

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><i>N/A</i></p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p><i>N/A</i></p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><i>N/A – High Performer</i></p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p><i>N/A – High Performer</i></p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. <i>N/A – High Performer</i></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” <i>N/A – High Performer</i></p> <p>(c) PHAs much include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. <i>N/A – High Performer</i></p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)-<i>N/A</i></p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)-<i>N/A</i></p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)-<i>N/A</i></p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)-<i>N/A</i></p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. <i>See Attachment _____</i></p> <p>(g) Challenged Elements <i>See Attachment _____</i></p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)-<i>N/A</i></p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)-<i>N/A</i></p>

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

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

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

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

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

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

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

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

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

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

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Attachment A

6.0 PHA Plan Elements

1. Eligibility, Selections, and Admissions Policies, including Deconcentration and Wait List Procedures.

DHA policies governing eligibility, selection, and admission are found in the Administrative Plan. Any HUD required amendments, changes or revisions have been made to the Administrative Plan. DHA does not have admission preferences.

2. Financial Resources

DHA's resources are derived from HAP, admin fees, tenant rents, commercial property rents, management fees, and interest income from assets. The Housing Choice Voucher Program is the only program funded from HUD/Federal sources. Two of the programs, Pecan Place and Renaissance Courts are tax credit properties. DHA operates & manages Pecan Place. Renaissance Courts is managed by a third party contractor. Income derived from all sources is used for HAP, operations, and some development plans.

Program	Funding Amt.	Source	Planned Use	Federal/Non
Voucher (HCV)	\$11,984,244	HAP & Admin Fees	HAP & Operations	Federal-HUD
HCV-Other	\$28,200	Fraud, Port fees, Interest	Operations	Non-Federal
Heritage Oaks	\$670,300	Tenant rents & other	Operations	Non-Federal/DHA
Pecan Place	\$163,629	Tenant rents & other	Operations	LIHTC/Non-Federal
Ren. Courts	\$1,163,717	Tenant rents & other	Operations	LIHTC/Non-Federal
Management	\$242,706	Com rental, Fees, etc.	Operation & Develop.	Non-Federal/DHA

3. Rent Determination

*DHA's payment standard is 100% of the Fair Market Rent (FMR) for all zip codes **except 76201, 76205, and 76207**. The payment standard for these zip codes is 110% of the FMR. The Payment Standards are reviewed annually.*

The Minimum Rent is \$50.

4. Operation and Management

The Denton Housing Authority (DHA) Organizational Chart is attached to this document, and shows the management structure of the agency. (See attachment B)

DHA is a Section 8 Only PHA, but it does own, manage, and operate other non-assisted developments. (See chart below)

Program	Descriptions	# of units
Section 8 HCV	HUD rental assistance	1,526
Heritage Oaks	DHA owned & managed-Non-HUD Assisted	126
Pecan Place	Tax Credit-DHA managed	24
Renaissance Courts	Tax Credit-3 rd Party management	150

The policies of the Section 8 Program are found in the Administrative Plan. The policies governing the other programs are as follows: Lease, House Rules and Community Policies, Admissions & Occupancy Policy, and Pet Policy. Other policies governing the management and operations of DHA include the Human Resources Policies & Procedures Manual, Procurement Policy, Safety Policy, Accident Prevention Policy, LEP Plan, and other state laws and regulations governing Low-Income Housing Tax Credit programs. DHA does have a Maintenance Plan, including Schedule of Sales & Services, for the non-HUD assisted properties.

5. Grievance Procedures

The Grievance Policy and procedures are found in the Administrative Plan. All applicants and participants may appeal an action, decision, or inaction of DHA, by following these policies and procedures. All requests for grievances may be made at the DHA Main Office located at 1225 Wilson Street.

6. Designated Housing for the Elderly and Disabled Families-N/A

7. Community Service and Self-Sufficiency-N/A

8. Safety and Crime Prevention-N/A

9. Pets-N/A

10. Civil Rights Certification – HUD form 50077-CR

11. Fiscal Year Audit

The most recently completed Audit for fiscal year ending (FYE) September 30, 2010 shows the authority to be in conformity with accounting principles generally accepted in the US.

However, DHA did have findings regarding tenant file calculation (2010-1).

Findings Related to the Financial Statements

Finding 2010-1

Criteria and Condition: During our audit of the Authority's financial statements, we discovered (6) six instances where the tenant portion of the rent or utility payment was calculated incorrectly. This error understated the amount of rent for which the tenant was responsible.

Cause: Case managers used incorrect utility allowance amounts and incorrectly calculated tenant income.

Effect: Based on the errors noted above, the Authority overpaid \$6,040 in rental assistance.

Auditor's recommendation: We recommend the Authority closely monitor the tenant rent calculation during its internal reviews of tenant files and ensure that all employees with responsibility in calculating payments are informed and understand all components of the calculation.

Response: Management agrees that payment calculation should be monitored closely and that all employees be adequately trained and understands all components of the payment calculation.

Prior Year finding – FYE September 2009

Finding/Noncompliance:

Criteria and Condition: During the audit of the Authority's financial statements, we discovered three instances where the tenant portion of the rent was calculated incorrectly. This error understated the amount of rent for which the tenant was responsible. The cumulative effect of the error was that the Authority overpaid \$779.

Status of Prior Year's Finding/Noncompliance

The Authority periodically reviewed tenant files; however, there were still instances of errors in rent calculation in the current year audit.

12. Asset Management-N/A

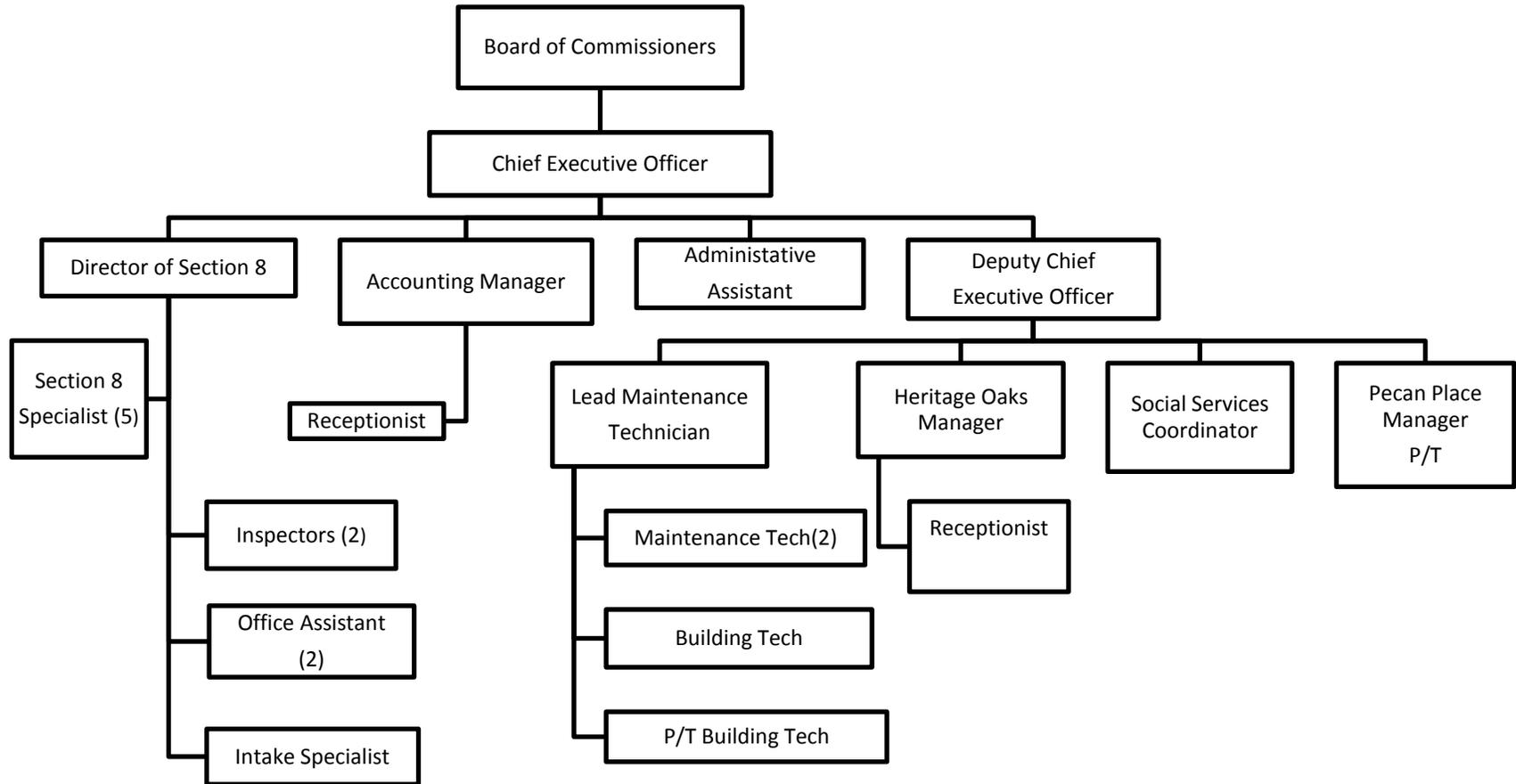
13. Violence Against Women Act

VIOLENCE AGAINST WOMEN ACT POLICY

The Denton Housing Authority (DHA) has adopted a policy to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). DHA's goals, objectives, and policies to enable DHA to serve the needs of child and adult victims of domestic violence, dating violence, and stalking, as defined in VAWA, are stated in the Administrative Plan.

- A. The following activities, services, or programs are provided by DHA, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking: DHA will partner with Denton County Friends of the Family to provide services, including shelter, education, adult & child counseling, and staff training. DHA will also make available to our clients literature and brochures about the services offered by Friends of the Family.
- B. The following activities, services, or programs are provided by DHA to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing: DHA will adopt policies to implement applicable provisions of the VAWA to ensure clients are able to maintain their housing assistance. DHA will also partner with Friends of the Family to provide training to staff on domestic violence, dating violence, and stalking.
- C. The following activities, services, or programs are provided by DHA to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted housing: DHA will provide clients with literature and brochures offered by Friends of the Family at the briefing session and also during renewal appointments.

2012 DHA ORGANIZATIONAL CHART



Attachment C

11.0 (f) Resident Advisory Board (RAB)

Denton Housing Authority is a Section 8-Only PHA; therefore have no established resident advisory board. We mailed a notice to some Section 8 participants informing them of the PHA Plan process and the need for their comments and recommendations.

DHA held two RAB meetings, February 16th & March 7th. The meeting on February 16th was held at Heritage Oaks Apartments, which is a senior property owned by DHA. The meeting on March 7th was held at the DHA Main office.

DHA staff explained the Plan process, and all the elements involved in developing the Plan. All participants were allowed to ask questions about the Plan and DHA operations and management, and to discuss any concerns or problems they may have with the program and how it works.

I have attached the meeting notes including DHA's responses during the meetings. If we were not able to answer their concern or question during the meeting, we followed up with the client personally to resolve their issue or concern.

Resident Advisory Board Meeting
Heritage Oaks Apartments
February 16, 2012
Annual Plan

The RAB meeting was held right after the regular monthly Tenant-Management meeting, and there were 20 residents in attendance.

Residents listened to a brief overview of the Plan process and a review of the Annual Plan for 2012.

One resident asked about the income limits to be eligible for Section 8 assistance.

After determining that this resident was a market rate resident, the Section 8 Program was explained to him, and he was called at home and given the income limit for his family size.

Resident Advisory Board Meeting

DHA Main Office

March 7, 2012

Annual Plan

There were 4 Section 8 participants in attendance.

The meeting began with a brief overview of the Plan process and a review of the Annual Plan for 2012.

Ms. Cochran asked if a landlord can ask for her to pay additional/more rent under the table. She was informed that she should never pay her landlord more than what has been determined by the Section 8 staff. Ms. Cochran felt that her landlord wants her to ask DHA for rent increases each year, and she was informed that the landlord should request the increase himself before renewal time each year.

Ms. Wilson had several questions at one time regarding her assistance and the landlord. She asked why her rent went up 3 times without her authorization. And she asked how can she be changed from one program to another program without her permission. It was explained to Ms. Wilson that her question regarding the rent changes could not be answered during the meeting because her file was not available. And she was informed that DHA only had one program, the Section 8 Voucher program, and that was the only program she was on. She stated that her renewal contract only had her signature and not the landlords. She was informed that it would be reviewed.

Ms. Hoy asked why the amount she could pay for a new apartment was lower than what she was paying right now. She was informed that when she moves to a new unit, DHA is required to use the payment standards currently in effect. She felt that was confusing and did not feel she would be able to move. She was given the Payment Standards in effect, and informed how to use it. She was also told to make sure she checks the payment standard for the zip code she is interested in while considering a unit.

Ms. Cochran asked if the landlord could charge Section 8 clients more for rent than other people living there. She was told that no, the landlord could not charge our clients more.

Ms. Wilson stated that her landlord put his house on housing, and that is how she moved in-she stated that she did not have a choice. She asked how much time a person has to look for a unit with a voucher. She was informed that initially a person has 30 days, and but may request additional extensions as needed. She was told to

make sure she speaks with the Section 8 staff to let them know her status on finding a unit before the voucher expires.

Ms. Peralta asked if she was allowed to move to a downstairs apartment because her knees are bad. She was informed to request a downstairs apartment from her landlord and to talk to her Section 8 case worker for a unit transfer when her lease was up or if needed (for medical purposes) before.

Ms. Wilson stated that she has a disability and wants her landlord to lower the tub. She was told to contact her landlord to request a reasonable accommodation. She was told to get a letter from her doctor to support her request and turn it in to DHA.

Ms. Wilson also stated that she has a hard time communicating with our office and felt that we never understand what she is saying. She stated that she has been told that she is not allowed in our office because we say she gets mad. She asked what was the best way for her to communicate with our office and was told that she should put all her request in writing.

Attachment D

11.0 (g) Challenged Elements

No challenged elements.