

*PHA Plans for the
Housing Authority of the
City of McKinney*

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHAName: *Housing Authority of the City of McKinney*

PHANumber: *TX027*

PHAFiscalYearBeginning:(mm/yyyy) *07/2002*

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at:(select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHAF ISCAL YEARS 2002 -2006
[24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

*The Housing Authority's mission is to be results oriented and citizen-centered as it strives to serve the needs of low-income, very low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. **The Housing Authority shall use its financial, administrative and human resources to provide residents with opportunities to obtain affordable housing, to take part in community life and governance, to build healthy family relationships and cultural values, to participate in establishing standards of acceptable behavior in their community and to access a wide range of personal, educational and economic opportunities.***

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES SOONER THAN THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

HUD Strategic Goal 1: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers: ***When NOFA's are published***
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:

- Acquire or build units or developments **PHA Plan to apply for funding. Depending on money received this will determine how many units will be built.**

Other (list below)

Progress Statement During FYB2001, the PHA applied for and received 69 rental vouchers.

- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: (PHAS score) **Maintain high performer status**
 - Improve voucher management: (SEMAP score) **Maintain passing score**
 - Increase customer satisfaction: **On-going activity.**
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

Progress Statement : During FYB2001, the PHA is in the last 5% stage of its single construction contract to change the appearance of buildings so that they will look like market rentals. Work items on this contract include concrete walkways, concrete steps, facia, etc.

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling: **At each briefing for new participants and with each unit transfer for current participants.**
 - Conduct outreach efforts to potential voucher landlords **The PHA will conduct outreach to landlords.**
 - Increase voucher payment standards **, when needed.**
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

Progress Statement : During FY2001, the PHA was successful in achieving the objectives selected and will continue on an on-going basis.

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below) **Maintain existing program, i.e., police patrol, fencing, crime-watch program.**

Progress Statement – During FYB2001, upon receiving information that drug dealing in one of our public housing units. The PHA notified police . When this did not satisfy the residents, the PHA was instrumental in connecting the residents with the police. As a result, the residents have become involved in “Crime Watch” and with the residents’ watchful eye, the suspect was eventually arrested. The residents were very satisfied with the outcome. The Boys and Girls Club had approximately 200 children to participate in the programs identified in the PHDEP.

HUD Strategic Goal: Promote self -sufficiency and asset development of families and individuals –N/A

- PHA Goal: Promote self -sufficiency and asset development of assisted households
- Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract support services to improve assistances recipients’ employability:
 - Provide or attract support services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

HUD Strategic Goal : Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:

- Undertake 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:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required : **Units are handicapped accessible.**
- Other: (list below)

Progress Statement – During FYB2001, the PHA supported assisted living facilities with our rental vouchers. The PHA Board is still planning to build a 4 -plex just for housing persons with disabilities. These plans are awaiting approval by the City of McKinney's Planning and Zoning Department.

Other PHA Goals and Objectives: (list below)

Planning and Administration

- PHA Goal: Knowledge of New Laws and Changes in Housing Needs
Objectives:
 - On-going, through continuous training, the PHA will make the staff and board members knowledgeable as needed regarding the new housing requirements as they occur.
 - On-going, the PHA may utilize funds to coordinate the planning activities for the development of the annual plan, budgets, and conduct training, necessary surveys, meetings and reviews.

- PHA Goal: Up -To-Date Policies –New, Revised or Reviewed
Objective:
 - On-going, existing policies and procedures will be reviewed to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. The PHA may contract with professionals for these services.

- PHA Goal: Operational Provisions
Objective:
 - On-going, the PHA shall provide for staffing, training, equipment, facilities and other related items to ensure the efficient administration, management, supervision, human, economic and community resource development, procurement, fiscal management, reporting and auditing of PHA operations. The activities may be budgeted and charged as a direct program cost on a pro-rated basis or as planning and administrative costs, as budgeted .

- PHA Goal: Develop and Maintain Database
Objective:
 - Ongoing, the PHA shall appoint staff members to gather, input data, and maintain information by county , census data, community profiles, participant

and applicant data. Data will be updated as needed on an annual basis to provide for needs of agency and agency representatives.

- PHA Goal: Reimbursement for Plan Development Cost
Objective:
 - *On-going, the PHA shall provide for the reimbursement of administrative costs associated with the development of the Five Year or Annual Plan(s).*
- PHA Goal: Review Annual Plan and Budgets, Prepare Modifications or Revisions
Objective:
 - *Annually, the PHA shall review the annual plan goals, objectives, budgets, and prepare needed modifications based upon these reviews and identified constraints or delays in implementation and submit for approval by the Board of Commissioners.*

Progress Statement – *During FYB2001 the PHA was successful in achieving goals. The Board of Commissioners approved updated and revised policies throughout the year. The PHA staff attended various training sessions on maintenance, Section 8, Public Housing and PHAS. Two Section 8 Counselors received their certifications.*

Financial Resources

- PHA Goal: Management of Resources
Objective:
 - *On-going, the PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners.*
- PHA Goal: Management Operational Services
Objectives:
 - *On-going, the PHA establishes internal procedures and public housing marketing strategies to meet the income targeting stipulations.*
- PHA Goal: Positive Cash Flow
Objective:
 - *By 6-30-02, the PHA may establish a reserve for the repair and replacement of components for housing units and provide for future funding for modernization repairs and replacements and other housing purposes as identified in future years.*
 - *The PHA shall continue activities for the Section 8 rental assistance program operations.*
 - *By 6-30-02, the PHA will draw down funds as allowed for investments and/or operations and invest these funds in approved investments according to regulatory requirements, amounts allowed for the purpose and the investments policy of the PHA.*

Progress Statement –Items that are scheduled to be completed during FYB2002 are on schedule for completion.

Housing Management Services

- PHA Goal: Continue Operation and Administration of Housing Units.
Objective:
 - *On-going, the PHA will provide for the development and maintenance of a waiting list of applicants in accordance with program regulations.*
 - *On-going, the PHA will maintain data relative to housing stock and participants/occupants.*
 - *On-going, the PHA will provide for updating of applicant data as changes occur, and for the verification of the applicant data prior to admission.*
 - *By 6 -30-02, the PHA will contract with a professional to perform a job comparability study and review organizational structure and write new job descriptions.*
 - *By 6 -30-02, the PHA will seek professional assistance in preparing a Physical Needs Assessment.*
 - *On-going, according to regulations and policies, the PHA will maintain housing and homeowner ship units in standard condition.*
 - *By 6 -30-02, the PHA will provide for insurance, inspections, renovations and construction or repairs and other needs as determined by a Physical Needs Assessment.*
 - *On-going, the PHA will like participants to housing and supportive services including, housing counseling, case management, consumer education, budgeting, credit counseling, maintenance, and other housing supportive services.*

Progress Statement –Every building at the Senior Citizen complex has been made completely handicapped accessible, not a percentage. The City's comparability study will be completed during the Spring of 2002, and the PHA will use it as a comparison for updating its own.

Modernization

- PHA Goal: Service and Activities
Objective:
 - *To provide staffing, facilities, equipment and other related costs for the provision of modernization services and activities as detailed below:*
 - *On-going, the purchase of construction equipment, materials and supplies.*
 - *By 6 -30-03, warehouse and inventory of materials, equipment and supplies.*
 - *By 6 -30-02, complete modernization repairs as detailed within the plan to provide for the rehabilitation of units.*

- *On-going, provide training concerning the Uniform Inspection System used by HUD.*
- *On-going, provide for annual unit inspections.*
- *On-going, ensure inspection code compliance.*
- *On-going, provide for all accounts receivable, payable and records management.*
- *On-going, provide monthly and other required reports.*
- *On-going, provide for program fund audits.*

■ PHA Goal: Continuation of Modernization Activities

Objectives:

- *On-going, continue the modernization activities as previously awarded according to existing agreements, budgets and timelines and provide additional assistance using HUD funds.*
- *Annually, the PHA will continue to identify future needs for the development of future plans.*

■ PHA Goal: Funding for Affordable Housing

Objectives:

- *Annually, utilize HUD and/or other funding for affordable housing activities through equity investments, interest-bearing loans or advances, non-interest bearing loans or advances interest subsidies, loan guarantees or any other form of assistance that has been determined to be consistent with the HUD purpose.*
- *On-going, the PHA will invest funding as budgeted for affordable housing activities as previously detailed. Interest of the invested funds may be placed into a reserve for future rehabilitation/modernization of PHA units.*
- *On-going, the PHA will develop program guidelines for the delivery of homeownership construction programs that utilize the investment funding earned or leveraged for affordable housing activities. The activity plans will be developed and incorporated into subsequent annual plans.*
- *On-going, to provide for the construction of 24 units by utilizing leveraged funding and/or resources other than HUD funding.*

■ PHA Goal: Funding for Affordable Housing Activities

Objective:

- *By 6-30-03, utilize HUD and/or other funding for affordable housing activities that have been determined to be consistent with the HUD purposes. Interest earned from the investments may be placed into a rehabilitation program reserve to establish funding for the program and for use in future years.*
- *By 6-30-03, the PHA will invest funds as budgeted for affordable housing activities as outlined in goal.*

- *By 6 -30-04, the PHA will develop program guidelines for the delivery of homeownership acquisition programs that utilize the investment funding earned/leveraged for affordable housing activities, the activity plans will be developed and incorporated into subsequent annual plans.*

Progress Statement –*During FYB2001, the land for the central maintenance facility was purchased. The construction funds are going to be requested in the 2002 Capital Fund Program. The PHA expects to request bid proposals by January 2003.*

Rehabilitation

■ PHA Goal: Promotion of Resident Services

Objectives:

- *On-going, to maintain activities and services that promote homeownership, self-sufficiency, resident organizations and community development.*
- *On-going, promote resident and resident organization activities in the area of:*
 - *Fire-safety*
 - *Child-safety*
 - *Crime prevention*

■ PHA Goal: Provision for Safety and Crime Prevention

Objective:

- *On-going, the PHA shall provide for the provision of PHA security services, the provision of crime prevention and safety services/activities of PHA properties in accordance with identified needs, budgets and in consultation with local law enforcement.*
- *On-going, the officers shall provide for patrolling of housing areas, security services, crime prevention and safety activities according to job descriptions, policies and procedures.*

Progress Statement –*During FYB2001, two additional affordable homes were rebuilt and sold to “blue collar” workers who were living in McKinney. The City Council accepted the Affordable Housing Task Force Report. The services provided to promote homeownership have met with the desired results. Efforts to help revitalize a particular segment of the target community have not been successful as yet because of resident apathy.*

Section 8 Program Management Assessment Program

■ PHA Goal: Indicator #1 (15 points) Section 8 Waiting List

Objectives: To obtain the maximum score under SEMAP Indicator #1

- *On-going, have a written admissions policies in the Administrative Plan and demonstrate that 98% of the applicants/admissions were selected from the waiting list in accordance with the policies.*

- *On-going, adopt a written Administrative Plan including Waiting List Selection criteria.*
- PHAGoal: Indicator#2(20points) Rent Reasonableness
Objective: *To obtain the maximum score under SEMAP Indicator#2*
 - *On-going, the PHA has a written method and documents at least 98% at initial lease.*
 - PHAGoal: Indicator#3(20points) Determination of Adjusted Income
Objective: *To obtain the maximum score under SEMAP Indicator#3*
 - *On-going, in at least 90% of sample files, the PHA obtains and uses third party verification of reported income (or file documents why it was not obtained); the PHA applies the correct deductions; and uses the appropriate utility allowances for the leased unit.*
 - *On-going, review and revise verification systems as needed.*
 - PHAGoal: Indicator#4(5points) Utility Allowance Schedule
Objective: *To obtain the maximum score under SEMAP Indicator#4*
 - *Annually, the PHA has reviewed utility rate data within twelve months and adjusted schedule if there has been a change of 10% or more in utility rate since the last schedule was revised.*
 - *Maintain annually the system developed to document annual utility allowance reviews.*
 - *Maintain annually, the system developed to perform the annual review.*
 - PHAGoal: Indicator#5(5points) HQS Quality Control Inspection
Objective: *To obtain the maximum score under SEMAP Indicator#5*
 - *On-going, five percent (5%) of approved unit inspections are re-inspected for quality control.*
 - *On-going, procedures in place to track and document.*
 - PHAGoal: Indicator#6(10points) Housing Quality Standard Enforcement
Objective: *To obtain the maximum score under SEMAP Indicator#6*
 - *On-going, the PHA takes appropriate action; correction of life-threatening deficiencies within 24 hours and in at least 98% of sample files, all HQS deficiencies are corrected within 30 days (or within PHA extension). If family is determined to have caused certain defects, the PHA takes prompt action to enforce family obligations.*
 - *On-going, develop and implement procedures to meet goal.*
 - PHAGoal: Indicator#7(5points) Expanding Housing Opportunities
Objective: *To obtain the maximum score under SEMAP Indicator#7*

- *On-going, the PHA will adopt and implement a written policy and take action to encourage participation by owners outside; provide maps of jurisdiction and neighboring jurisdictions; provide a list of owners willing to rent to Section 8 or organization to help families find units outside poverty areas; explains portability in briefings and provide 3s contact; analyzes families difficulties findings units and seeks HUD approval for area exception rent if applicable.*
 - *On-going, to keep participant families aware of the full range of areas where they may lease units, including a list of landlords or other parties, both inside and outside of the PHA's jurisdiction, and that are in low poverty and minority areas.*
- PHA Goal: Indicator #8 (5 points) Fair Market Rent
Objective: To obtain the maximum score under SEMAP Indicator #8
- *On-going, excluding the over -FMR tenancies, the PHA will make certain at least 98% of initial certificate gross rents are at or below FMR/exceptions rent and voucher payments standard is no greater than FMR/exception rent and is not less than 80% of FMR/exception rent limit (unless approved by HUD).*
 - *On-going, verify MTCS data.*
- PHA Goal: Indicator #9 (10 points) Annual Re -examinations
Objective: To obtain the maximum score under SEMAP Indicator #9
- *On-going, less than 5% of re exams are conducted late.*
 - *Maintain established systems to monitor document annual re -exams.*
 - *On-going, verify proper MTCS reporting.*
- PHA Goal: Indicator #10 (5 points) Correct Tenant Rent Calculations
Objective: To obtain the maximum score under SEMAP Indicator #10
- *On-going, two percent (2%) of fewer rent calculation errors.*
 - *On-going, review and revise procedures as needed.*
- PHA Goal: Indicator #11 (5 points) Pre -Contract Inspection
Objective: To obtain the maximum score under SEMAP Indicator #11
- *Two percent (2%) or more units passed inspection before HAP contract effective date.*
 - *On-going, develop procedures to make certain that all newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract.*
- PHA Goal: Indicator #12 (10 points) Annual HQS Inspections
Objective: To obtain the maximum score under SEMAP Indicator #12

- *On-going, fewer than five percent (5%) of HQS annual inspections are not made within a 12 month period.*
- *On-going, establish procedures to conduct on -time HQS inspections on all units under lease at least every twelve (12) months.*

Progress Statement – *During FYB2001, Quality Control for HQS is already in place and functioning. The SEMAP score was less than anticipated (92%) but HUD could not provide the PHA with names of the two clients where the rents were mis -calculated in MTCs nor would HUD change the score.*

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheCityofMcKinney,Texas haspreparedthisAnnualPHA PlanincompliancewithSection511oftheQualityHousingandWorkResponsibility Actof1998andtheensuingHUDrequirements.

ThepurposeoftheAnnualPlanistoprovideaframeworkforlocalaccountabilityand an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency .

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents willreceivethebestcustomerservice.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectivesisensuredbyimplementationofaseriesofpolicies thatareondisplaywith this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan arethetwoprimarypoliciesondisplay. These important documents cover the public housing tenants selection and assignment plan, outreach services, PHA's responsibility toSection8owners/landlords,grievanceprocedures,etc.

The most important challenges to be met by the Housing Authority of the City of McKinney during FY2002 include:

- *Preserve and improve the public housing stock through the Capital Funds activities;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low -income families to become self -sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of McKinney to meet the housing needs of the full range of low - income residents. The Housing Authority of the City of McKinney, in partnership with agencies from all levels of government, the business community, non -profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of McKinney and Collin County.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan , including attachments, and a list of supporting documents available for public inspection .

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments :

- Admissions Policy for Deconcentration **-TX027a02**
- FY2002 Capital Fund Program Annual Statement **TX027b02**
- FY2002 Capital Fund Program 5 Year Action Plan **TX027c02**
- Most recent board - approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification* **-TX027d02**
 - Pet Policy (family)* **TX027e02**
 - Pet Policy (elderly/disabled)* **TX027f02**
 - Resident Member on the PHA Governing Board* **TX027g02**
 - Membership of the Resident Advisory Board or Boards* **TX027h02**
 - Summary of Policy or Program Changes for the Upcoming Year* **TX027i02**
 - Section 8 Homeownership Capacity Statement* **TX027j02**
 - 2000 Performance and Evaluation Report* **TX027k02**
 - 2001 Performance and Evaluation Report* **TX027l02**
 - Deconcentration attachment* **TX027m02**
 - Voluntary Conversion assessment* **TX027n02**

Optional Attachments:

- PHA Management Organizational Chart
- Public Housing Drug Elimination Program (PHDEP) Plan

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOP EVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
<i>N/A</i>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needs column,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpac t.” UseN/AtoindicatehatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	3,398	5	5	4	4	5	5
Income>30%but <=50%ofAMI	3,054	5	5	4	4	5	5
Income>50%but <80%ofAMI	6,560	5	5	4	4	5	5
Elderly	1,591	5	5	4	4	5	5
Familieswith Disabilities	*	5	5	4	4	5	5
<i>Black</i>	908	5	5	4	4	5	5
<i>Hispanic</i>	1,389	5	5	4	4	5	5
<i>Other</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* *Nodataavailable*

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy
 (“CHAS”)dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearofinformation)

B. Housing Needsof Familieson thePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists(PHA tosupply)

State thehousingneedsof thefamilieson thePHA'swaitinglist/s .Completeonetableforeachtype ofPHA -widewaitinglistadministeredbythePHA. PHA mayprovideseperatetablesforsite - basedorsub -jurisdictionalpublichousingwaitinglistsattheiroption.

HousingNeedsof Familieson theWaitingList			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance			
<input checked="" type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	323		92
Extremelylow income<=30%AMI	68	21%	
Verylowincome (>30%but<=50 % AMI)	152	47%	
Lowincome (>50%but<80% AMI)	103	32%	
Familieswith children	231	71%	
Elderlyfamilies	45	14%	
Familieswith Disabilities	47	15%	
Caucasian	165	51%	
African/American	100	31%	
Hispanic	54	17%	
Other	4	1%	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	250	39%	20
2BR	53	16%	51
3BR	20	6%	21
4BR	0	0	
5BR	0	0	0

Housing Needs of Families on the Waiting List			
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	177		32
Extremely low income <=30% AMI	80	45%	
Very low income (>30% but <=50% AMI)	70	40%	
Low income (>50% but <80% AMI)	27	15%	
Families with children	110	62%	
Elderly families	30	17%	
Families with Disabilities	12	7%	
Caucasian	75	42%	
African/American	81	46%	
Hispanic	14	8%	
Other	7	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List			
2BR	N/A	N/A	N/A
3BR	N/A	N/A	N/A
4BR	N/A	N/A	N/A
5BR	N/A	N/A	N/A
5+BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 20			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing 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 U P COMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for alleligible populations

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

Select all that apply

- 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 time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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

Other(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian

Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIinpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIintenant -basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeconomichardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian

Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly: N/A

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucher targetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities: N/A

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)
Section 8 Counselors will implement a periodic landlord training seminar beginning May 2002.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- 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
- Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	315,585.00	
b) Public Housing Capital Fund	323,761.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,247,157.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Sub-total	1,886,504.00	
3. Public Housing Dwelling Rental Income	425,980.00	Public Housing Operations
4. Other income (list below)	55,000.00	Public Housing Operations
Interest on General Funds Investments:		
Other income: legal fees, maintenance;		
Charges to tenants, late fees, NSF check charges, etc.		
4. Non-federal sources (list below)		
Sub-total	480,980.00	
Total resources	2,367,484.00	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1)Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) ***1-4 (depend on how many units are available)***
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing? (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
Citizenship/Legal Status Check

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2)WaitingListOrganization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
The PHA will not operate site-based waiting lists

1. How many site-based waiting lists will the PHA operate in the coming year? **0**
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
 Two
 Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action on Housing
- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admission preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Acquisition of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA - resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

(6)DeconcentrationandIncomeMixing *seeattachmenttx027m02*

a. Yes No: Did the PHA's analysis of its family (general occupancy) developmentstodetermineconcentrationsofpovertyindicatethe needformeasurestopromotedeconcentrationofpovertyor incomemixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based ontheresultsoftherequiredanalysisoftheneedtopromote deconcentrationofpovertyortoassureincomemixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply) N/A

Adoption of site -based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or incomemixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and development targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the resultsoftherequiredanalysisoftheneedfordeconcentration ofpovertyandincomemixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the resultsoftherequiredanalysis, in which developments will the PHA makespecial effortsto attract or retain higher -income families? (select all that apply)

- Not applicable: resultsofanalysisdidnotindicateaneedforsuchefforts
- List (any applicable) developments below:

g. Based on the resultsoftherequiredanalysis, in which developments will the PHA makespecial effortsto assure access for lower -income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below :

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below) **Last known tenant address**
Current & previous landlords name and address

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below **Documentation of difficulty, i.e., illness, death in family.**

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Household that contribute to meeting income goals (broad range of incomes)

- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

6. Relationship of preference to income targeting requirements: (select one)

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

Through published notices

Other (list below)

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub-component 4A.

(1)IncomeBasedRentPolicies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent setting policies for income based rent in public housing. Income based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below : **N/A**

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **N/A**

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
Exclude increases in income up to \$450.00 annually

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply) N/A

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) N/A

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit

Other(listbelow)

f. Rentre -determinations:

1. Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHA suchthatthechangesresultinanadjustmentto rent?(selectallthatapply)

- Never
 Atfamilyoption
 Anytimethefamilyexperiencesanincomeincrease
 Anytimeafamilyexperiences anincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold) **over\$450.00ANNUALLY**
 Other(listbelow)

g. Yes No:DoesthePHAplantoimplementindividualsavingsacc ountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreases inthenextyear?

(2)FlatRents

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuse toestablishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
 Surveyofrentslistedinlocalnewspaper
 Surveyofsimilarunassistedunitsinthe neighborhood
 Other(list/describbelow) **HUDset -a-side(ManorHouseApartments)**

B. Section 8 Tenant -Based Assistance

Exemptions: PHA that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payments tandards and policies .

a. What is the PHA 's payment standard?(select the category that best describes your standard)

- At or above 90% but below 100% of FMR
 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) **N/A**

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burden of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management -Not required

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C.ManagementandMaintenancePolicies

ListthePHA'spublichousingmanagementandmaintenancemaintenancepolicydocuments,manualsandhandbooks thatcontaintheAgency'srules,standards,andpoliciesgoverningmaintenanceandmanagementof publichousing,includingadescriptionofanymeasuresnecessaryforthe preventionoreradicationof pestinfestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8 management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow)

6. PHA Grievance Procedures –Not Required

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8 - Only PHAs are exempt from sub -component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant -Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **TX027b02**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **TX027c02**

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP Optional 5-Year Action Plan from the Table Library and insert here)

see attachment: TX027k02 – 2000 Performance and Evaluation Report

see attachment: TX027l02 – 2001 Performance and Evaluation Report

B.HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name: *n/a*

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24CF RPart903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description N/A

Yes No : Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

9.Designationof PublicHousingforOccupancybyElderlyFamilies orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. Yes No: HasthePHAdesignatedorappliedforapprovaltodesignateordoes thePHAplantoapplytodesignateanypublichousingfor occupancyonlybytheelderlyfamiliesoronlybyfamilieswith disabilities,orby elderlyfamiliesandfamilieswithdisabilities orwillapplyfordesignationforoccupancybyonlyelderly familiesoronlyfamilieswithdisabilities,orbyelderlyfamilies andfamilieswithdisabilitiesasprovidedbysection7ofthe U.S.HousingAct of1937(42U.S.C.1437e)intheupcoming fiscalyear? (If“No”,skiptocomponent10.If“yes”,complete oneactivitydescriptionforeachdevelopment,unless thePHAis eligibletocompleteastreamlinedsubmission;PHAs completingstreamlinedsubmissionsmayskiptocomponent 10.)

2. ActivityDescription N/A

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?If“ yes”,skiptocomponent10.If “No”,completetheActivityDescriptiontablebelow .

DesignationofPublicHousingActivityDescription	
1a. Developmentname:	
1b. Development(project)number:	
2. Designationtype:	
Occupancybyonlytheelderly	<input type="checkbox"/>
Occupancybyfamilieswithdisabilities	<input type="checkbox"/>
Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities	<input type="checkbox"/>
3. Applicationstatus(selectone)	
Approved;includedinthePHA’sDesignationPlan	<input type="checkbox"/>
Submitted,pendingapproval	<input type="checkbox"/>
Plannedapplication	<input type="checkbox"/>
4. Datethisdesignationapproved,submitted,orplannedforsubmission: (DD/MM/YY)	
5. Ifapproved,willthisdesignationconstitutea(selectone)	
<input type="checkbox"/> NewDesignationPlan	
<input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?	
6. Numberofunitsaffected:	
7. Coverageofaction(selectone)	
<input type="checkbox"/> Partofthedevelopment	
<input type="checkbox"/> Totaldevelopment	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description N/A

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)

<input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved:)
<input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved:)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied to planto apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description **N/A**

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: N/A

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26- 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA -established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs -Not required

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency -N/A

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and programsto eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants -N/A

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non -housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership option participation

C. Welfare Benefit Reductions -N/A

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

See attachment TX027n02

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents -N/A

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA 's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year -N/A

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police –N/A

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEPP Plan

PHA eligible for FY2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

see attachment –TX027e02 –Pet Policy –family

see attachment –TX027f02 –Pet Policy –elderly/disabled

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHAPlan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as a result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? **N/A**
If not, when are they due (state below)?

17. PHA Asset Management –Not required

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment

Other:(listbelow)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (Filename)

Provided below:

- ***Request additional parking for senior citizen development***
- ***More flowers for landscaping.***
- ***Paint building trim***
- ***Repairs sidewalk triphazards***
- ***Update playground equipment***
- ***Garbage disposals***
- ***New knobson cabinets***
- ***New sinks***
- ***New countertops***
- ***Fire ant extermination***

3. In what manner did the PHA address those comments? (select all that apply) **N/A**

Considered comments, but determined that no changes to the PHA Plan were necessary. ***Plans additional parking were already on -going***

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)

2. Yes No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

3. Description of Resident Election Process **N/A**

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *State of Texas*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - *Reduce vacancies in public housing.*
 - *Expand the Voucher Program*
 - *Modernize units*
- Other: (list below)

4. The Consolidated Plan of the jurisdictions support the PHA Plan with the following actions and commitments: (describe below)

- ◆ *To preserve and rehabilitate the City's existing housing stock primarily for extremely low, very low and low -income families (0 -80 percent of median income).*
- ◆ *To expand economic opportunities in the community particularly for lower income residents.*
- ◆ *To continue to encourage and support non -profit organizations in seeking additional funding sources and assist them in obtaining such funding whenever possible.*

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan for McKinney H.A. Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number **TX027** FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
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	
24	Amount of line 20 Related to Energy Conservation Measures	

**AnnualStatement
CapitalFundProgram(CFP)PartII:Supporti ngTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Totalestimatedcostovernext5years				

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Totalestimatedcostovernext5years				

**DECONCENTRATIONANDINCOMETARGETINGPOLICY
FORTHE
HOUSINGAUTHORITYOF THE
CITYOFMCKINNEY,TEXAS**

DECONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the McKinney, Texas Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering lowest income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

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Implementation may include the following efforts:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents; (mandatory)
- Flat rents for selected developments;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media; and
- Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. These selection procedures are redesigned so that selection of new public housing residents will bring the actual distribution of rents close to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- ▶ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).

- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- ▶ For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- ▶ The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs.)

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Housing Authority of the City of McKinney "AMENDED"	Grant Type and Number: Capital Fund Program No: TX21P02750102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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<input checked="" type="checkbox"/> Original Annual Statement	<input checked="" type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number _____
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____	<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	0.00			
3	1408 Management Improvements	25,000.00			
4	1410 Administration	7,512.00			
5	1411 Audit	8,000.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	28,500.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	18,000.00			
10	1460 Dwelling Structures	21,000.00			
11	1465.1 Dwelling Equipment-Nonexpendable	11,200.00			
12	1470 Nondwelling Structures	201,500.00			
13	1475 Nondwelling Equipment	3,050.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sum of lines 2-20)	323,762.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security-Soft Costs	0.00			
25	Amount of Line 21 Related to Security-Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			

**Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHAName: Housing Authority of the City of McKinney		Grant Type and Number: Capital Fund Program No: TX21P02750102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TX027-HA Wide	Management Improvements:							
	Purchases software for computers	1408		2,000.00				
	Provide for 5-Year Plan Consulting	1408		5,000.00				
	Provide Training for Executive Dir./Staff	1408		18,000.00				
	Subtotal	1408		25,000.00				
	Administration:							
	Part-time help during CFP, including non-technical	1410		5,512.00				
	Sundry	1410		2,000.00				
	Subtotal	1410		7,512.00				
	Audit: Audit Fees							
		1411		8,000.00				
	Subtotal	1411		8,000.00				
	Fees & Costs:							
	On-site inspector to monitor work in progress.	1430		3,500.00				
	Architect/engineer to develop drawings & specifications, carry out bid procurement, administer contract & make on-site observation of work in progress.	1430		25,000.00				
	Subtotal	1430		28,500.00				
	Dwelling Equipment:							
	Purchase refrigerators @\$500 ea.	1465	10	5,000.00				
	Purchase ranges @\$310 ea.	1465	20	6,200.00				
	Subtotal	1465		11,200.00				
	Non-Dwelling Equipment:							
	Purchase computers	1475		3,050.00				
	Subtotal	1475		3,050.00				
			TOTAL	83,262.00				

Attachment: TX027d01

Housing Authority of the City of McKinney

A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

**PET OWNERSHIP
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE
CITY OF MCKINNEY, TEXAS**

PET OWNERSHIP

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own 1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA.

The Housing Authority of the City of McKinney (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA’s rules and will provide them copies of the PHA’s Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA’s developments, the PHA will notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a non-refundable nominal pet fee of \$ _____ will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of \$ _____ will be assessed and is intended to cover additional costs not otherwise covered (i.e., damages to the unit, yard, fumigation of a unit, etc.);
- C. animals that are used to assist the are excluded from the size weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. are observed;
- D. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time; and,
- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA’s pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C.

- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHA to limit or impair the rights of persons with disabilities, or affects any authority PHA may have to regulate service animals that assist persons with disabilities.**

HOUSING AUTHORITY OF THE CITY OF MCKINNEY

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owners shall have only a small cat or dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a *service animal* used to assist a disabled resident.
4. Pet owners shall license their pets (if required by state or local law) yearly with the City of McKinney or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The pet owner must also carry renter's liability or other form of liability insurance which covers household pets.
5. No pet owners shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owners shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owners shall keep a cat or dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owners shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
7. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.
8. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
9. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
10. Residents shall provide the PHA a color photograph of the pet(s).

11. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
12. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
13. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea power. The resident is responsible for the cost of flea/tick extermination.
14. No residents shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
15. No pet owners shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
16. No pet owners shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
17. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owners shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tiesack in a designated trash container outside the building where the pet owner lives.
18. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tiesack in a designated trash container outside the building where the pet owner lives.
19. The pet owners shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
20. The pet owners shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks

and/or other vermin.

21. No pet owners shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
22. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, displays symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and the resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
23. Each pet owner shall pay a non-refundable pet fee of \$ _____ and a refundable pet deposit of \$ _____. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages the presence of the pet.
24. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
25. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
26. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
27. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
28. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby _____'s are able to

survive on their own (a maximum of six (6) weeks).

29. Pet Violation Procedures: Resident agrees to comply with the following:

- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
- b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
- c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
 - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

- (3) Statethatfailuretoremovethepetmayresultininitiationofthe procedurestohavethepetremovedorterminatethepetowner 'sleaseor both.
- d. Theproceduredoesnotapplyincaseswherethepetinquestionpresentsan immediatethreattothehealth,safe,ofothersorifthepetisbeingtreatedinan inhumanemanner.Insuchcasesparagraph24shallapply.
- 30. ThePHAwillnotberesponsibleforanypetwhichgetsoutofaunitwhenmaintenance employees enter for the purpose of making repairs. The family is responsible for removingthepetwhenmaintenanceisscheduledorassuringthataresponsiblefamily memberispresenttocontrolthepet.
- 31. Ifaresident,includingapetowner,breachesanyoftherulessetforthabove,thePHA mayrevokethepetpermitandevicttheresidentorpetowner.

AGREEMENTFORCAREOFPET

InaccordancewiththePetPolicyoftheHousingAuthorityoftheCityofMcKinneyandthe AddendumtotheResidentialDwellingLeaseAgreementdated _____ between:

THEHOUSINGAUTHORITYOFTHECITYOFMCKINNEY
1200N.TennesseeStreet
McKinney,TX75069

AND,

_____ (Resident 'sName)

_____ (Resident 'sAddress)

I hereby agree that should _____ become incapable
of caring for _____ a _____
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and wellbeing of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of McKinney.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit

Amount Paid

Date

Non-refundable Damage Deposit

Amount Paid

Date

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TX\TX027e01.wpd

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

**PET OWNERSHIP
(ELDERLY/DISABLED RESIDENTS)
FOR
THE HOUSING AUTHORITY OF THE
CITY OF MCKINNEY, TEXAS**

PET OWNERSHIP

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of McKinney (herein referred to as PHA) will notify eligible new and current residents of that right and provide them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed
- C. residents may request a copy of the PHA 's pet ownership rules or proposed amendments to the rules at any time; and,
- D. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSINGAUTHORITYOFTHECITYOFMCKINNEY

PetOwnershipRulesforElderly/DisabledResidents

1. Commonhouseholdpetmeansadomesticatedcat,dog,bird,gerbil,hamster,Guineapig andfishinaquariums. Reptiles of any kind, with the exception of small turtles in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Eachhouseholdshallhaveonlyonepet(exceptfishorbirds). Thelimitforbirdsistwo (2).
3. Thepetownershallhaveonlyasmallcatoradog. Theanimal'sweightshallnotexceed *twenty(20)pounds* . The animal's height shall not exceed *fifteen(15)inches* . Such limitationsdonotapplytoa *serviceanimal* usedtoassistadisabledresident.
4. Petownersshalllicensetheirpets(ifrequiredbystateorlocallaw)yearlywiththeCity ofMcKinney,Texas. ThepetownermustshowthePHAprroofofrabiesanddistemper booster inoculations and licensing annually. The pet owner must also carry renter liability or other form of liability insurance which covers household pets. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. NopetownershallkeepapetinviolationofStateorlocalhealthorhumanelawsor ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. Thepetownershallhavehisorhercatordogspayedorneuteredandshallpaythecost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exception to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. Allcatsshallbedeclawed. Proof of compliance shall be furnished to management.
8. Thepetownershallhousethepetinsidethepetowner'sdwellingunit. Thepetowner shallkeepacatoradogonaleashandshallcontroltheanimalwhenitistakenoutofthe dwellingunitforanypurpose. Theownerofabird(s)shallconfinehemtoacageatall times. Nopetownershallallowhisorherpettobeunleashedorlooseoutsidethepet owner'sdwellingunit.
9. Nopetshallbepermittedinanycommonareaexceptasnecessarytodirectlyenterand exitthebuilding. Thisrestrictionisnotapplicabletoserviceanimals.

10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Residents shall provide the PHA a color photograph of the pet(s).
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
16. No residents shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owners shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
18. No pet owners shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated trash container outside the building where the pet owner lives.
20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such

droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owners shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. No pet owners shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
23. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, displays symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
24. Each pet owners shall pay a refundable pet deposit of \$ _____. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
25. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
26. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
27. Each pet owners shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate

custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

28. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby 's are able to survive on their own (a maximum of six (6) weeks).
29. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
30. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
31. If the pet 's health is threatened because of resident 's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible party is found, state or local authorities will be contacted.
32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
34. Pet Violation Procedures: Resident agrees to comply with the following:
 - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 2. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.

- 4. Statethatthepetowner 'sfailuretocorrecttheviolation,torequesta meeting,ortoappearatarequestedmeetingmayresultininitiationof proceduresto havethepetremovedand/orterminatethepetowner 'slease orboth.

- b. **PetRuleViolationMeeting:**Ifthepetownermakesarequest,withinfive(5) daysofthenoticeofpetruleviolation,forameetingtodiscussthealleged violation,thePHAwillestablishamutuallyagreeabletimeandplaceforthe meetingwithinfifteen(15)daysfromtheeffectivedateofserviceofthenoticeof petruleviolation.Atthepetruleviolationmeeting,thepetownerandPHAshall discussanyallegedpetruleviolationandattempttocorrectit.ThePHA,mayas aresultofthemeeting,givethepetowneradditionaltimetocorrecttheviolation.

- c. **NoticeforPetRemoval:**IfthePHAdeterminesthatthepetownerhasfailedto correctthepetruleviolationwithinthetimepermittedbyParagraphb.ofthis section(includinganyadditionaltimepermittedbythePHA),orifthepartiesare unabletoresolvetheproblem,thePHA mayserveanoticetothe pet owner requiringthepetownertoremovethepet.Thenoticewillbeinwritingandwill:
 - 1. Containabriefstatementofthefactualbasisforthedeterminationandthe petrulorrulesthathasbeenviolated.
 - 2. Statethatthepetownermustremovethepetwithinten(10)daysofthe effectivedateofthenoticeofpetremoval(orthemeeting,ifnoticeis servedatthemeeting).
 - 3. Statethatfailuretoremovethepetmayresultininitiationofthe proceduresto havethepetremovedorterminatethepetowner 'sleaseor both.

- d. Theproceduredoesnotapplyincaseswherethepetinquestionpresentsan immediatethreattothehealth,safe,ofothersorifthepetisbeingtreatedinan inhumanemanner.Insuchcasesparagraph24shallapply.

AGREEMENTFORCAREOFPET

InaccordancewiththePetPolicyoftheHousingAuthorityoftheCityofMcKinneyandthe AddendumtotheResidentialDwellingLeaseAgreementdated _____ between:

THEHOUSINGAUTHORITYOFTHECITYOFMcKinney
1200N.TennesseeStreet
McKinney,TX75069

AND,

_____ (Resident'sName)

_____ (Resident 'sAddress)

I hereby agree that should _____ become incapable
of caring for _____ a _____

(Name of Pet)

(Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of McKinney.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

Housing Authority of the City of McKinney

Required Attachment TX027g01: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Edna Rascoe**

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): **10/1/01-10/01/03**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **N/A**

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: **10/2003**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Don Dozier, Mayor

Required Attachment TX027h01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Edna Roscoe
Harold Marshal
Sean Roberts
Gary Abrams
Johnnie Mae Hall
Manuel Quezada
Patricia Wilson

Jerry Anderson
Jimmy Smith
Shirley Githiaka
Connie Crosby
Reyes Martinez
Roslyn Duckett
Johnny Wilson

Attachment: TX027i01

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

5 Year Plan

- *Mission Statement: Added "resident -oriented" and "citizen -centered" to existing mission statement.*
- *Objective reading "By 06 -30-01" changed to read "By 06 -03-02" or "Annually", or "On-going" as applicable.*
- *References to Community Service Program have been removed throughout the Plan. Community Service is no longer a HUD requirement.*
- *Removed Community Service Policy*
- *References to PHDEP goal and objectives, support documents list, PHDEP Plan have been removed. Public Housing Drug Elimination Program (PHDEP) no longer funded by HUD.*
- *Land for maintenance facility purchased.*
- *Two additional affordable homes built and sold.*

Housing Authority of the City of McKinney

Section 8 Homeownership Program Capacity Statement Attachment TX027j01

The Housing Authority of the City of McKinney demonstrates its capacity to administer the Section 8 Homeownership program has the following policies are adopted:

1. A minimum down payment of 3% is required. At least 1% must come for the family's resources.
2. Financing for purchase of a home will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CGPRHF) Part 1: Summary

PHAName: Housing Authority of the City of McKinney	Grant Type and Number: Capital Fund Program No: TX21P02750100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number _____
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/01	<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations				
3	1408 Management Improvements	14,188.00		6,218.28	6,218.28
4	1410 Administration	15,072.00		1,210.15	1,210.15
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	38,350.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	11,350.00		2,465.00	2,465.00
10	1460 Dwelling Structures	247,526.00		223,493.06	223,493.06
11	1465.1 Dwelling Equipment-Nonexpendable	7,100.00		6,357.70	6,357.70
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	1,100.00		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sum of lines 2-20)	334,686.00		239,744.19	239,744.19
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security-Soft Costs				
25	Amount of Line 21 Related to Security-Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the City of McKinney		Grant Type and Number: Capital Fund Program No: TX21P02750100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Training for Executive Director and staff to include Occupancy Training	1408		12,188.00		6,218.28	6,218.28	All staff training in progress
	Computer Software	1408		2,000.00		0.00	0.00	
	Part-time help, including non-technical	1410		12,831.00		1,210.15	1,210.15	In progress
	Sundry	1410		2,241.00		0.00	0.00	
	On-site inspector	1430		7,300.00		0.00	0.00	
	Reproduction costs	1430		2,500.00		0.00	0.00	
	Architect/Engineer to develop drawings specifications, carry out bid procurement administer contract & make on-site observation of work in progress.	1430		23,550.00		0.00	0.00	
	Agency Plan Update, Consultant fees, consortia	1430		5,000.00		0.00	0.00	
	Computer Hardware upgrade	1475		1,100.00		0.00	0.00	
TX027-HA-1	Landscaping	1450		6,000.00		2,465.00	2,465.00	Continuing
Merritt Homes	Redesign Building Entrances	1460		175,000.00		175,000.00	175,000.00	Complete
TX027-HA-2	Landscaping	1450		5,350.00		0.00	0.00	
Lloyd Owens	Redesign Building Entrances	1460		57,450.00		48,493.06	48,493.06	Near completion
	Paint Interior	1460	14 units	15,076.00		0.00	0.00	
	Ranges	1475	5 ea	5,500.00		5,500.00	5,500.00	
	Refrigerators	1475	5 ea	1,600.00		857.70	857.70	Continues
			TOTAL	334,686.00		239,744.19	239,744.19	72% Complete

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Housing Authority of the City of McKinney	Grant Type and Number: Capital Fund Program No: TX21P02750101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 12/31/01
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	0.00			
3	1408 Management Improvements	21,000.00		0.00	0.00
4	1410 Administration	6,000.00		0.00	0.00
5	1411 Audit	8,000.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	10,000.00		0.00	0.00
8	1440 Site Acquisition	26,000.00		0.00	0.00
9	1450 Site Improvement	19,876.00		0.00	0.00
10	1460 Dwelling Structures	20,000.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	16,200.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	3,050.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	210,000.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant (sum of lines 2-20)	340,126.00		0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security-Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security-Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00

**Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHAName: Housing Authority of the City of McKinney		Grant Type and Number: TX21P02750101				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities		General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
TX027-HA Wide	Management Improvements:								
	Purchases software for computers	1408			2,000.00		0.00	0.00	
	Provide for 5-Year Plan Consulting	1408			5,000.00		0.00	0.00	
	Provide Training for Executive Director/Staff	1408			14,000.00		0.00	0.00	
	Subtotal	1408			21,000.00		0.00	0.00	
	Administration:								
	Part-time help during CFP, including non-technical	1410			4,000.00		0.00	0.00	
	Sundry	1410			2,000.00		0.00	0.00	
	Subtotal	1410			6,000.00		0.00	0.00	
	Audit: Audit Fees								
		1411			8,000.00		0.00	0.00	
	Subtotal	1411			8,000.00		0.00	0.00	
	Fees & Costs:								
	On-site inspector to monitor work in progress.	1430			3,500.00		0.00	0.00	
	Architect/engineer to develop drawings & specifications, carry out bid procurement, administer contract & make on-site observation of work in progress.	1430			6,500.00		0.00	0.00	
	Subtotal	1430			10,000.00		0.00	0.00	
	Dwelling Equipment:								
	Purchase refrigerators @\$500ea.	1465	20		10,000.00		0.00	0.00	
	Purchase ranges @\$310ea.	1465	20		6,200.00		0.00	0.00	
	Subtotal	1465			16,200.00		0.00	0.00	
	Non-Dwelling Equipment:								
	Purchase computers	1475			3,050.00		0.00	0.00	
	Subtotal	1475			3,050.00		0.00	0.00	
				TOTAL	64,250.00		0.00	0.00	

Housing Authority of the City of McKinney

Attachment: TX027n01

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Lloy Owens	26	C	1.
Cockrell	24	C	2.
Newsome Homes	67	C	3.

Housing Authority of the City of McKinney

Attachment: TX027o01

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

A. How many of the PHA's developments are subject to the Required Initial Assessments?

- All public housing developments are subject to the required initial assessment.

Merritt Homes
Lloyd Owens
Cockrell Homes
Newsome Homes

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

- No developments are exempt.

C. How many Assessments were conducted for the PHA's covered developments?

- One assessment was conducted.

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

- The PHA has determined that conversion is not appropriate for any developments at this time.

E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

N/A