00**	complete
	Exterior Lighting Improvements	1450	100%	20,000.00				postponed
	Parking & Drive Improvements	1450	100%	5,000.00				complete
AMP 17 Manchaca II (TX18)	Fencing	1450	2000lf	30,000.00				postponed
	Sidewalk & Driveway Repairs	1450	2	10,000.00				postponed
AMP 17 Manchaca Village	Fees & Costs	1430						
	Parking & Drive Improvements	1450	100%		8,160.00	8,160.00	**8,160.00**	complete
	Sidewalk & Grounds Improvements	1450	100%	15,000.00	25,192.00	25,192.00		complete
AMP 17 SF Units	Driveway Replacements-Starstreak	1450	1	5,000.00	8,160.00	8,160.00		complete
	Roof Replacements-Waycross	1460	1	10,000.00				completed prior
AMP 20 Rio Lado	MF Renovations- Phase 1/ Infrastructure/Abatement	1460	100%	45,000.00				deleted-HUD approved dispo
	Elec/Mech Replacements, Phase 1	1460	100%					
	Gate Repair	1460			500.00	500.00	**500.00**	complete
	Maintenance Shop Expansion	1470	1					
	GRAND TOTAL			**3,107,224.00**	**3,107,224.00**	**3,107,224.00**	2,530,529.90	

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

as of 9/30/11

PHA Name	Comprehensive Grant Number	FFY of Grant Approved
Housing Authority of the City of Austin	Tx59P00150110	2010

___ Original Annual Statement ___ Reserve for Disasters/Emergencies X/2 Revised Annual Statement/Revision Number __ Performance and Evaluation Report
___ Final Performance and Evaluation Report

Line No	Summary of Development Account	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Obligated	Total Actual Cost Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund	65,000.00	65,000.00	65,000.00	-
3	1408 Management Improvements	212,425.00	237,425.00	226,240.08	11,446.74
4	1410 Administration	308,250.00	308,250.00	308,250.00	308,250.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees amd Costs	250,000.00	250,000.00	103,241.58	103,241.58
8	1440 Site Acquisition				
9	1450 Site Improvement	120,000.00	151,704.79	106,493.79	106,493.79
10	1460 Dwelling Structures	1,316,850.00	1,639,254.98	781,352.81	657,630.75
11	1465.1 Dwelling Equipment - Nonexpendable	20,000.00	20,000.00	20,000.00	20,000.00
12	1470 Nondwelling Structures	750,000.00	106,898.70	15,273.70	15,273.70
13	1475 Nondwelling Equipment	40,000.00	93,991.53	78,988.53	8,991.53
14	1485 Demolition		210,000.00		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	-			
20	**Amount of Annual Grant**	**3,082,525.00**	**3,082,525.00**	**1,704,840.49**	**1,231,328.09**
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance	150,000.00	200,000.00	186,758.99	186,758.99
23	Amount of line 20 related to security - soft cost	25,000.00	50,000.00	38,815.08	2,538.15
24	Amount of line 20 related to security - hard cost	10,000.00	5,000.00	374.44	374.44
25	Amount of line 20 related to energy conservation measures	75,000.00	75,000.00	54,241.50	54,241.50
26	Collaterization 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	Signature of Public Housing Director/Office of Native American Prm Admin. and Date
James E. Hargrove 12/7/2011	

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

CFP 2010 AS OF 09/30/2011

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	
PHA Wide	Operating	1406		65,000.00	65,000.00	65,000.00		
	Management Improvements	1408						
	Management Operations			12,100.00	12,100.00	12,100.00	**8,908.59**	
	Maintenance Operations			12,075.00	12,075.00	12,075.00		
	Resident Initiatives			138,250.00	138,250.00	138,250.00		
	MIS			25,000.00				
	Security	1408		25,000.00	75,000.00	63,815.00	**2,538.15**	
	Administration	1410		308,250.00	308,250.00	308,250.00	**308,250.00**	complete
	Fees & Costs	1430		250,000.00	250,000.00	103,241.58	**103,241.58**	
	Construction Management-Internal	1460		125,000.00	135,000.00	13,790.83	**13,790.83**	
AMP 1 Chalmers	ADA modification/Door replacement	1460			21,382.00	20,862.00	**20,862.00**	complete
AMP 2 Rosewood	Exterior Lighting	1450			5,374.44	374.44	**374.44**	added light/completed 2009
Salina	Roof Replacement (Phase I) (TX-8)	1460	50%	80,000.00	-			postponed
	Domestic Boiler Replacement	1475	1	15,000.00	8,111.80	8,111.80	**8,111.80**	complete
AMP 3 Santa Rita	Grounds, Recreation Areas, Signage	1450	N/A	10,000.00	10,792.92	10,792.92	**10,792.92**	complete
	Non-Dwelling Community SP Equip	1475			749.00	749.00	**749.00**	complete-fridge replace
AMP 4 Meadowbrook	Exterior Siding & Painting	1460	100%	400,000.00	252,098.02	252,098.02	**252,098.02**	complete
	New Admin/Mgmt/Comm. Facility	1470	1	750,000.00	20,000.00	3,375.00	**3,375.00**	deferred to CFCF grant
AMP 5 Booker T. Wash.	Sidewalk Repairs	1450	5,000 sqf	10,000.00	5,995.00	5,995.00	**5,995.00**	complete
	Retaining Walls & Erosion Controls	1450	2,000sqft	15,000.00	150.00	150.00	**150.00**	complete
AMP5 BTW &	Driveway Replacement -scattered sites	1450	1	10,000.00	10,000.00	5,753.00	**5,753.00**	complete
6 SS/SF Homes	Roof Replacement	1460	1	11,850.00	-			postponed
	Exterior Repair & Paint - scattered sites	1460	1	10,000.00	28,900.00	28,900.00	**28,900.00**	complete
AMP 7 Lakeside	Interior Renovations	1460	6	50,000.00	80,477.99	80,477.99	**80,477.99**	complete
	A C Replacements	1465	50	20,000.00	20,000.00	20,000.00	**20,000.00**	complete
	Common Area Improvements	1470			25,000.00			
	Emergency Generator	1475			75,000.00	69,997.00		completing

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

CFP 2010 AS OF 09/30/2011

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	
AMP 9 Gaston	Renovations	1460			146,712.47	146,712.47	**146,712.47**	complete
	AC replacement	1460			2,782.00	2,782.00	**2,782.00**	complete
	Solar-Dwelling Installation	1470			11,898.70	11,898.70	**11,898.70**	complete with CFCR
	Elevator Improvements	1475	2	25,000.00	10,000.00			
AMP 10 Bouldin Oaks	Damaged unit repairs	1460			8,611.18	8,611.18	**8,611.18**	complete-SWAT damage
AMP 11 Thurmond	Interior Renovations	1460	25	375,000.00	715,000.00	163,827.00	**40,104.94**	Phase I-abatement
AMP 12 Georgian	Emergency Fire Damage repairs	1460			13,879.00	13,879.00	**13,879.00**	complete
	Community/Mgmt Center Renovations	1470			50,000.00	-		postponed due to budget
AMP 15 North Loop	Exterior Common Areas/Grounds	1450		25,000.00	-			postponed
	Back Up / Emergency/ System Upgrades	1460	N/A	20,000.00	3,180.24	3,180.24	**3,180.24**	complete
	AC units	1460			995.00	995.00	**995.00**	1 unit for emer needs
	Interior Common Area Improvements	1460	10,000sq	25,000.00	2,691.95	2,691.95	**2,691.95**	complete
	Maintenance Equip	1475			130.73	130.73	**130.73**	
AMP 16 North Gate &	Grounds Improvements-Ret Walls	1450	10,000sq	35,000.00	49,831.43	49,831.43	**49,831.43**	complete
Coronado Hills	Driveway Replacements	1450	2 units		22,105.00	22,105.00	**22,105.00**	complete/TX 22 park lot
	Interior Renovations	1460	30%	175,000.00	125,000.00		-	
AMP 17 Shadow Bend	Tree Removal	1450	10	10,000.00	7,900.00	7,900.00	**7,900.00**	complete
Manchaca I & II,	Fencing	1450			3,592.00	3,592.00	**3,592.00**	complete
Goodrich Place	Driveway Replacements	1450	1	5,000.00	5,000.00			
	Fencing	1450			30,964.00			
	Replace siding	1460			6,941.13	6,941.13	**6,941.13**	complete
	Roof Replacements	1460	30%	35,000.00	35,604.00	35,604.00	**35,604.00**	complete
	504 Accessibility Improvements	1460	N/A	10,000.00	10,000.00		-	
	Fire Damage Repairs	1460			50,000.00			
AMP 20 Rio Lado	Demolition	1485	40%		210,000.00			HUD approved dispo
	GRAND TOTAL			**3,082,525.00**	**3,082,525.00**	**1,704,840.41**	**1,231,328.09**	

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

as of 9/30/2011

PHA Name	Comprehensive Grant Number	FFY of Grant Approved
Housing Authority of the City of Austin	Tx59P00150111	2011

___ Original Annual Statement ___ Reserve for Disasters/Emergencies X/1Revised 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	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund	92,525.00	92,525.00	92,525.00	
3	1408 Management Improvements	250,000.00	250,000.00	250,000.00	
4	1410 Administration	263,375.00	263,375.00	263,375.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees amd Costs	200,000.00	200,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	85,000.00	72,500.00		
10	1460 Dwelling Structures	1,470,425.00	1,290,389.00		
11	1465.1 Dwelling Equipment - Nonexpendable	15,000.00	40,000.00		
12	1470 Nondwelling Structures	107,464.00			
13	1475 Nondwelling Equipment	150,000.00	125,000.00		
14	1485 Demolition		300,000.00		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	-			
20	**Amount of Annual Grant**	**2,633,789.00**	**2,633,789.00**	**605,900.00**	
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance	150,000.00	150,000.00		
23	Amount of line 20 related to security - soft cost	-			
24	Amount of line 20 related to security - hard cost	30,000.00	30,000.00		
25	Amount of line 20 related to energy conservation measures	75,000.00	75,000.00		
26	Collaterization 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	Signature of Public Housing Director/Office of Native American Prm Admin. and Date
James L. Hargrove 12/7/2011	

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

CFP 2011

AS OF 09/30/2011

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	
PHA WIDE	Operations	1406		92,525.00	92,525.00	92,525.00		
	Management Improvements	1408		-	-	-		
	Enhance Housing Ops/CD			17,500.00	17,500.00	17,500.00		
	Enhance Maintenance			17,500.00	17,500.00	17,500.00		
	Enhance P&D			10,000.00	10,000.00	10,000.00		
	Enhance MIS			10,000.00	10,000.00	10,000.00		
	Resident Initiatives			145,000.00	145,000.00	145,000.00		
	Security			50,000.00	50,000.00	50,000.00		
	Administration	1410		263,375.00	263,375.00	263,375.00		
	Fees & Costs	1430		200,000.00	200,000.00			
	Construction Management-Internal	1460		137,000.00	137,000.00			
	Vehicles & Equip	1475	2	50,000.00	50,000.00			
AMP 1 /TX1-1 & 201	Gas Line & Utility Improvements	1450	5 Bldg's	25,000.00	10,000.00			
Chalmers								
AMP 3/TX1-3 & 203	Comm. & Mgmt.Facility Improvements	1470	1	50,000.00	-			
Santa Rita	Water Heater Replacements	1465	30	15,000.00	40,000.00			
AMP 4/TX1-4	Daycare Improvements	1470	1	28,000.00	-			
Meadowbrook	Admin Facility	1470	8	29,464.00	-			
AMP 5/TX1-5 & 205	Vehicles & Equipment	1475	2	50,000.00	50,000.00			
Booker T Washington								
AMP 5/	Roofing Replacements	1460	2	15,000.00	15,000.00			
6 Scattered SF Homes	Exterior Repairs & Painting	1460	2	10,000.00	10,000.00			
AMP 7/TX1-7	Interior Renovations	1460	12	50,000.00	25,000.00			
Lakeside	Heating,Plumbing,Piping Improvements	1460	N/A	96,075.00	50,000.00			
AMP 9/TX1-9	Emergency,Security,Elevator,Backup	1460	1 Bldg	30,000.00	10,000.00			

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

CFP 2011

AS OF 09/30/2011

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	
Gaston Place	& Fire System Wiring Upgrades							
AMP 10/TX1-10	Interior Renovations	1460	20	100,000.00	-			
Bouldin oaks 10								
AMP 11/TX1-11	Playground improvements	1450	N/A	30,000.00	50,000.00			
Thurmond Heights	Interior Renovations	1460	30	500,000.00	750,000.00			
AMP 12TX1-12	Interior Renovations	1460	10	150,000.00	-			
Georgian Manor	Vehicles & Equipment	1475	1	50,000.00	25,000.00			
AMP 15/TX1-15	Mech'1/Piping/HVAC	1460	N/A	25,000.00	25,000.00			
North Loop								
AMP 16/TX1-16	Interior Renovations	1460	10%	100,000.00	-			
Northgate West								
AMP 16/TX1-22	Exterior Repairs & Painting	1460	100%	75,000.00	50,000.00			
Coronado Hills								
AMP 16/TX1-27	Exterior Repairs & Painting	1460	2	25,000.00	-			
14 SF Homes	Interior Renovations	1460	1	25,000.00	25,000.00			
AMP 17/TX1-13	Exterior Lighting & Security	1450	100%	15,000.00	7,500.00			
Goodrich Place								
AMP17/TX1-17	Exterior Siding,Repair, & Painting	1460	100%	75,000.00	98,389.00			
Shadowbend Ridge								
AMP 17/TX1-18	Exterior Siding,Repair, & Painting	1460	100%	50,000.00	75,000.00			
Manchaca 11								
AMP 17/TX1-19	Erosion,Drainage & Grounds	1450	N/A	15,000.00	5,000.00			

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

CFP 2011

AS OF 09/30/2011

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	
Manchaca Village	Improvements							
AMP 17/TX1-27	Roof Replacements	1460	1	7,350.00	20,000.00			
2 Scattered SF Homes								
AMP 20/TX1-20	Mod ReHab	1485	10%	-	300,000.00			
Rio Lado								
	GRAND TOTAL			**2,633,789.00**	**2,633,789.00**	**605,900.00**	**-**	

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	Comprehensive Grant Number	FFY of Grant Approved
Housing Authority of the City of Austin	TX00100001509R	2009

___ Original Annual Statement ___ Reserve for Disasters/Emergencies X/2 Revised Annual Statement/Revision Number __ Performance and Evaluation Report
___ Final Performance and Evaluation Report **9/30/2011**

Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (2)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Fund				
3	1408 Management Improvements				
4	1410 Administration	336,468.00	336,468.00	336,468.00	194,323.80
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	200,493.00	220,493.00	220,493.00	200,491.90
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	971,275.50	1,175,000.00	1,175,000.00	777,410.64
11	1465.1 Dwelling Equipment - Nonexpendable	14,817.00	25,000.00	25,000.00	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	1,841,626.50	1,607,719.00	1,607,719.00	1,230,599.21
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	**Amount of Annual Grant**	**3,364,680.00**	**3,364,680.00**	**3,364,680.00**	**2,402,825.55**
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	3,028,212.00	3,028,212.00	3,028,212.00	2,208,501.75
26	Collaterization 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	Signature of Public Housing Director/Office of Native American Prm Admin. and Date
1.9.12	

Annual Statement
Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Recovery Competitive Grants (CFRC)

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

TX15 - NORTHLOOP

AS OF 09/30/2011

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	
TX15	Administration	1410		336,468.00	336,468.00	336,468.00	194,323.80	
TX15	Fees & Costs	1430		200,493.00	220,493.00	220,493.00	200,491.90	
TX15	Dwelling Structures-Lighting/Windows/HVAC	1460		971,275.50	1,175,000.00	1,175,000.00	777,410.64	
TX15	Dwelling Equipment-other	1465		14,817.00	25,000.00	25,000.00		refrigerator replacements
TX15	Non-Dwelling Structures-	1470						
TX15	Non-Dwelling Equipment-Comm. Kitchen/Solar PV/Solar	1475		1,841,626.50	1,607,719.00	1,607,719.00	1,230,599.21	
	GRAND TOTAL			**3,364,680.00**	**3,364,680.00**	**3,364,680.00**	**2,402,825.55**	

Performance and Evaluation Report
Part I: Summary
Capital Fund Community Facilities Program (CFCF)

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

PHA Name	Grant Number	FFY of Grant Approved
Housing Authority of the City of Austin - TX001	Tx59C00150-10	2010

___ Original Annual Statement ___ Reserve for Disasters/Emergencies X/1Revised Annual Statement/Revision Number __ Performance and Evaluation Report
___ Final Performance and Evaluation Report **9/30/2011**

Line No	Summary of Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	$ 583,000.00	$ 583,000.00		
2	1406 Operating Fund				
3	1408 Management Improvements	-	-		
4	1410 Administration	82,550.00	82,550.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	250,000.00	250,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	17,000.00	17,000.00		
10	1460 Dwelling Structures	-	-		
11	1465.1 Dwelling Equipment - Nonexpendable	-	-		
12	1470 Nondwelling Structures	1,341,000.00	1,341,000.00		
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	55,000.00	55,000.00		
20	**Amount of Annual Grant**	**1,745,550.00**	**1,745,550.00**	-	-
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance	175,000.00	175,000.00		
23	Amount of line 20 related to security - soft cost				
24	Amount of line 20 related to security - hard cost	25,000.00	25,000.00		
25	Amount of line 20 related to energy conservation measures	175,000.00	175,000.00		
26	Collaterization 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	Signature of Public Housing Director/Office of Native American Prm Admin. and Date
[signature] 12/7/2011	

Annual Statement
Performance and Evaluation Report
Part II : Supporting Pages
Capital Fund Community Facilities (CFCF)

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

CFCF-2010

as of 9/30/2011

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	
Meadowbrook	Administration	1410		82,550.00	82,550.00			
TX001004								
Non-Dwelling Community	Fees & Costs	1430		250,000.00	250,000.00			
Education & Training Facility								
	Site Work	1450		17,000.00	17,000.00			$333K from non-CFP programs
	Non-Dwelling Building Construction	1470		1,341,000.00	1,341,000.00			
	Non-Dwelling Building Equipment	1475		-	-			$250K from non-CFP prgms
	Contingency	1502		55,000.00	55,000.00			
	GRAND TOTAL			**1,745,550.00**	**1,745,550.00**	-	-	

ATTACHMENT M

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN
FAIR HOUSING PLAN

REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING

Housing Authority of the City of Austin
1124 S. IH 35
Austin, TX 78704
512-477-4488

REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING

Background

The Housing Authority of the City of Austin is aware that Federal and State fair housing laws make it illegal to discriminate in the rent or sale of housing based on race, color, national origin, religion, familial status, disability and sex.

To comply with fair housing laws and to promote fair housing rights in all of its housing programs, the Housing Authority of the City of Austin and its subsidiaries, Southwest Housing Compliance Corporation and Austin Affordable Housing Corporation, abide by all Federal, state and local non-discrimination laws, as well as the regulations governing Fair Housing and Equal Opportunity in housing and employment.

The Housing Authority of the City of Austin (HACA) fully complies with the Fair Housing Act of 1968 and is obliged and dedicated to affirmatively furthering fair housing. Through implementation of its Housing Choice Voucher (Section 8) Administrative Plan, Public Housing Authority (PHA) Annual Plan, Public Housing Continued Occupancy Policy, Admissions Policy, Family Self-Sufficiency Plan, and Southwest Housing Compliance and Austin Affordable Housing Corporation Policies, HACA is committed to:

- Overcoming the effects of impediments to fair housing choice that were identified in the City of Austin's Fair Housing Analysis (2000 and 2009);
- Remedying discrimination in housing; and
- Promoting fair housing rights and fair housing choice.

What follows is information on the actions that the Housing Authority of the City of Austin takes to affirmatively further fair housing.

Overcoming the Effects of Impediments to Fair Housing Choice

Fair housing is based on the belief that everyone, regardless of race, color, national origin, religion, familial status, disability and sex should have the opportunity to choose where they want to live unfettered by discrimination. To make this goal a reality, Congress enacted fair housing legislation. The primary federal Fair Housing laws and mandates to which the Housing Authority of the City of Austin complies are: Fair Housing Act of 1968; Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; Executive Order 11063; and the Violence Against Women Reauthorization Act of 2005.

In July 2009, the City of Austin's Neighborhood Housing and Community Development Department published its *Fair Housing Analysis*. This report outlined impediments to fair housing experienced by constituents living in the City of Austin and Travis County, and was a follow-up to the City of Austin's *Analysis of Impediments to Fair Housing Choice* published in 2000. Each year, the City of Austin's Annual Action Plan sets forth the City's recommended strategies to address impediments to Fair Housing, and the Consolidated Annual Performance and Evaluation Report (CAPER) evaluates the implementation of those targeted actions and strategies.

The **Housing Authority of the City of Austin works in close collaboration with the City of Austin's Neighborhood Housing and Community Development Department (COA NHCD) to ensure that ongoing efforts are undertaken to remove impediments to fair housing and fair housing choice.** As separate housing entities, with similar overarching goals, HACA and COA NHCD continually support one another in the implementation of fair housing initiatives. The following table outlines the City of Austin's identified impediments to fair housing, recommended actions to remove those impediments, COA NHCD's efforts to address impediments and HACA's parallel efforts to address impediments.

Through performance audits by the Quality Control Department, HACA continually examines its programs to ensure compliance with Federal and State fair housing requirements, local ordinances and internal fair housing policies and procedures. The agency also assesses the steps that need to be taken to assure fair housing rights and fair housing choice in new and proposed programs.

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
1. Lack of accessible housing to meet the need of the disabled community in Austin. (2000)	A. City should provide education on accessibility and how to comply with the Fair Housing Act and the American Disability Act (ADA) standards.	The City of Austin Equal Employment Fair Housing Office (EEFHO) works on enforcement, and education, and inspections of properties. The City has provided financial resources to the Austin Tenant's Council to provide Renter's Rights and Fair Housing Counseling, and to provide the S.M.A.R.T. Housing program through NHCD. The City funds a third-party contractor to perform accessibility review and inspection for City-funded multi-family developments. City staff inspects for compliance with Visitability Ordinance standards for city-assisted single-family homes, duplexes and triplexes adopted in October 1998/revised January 2004 and June 2005. The City's EEFHO & Human Rights Commission also work to inform the public of their rights. In addition, City Staff works on capacity building with: Mayor's Committee for People with Disabilities, Austin Tenant's Council, Human Rights Commission, Mayor's Mental Health Task Force, the CHDO Roundtable and the Homeless Task Force.	HACA works with ADAPT Texas, Austin Resource Center for Independent Living (ARCIL), Texas Department of Aging and Disability Services, Texas Commission for the Blind, Family Eldercare, Austin Resource Center for the Homeless (ARCH), AIDS Services of Austin, Austin Travis County Integral Care, Safe Place, LifeWorks, Texas School for the Deaf and other agencies to plan for and provide accessible services to disabled Austinites. HACA shares information regarding its accessible housing opportunities w/ local agencies & agencies educate HACA staff on circumstances affecting the families they serve. HACA also administers a number of HUD-funded programs designed to meet needs of individuals suffering from varying disabilities -- Shelter Plus Care (35 vouchers for homeless individuals w/ mental illness, 20 vouchers for individuals with AIDS/Substance Abuse); Mainstream Program (59 vouchers for individuals with various disabilities); and local housing preferences for elderly & disabled individuals. Through the HUD Capital Fund, HACA also continually strives to increase its inventory of accessible units (504), to modernize and upgrade accessible units (recently 147), & to increase "visitability" of PH properties.
	B. City should adopt the 2003 International Building Code or an equivalent, in order to enforce the accessibility standards on developers and builders.	The City Council adopted the 2003 International Building code on December 15, 2005. All building permit applications filed after December 31, 2005 are subject to the accessibility provisions of the 2003 International Building Code (IBC) Accessibility Standards.	HACA is currently not in the business of developing and building new housing -- developments or single-family homes. Nonetheless, any new properties that HACA plans to acquire through its non-profit subsidiary Austin Affordable Housing Corporation (AAHC), that have been built after December 31, 2005 will meet 2003 IBC accessibility standards. Housing Choice Voucher/Section 8 units that are leased throughout the community, which were built after December 31, 2005 meet the accessibility provisions of the 2003 IBC Accessibility Standards.
	C. City should offer incentives to get private developers to plan their construction process in anticipation of future conversions for accessibility.	The S.M.A.R.T. Housing Initiative adopted in April 2000 and revised in June 2005 creates incentives with requirements for accessibility and visitability standards that reduce future costs for retrofitting existing housing for people with disabilities. The policy stipulates that all single-family units certified meet visitability standards reflected in the City's ordinance. All multi-family developments must comply with federal, state and local accessibility standards and at least 10% of multifamily housing units must be accessible. Developments that meet these prerequisites are given expedited review under the City's development process and reductions/exemptions for certain development and construction fees. The S.M.A.R.T Housing Policy is now incorporated as part of Austin's Land Development Code as a result of	N/A: HACA is currently not in the business of developing and building new housing developments, thus providing incentives to private developers is not applicable to HACA's operations. Nonetheless, the City of Austin's Neighborhood Housing and Community Development Department does offer accessibility and "visitability" incentives to housing developers, who may ultimately house participants in HACA's Housing Choice Voucher Program in accessible units that they have developed.

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
		recommendations from the City Council –appointed Affordable Housing Incentives Task Force. In Fiscal Year 2008-2009, 688 new single-family and 653 multi-family units were completed that met S.M.A.R.T. standards.	
2. Lack of Affordable Housing in Austin (2000, 2009)	A. City should continue the production of affordable housing units in existing low-income neighborhoods through the Austin Housing Finance Corporation and the Neighborhood Housing and Community Development Office.	Consolidated Plan 2009-2014, states that a significant component of Austin's housing strategy for the next five years will be implementing housing affordability components of neighborhood plans/master plans adopted by the City Council. NHCD will work to respond to the housing affordability components of adopted neighborhood plans and City task force reports on gentrification mitigation in the next five years by providing S.M.A.R.T. Housing™ incentives and other housing program resources for new single-family and multi-family developments. NHCD will offer other housing services in order to implement the goals of plans and reports. Efforts in areas without neighborhood plans or master plans may also be in priority neighborhoods. Priority neighborhoods are defined by the amount of eligible census tracts in each neighborhood area. HUD defines an eligible census tract as having the following components: 50 percent of its households with incomes below 80 percent of the Area Median Gross Income or having a poverty rate of 25 percent. Because Inclusionary Zoning, allowing jurisdiction s to require housing developments of a certain size to include a portion of affordable housing, is illegal in Texas, Austin has to rely on its S.M.A.R.T incentives and neighborhood plans to continue affordable production.	Through its non-profit subsidiary, Austin Affordable Housing Corporation, HACA is involved in acquiring and preserving affordable housing units. AAHC owns or operates a non-subsidized affordable housing stock of 785 units composed of 743 multi-family property units and 42 single-family homes. Purchased in 2004, Sterling Village has 207 units, of which 71 are restricted to residents who fall into HUD's low and very low-income classifications. Bent Tree Apartments, also purchased in 2004 has 126 units, and while there are no income restrictions or designations on any of the units at Bent Tree, each of the units is rented at a price below market rate. Sweetwater Apartments, purchased in 2008, has 152 units, with 52 units designated for low and very low-income individuals or families. And Park at Summers Grove, purchased in 2008 has 240 units, of which 220 are designated for residents below 60% AMFI and 20 are designated for below 50% AMFI. In August 2008, AAHC purchased 18 of 23 accessible and affordable units of housing for the elderly at Leisure Time Village and intends to purchase the additional five as they become available. With additional land at Leisure Time, AAHC will also develop 10 affordable units in partnership with ADAPT of Texas to serve individuals with disabilities. Finally, AAHC's 16 additional single-family homes do not have rental restrictions, but are rented at rates below market value for the area.
	B. City should work towards increasing affordable housing in census tracts that currently do not provide affordable housing for low-income citizens.	NHCD has a number of strategies to create and retain affordable housing opportunities in Austin. Many projects are centered on low-income areas, but with the S.M.A.R.T. Housing™ program there have been projects in areas not typically low-to-moderate income, offering reasonably priced housing available to low- and moderate-income households. To be eligible to utilize a federally funded housing program, the household must be at or below 80 percent Median Family Income, regardless of the MFI for the census tract. NHCD currently gives funding preference through a scoring matrix to projects that assist in the distribution of affordable housing stock throughout the community, to focus on areas where there is a shortage of affordable housing.	Through its non-profit subsidiary, Austin Affordable Housing Corporation, HACA seeks to acquire affordable housing properties in census tracts that provide limited affordable housing for low-income citizens. AAHC's Vice President of Housing Development continually explores opportunities for purchase in areas where additional affordable housing is needed, to ensure that affordable housing is geographically dispersed and poverty in Austin is deconcentrated. HACA has developed a Community Land Trust that holds affordable housing units (for ownership and rental) in perpetuity. Though separate entities, HACA's Community Land Trust

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
			complements the City of Austin's Community Land Trust. Finally, HACA's Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program (Section 8).
	C. City should work with local employers to design and implement Employer-Assisted Housing Programs.	At the current time, there are no proposed projects to provide employer-assisted housing; however, the City is exploring the employer partnership as part of the community dialogue on Community Land Trusts.	At the current time, HACA is not involved in providing employer-assisted housing; Similar to the City of Austin's NHCD Department, HACA may explore employer partnerships as part of its development of its Community Land Trust. HACA / AAHC staff have attended presentations on employer-assisted housing programs, to learn more about these unique partnerships.
	D. City should create additional housing development incentives beyond the S.M.A.R.T Housing Initiative	1) As part of Austin's Downtown Master Planning Process, the City of Austin is considering a density bonus ordinance with an affordable housing requirement that will include a fee-in-lieu. These programs can allow for the payment of a fee-in-lieu of the requirement to develop affordable housing on site. Recommendations should be completed in FY 2009-2010. 2) In 2005, the City adopted a Transit-Oriented Development Ordinance (TOD), setting affordable housing goals for new or redevelopment surrounding commuter rail stations. In 2009 the Council adopted three station area plans that specify the goals set forth in the ordinance. The goal is for 25% of new units in these areas to house households at 80% or below MFI for homeownership and 60% or below MFI for rental. 3) The City developed a master plan to redevelop the low density auto-oriented North Burnet/Gateway area into a higher density, mixed-use neighborhood which is more pedestrian and transit friendly – the density bonus/fee-in-lieu is applicable. 4) The City, in 2007, adopted changes to the commercial design standards regarding Vertical Mixed Use. For developments that request certain exemptions, they must provide 10% of units as affordable housing for 40 yrs.	N/A: HACA is currently not in the business of developing and building new housing developments, thus providing incentives to private developers is not applicable to HACA's operations. Nonetheless, HACA commends the City of Austin's Neighborhood Housing and Community Development Department for establishing and continually exploring new development initiatives to increase affordable housing across the City of Austin.
	E. The City should explore additional partnerships with private entities to develop affordable housing.	The City of Austin is exploring additional public/private partnerships. Partnerships with private developers can offer multiple public benefits, such as mixed-use, mixed-income, and increased density, and can allow low-income households to locate near schools, amenities, employment opportunities, and public transportation. One key partnership has been the Robert Mueller Municipal Airport Redevelopment (RMMA). Envisioned in 1996, the redevelopment goals outlined aggressive affordable housing requirements – with 25% of units, or approximately 1,200 homes affordable for residents below Austin's MFI. Catellus, the master developer, reports semiannually on progress toward the affordable housing goals. The City continues to negotiate the inclusion of affordable housing into developer agreements with market-rate developers. Two recent projects – Residences at the Domain and Robertson Hill have provided 10% of affordable housing units to those at 65% and 80% of MFI or below.	Through its non-profit subsidiary, Austin Affordable Housing Corporation, HACA is involved in acquiring affordable housing units. While AAHC has acquired property in existing low-income neighborhoods, AAHC's Vice President of Housing Development also continually explores opportunities for purchase in areas where additional affordable housing is needed, to ensure that affordable housing is geographically dispersed and poverty in Austin is deconcentrated. While AAHC is not working with private entities in the development of affordable housing, it general works with private owners in the purchase of affordable units. Many of the properties AAHC purchases through private owners have existing Land

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
		and remaining affordable through 2028 and 2020, respectively. Finally, the City continues to explore how to encourage affordable housing in other city redevelopment efforts.	Use Restriction Agreements (LURA), meaning there must be an agreed upon number of low-income units for a certain period of time.
	F. The City should expand alternate revenue sources to increase rental and homeownership opportunities for low and moderate income households	1) In November 2006, the citizens of Austin approved the use of General Obligations Bonds to increase rental and homeownership opportunities for low to moderate income households. $33 million dedicated to rental units, $22 million dedicated to homeownership units and $2 million dedicated to home repair for low-income families. 2) The City considers Tax Increment Financing to be an important tool to create new revenue for affordable housing and is currently exploring opportunities to use TIFs to increase affordable housing funding. The Homestead Preservation District in Central East Austin was authorized by State legislation to create and retain affordable housing through a land bank, community land trust and reinvestment zone, and will use Tax Increment Financing to preserve and create affordable housing. 3) Housing Trust Fund: Since 2000, the Austin City Council has directed $8.8 million in local funds to the Housing Trust Fund. The council also dedicates 40% of all City property tax revenues from developments built on City-owned lands to affordable housing. This policy is anticipated to generate revenue in perpetuity to the Housing Trust Fund. Finally, the City uses revolving loans for several loan programs that provides a revolving funding source. When a loan is repaid by the recipient, the funds are recycled back into the program creating a fiscally responsible model for asset creating.	In 2004, Austin Affordable Housing Corporation (AAHC), one of HACA's non-profit subsidiaries, began a Down Payment Assistance (DPA) program to assist public housing and Section 8 residents who had achieved self-sufficiency transition into homeownership. Non-federal and deregulated DPA funds were provided through HACA's other non-profit subsidiary, Southwest Housing Compliance Corporation. In 2008, AAHC received a $250,000 grant from the Texas Department of Housing and Community Affairs (TDHCA) to augment its DPA program. As of June 1, 2010, 52 HACA residents have gone into homeownership. When TDHCA funds are expended, HACA will continue to fund a DPA program for it residents, and seek additional funding to maintain homeownership opportunities for its residents.
3. Discrimination of minorities in housing rental and sales market. (2000, 2009)	A. City should work with other agencies to increase the fair housing knowledge of the public and raise the visibility and resolution process of fair housing.	NHCD's Fair Housing survey found that the majority of respondents who felt they had faced housing discrimination in the past did not report it, as just 10 percent of residents filed complaints. If residents felt they had experienced discrimination, they would first look for resources on the Internet; low-income respondents would prefer to have contact with a lawyer/legal aid or find information through local government sources. NHCD is making efforts to ensure that all fair housing resources are more widely available in Austin so that residents who feel they have experienced discrimination can more readily take actions to address fair housing violations if they have occurred. The Mayor's Committee for People with Disabilities was formed to increase coordination between the following departments: Transportation, Planning and Sustainability, HHSD, NHCD, Parks and Recreation, Aviation, Office of the Police Monitor, Austin Police and Fire, City Auditor. NHCD works with the Mayor's Committee for People with Disabilities, the City's Office of Equal Employment and Fair Housing, the Human Rights Commission and the Austin Tenants Council to increase fair housing knowledge. The Austin Tenants Council has a very visible presence in Austin, receiving 365 fair housing complaints in 2008 and educating 3x that number of individuals on fair housing rights. Austin's Fair Housing office received 100 complaints in 2008, of which 30 were conciliated. The City's Equal Employment and Fair Housing office is working to make its website more user-friendly to those filing complaints, and provide greater written and online information regarding fair housing and fair housing complaints.	HACA works with the Austin Human Rights Commission, Austin Tenant's Council, ADAPT Texas, Advocacy, Inc., Legal Aid of Central Texas, as well as the aforementioned disability-services agencies to provide education on discrimination and ensure that discrimination does not occur in the provision of its programs. HACA provides information to program applicants and recipients on equal housing opportunity and makes discrimination hotline numbers accessible, should individuals feel they were treated unfairly. HACA also works with NHCD to increase fair housing knowledge through trainings and events for both staff and the public. Additional information provided in addendum narrative.

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
4. Erroneous beliefs by property managers concerning family occupancy standards. (2000)	A. City should work with other agencies to increase the knowledge that family occupancy standards do not exist.	The City's Equal Employment and Fair Housing Office and the Austin Tenants Council work to inform the public of fair housing rights, and work directly with renters and homeowners who believe their fair housing rights have been violated. These two entities work together to provide training on Occupancy Standards. as occupancy standards may be a violation of fair housing laws if they unfairly limit the housing options because of familial status . Any policy that directly or indirectly excludes families could be a violation of the fair housing laws, if the occupancy standards unreasonably limit the ability of families with children to obtain housing in a specific apartment community. Before 2001, the Texas Human Rights Commission had a "Maximum-Persons-Per-Bedroom" Occupancy Policy For Families". On May 23, 2001, HUD's Keating Memorandum superseded the previous policy. The Keating Memorandum provides guidelines but not a definitive test for, essentially removing a hard and fast family occupancy standard. The City of Austin NHCD, EEFHO Office and Austin Tenant's Council educate property owners of the current standards and how they should be considered and followed.	AAHC's Property Development Specialist is well versed in general occupancy standards and serves as a resource for managers at AAHC-owned affordable housing properties who have occupancy standard related questions. All of HACA's Public Housing Property Managers and Section 8 Housing Eligibility Specialists are also versed in occupancy standard guidelines, and both ensure compliance with these guidelines and answer resident questions regarding occupancy standards.
5. Imbalance of neighborhood-based development. (2009)	A. City should conduct targeted education and programming in minority neighborhoods.	Neighborhood groups are very involved and influential in Austin's residential and commercial land use and development process. The city's neighborhood-based planning process has done very little to facilitate the development of affordable housing on a citywide basis, as not all neighborhood plans have affordable housing as one of their goals. It is not uncommon for neighborhood groups and residents to resist the development of affordable housing, dense housing and/or alternative types of housing developed in proximity to their residences (NIMBYism – Not In My Backyard). With the implementation of a citywide comprehensive plan in May 2009, NHCD began to capitalize on planning initiatives and develop tools to further educate neighborhoods of the importance of affordable housing. These initiatives will help address barriers in developing affordable and accessible housing in certain neighborhoods. The city will work with neighborhood group leaders to provide them the tools to educate peers and enforce fair housing issues within their communities.	Although HACA is currently not in the business of developing housing, the agency supports the geographic dispersion of affordable housing and the deconcentration of poverty. As previously noted, HACA aims to achieve these goals through the solicitation of Section 8 landlords in neighborhoods all across Austin, and the purchase of properties in areas where additional affordable housing is needed. HACA supports a comprehensive city planning and the development for affordable housing in neighborhoods that have not housed low or moderate individuals in the past. HACA staff has attended City public hearings to provide input on affordable housing development and affordable housing initiatives.
6. Geographic concentration of loan denials (2009)	A. City should conduct targeted education and programming in minority neighborhoods.	Home Mortgage Disclosure Act (HMDA) data suggests that residents in east Austin receive a higher proportion of loan denials than in other portions of the city. These neighborhoods also have traditionally contained higher proportions of African American and Hispanic Residents. Data showed that African Americans and Hispanics received more loan denials that Caucasian residents in Austin, but that denials were not has high for these groups when they applied for loans through banks based in Austin. The reasons for loan denials were more diverse for Austin residents as a whole, as compared to reasons for denials given by Austin-based banks. Based on these findings, the City of Austin/NHCD are working on three initiatives to be launched: 1) Promote a model loan application program , which will outline how applicants should be informed about existing loan resources and products so they do not apply for the wrong products, and will provide information to assist with the loan application process. 2) Conduct targeted "road shows" to educate citizens, landlords, housing providers and real estate professionals about the specifics of fair	As part of Austin Affordable Housing Corporation's programming, the agency's Homeownership Coordinator provides case management to Public Housing and Housing Choice Voucher residents interested in transitioning to homeownership. As part of this case mgmt. the Homeownership Coordinator discusses the loan process and loan products in depth. HACA provides CreditSmart classes to residents monthly, through collaboration with Austin Habitat for Humanity – with AAHC's Homeownership Coordinator and Habitat staff working together to provide both financial management and homebuyer education training. The homebuyer education component of the training provides a significant amount of information on the lending process.

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
		housing discrimination that are most prevalent by area. 3) Work with local banks, because they have a good history of providing loans to applicants of all races and ethnicities, to ensure interest in local residents and ensure correct products are being marketed.	AAHC also provides $10,000 in down payment assistance to qualified public housing and housing choice voucher residents in order to improve the tenants' chances of qualifying for prime lending products. This $10,000 loan will be forgiven in five years unless the participant sells, transfers, refinances or coverts the home to a rental property within the five year time period and the participant is not in default.
7. Predatory lending practices. (2000, 2009)	A. City should provide education on the hazards of this type of lending.	Austin Housing Finance Corporation, a subsidiary of the City of Austin's Neighborhood Housing and Community Development Department, developed in 2006 a housing counseling program called Housing Smarts. The program provides comprehensive community seminars on homebuyer counseling and foreclosure prevention in addition to a Train-the-Trainer program. A series of free sessions for Austin residents focus on financial literacy and understanding your credit, assessing your readiness to buy, predatory lending, selecting and maintaining a home, and foreclosure prevention.	As part of Austin Affordable Housing Corporation's programming, the agency's Homeownership Coordinator provides case management to Public Housing and Housing Choice Voucher residents interested in transitioning to homeownership. As part of this case mgmt. the Homeownership Coordinator discusses predatory lending practices, and provides tips to avoid predatory lending and subprime mortgage offers. CreditSmart Classes for residents focus on financial literacy, credit repair, homebuyer education and lending. AAHC refers residents to Consumer Credit Counseling Services as needed, and in 2009 contracted with Austin Habitat for Humanity to provide post-purchase counseling and foreclosure prevention training to HACA residents who have transitioned to homeownership. AAHC absolutely does not work with sub-prime lenders.
8. Disparity in lending practices. (2000)	A. City should work with lenders to expand homeownership and credit counseling classes to the public.	The NHCD Housing Information and Referral Program inform callers of local HUD-approved credit counselors and housing counseling agencies. In addition, NHCD train staff as certified homebuyer counselors. Austin Housing Finance Corporation's housing counseling program, Housing Smarts, works with Mortgage Credit Certificate (MCC) lenders who not only originate loans but who may also have their own housing counseling programs. NHCD also works with MCC lenders at events like homebuyer fairs to educate the public concerning available mortgage products. Although, data from 2009 suggests that Austin banks are approving loan applications and equally serving Austin residents of different races and ethnicities, non-local mortgage lenders are favoring Caucasian applicants versus African American and Hispanic applicants. NHCD and AHFC recognize the need to continue to educate potential homebuyers of these practices and connect applicants with the appropriate products and resources.	AAHC's Homeownership Coordinator has formed ongoing partnerships with local lenders interested in catering to the needs of low-income and minority families focusing on the ultimate goal of homeownership. The lenders that AAHC partners with have the tools and programs to meet the needs of individuals and families who have been living in subsidized housing, and they provide individualized credit repair and homeownership information to complement the case management that residents are receiving. AAHC absolutely does not work with sub-prime lenders.
9. Insufficient financial literacy education. (2000)	A. City should work with agencies to provide financial literacy education to the public.	Austin Housing Finance Corporation, a subsidiary of the City of Austin's Neighborhood Housing and Community Development Department, developed in 2006 a housing counseling program called Housing Smarts. The program provides comprehensive community seminars on homebuyer counseling and foreclosure prevention in addition to a Train-the-Trainer program. A series of free sessions for Austin residents focus on financial literacy and understanding your	HACA provides CreditSmart classes to residents monthly, through collaboration with Austin Habitat for Humanity – with AAHC's Homeownership Coordinator and Habitat staff working together to provide both financial management and homebuyer education training. AAHC refers residents to Consumer Credit Counseling Services as needed.

City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]			
Impediment	**Recommended Actions**	**City of Austin NHCD Actions**	**Housing Authority of the City of Austin (HACA) Actions**
		credit, assessing your readiness to buy, predatory lending, selecting and maintaining a home, and foreclosure prevention. AHFC outreaches to community and faith-based organizations seeking financial literacy and homebuyer education training as well.	Additionally, AAHC partners with the Financial Literacy Coalition of Central Texas to provide targeted training at public housing properties. AAHC has recently contracted with Austin Habitat for Humanity to provide post-purchase counseling and foreclosure prevention training to HACA residents who have transitioned to homeownership.
10. Insufficient income to afford housing. (2000)	A. City should continue to work to expand job opportunities.	The City offers a range of services for small businesses in the Austin community from technical assistance to loan services to enhance small businesses success and encourage the creation of jobs for low- to moderate-income households. The Neighborhood Commercial Management Program (NCMP) provides financial assistance in the form of business loans to existing businesses looking to expand their operations. The Community Development Bank (CDB) provides flexible capital loans and technical assistance to small and minority businesses that are expanding or relocating to low-income areas. The Micro-enterprise Technical Assistance Program offers training and technical assistance to qualified micro-enterprises in the City of Austin. The Community Preservation and Revitalization Program (CP&R) Business Loan Program provides financial assistance in the form of small business loans to financially and geographically qualified small businesses in East Austin. The Small Business Development Program fosters job creation and supports the growth of new and existing businesses by providing capacity building information, tools and resources. The Small and Minority Business Resources Department (SMBR) assists small, minority-owned and women-owned business enterprises pursue contracting opportunities with the City.	HACA manages both a Public Housing and a Housing Choice Voucher Family Self-Sufficiency Program (FSS). While the general resident population may receive job training services, nearly 300 FSS participants receive targeted case management, job training and job readiness services to prepare them for entering or re-entering the workforce. HACA focuses on getting FSS participants the preparation they need to obtain jobs that will eventually earn them a family-sustaining wage. HACA partners with many workforce development service providers to provide these services. FSS participants also maintain escrow accounts that are dispersed after completion of the FSS program (5 yrs.), and which can be utilized for further education or homeownership. HACA, in partnership with the City and Greater Austin Hispanic Chamber of Commerce also began a small business incubator in 2008 that has graduated 30+ participants as of January 1, 2010.

Remedying Discrimination in Housing

It is the policy of the Housing Authority of the City of Austin to comply fully with all Federal, State, and local laws and regulations governing Fair Housing and Equal Opportunity. HACA does not and shall not discriminate based on race, religion, color, sex, disability, family status, age, sexual preference or national origin in providing a family or individual the opportunity to apply for or receive assistance under any program administered by the agency or its subsidiaries. HACA periodically reviews all of its policies and procedures to assure compliance with all housing and civil rights requirements including, but not limited to: the Fair Housing Act of 1968; Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; American's with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Architectural Barriers Act of 1968; Age Discrimination Act of 1975; Title IX of the Education Amendments Act of 1972; and Executive Orders 11063 and 13166. Staff of the Housing Authority of the City of Austin is educated on the content of fair housing and civil rights laws and is trained on the prevention of housing discrimination through ongoing professional training. In recent years, HACA has provided annual fair housing training for all Housing Choice Voucher Eligibility Specialists and Public Housing Property Managers, in cooperation with the City of Austin Fair Housing Office, Legal Aid and the Austin Tenant's Council. This training is open to both HACA staff and the staff of other housing and social services agencies. HACA will strive to provide similar training on an annual basis.

HACA prominently posts Fair Housing and Equal Opportunity Posters and the toll-free Fair Housing Complaint Hotline number (1-800-669-9777) at each of its public housing properties and in multiple areas at its Central Office, with particular attention to its reception and admissions areas. Applicants with hearing or speech impairments are informed that they may access the Fair Housing hotline via TTY by calling the Federal Information Relay Service at 1-800-887-8339. HACA assists any family that claims illegal discrimination has prevented them from leasing a suitable unit administered by the Housing Authority of the City of Austin, by giving the family information on how to file a housing discrimination complaint. Additionally, HACA ensures that all families applying for its programs receive HUD's handout "Fair Housing Is Your Right!". Individuals deemed ineligible for HACA services or terminated from HACA's public housing programs for non-compliance, has a right to an informal review hearing with HACA's dedicated Hearing Officer prior to filing a formal fair housing/discrimination claim, unless terminated for drug-related or violent criminal activity. Section 8 participants terminated for drug-related or violent criminal activity are entitled to a hearing.

The Housing Authority of the City of Austin provides reasonable accommodations to housing applicants and its residents, upon request. Accommodations include but not are not limited to access to alternative communications such as sign language and foreign language interpretation, and assistance with completing application paperwork. For individuals with disabilities, HACA has made provisions to conduct annual eligibility and re-examination appointments in residents' homes under extenuating circumstances, should a resident not have access to Special Transportation Services through Capital Metro. Individuals with disabilities may also be eligible for upgrades in unit size based on specific medical and accessibility needs. Additionally, all of HACA's public housing Property Managers and Housing Choice Voucher Housing Eligibility Specialists maintain specific information on accessible units and their unique accommodations. Finally, public housing

residents with disabilities may request that accessibility modifications be made to their assigned unit, should those accommodations be deemed necessary and reasonable.

The Housing Authority of the City of Austin also provides referral to other local programs and organizations that address fair housing discrimination, and who receive support from the City of Austin to provide these services. These organizations include the following:

City of Austin Equal Employment and Fair Housing Office: The City of Austin Equal Employment & Fair Housing Office (EE/FHO) is empowered to enforce four City Ordinances and the following federal statutes: Title VII and Title VIII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act of 1990 (ADA), and the Age Discrimination in Employment Act of 1967 (ADEA). The City's Housing Ordinance and the Fair Housing Act protect an individual in the area of housing (terms and conditions, rental, leasing, buying or selling) based on race, sex, religion, national origin, familial status, and physical or mental disability. The ordinance also protects an individual from discrimination based on age (18 years or older), status as a student, sexual orientation, gender identity and marital status. Persons who believe that they have been treated differently because of their protected class in their pursuit to acquire housing, may file a charge of discrimination with City of Austin Equal Employment/Fair Housing Office at 974-3251. The charge will be assigned to an Investigator who will gather and review information. The Investigator may interview witnesses, conduct on-site visits and use other means to make certain that a complete investigation is made. Within 10 working days from the date of filing the charge, the Respondent will be served a notice that a charge of discrimination has been filed against them. The Respondent will be given 15 working days from the date they received the charge to respond. The investigation continues until both parties (Charging Party and Respondent) agree to a settlement (No Fault Settlement) or until a determination has been reached by the Administrator (Cause or No Cause)

Austin Tenants' Council: The Austin Tenants' Council provides counseling, mediation, advocacy and educational services related to housing discrimination, landlord/tenant disputes, housing repair and rehabilitation, and affordable housing. The Council publishes a guide to affordable housing, provides telephone and in-house bilingual counseling to tenants (with a particular focus on low-income tenants), and provides mediation services. A HUD recognized Fair Housing Initiative Program, the Austin Tenants' Council helps anyone in the Austin Metro area who has been discriminated against in the rental, sale, financing, appraisal or insurance of housing.

Austin Human Rights Commission: Appointed by the City Council, this Commission is composed of 11 volunteer commissioners representing the various racial and ethnic groups of Austin. The Commission investigates complaints of discriminatory employment practices as well as fair housing. As a HUD-certified Fair Housing Assistance Program agency, they act as an advisory body on non-discrimination policies, conduct education programs, and investigate complaints of prejudice and discrimination.

ADAPT of Texas: ADAPT is an action-oriented group that advocates and demonstrates for accessible public accommodations, attendant programs, transportation, and disability rights.

Advocacy, Inc.: This agency provides legal assistance to developmentally disabled persons who have been discriminated against due to their handicap.

Promoting Fair Housing Rights and Fair Housing Choice

The City of Austin maintains a Fair Housing Ordinance that is substantially equivalent to federal fair housing statutes. The Ordinance is administered by the City's Human Rights Commission and provides similar protection and relief from discrimination as its federal counterpart. The Commission investigates alleged discriminatory housing practices and seeks conciliation. After hearing complaints, the Commission determines if discrimination has or is going to occur and refers cases to the judicial system if violations fall under the Ordinance. Civil penalties range from $10,000 to $50,000 plus reasonable legal fees, court costs and other equitable relief. The City goes beyond federal law, including protected classes. As part of the 1981 Ordinance, amended in 1994, the City extended equal housing protection regardless of age, creed, status as a student, marital status or sexual orientation. Thus, a broader constituency enjoys the right of equal housing opportunity in Austin as opposed to the country at large (excerpted from the 2005-2010 City of Austin Consolidated Plan).

Through the efforts of HACA staff, Housing Choice Voucher, Public Housing, and AAHC's affordable housing applicants and recipients are advised of their rights under the local and federal laws, as described above. Applicants and recipients will receive assistance in resolving any issues relating to potential fair housing impediments through a referral process. As many agencies within the local community have demonstrated expertise in the areas of fair housing rights and fair housing choice, referring participants to these agencies is the most productive and unbiased way to ensure appropriate measures are taken to resolve any impediment issues that arise in the provision of services by the Housing Authority of the City of Austin.

In addition to working with the aforementioned community-based agencies that address fair housing discrimination, HACA also works closely with a number of additional local agencies that serve or focus on protected classes of individuals. These agencies include Texas Rio Grande Legal Aid, Austin Resource Center for Independent Living (ARCIL), Texas Commission for the Blind, Family Eldercare, Austin Resource Center for the Homeless (ARCH), AIDS Services of Austin (ASA), Austin Travis County MHMR, Safe Place (Domestic Violence services), LifeWorks (homeless and at-risk youth services), and Texas School for the Deaf. Through partnerships with the highlighted agencies and other agencies, HACA shares information regarding housing opportunities and each agency educates HACA staff on circumstances that affect the families they serve.

Through ongoing quality control audits and program evaluation efforts, the Housing Authority of the City of Austin assesses the implementation of its fair housing strategies and refines and enhances its actions as needed.

Additional Steps to Affirmatively Further Fair Housing in HACA's Housing Choice Voucher, Public Housing and Other Affordable Housing and Special Programs

The Housing Authority of the City of Austin (HACA) is dedicated and committed to taking reasonable steps to affirmatively further fair housing in all of its programs and to maintain records of those steps and their impacts. In addition to its Housing Choice Voucher and Public Housing Programs, and their respective Family Self-Sufficiency programs, HACA implements steps to affirmatively further fair housing in a variety of special housing programs. These programs are primarily Housing Choice Voucher programs and include HUD's: Tenant Based Rental Assistance (TBRA) Program; Section 8 Mod Rehab Program; Disaster Voucher Program; Disaster Housing Assistance Program; Housing Choice Voucher Mainstream Program; Shelter Plus Care Program; Veterans Affairs Supportive Housing Program; Family Unification Program; and Non-Elderly with Disabilities Voucher Program. Moreover, Austin Affordable Housing Corporation, HACA's non-profit subsidiary, works with the management companies that oversee its tax credit and other affordable housing properties to ensure that steps are being taken to affirmatively further fair housing at those properties.

The steps that HACA takes to further fair housing in its Housing Choice Voucher, Public Housing and special housing programs include:

Marketing all housing programs to all eligible persons, including persons with disabilities and persons with Limited English Proficiency (LEP)

The Housing Authority of the City of Austin markets its Housing Choice Voucher, Public Housing and special housing programs to individuals and families throughout the Austin area, through a variety of different means, including online marketing, print marketing and word of mouth. Additionally, a great deal of HACA's marketing is achieved through referral of applicants to HACA from other community-based social service agencies serving similar population of low-income and high need individuals and families. Most of HACA's special housing choice voucher programs serve specific populations of individuals including veterans, those with disabilities, those experiencing homelessness, substance abuse, HIV/AIDS, involvement with the child welfare and foster care system, and those who have relocated after natural disasters. Thus, HACA works in close partnership with local social services agencies that serve each of these specific populations to market its housing programs and establish appropriate referral networks and protocols.

Applicants that are deemed eligible for the HACA's Housing Choice Voucher, Public Housing or special voucher programs, and who have been informed that a voucher or unit is readily available to them, are invited to and required to attend a resident orientation which provides a comprehensive overview of the rules and regulations of participating in the respective housing program. Housing orientations are held weekly for the Housing Choice Voucher and Public Housing Programs, and as needed or on a small group basis for special housing programs. HACA's special voucher program orientations provide a detailed overview of the particular eligibility criteria and limitations that govern these specific programs and that differ from the general Housing Choice Voucher Program. When there are not enough eligible individuals on HACA's waitlist to fill the vacancies in special housing choice voucher programs, the agency may open up the waitlist to individuals who meet the

specific eligibility criteria for the program(s) that has openings. When this is the case, HACA works with its partner agencies and special projects coordinators to market these openings to potentially eligible applicants.

As part of the Housing Choice Voucher, Public Housing and special housing program orientations, HACA's Family Self-Sufficiency Coordinators provide an overview of the Family Self-Sufficiency program to incoming residents. HACA's Housing Choice Voucher and Public Housing Family Self-Sufficiency programs currently serve approximately 305 participants, and maintain a waitlist of approximately 100 potential participants (2010). The Family Self-Sufficiency waitlist is opened approximately once a year, to replenish the pool of potential candidates that are interested in the program, and a 30-day notice regarding the waitlist opening is posted at HACA's central office and is provided to all eligible participants. The Housing Choice Voucher Program's Housing Eligibility Specialists and the Public Housing program's Family Self-Sufficiency Specialists and Property Managers also market the Family Self-Sufficiency Program to eligible participants during annual and interim recertification appointments. Information on the Family Self-Sufficiency program is provided to current residents in monthly newsletters. Participants in HACA's special housing choice voucher programs are eligible to participate in the Housing Choice Voucher Family Self-Sufficiency Program, unless the special program they are participating in precludes it, or the special housing program is time limited and conflicts with the requirements of the Family Self-Sufficiency Program.

The Housing Authority of the City of Austin provides reasonable accommodations to individuals applying to all of its programs, upon request. Accommodations include but are not limited to access to alternative communications such as sign language and foreign language interpretation, assistance with completing application paperwork, and alternative technology. HACA's housing operations and admissions staff continues to monitor and assess the language needs of current and potential residents to determine which vital documents need to be translated in order to make the agency's programs accessible to all participants.

Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities

As noted, the Housing Authority of the City of Austin provides notices of availability regarding all of its housing programs and its Family Self-Sufficiency Programs to eligible residents through means including written materials such as newsletter and flyers (currently in English and Spanish); website postings; and face-to-face communication through HACA's Admissions Department and at housing orientations held at HACA's central office. HACA provides reasonable accommodation and furnishes assistance such as alternative communication systems to individuals with disabilities, upon request, so that these individuals have equal opportunity to apply for and participate in all of the agency's programs and services. Moreover, HACA provides information to housing residents on partner agencies and other community-based organizations that also provide accessible services and facilities.

The Housing Authority of the City of Austin's central office building and public housing sites, which are the primary spaces where services are provided and appointments are conducted with housing program applicants Family Self-Sufficiency participants, are accessible to individuals with

physical disabilities. For individuals with disabilities, HACA has made also provisions to conduct annual eligibility re-examination appointments and Family Self-Sufficiency Program appointments in residents' homes under extenuating circumstances, should a resident not have access to Special Transportation Services through Capital Metro or require individually prescribed accessibility devices that cannot be made readily available at HACA's offices. HACA provides local housing preferences for disabled and elderly individuals, and will provide a preference for disabled individuals transitioning out of community health institutions, including nursing homes and particular psychiatric facilities, that are eligible for the Non-Elderly with Disabilities Housing Choice Voucher Program if the program is funded. Individuals with disabilities may also be eligible for upgrades in unit size based on specific medical and accessibility needs.

All of HACA's Housing Choice Voucher Housing Eligibility Specialists and public housing Property Managers maintain specific information on accessible units and their unique accommodations. HACA also grants reasonable accommodations to public housing residents who request accessibility features to be added to existing units or units offered, or offers unit transfers if the requested modifications to the existing units are not feasible. Finally, HACA's Housing Choice Voucher Landlord Outreach Specialist solicits landlords/owners who have accessible housing units to participate in the Housing Choice Voucher Program. A descriptive list of accessible units is available to voucher holders who are seeking such a unit.

The Housing Authority of the City of Austin takes all reasonable steps necessary to ensure that all housing applicants and residents with disabilities, who are interested in participating in any of the agency's housing programs or the Family Self-Sufficiency program, are not excluded from participation or discriminated against in any way.

Providing fair housing counseling services or referrals to fair housing agencies

Please refer to the *Promoting Fair Housing Rights and Fair Housing Choice* and *Remedying Discrimination in Housing* portions of the general section of this Addendum for extensive information on how the Housing Authority of the City of Austin provides fair housing counseling and referral to fair housing agencies.

Informing participants on how to file a fair housing complaint

HACA prominently posts Fair Housing and Equal Opportunity Posters and the toll-free Fair Housing/Discrimination Complaint Hotline number (1-800-669-9777) in multiple areas at its Central Office where Austin residents apply for the agency's Public Housing and Housing Choice Voucher programs, with particular attention to its reception, admissions and Family Self-Sufficiency Conference Room areas. HACA also posts these posters and numbers at each public housing property's administrative office. Applicants with hearing or speech impairments are informed that they may access the Fair Housing hotline via TTY by calling the Federal Information Relay Service at 1-800-887-8339. The same posters and informational flyers are also posted at all 19 of HACA's public housing properties. HACA assists any family that claims illegal discrimination has prevented them from leasing a suitable unit administered by the Housing Authority of the City of Austin, by giving the family information on how to file a housing discrimination complaint with Legal Aid, Austin Tenants' Council or the City of Austin Equal

Employment and Fair Housing Office. Additionally, HACA ensures that all families applying for its programs receive HUD's handout "Fair Housing Is Your Right!" Individuals deemed ineligible for HACA services or terminated from HACA's public housing programs for non-compliance, has a right to an informal review hearing with HACA's dedicated Hearing Officer prior to filing a formal fair housing/discrimination claim, unless terminated for drug-related or violent criminal activity. Section 8 participants terminated for drug-related or violent criminal activity are entitled to a hearing.

Recruiting landlords and service providers in areas that expand housing choice to program participants, and supporting homeownership across the Austin community

The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, child care providers, and transportation routes that FSS participants are likely to utilize, so that FSS participants can make informed housing choices.

HACA's subsidiary, Austin Affordable Housing Corporation, operates a continuum of homeownership preparation and assistance programs. AAHC's Down Payment Assistance Program and Lease-to-Own program both encourage HACA residents who are prepared to transition to homeownership to explore affordable housing opportunities throughout the city of Austin, nearby unincorporated areas, and in surrounding counties – in an effort to find housing that will best meet their needs.

Record-keeping of affirmatively furthering fair steps and their impacts

The Housing Authority of the City of Austin maintains a database on all reasonable accommodations requests that are made, whether those requests are granted or denied. This includes information on both communication and accessibility requests.

HACA also maintains extensive demographic information on both program applicants and residents, including information on language preferences. This information allows HACA to assess the needs of its constituents and to make critical decisions regarding and changes necessary in its approach to serving clients.

HACA also maintains files on individuals and families that are denied acceptance to or terminated from HACA's housing programs, and who file for an informal hearing with HACA's Hearings Officer. The individual or family's request for hearing is filed with notes from the hearing, any

back-up documentation provided, and the final hearing decision rendered by the Informal Hearing's Officer. Any appeals or open fair housing complaints made by the plaintiff are also filed.

Helping program applicants and participants gain access to supportive community service

The Housing Authority of the City of Austin staff has extensive knowledge of community based services that can support the needs of program applicants and participants. HACA's Admissions Specialists, Housing Choice Voucher Eligibility Specialists, Family Self-Sufficiency Specialists, Family Self-Sufficiency Coordinators, Resident Outreach Specialists, Youth Educational Success Coordinator and Outreach Specialist, Special Programs Coordinators, Property Managers and Community Directors all provide information and referral to supportive community services at various levels of program participation.

Admissions staff provides basic resource information to housing program applicants before they are accepted into HACA's Housing Choice Voucher or Public Housing Programs, and may refer housing applicants to other interim housing programs and programs that provide basic needs assistance. Housing Choice Voucher Eligibility Specialists provide basic information and referral to social services to Housing Choice Voucher participants, once they are enrolled in the program. Family Self-Sufficiency Specialists and Coordinators provide participants in HACA's Family Self-Sufficiency Programs with case management, assistance in developing Individual Training and Service Plans, and referral and advocacy for workforce development, education, family support and child care services. HACA's Family Self-Sufficiency Coordinators also educate other HACA staff on social services available in the community. HACA's Resident Outreach Specialists work specifically at HACA's Elderly/Disabled designated public housing properties and have a wealth of knowledge on programs that provide services to meet the unique needs of these populations. Moreover, HACA has been fortunate enough to partner with Family Eldercare on an Administration on Aging Grant focused on community innovations in aging in place. Each of HACA's Elderly/Disabled designated public housing properties now has a Service Coordinator, who is a licensed social worker, and provides intensive case management and service coordination services for seniors. The Service Coordinators develop and coordinate health and wellness programs, recreation programs, volunteer programs, caregiver support and benefits counseling and advocacy for seniors in public housing in order to help these individuals age in place in their communities with wraparound services.

Special Programs Coordinators oversee the agency's special housing choice voucher programs, and have specialized knowledge in serving the populations who receive special vouchers (i.e. individuals who are disabled, veterans, child welfare involved, substance abusers, etc.). Special Program Coordinators have established deep relationships with the partner agencies that provide supportive services to special housing program participants and they maintain open communication with the staff at these community-based organizations to best assist the individuals and families participating in these programs.

HACA's Youth Educational Success Coordinator and Youth Outreach Specialist coordinate development programs for HACA youth, focused on academic achievement and social enrichment.

They oversee approximately fifteen partnerships with youth-serving agencies that serve over 1,000 HACA youth each year, and maintain close relationships with each of the elementary, middle and high schools that serve HACA's public housing properties.

Finally, HACA's Public Housing Property managers work closely with the property's Resident Outreach Specialists or Family Self-Sufficiency Specialists to provide residents with referrals to appropriate community resources. HACA's Community Directors, all of who have extensive experience working with social service agencies in Austin, develop and coordinate property and community wide events that highlight social service providers and community-based organizations that benefit residents.

While each of the aforementioned staff provides information and referral to residents for supportive community resources, staff informs housing applicants or participants that acceptance of such supportive services is not a condition of continued participation in the program.

Identify public and private funding sources to assist participants with disabilities in covering the cost of structural alterations and other accessibility features

All of HACA's Housing Choice Voucher Housing Eligibility Specialists and public housing Property Managers maintain specific information on accessible units and their unique accommodations. HACA also grants reasonable accommodations to public housing residents who request accessibility features to be added to existing units or units offered, or offers unit transfers if the requested modifications to the existing units are not feasible. Finally, HACA's Housing Choice Voucher Landlord Outreach Specialist solicits landlords/owners who have accessible housing units to participate in the Housing Choice Voucher Program. A descriptive list of accessible units is available to voucher holders who are seeking such a unit.

In most cases the Housing Authority of the City of Austin's Capital Fund Program provides the funding necessary to cover the cost of feasible structural alterations and other accessibility features in public housing units. These include alterations and features requested under reasonable accommodation requests, as well as alterations that HACA has chosen to make to a number of units to increase the accessibility of these units for those with physical disabilities. The only cases in which Capital Funds will not cover alterations are if the costs are excessive and unreasonable, or a resident has already made arrangements for cost to be covered through other modification programs.

HACA's Capital Fund Program does not provide funding to cover the cost of structural alterations and other accessibility features in Housing Choice Voucher units owned by landlords in the community. However, HACA's Housing Choice Voucher Landlord Outreach Specialist maintains information on sources of funding that can support landlords in making accessibility modifications to units that they own. These include funds provided by the local area agency on aging, Texas Department of Aging and Disability Services, Texas Department of Housing and Community Affairs, the State Housing Finance Agency, the local independent living center, Neighborworks and other community organizations.

Approve higher rents to owners that provide accessible housing units with structural modifications for persons with disabilities

According to rent reasonableness requirements outlined at 24 CFR 982.507 and in the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing PIH 2009-51 Notice, a PHA's HCV program may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent. In order for the rent to be reasonable, the rent may not be more than rent charged for comparable units in the private unassisted market. In addition, the rent may not be more than rent charged by the owner for comparable unassisted units on the premises. In other words, the owner is not permitted to charge the HCV program more for rent than what unassisted tenants in comparable units are paying. The owner must give the PHA information requested by the PHA on rents charged by the owner for other units in the premises or elsewhere.

However, for an individual or family that requires an accessible unit with structural modifications, the accessible features may justify a higher rent. For such households, the rent reasonableness determination must take those features into account. In a community where there are few such units, or a significantly greater need than the number of accessible units available, the PHA is justified in allowing a higher rent. HACA will approve higher rents to owners that provide accessible housing units with structural modifications for persons with disabilities, based on HUD guidelines.

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

HACA's Housing Choice Voucher Landlord Outreach Specialist makes referrals to fair housing organizations, equal opportunity offices and local disability rights and advocacy organizations for owners interested in making reasonable accommodations or accessibility modifications. As noted, these organizations include the: City of Austin Equal Employment and Fair Housing Office, Austin Tenants' Council, Austin Human Rights Commission, ADAPT of Texas, Advocacy Inc., Austin Resource Center for Independent Living, Texas Department of Aging and Disability Services, Texas Commission for the Blind, Family Eldercare, Austin Resource Center for the Homeless (ARCH), AIDS Services of Austin, Austin Travis County Integral Care, and the Texas School for the Deaf

Not deny other housing opportunities, or otherwise restrict access to PHA programs to eligible applicants who choose not to participate

Applicants that are deemed eligible for the HACA's Housing Choice Voucher, Public Housing or special voucher programs, and who have been informed that a voucher or unit is readily available to them, are invited to and required to attend a resident orientation which provides a comprehensive overview of the rules and regulations of participating in the respective housing program. However, should a participant who has been accepted into any of HACA's housing programs ultimately choose not to participate in the program offered, HACA may not restrict access to other PHA programs in the future.

Provide housing search assistance

Housing orientations for HACA's general Housing Choice Voucher and special housing programs provide a detailed overview of the particular eligibility criteria and limitations that govern these programs. While there is not a staff person dedicated to providing 1:1 assistance to voucher recipients in finding a rental unit, HACA's Landlord Outreach Specialist provides extensive information on searching for units at each orientation. Additionally HACA maintains a bulletin board and binders at its central office that voucher recipients can reference to find landlords accepting Housing Choice Vouchers. The Housing Choice Voucher Program's Special Program Coordinators, who work closely with special service providers, are also a valuable resource for providing referrals to landlords who accept special housing vouchers.

Advertising widely in the community for positions in HACA's housing programs should positions become open and available

The Housing Authority of the City of Austin advertises the agency's vacant positions widely and equitably by marketing the available positions through many different venues. HACA advertises vacant positions on its agency website; local and regional job classified listings (both web and newspaper-based – such as Craigslist.org and the Austin American-Statesman); national job classified websites (Monster.com, Careerbuilder.com); local university job listings; and through regional and national industry list serves and publications including NAHRO and TX NAHRO postings, and non-profit industry websites. HACA also markets its positions on property and at its central office in support of HUD's Section 3 program.