

# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007	3
Annual Plan for Fiscal Year 2003	3

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHAName:** WestMemphisHousingAuthority

**PHANumber:** AR024

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2003

### 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)

**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 OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - 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)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach effort to potential voucher landlords
- Increase voucher payment standards
- Implement voucher home ownership program: Initiating
- Implement public housing or other home ownership programs:
- Implement public housing site -based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**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: *Try to add additional cameras, Better police presence*
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self -sufficiency and asset development of families and individuals**

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 assistance recipients' employability:  
*Headstart on the grounds of the West Memphis Housing Authority.*  
*Family Self Sufficiency is also on the grounds of the Authority.*
- 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:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesofthePHAthat are includedintheAnnualPlan.

*TheWestMemphisHousingAuthoritywasestablishedin1959toprovideQualityHousingforthecitizensofWestMemphis,ArkansasandforthoseligibleentitiesthatqualifiedundertheguidelinesestablishedbytheFederalGovernmentandadministeredbythisagency.*

*TheWestMemphisHousingAuthorityisamedium-sizeagencylocatedinWestMemphis,ArkansasintheEastArkansasDelta.TheCityofWestMemphishasacurrentpopulationof28,259andourPublicHousingcommunityconsistsof1010residents.*

*TheQualityHousingWorkResponsibilityActof1998hasrequiredthis5Year/AnnualPlantobedraftedandto identifyprogramsneededandto be implementedinordertomaximizetheeffortstoensurethatsafe,sanitary, decenthousingandimprovementinadditionalareasareaddressedtoimprovethe livingconditionsand opportunitiesforeligiblefamilies/individualstobeexplored.*

*TheWestMemphisHousingAuthorityhasreceivedfundingtoimplementaFamilySelfSufficiencyProgram.HomeownershipisanotherprogramthatWMHAisinvolvedinthroughthelocalLegalServicesOffice.*

*Itisandwillcontinue tobetheresponsibilityoftheWestMemphisHousingAuthoritytoexplorenewprogram possibilitiesaswellasnewproceduresandregulationsareobtained,explainedandfollowedbyagency personnel, programparticipants,landlordsandallinterestedpartiesnotmentioned.*

*ResponsibilitiesassignedtotheWestMemphisHousingAuthoritywillbeachievedasaresultofattending conferences&seminars,trainings,collegeclasses/communitycourseswhenfundingisavailableandscheduling permitstoimprovetheprofessionalismandqualificationsofallagency personnel.*

Each year an Annual Plan is submitted is an opportunity to improve on the services provided to each eligible entity as well as an opportunity to improve the quality of the West Memphis Housing Authority.

### **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 (**Attachment A**)
- FY2003 Capital Fund Program Annual Statement (**Attachment D**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**)
- Implementation of Public Housing Resident Community Service Requirements (**Attachment Section**)
- Pet Policy (**Attachment Section**)

- Progress in Meeting the 5 -Year Plan Mission and Goals (Attachment Section)
- Resident Membership of the PHA Governing Board (Attachment Section)
- Membership of the Resident Advisory Board (Attachment Section)
- Component 3(6) Deconcentration and Income Mixing (Attachment B)
- Performance and Evaluation Report for 2000 CGP (Attachment E)
- Performance and Evaluation Report for 2001 CFP (Attachment F)
- Performance and Evaluation Report for 2002 CFP (Attachment G)
- Voluntary Conversion Initial Assessment (Attachment H)

Optional Attachments:

- PHA Management Organizational Chart (Attachment C)
- FY2003 Capital Fund Program 5 Year Action Plan (Attachment D)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
Resident Assessment Follow Up Plan (Attachment I)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications 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 jurisdictions 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;



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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</i> ; Notice 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 each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input 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
	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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	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 homeownership 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
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plans for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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 under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	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.HousingNeedsofFamiliesintheJurisdictionsServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlansapplicabletothejurisdiction,and/orotherdata availabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthefollowingtable. Inthe“Overall”Needscolumn,providetheestimatednumberofrenterfamiliesthathavehousingneeds.Forthe remainingcharacteristics,ratetheimpactofthatfactoronthehousingneedsforeachfamilytype,from1to5,with1 being“noimpact”and5being“severeimpact.”UseN/Atoindicatethatnoinformationisavailableuponwhichthe PHAcanmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	1,153	4	1	3	2	2	2
Income>30%but <=50%ofAMI	479	4	1	3	2	2	2
Income>50%but <80%ofAMI	220	3	1	2	2	2	2
Elderly	393	4	1	3	2	2	2
Familieswith Disabilities	Unknown						
Race/Ethnicity AfricanAmerican	1,093	4	1	3	2	2	2
Race/Ethnicity Hispanic	11	4	1	3	2	2	2
Race/Ethnicity							
Race/Ethnicity							

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthatapply;all materialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdictions  
Indicateyear:1998
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant Based Assistance Waiting Lists** -

State the housing needs of the families on the PHA's waiting lists. **Complete one table for each type of PHA -wide waiting list administered by the PHA.** PHAs may provide separate tables for site -based or sub -jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" 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	169		59
Extremely low income <= 30% AMI	160	95%	
Very low income (>30% but <=50% AMI)	9	5%	
Low income (>50% but <80% AMI)			
Families with children	108	64%	
Elderly families	4	2%	
Families with Disabilities	28	17%	
Race/ethnicity white	63	4%	
Race/ethnicity African American	163	96%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1	1%	
1BR	57	34%	
2BR	71	41%	

Housing Needs of Families on the Waiting List			
3BR	33	19%	
4BR	6	4%	
5BR	10	1%	
6BR+	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 on 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	597		59
Extremely low income <= 30% AMI	577	97%	
Very low income (>30% but <=50% AMI)	19	3%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	525	8%	
Elderly families	12	2%	

<b>Housing Needs of Families on the Waiting List</b>			
Families with Disabilities	49	8%	
Race/ethnicity white	229	38%	
Race/ethnicity African American	368	62%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	259	43%	
1BR	71	12%	
2BR	142	24%	
3BR	104	17%	
4BR	171	3%	
5BR	3	.5%	
6+BR	1	.5%	
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			

### 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 UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

##### **Need: Shortage of affordable housing for all eligible populations**

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

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 finance 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 (list below) **Cooperate with surrounding communities to increase the number of Choice Vouchers in those communities.**

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

Select all that apply

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

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy1:Targetavailable assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other:(list below)

**Need:Specific Family Types:The Elderly**

**Strategy1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other:(list below)

**Need:Specific Family Types:Families with Disabilities**

**Strategy1: Target available assistance to Families with Disabilities:**

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**

**Strategy1: 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)

**Strategy2: Conduct activities to affirmatively further fair housing**

Select all that apply



- Counsel section 8 tenants 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)

**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(c)(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY2003 grants)</b>		
a) Public Housing Operating Fund	799,678	PHA Operations
b) Public Housing Capital Fund	682,555	PHA Capital Improvements
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	1,550,014	Section 8 Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants	32,800	FSS Section 8 Supportive Service
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001 CFP	18,187	PHA Capital Improvements
2002 CFP	637,555	PHA Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	550,890	PHA Operations
<b>4. Other income (list below) S&amp;S</b>	38,010	PHA Operations
Excess utilities	35,400	PHA Operations
<b>Interest on Government Fund Inv.</b>	8,020	PHA Operations
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	<b>\$4,353,109</b>	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

##### **(1)Eligibility**

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithinacertaintime ofbeingofferedaunit:(statetime)
- Other:(describe)Verificationbeginsimmediatelyuponreceiptofapplication.

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityforadmission topublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c.  Yes  No:DoesthePHArequestcriminalrecord sfromlocallawenforcementagencies forscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcementagencies forscreeningpurposes?

e.  Yes  NoDoesthePHAaccessFBIcriminalrecordsfromtheFBIforscreening purposes?(eitherdirectlyorthroughanNCIC -authorizedsource)

##### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousetoorganizeitspublichousingwaitinglist(selectall thatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

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

c. If the PHA plan 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**

1. How many site -based waiting lists will the PHA operate in the coming year?

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 lists for the PHA:

**(4) Admissions Preferences**

a. Incometargeting:

- 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 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 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  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households 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.

Date and Time

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

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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households 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)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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

- PHAbriefingseminarsorwrittenmaterials
- Othersource(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) Change in Total Family Income

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing 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 developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

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 results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher income families? (select all that apply)

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

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to 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: PHAs 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 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) **CONTACT PREVIOUS LANDLORDS.**

**(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) **NAMED THE SITE WHERE APPLICATIONS ARE TAKEN IN OUR AD**

**(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:

**(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 assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**) -based

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 a physical disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal 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 soon. 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

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

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
- Households that contribute to meeting income goals (broad range of incomes)
- Households 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)

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 program to the public?

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24CFR Part 903.79(d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub -component 4A.

#### **(1) Income Based Rent Policies**

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 **This was selected because it has been determined the client can easily afford this level of rent. We often experience residents moving out to pay market rent of \$450 to \$500 with the same level of income as they had while a resident of the Authority .**

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

3. If yes to question 2, list these policies below : **In ACOP and Section 8A Admin. Plan**

- (1) **The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and naturalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.**
- (2) **The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).**
- (3) **The income of the family has decreased because of changed circumstance, including loss of employment.**
- (4) **A death in the family has occurred which affects the family circumstances.**
- (5) **Other circumstances which may be decided by the HA on a case by case basis.**

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: lease

d. Which of the discretionary (optional) deductions and/or exclusion 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 amounts and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentages and circumstances below:

For household heads

For other family members

For transportation expenses

- For thenon -reimbursedmedicalexpensesofnon -disabledornon -elderly families
- Other(describewhatyouwant) Families thatgotoworkafterreceivingTANFdonot pay increasedrentfor24months.

e. Ceilingrents

1. Doyouhaveceilingrents?(rentssetatalevellowerthan30%ofadjustedincome)(select one)

- Yesforalldevelopments
- Yesbutonlyforsomeddevelopments
- No

2. Forwhichkindsofdevelopmentsareceilingrentsinplace?(selectallthatapply)

- Foralldevelopments
- Forallgeneraloccupancydevelopments(notelderlyordisabledorelderlyonly)
- Forspecifiedgeneraloccupancydevelopments
- Forcertainpartsofdevelopments;e.g.,thehigh -riseportion
- Forcertainsizeunits;e.g.,largerbedroomsizes
- Other(listbelow)

3. Selectthespaceorspacesthatbestdescribewayyouarriveatceilingrents(selectallthat apply)

- Marketcomparabilitystudy
- Fairmarketrents(FMR)
- 95<sup>th</sup>percentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebt service
- The“rentalvalue”oftheunit
- Other(listbelow)

f. Rentre -determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **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 payment standards 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)

- 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**

[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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	301	90
Section 8 Vouchers	342	34
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. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

#### **Admission and Continued Occupancy Policy. Maintenance Plan**

(2) Section 8 Management: (list below)

#### **Administrative Plan**

## **6. PHA Grievance Procedures**

[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 offices 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 Plant 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) A

-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) B

-or-

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

## **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:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plans 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 HOPE VI Revitalization grant in the Plan year?  
If yes, list development names 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**

[24CFR Part 903.79(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

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.)

<b>Demolition/Disposition Activity Description</b>	
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>(15/12/01)</u>
5. Number of units affected: 5
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. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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 10. If "No", complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
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:	<u>(DD/MM/YY)</u>
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. ConversionofPublicHousingtoTenant -BasedAssistance**

[24CFRPart903.79(j)]

ExemptionsfromComponent10;Section8onlyPHAsarenotrequiredtocompletethissection.

### **A.AssessmentofReasonableRevitalizationPursuanttosection202oftheHUDFY1996 HUDAppropriationsAct**

1. Yes No: HaveanyofthePHA'sdevelopmentsorportionsofdevelopmentsbeen identifiedbyHUDorthePHAascoveredundersection202oftheHUD FY1996HUDAppropriationsAct?(If"No",skiptocomponent11;if "yes",completeoneactivitydescriptionforeachidentifieddevelopment, unlesseligibleto completestreamlinedsubmission.PHAscompleting streamlinedsubmissionsmayskiptocomponent11.)

#### 2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescriptioninformationforthis componentinthe **optional**PublicHousingAssetManagementTable?If "yes",skiptocomponent11.If"No",completetheActivityDescription tablebelow.

<b>ConversionofPublicHousingActivityDescription</b>
---

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**



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 or plan to 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

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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
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:

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**

[24 CFR Part 903.79(l)]

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**

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? 2/22/00

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 programs to 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**

**(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 homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method	Access (development office/	Eligibility (public housing or

		(waiting list/random selection/specific criteria/other)	PHAMainoffice/ otherprovidername)	section8 participantsor both)
<i>EvenStartFamilyLearning Center(3052Henry,Apt.47) AdultEducationTraining</i>	45	<i>Enrollment Dotheirrown waitinglist</i>	<i>PHAMainOfficeand theyadvertise themselves</i>	<i>Both</i>
<i>HeadStart(3052Henry) EducationTrainingfor4yr.Olds</i>	50	<i>WaitingList</i>	<i>PHAMainOfficeand theyadvertise themselves</i>	<i>Both</i>

**(2)FamilySelfSufficiencyprograms**

a.ParticipationDescription

<b>FamilySelfSufficiency(FSS)Participation</b>		
Program	RequiredNumberofParticipants (startofFY2002Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing	25	0
Section8	25	5(03/17/02)

b.  Yes  No: IfthePHAisnotmaintainingtheminimumprogramsizerequiredby HUD,doesthemostrecentFSSActionPlanaddressthestepthePHA plans totaketoachieveatleasttheminimumprogramsizе? Ifno,liststepthePHAwilltakebelow:

**C.WelfareBenefitReductions**

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. Re served for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR 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**

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 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**

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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
**Hire off duty West Memphis Police personnel as security officers.**

2. Which developments are most affected? (List below)  
**Courtyard Apartment**

**C. Coordination between PHA and the police**

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

- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionofabove  
baselinelawen forcementservices
- Otheractivities(listbelow)

2. Whichdevelopmentsaremostaffected?(listbelow)

**CourtyardApartment**

**D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan**

PHAseligibleforFY2000PHDEPfundsmustprovide aPHDEPPlanmeetingspecifiedrequirementspriorto receiptofPHDEPfunds.

- Yes  No: IsthePHAeligibletoparticipateinthePHDEPinthefiscalyearcoveredbythis PHAPlan?
- Yes  No: HasthePHAincludedthePHDEPPlanforFY2002inthisPHAPlan?
- Yes  No: ThisPHDEPPlanisanAttachment.(AttachmentFilename:I)

**14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

**15.CivilRightsC ertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewiththe PHAPlansandRelatedRegulations.

**16.FiscalAudit**

[24CFRPart903.79(p)]

1.  Yes  No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?  
(Ifno,skiptocomponent17.)
2.  Yes  No: Wasthemostrecentfiscalauditsubm ittedtoHUD?
3.  Yes  No: Werethereanyfindingsastheresultofthataudit?
4.  Yes  No: Iftherewereanyfindings,doanyremainunresolved?  
Ifyes,howmanyunresolvedfindingsrem ain?\_\_\_\_\_
5.  Yes  No: HaveresponsestoanyunresolvedfindingsbeensubmittedtoHUD?  
Ifnot,whenaretheydue(statebelow)?

## 17.PHAAssetManagement

[24CFRPart903.79(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.

- 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?
- What type of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
- Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## 18.OtherInformation

[24CFRPart903.79(r)]

### **A. Resident Advisory Board Recommendations**

- Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Boards?
- If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (Filename)
  - Provided below:  
  
Recommendations made were to clean the air ducts at 24 -1 trim trees at 24 -2, add more lighting at 24 -1, new clothes lines at both 24 -1 and 24 -2, an additional playground at 24 -2, dryer connections in 24 -2 and new kitchen cabinets at 24 -1.
- In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.



The PHA changed portions of the PHA Plan in response to comments  
List changes below: Have a playground at 24 -2 and kitchen renovations at 24 -1 in the  
Annual and Five Year Plan.

Other: (list below) Getting prices for tree trimming and contracting the clothesline  
replacements. Housing Authority will look into cleaning air ducts and lighting at 24 -1. No  
room for dryer connections.

**B. Description of Election process for Residents on the PHA Board**  
**Not Applicable – There are no openings on the PHA Board at this time.**

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 the 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

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 Arkansas

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 Plans.
- 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)  
See Executive Summary
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **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.

**Substantial Deviation Definition** -Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

## PET POLICY

### Selection Criteria

- A. Prior to accepting a pet for residency by the PHA, the pet owner and the PHA must enter into a Pet Agreement.

### DEFINITIONS

- A. Common Household Pets
  - 1. Means a domesticated animal such as a dog, cat, bird, rodent, fish, or turtle that is traditionally kept in the home for pleasure rather than commercial purposes.
- B. Elderly or Handicapped Family
  - 1. Means an elderly or handicapped person or family for purposes of the program under which a project for the elderly or handicapped is assisted.
- C. Project for the Elderly or Handicapped

1. Means as specific rental or cooperative multifamily project, or a unit that was designated for occupancy by elderly or handicapped families when funds for the project were reserved or any unit that is occupied by elderly or handicapped families.

D. Animal that Assist the Handicapped

1. Animals that have been trained to assist persons with a specific handicap shall not be subject to the size limitations as contained in this policy.

#### NONDISCRIMINATION

- A. No Owner or manager of a project for the elderly or handicapped may, as a condition of tenancy or otherwise, prohibit or prevent any tenant of such housing from owning a common household pet or having such a pet living in the tenant's dwelling unit.
- B. The PHA will not restrict or discriminate against any person in connection with admission to, or continued occupancy of, such housing by reason of the person's ownership of a common household pet or the presence of such a pet in that person's dwelling unit.

#### MANDATORY PROVISIONS

A. Inoculations

1. All dogs and cats must be inoculated and vaccinated according to State and Local Laws for rabies and other transmittable diseases.

B. Sanitary Conditions

1. All pet waste on the grounds of the PHA must be picked up immediately by the pet owner and disposed of in a sealed plastic trash bag and placed in the owner's trash can or dumpster. If the PHA maintenance staff has to dispose of the pet waste, then the pet owner will be charged \$5.00 per occurrence.
2. In the case of cats or other pets using litter boxes, the pet owners shall change the litter at least two (2) times each week. The soiled litter must be placed in a sealed plastic bag and disposed of in the pet owner's trash can or dumpster. Litter shall not be disposed of by flushing down toilets.

Charges for unclogging toilets for litter disposed of in this manner will be billed to the tenant.

C. Pet R estraint

1. Dogs and cats shall be maintained within the pet owner's unit. When outside of the unit, the pet owners shall appropriately and effectively keep his/her dog or cat on a leash and under proper control.

D. Registration

1. The pet owners shall register the pet with the PHA. The pet owner must register the pet before it is brought to the project premises, and must update the registration annually. The registration of the pet must include the following:
  - a. A certificate signed by a licensed veterinarian or a State or Local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and Local laws.
  - b. Information sufficient to identify the pet and to demonstrate that it is a common household pet.
  - c. The name, address, and phone number of one or more responsible parties who will take care of the pet if the owner dies, or is incapacitated, or is otherwise unable to care for the pet.
  - d. The pet owners shall sign a statement indicating that he or she has read the pet rules and agrees to comply with them.
  - e. If the PHA determines that the pet owner's pet does not meet the definition of a common household pet as stated in the PHA's Pet Policy; or if the PHA determines that the keeping of a pet would violate any applicable house pet rule; or if the pet owner fails to provide complete registration information or fails annually to update pet registration information; or if the PHA reasonably determines, based upon the pet owners' habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other leash obligations, then the PHA can refuse to register the pet.

DISCRETIONARY RULES

- A. The following types of common household pet will be permitted under the following criteria:

1. Dogs -(apitbulldogwillnotbeconsideredacommonhouseholdpet)
  - Maximumnumber -one(1)
  - Maximumadultweight -25lbs.
  - Maximumheight -18inches
  - Mustbehousebroken
  - Mustbespayedorneutered
  - Musthaveallreq uiredvaccinations
  - Mustbelicensed
2. Cats
  - Maximumnumber -one(1)
  - Maximumadultweight -20lbs.
  - Mustbespayedorneutered
  - Mustbespayedorneutered
  - Musthaveallrequiredvaccinations
  - Mustbetrainedtothelitterbox
3. Rodents -limitedtogerbils,hams ters,guineapigsandrabbits
  - Maximumnumber -one(1)
  - Mustbemaintainedinsideofacageatalltimes
4. Birds -limitedtocanaries,parrots,parakeets,mynabirds
  - Maximumnumber -one(1)
  - Mustbemaintainedinsideofacageatalltimes
5. Fish
  - Maximumaqu ariumsize -20gallons
  - Mustbemaintainedonaapprovedstand
6. Reptiles -noreptilesexceptturtleswillbeconsideredasacommon householdpet
  - Maximumnumber -one(1)
  - Mustbemaintainedinsideofacageoraquariumatalltimes

B. PetDeposit -Dogsand Cats

1. A pet deposit of \$25.00 will be collected at the time of pet registration and an additional \$25.00 will be paid in installments of \$10.00 for two (2) payments and a final payment of \$5.00.

2. The pet deposit is in addition to a financial obligation generally imposed on tenants of the project.
3. The PHA may only use the pet deposit for reasonable expenses attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacement, and fumigation of, the tenant's dwelling unit, and the cost of animal care facilities as outlined in the Pet Policy.
4. If the pet has to be removed from the unit, then the cost for shelter of the pet, for a period not to exceed 30 days, will be deducted from the pet deposit if not previously paid by the pet owner.
5. Upon the move out of a pet owner, the pet deposit will be refunded, minus any attributable repairs and fumigation, at the same time regular move out deposits are figured. If the pet owner removes the pet from the unit and states that the pet will not be returning to the unit, the PHA will refund the pet deposit within fourteen (14) days minus the attributable repairs and fumigation.

C. Temporary Pets

1. A pet that does not belong to the tenant may not be kept in the tenant's dwelling unit.

D. Rejection of Units by Applicants

1. An applicant for tenancy in a project for the elderly or handicapped may reject a unit offered by the PHA if the unit is in a close proximity to a dwelling unit in which an existing tenant owns or keeps a common household pet. An applicant's rejection of a unit because he or she does not want to live in a unit that is in close proximity of a pet owner unit, will not adversely affect his or her position on the project waiting list. However, if an applicant refuses a unit two (2) times for this reason, then he or she will be placed at the bottom of the uniting list. The PHA does not have to offer another unit because of the above -mentioned rejection of a unit.

E. Lease Provisions



1. The leases for all elderl y orhandicappedtenantswillstatethatthese tenantsarepermittedtokeepcommonhouseholdpetsintheirdwelling units. The petowneragreestocomplywiththePHA'sPetPolicy,and fullyunderstandsthatviolationofthePHA'sPetPolicymaybegroun ds forremovalofthepetorterminationofthepetowner'stenancy(orboth), inaccordancewiththedwellingleaseandStateand/orlocallaws.

2. EntryofPremisesDuringTenancy

ThePHAshall,uponreasonableadvancenotificationtothetenant,be permittedtoenterthedwellingunitduringreasonablehours,ifthePHA hasreceivedasigned,writtencomplaintalleging(orthePHAhas reasonablegroundstobelieve)thattheconductorconditionofapetinthe dwellingunitconstitutesanuisanceorathr eattothehealthorsafetyofthe occupantsoftheprojectorotherpersonsinthecommunitywherethe projectislocated.

3. Emergencies

- a. ThePHAshallhavetherighttoremoveapetthatbecomes vicious,displayssymptomsofsevereillness,or demonstratesotherbehaviorthatconstitutesanimmediate threattothehealthandsafetyofthetenancyasawhole. Afterremovalofthepet,thePHAwillplacethepetinthe CityDogPound,atpetowner'sriskandresponsibility.
- b. Intheeventofanemergencysuc hasafire,naturaldisaster, floods,riots,etc.,thepetownerassumesfullresponsibility forremovinghis/herpetfromthedwellingunit.

4. ProtectionofthePet

Ifthehealthorsafetyofapetisthreatenedbythedeathorincapacityof thepetowner,orbyotherfactorsthatrenderthepetownerunabletocare forthepet,thenthePHAwillcontacttheresponsiblepartyorpartieslisted inthepetregistrationtoremovethepetfromthedwellingunitandplace thepetintheCityDogP oundatthepetowner'sriskandresponsibility.

5. NuisanceorThreattoHealthorSafety

Nothing in the dwelling lease or Pet Policy prohibits the PHA or an appropriate community authority from requiring the removal of any pet from the project, if the pet's conductor condition is duly determined to constitute, under the provisions of State and/or local laws, an nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

F. Pet Rule Violation Procedures

1. If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of a pet, then the PHA will serve a written Notice by sending the Notice by first class mail, or by serving a copy of the Notice to any adult that accepts the Notice at the unit, or by placing the Notice under the door of the unit.

**Progress in Meeting the 5 -Year Plan Mission and Goals**

Our Mission is: **Topromote a dequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.** We have been and will continue to support our mission.

The following describe our goals and objectives and our progress:

**Goal One:** In HUD's Strategic Goal of increasing the availability of decent, safe and affordable housing, we have attempted to expand the supply of assisted housing. This has been done through vacancy reduction, which was one of our goals last year. Another of our goals was to increase housing choices by making efforts to meet with potential voucher landlords. The West Memphis Housing Authority also runs Earle's Section 8 Program. Once we achieve 95% occupancy, we will apply for additional units. We had a meeting last year with the Property Manager's Association to do just that. In addition, we partner with tax credit individuals. The West Memphis Housing Authority has to sign an agreement with potential tax credit seeking individuals to show the commitment from the Authority for increased housing opportunities. We also reached out to Senior Citizens.

The Authority also has a goal of improving the quality of assisted housing. Our objectives were to improve our PHAS and SEMAP scores. We are striving to do so. We also set our objective of renovating units through the use of four capital funds.

Goal Two: We have a goal to provide an improved living environment in order to meet HUD's Strategic Goal of improving community quality of life and economic vitality. The WMHA has paid for increased police presence. We also added lights on poles and buildings and are planning to add additional security cameras at 24 sites. We continue to promote deconcentration and income mixing.

Goal Three: Promote self-sufficiency and asset development of assisted households by providing and attracting support services to improve assistance recipient's employability. We have sought to achieve this goal by having Head Start on site. In addition, we also have FSS on the WMHA property.

Goal Four: 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. All of the physical improvements made and program offerings are to all residents equally. Physical improvements, such as the addition of central heat and air, have been added to market our properties as competitively as possible in the community.

### **Resident Membership of the PHA Governing Board**

The WMHA has had a resident serving on the Board, but she has since moved from public housing to Section 8 and now into the private sector. So, currently there is no resident on the board. However, the WMHA will attempt to fill the next Board vacancy with a resident, if possible.

### **Membership of the Resident Advisory Board**

Resident Advisory Board members are:

Johnny Smothers - President

Mr. Smothers is soon moving, and the Authority is in the process of re-organizing its Resident Advisory Board.



## ATTACHMENT A

### DECONCENTRATION RULE

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also, the housing authority will take action to ensure that no individual development has a concentration of higher income families in one or more of the developments. To ensure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
  - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
  - B. To accomplish the goals of:
    - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
    - (2) No housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

**ATTACHMENT B**

**Component 3, (6) Deconcentration and Income Mixing**

a.  Yes  No: DoesthePHAhaveanygeneraloccupancy(family)publichousing developmentscoveredbythedeconcentrationrule?Ifno,this sectioniscomplete.Ifyes,continuetothenextquestion.

b.  Yes  No: Doanyofthesecovereddevelopmentshaveaverageincomes aboveorbelow85%to115%oftheaverageincomesofallsuch developments?Ifno,thissectionis complete.

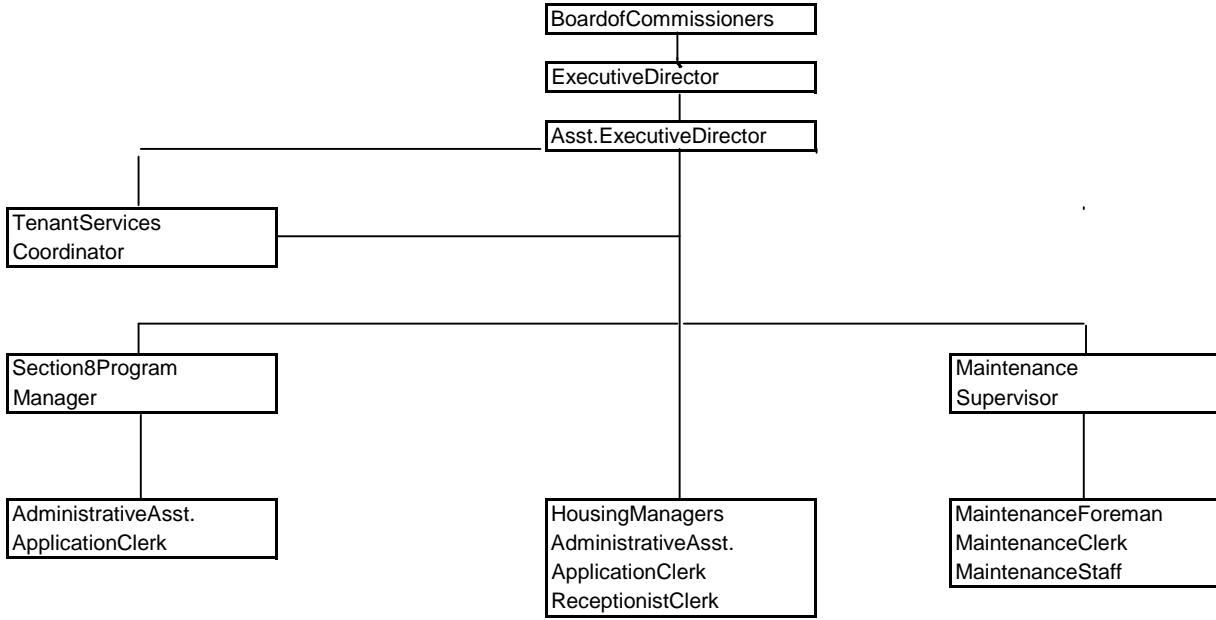
Ifyes,listthesedevelopmentsasfollows:

<b>DeconcentrationPolicyforCoveredDevelopments</b>			
<b>DevelopmentName :</b>	<b>Number ofUnits</b>	<b>Explanation(ifany)[seestep4at §903.2(c)(1)(iv)]</b>	<b>Deconcentrationpolicy(if noexplanation)[seestep5 at §903.2(c)(1)(v)]</b>

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ATTACHMENTC

WESTMEMPHISHOUSINGAUTHORITY  
OrganizationalChart



ATTACHMENT D

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

<b>PHAName: Housing Authority of the City of West Memphis</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450103 Replacement Housing Factor Grant No:
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**Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Ac
		Original	Revised	Obligated
1	Total Non-CFP Funds			
2	1406 Operations	\$136,000		
3	1408 Management Improvements	\$16,500		
4	1410 Administration	\$3,000		
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	\$81,500		
8	1440 Site Acquisition			
9	1450 Site Improvement	\$40,000		
10	1460 Dwelling Structures	\$333,000		
11	1465.1 Dwelling Equipment—Nonexpendable	\$4,000		
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment	\$50,500		
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving Work Demonstration			



	AmountoflineXXRelatedtoLBPActivities			
	AmountoflineXXRelatedtoSection504compliance			
	AmountoflineXXRelatedtoSecurity–SoftCosts			
	AmountofLineXXrelatedtoSecurity--HardCosts			
	AmountoflineXXRelatedtoEnergyConservation Measures			
	CollateralizationExpensesorDebtService			

**AnnualStatement/PerformanceandEvaluationReport  
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)  
PartII:SupportingPages**

PHAName: HousingAuthorityoftheCityofWest	GrantTypeandNumber CapitalFundProgramGrantNo: AR37P02450103	FederalFYofGrant: 20
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				Original	Revised	Funds Obligated	Fun Expe
HA-Wide	Operaions	1406	1LS	\$136,000			
HA-Wide	StaffTraining	1408	1LS	\$10,000			
HA-Wide	ResidentInitiatives	1408	1LS	\$3,500			
HA-Wide	ComputerSoftware	1408	1LS	\$3,000			
HA-Wide	Administration	1410	1LS	\$3,000			
HA-Wide	Management	1430	1LS	\$15,000			
HA-Wide	Design	1430	1LS	\$41,500			
HA-Wide	ConstructionAdministration	1430	1LS	\$22,000			
HA-Wide	AgencyPlan	1430	1LS	\$3,000			
HA-Wide	Sidewalk/DrivewayReplacement	1450	1LS	\$30,000			
HA-Wide	SiteImprovements/Landscaping	1450	1LS	\$10,000			
HA-Wide	WaterHeaterReplacement	1460	20EA	\$4,000			
HA-Wide	Ranges	1465	15EA	\$4,000			
HA-Wide	ComputerHardware	1475	1LS	\$20,000			
HA-Wide	MaintenanceTruck	1475	1LS	\$19,500			
HA-Wide	UpdatedPhoneSystem	1475	1LS	\$11,000			
AR24-1	FloorTile	1460	5DU	\$12,500			
AR24-1	KitchenRenovations	1460	5DU	\$24,500			
AR24-1	WallandCeilingReplacement	1460	5DU	\$30,000			
				Original	Revised	Funds Obligated	Fun Expe
AR24-1	ElectricalRenovations	1460	5DU	\$24,500			
AR24-1	HVAC	1460	5DU	\$22,500			
AR24-1	WaterHeater/MechanicalCloset	1460	5DU	\$11,000			

AR24-2	InteriorandExteriorDoors/Hardware	1460	5DU	\$15,000			
AR24-2	ElectricalRenovations	1460	5DU	\$24,500			
AR24-2	HVAC	1460	5DU	\$22,500			
AR24-2	WaterHeater/MechanicalCloset	1460	5DU	\$11,000			
AR24-2	BathroomRenovations	1460	5DU	\$11,500			
AR24-2	Patch/Paint	1460	5DU	\$6,000			
AR24-2	FireWalls	1460	5DU	\$10,000			
AR24-2	WindowReplacement	1460	5DU	\$13,000			
HA-WIDE	Contingency	1502	5DU	\$14,055			

**AnnualStatement/PerformanceandEvaluationReport**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**  
**PartIII:ImplementationSchedule**

PHAName: HousingAuthorityoftheCityofWestMemphis		GrantTypeandNumber CapitalFundProgramNo: AR37P02450103 ReplacementHousingFactorNo:			FederalFYofGrant: 2003		
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTa
	Original	Revised	Actual	Original	Revised	Actual	
AR24-1	6/05			6/06			
AR24-2	6/05			6/06			
HA-Wide	6/05			6/06			



## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHAName WestMemphisHousingAuthority					Original5-YearPlan RevisionNo:
Development umber/Name/HA-Wid	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:2004	WorkStatementforYear3 FFYGrant:2005 PHAFY:2005	WorkStatementforYear4 FFYGrant:2006 PHAFY:2006	
	Annual Statement				
AR24-1/Wil-Mar		\$299,800			\$100,000
AR24-2/Courtyard		\$72,200	\$165,000		\$100,000
HA-Wide		\$5,000	\$285,000		\$250,000
CFPFundsListedfor 5-YearPlanning		\$377,000	\$450,000		\$450,000
TotalReplacement HousingFactorFunds					

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: <u> 2 </u> FFY Grant: 2004 PHAFY: 2004			Activities for Year: <u> 3 </u> FFY Grant: 2005 PHAFY: 2005	
	HA-WIDE	Ranges	\$5,000	HA-WIDE	Ranges
	AR24-1	Floor Tile	\$5,000	HA-WIDE	Maintenance Building
	AR24-1	Kitchen Renovations	\$9,800	HA-WIDE	Maintenance Truck
	AR24-1	Wall and Ceiling Replacement	\$12,000	HA-WIDE	Foundation Repair
	AR24-1	Electrical Renovations	\$9,800	HA-WIDE	Interior Painting
	AR24-1	HVAC	\$9,000	AR24-2	Window Replacement
	AR24-1	Water Heater/Mechanical Closet	\$4,400	AR24-2	Siding
	AR24-1	Bathroom Renovations	\$4,600		
	AR24-1	Patch/Paint	\$2,400		
	AR24-1	Fire Walls	\$4,000		
	AR24-1	Windows	238,80		
	AR24-2	Floor Tile	\$5,000		
	AR24-2	Kitchen Renovations	\$9,800		
	AR24-2	Wall and Ceiling Replacement	\$12,000		
	AR24-2	Interior and Exterior Doors/Hardware	\$6,000		
	AR24-2	Electrical Renovations	\$9,800		
	AR24-2	HVAC	\$9,000		
	AR24-2	Water Heater/Mechanical Closet	\$4,400		
	AR24-2	Bathroom Renovations	\$4,600		
	AR24-2	Patch/Paint	\$2,400		



ATTACHMENT E

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:</b> <b>Summary</b>					
PHA Name: Housing Authority of the City of West Memphis		Grant Type and Number Capital Fund Program Grant No: AR37P02450100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	0	0	\$68,718	
3	1408 Management Improvements	\$6,500	\$6,500	\$8,585	\$8,585
4	1410 Administration	\$2,500	\$2,500	\$2,284	\$2,284
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$104,600	\$104,600	\$99,832	\$82,432
8	1440 Site Acquisition				
9	1450 Site Improvement	\$102,400	\$102,400	\$89,161	\$76,095
10	1460 Dwelling Structures	\$447,150	\$447,150	\$411,743	\$246,854
11	1465.1 Dwelling Equipment — Nonexpendable	\$10,175	\$10,175	\$10,620	\$10,620
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$10,000	\$10,000	\$8,467	\$8,465
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	\$18,738	\$18,738	\$2,653	\$2,652
21	Amount of Annual Grant: (sum of lines 2 -20)	\$702,063	\$702,063	\$702,063	\$437,987



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

<b>PHA Name:</b> Housing Authority of the City of West Memphis	<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: 12/31/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line XX Related to L BP Activities				
23	Amount of line XX Related to Section 504 compliance				
24	Amount of line XX Related to Security --Soft Costs				
25	Amount of Line XX related to Security --Hard Costs	\$42,500	\$42,500	\$63,181	\$63,181
26	Amount of line XX Related to Energy Conservation Measures				
27	Collateralization Expenses or Debt Service				

**Annual Statement/Performance 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 West Memphis		Grant Type and Number Capital Fund Program Grant No: AR37P02450100 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	Operations	1406	1LS	0	0	\$68,718	\$0	Pending
HA-Wide	Staff Training	1408	1LS	\$2,500	\$2,500	\$2,500	\$2,500	Completed
HA-Wide	Resident Initiatives	1408	1LS	\$4,000	\$4,000	\$4,000	\$3,999.28	Completed
HA-Wide	Computer Software	1408	1LS	0	0	\$2,085	\$2,084.56	Completed
HA-Wide	Administration	1410	1LS	\$2,500	\$2,500	\$2,284	\$2,283.88	Completed
HA-Wide	Modernization Coordinator	1430	1LS	\$19,000	\$19,000	\$17,166	\$17,165.88	Completed
HA-Wide	Clerk of the Works	1430	1LS	\$19,000	\$19,000	\$17,166	\$17,165.77	Completed
HA-Wide	Design	1430	1LS	\$42,600	\$42,600	\$41,500	\$41,500	Completed
HA-Wide	Construction Administration	1430	1LS	\$24,000	\$24,000	\$24,000	\$6,600	Completed
AR24-1	Recreational Equipment	1450	1LS	\$33,000	\$33,000	\$20,972	\$19,806.87	Completed
AR24-1	Fencing (all 31 houses)	1450	1LS	\$43,400	\$43,400	\$37,245	\$37,244.78	Completed
AR24-1	Exterior Building Improvements	1460	1LS	\$10,000	\$10,000	\$11,790	\$11,789.86	Completed
AR24-1	HVAC (Site A)	1460	30DU	\$135,000	\$135,000	\$99,817	\$99,817	Completed
AR24-1	Electrical Renovations	1460	30DU	\$25,350	\$25,350	\$25,350	\$23,750	Completed
AR24-1	Fencing (Harrison)	1450	1LS	\$14,100	\$14,100	\$19,044	\$19,043.45	Completed
AR24-2	Clothesline Pole Modifications	1450	1LS	\$11,900	\$11,900	\$11,900	0	Not Used
AR24-2	Exterior Building Improvements	1460	1LS	\$10,000	\$10,000	\$11,485	\$11,485	Completed
AR24-2	Locks	1460	1LS	\$42,500	\$42,500	\$40,381	\$40,380.08	Completed
AR24-2	HVAC	1460	32DU	\$144,000	\$144,000	\$106,960	\$13,373.26	Underway
AR24-2	Electrical Renovations	1460	32DU	\$27,100	\$27,100	\$37,100	\$23,750	Underway

**Annual Statement/Performance 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 West Memphis		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450100 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 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	
AR24-2	Showers	1460	32DU	\$43,200	\$43,200	\$43,200	\$1,540	Underway
AR24-2	Sewer Line Replacement	1460	1LS	\$1,000	\$10,000	\$35,660	\$20,969.86	Underway
HA-Wide	Ranges	1465	1LS	\$4,175	\$4,175	\$4,144	\$4,144	Completed
HA-Wide	Refrigerators	1465	1LS	\$6,000	\$6,000	\$6,476	\$6,476	Completed
HA-Wide	Computer Hardware	1475	1LS	\$7,000	\$0,000	\$7,196	\$7,195.15	Completed
HA-Wide	Office Furniture and Equipment	1475	1LS	\$3,000	\$3,000	\$1,271	\$1,270.34	Completed
HA-Wide	Contingency	1502	1LS	\$18,738	\$18,738	\$2,653	\$2,652.19	Completed



ATTACHMENT F

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:</b> <b>Summary</b>					
PHA Name: Housing Authority of the City of West Memphis		Grant Type and Number Capital Fund Program Grant No: AR37P02450201 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$18,000	\$18,000	\$11,209	\$11,209
4	1410 Administration	\$3,000	\$3,000	\$273	\$273
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$117,760	\$117,760	\$75,921	\$19,420
8	1440 Site Acquisition				
9	1450 Site Improvement	\$227,610	\$227,610	\$163,523	\$25,822
10	1460 Dwelling Structures	\$315,200	\$315,200	\$245,406	\$107,097
11	1465.1 Dwelling Equipment — Nonexpendable	\$10,300	\$10,300	\$9,847	\$9,847
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$24,500	\$24,500	\$22,004	\$22,004
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)	\$716,370	\$716,370	\$528,183	\$195,672

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

<b>PHA Name:</b> Housing Authority of the City of West Memphis	<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450201 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:      )  
  Performance and Evaluation Report for Period Ending: 12/31/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line XX Related to LBP Activities				
23	Amount of line XX Related to Section 504 compliance				
24	Amount of line XX Related to Security --Soft Costs				
25	Amount of Line XX related to Security --Hard Costs				
26	Amount of line XX Related to Energy Conservation Measures				
27	Collateralization Expenses or Debt Service				

**Annual Statement/Performance 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 West Memphis		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450201 Replacement Housing Factor Grant No:				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	
HA-Wide	Staff Training	1408	1LS	\$7,000	\$7,000	\$3179	\$3179	Completed
HA-Wide	Resident Initiatives	1408	1LS	\$5,000	\$5,000	0	0	Not Used
HA-Wide	Computer Software	1408	1LS	\$6,000	\$6,000	\$8030	\$8029.73	Completed
HA-Wide	Administration	1410	1LS	\$3,000	\$3,000	\$273	\$272.50	Completed
HA-Wide	Modernization Coordinator	1430	1LS	\$21,000	\$21,000	\$9421	\$7710.45	Completed
HA-Wide	Clerk of the Works	1430	1LS	\$21,000	\$21,000	\$21,000	\$7710.45	Completed
HA-Wide	Design	1430	1LS	\$49,760	\$49,760	\$41500	0	Not Used
HA-Wide	Construction Administration	1430	1LS	\$22,000	\$22,000	0	0	Not Used
HA-Wide	Agency Plan	1430	1LS	\$4,000	\$4,000	\$4000	\$4000	Completed
HA-Wide	Ranges	1465	15EA	\$4,200	\$4,200	\$3889	\$3888.75	Completed
HA-Wide	Refrigerators	1465	15EA	\$6,100	\$6,100	\$5958	\$5958	Completed
HA-Wide	Computer Hardware	1475	1LS	\$15,000	\$15,000	\$10136	\$10135.18	Completed
HA-Wide	Lawnmower	1475	1LS	\$9,500	\$9,500	\$11868	\$11868	Completed
AR24-1	Foundation Repair	1450	8 Bldgs	\$31,200	\$31,200	\$19500	\$7800	Underway
AR24-1	Showers	1460	10 DU	\$12,000	\$12,000	\$12000	0	Not Used
AR24-1	Kitchen Renovations	1460	10 DU	\$18,000	\$18,000	\$14,273	\$14,273	Completed
AR24-1	Electrical Renovations	1460	10 DU	\$13,000	\$13,000	\$13000	0	Not Used
AR24-1	HVAC	1460	10 DU	\$58,000	\$58,000	\$47252	\$35643.75	Underway
AR24-1	Exterior Painting (Houses)	1460	31 Houses	\$55,800	\$55,800	\$57181	\$57181	Completed

**Annual Statement/Performance 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 West Memphis		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450201 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 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	
AR24-2	Bollards (Walker St)	1450	100EA	\$16,000	\$16,000	\$16,000	0	Not Used
AR24-2	Showers	1460	18DU	\$21,600	\$21,600	\$21,600	0	Not Used
AR24-2	Electrical Renovations	1460	18DU	\$23,400	\$23,400	\$23,400	0	Not Used
AR24-2	HVAC	1460	18DU	\$113,400	\$113,400	\$56,700	0	Not Used
AR24-2	Bollards (interior parking)	1450	1100EA	\$110,000	\$110,000	\$110,000	0	Not Used
HA-Wide	Sidewalk/Driveway replacement	1450	1LS	\$60,410	\$60,410	\$14,074	\$14,073.10	Completed
HA-Wide	Site Improvements/Landscaping	1450	1LS	\$10,000	\$10,000	\$3,949	\$3,948.79	Completed



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Housing Authority of the City of West Memphis			Grant Type and Number Capital Fund Program No: AR37P02450201 Replacement Housing Factor No:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
AR24 -1	12/02		12/02			12/02	
AR24 -2	12/02		12/02			12/02	
HA-Wide	12/02		12/02			12/02	

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

<b>PHA Name:</b> Housing Authority of the City of West Memphis	<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02450102 Replacement Housing Factor Grant No:
--	--

**Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
Performance and Evaluation Report for Period Ending: 12-31-02 Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Ac
		Original	Revised	Obligated
1	Total Non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements	24,000	24,000	
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	108,500	108,500	45,000
8	1440 Site Acquisition			
9	1450 Site Improvement	40,000	40,000	
10	1460 Dwelling Structures	421,600	421,600	
11	1465.1 Dwelling Equipment—Nonexpendable	14,200	14,200	
12	1470 Nondwelling Structures	57,500	57,500	
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			

23	Amount of line XX Related to Section 504 compliance			
24	Amount of line XX Related to Security--Soft Costs			
25	Amount of Line XX related to Security--Hard Costs			
26	Amount of line XX Related to Energy Conservation Measures			
27	Collateralization Expenses or Debt Service			

Number ame/HA-Wid Activities	Categories	Acct No.				Funds Obligated	Funds Expended
				Original	Revised		
HA-Wide	StaffTraining	1408	1LS	\$10,000	\$10,000		
HA-Wide	ResidentInitiatives	1408	1LS	\$5,000	\$5,000		
HA-Wide	Administration	1408	1LS	\$3,000	\$3,000		
HA-Wide	ComputerSoftware	1408	1LS	\$6,000	\$6,000		
HA-Wide	ModernizationCoordinator	1430	1LS	\$21,000	\$21,000	\$21,000	
HA-Wide	ClerkoftheWorks	1430	1LS	\$21,000	\$21,000	\$21,000	
HA-Wide	Design	1430	1LS	\$41,500	\$41,500		
HA-Wide	ConstructionAdministration	1430	1LS	\$22,000	\$22,000		
HA-Wide	AgencyPlan	1430	1LS	\$3,000	\$3,000	\$3,000	\$3,000
HA-Wide	Sidewalk/DrivewayReplacement	1450	1LS	\$30,000	\$30,000		
HA-Wide	SiteImprovements/Landscaping	1450	1LS	\$10,000	\$10,000		
HA-Wide	WaterHeaterReplacement	1460	20EA	\$4,000	\$4,000		
HA-Wide	Ranges	1465	15EA	\$4,200	\$4,200		
HA-Wide	Refrigerators	1465	25EA	\$10,000	\$10,000		
HA-Wide	ComputerHardware	1475	1LS	\$20,000	\$20,000		
HA-Wide	Lawnmower	1475	1LS	\$9,500	\$9,500		
HA-Wide	MaintenanceTruck	1475	1LS	\$17,000	\$17,000		
HA-Wide	UpdatedPhoneSystem	1475	1LS	\$11,000	\$11,000		
AR24-1	FloorTile	1460	6DU	\$15,000	\$15,000		
AR24-1	KitchenRenovations	1460	6DU	\$29,400	\$29,400		
AR24-1	WallandCeilingReplacement	1460	6DU	\$36,000	\$36,000		
AR24-1	InteriorandExteriorDoors/Hardware	1460	6DU	\$18,000	\$18,000		
AR24-1	ElectricalRenovations	1460	6DU	\$29,400	\$29,400		
AR24-1	HVAC	1460	6DU	\$27,000	\$27,000		
				Original	Revised	Funds Obligated	Funds Expended

AR24-2	KitchenRenovations	1460	6DU	\$29,400	\$29,400		
AR24-2	WallandCeilingReplacement	1460	6DU	\$36,000	\$36,000		
AR24-2	InteriorandExteriorDoors/Hardware	1460	6DU	\$18,000	\$18,000		
AR24-2	ElectricalRenovations	1460	6DU	\$29,400	\$29,400		
AR24-2	HVAC	1460	6DU	\$27,000	\$27,000		
AR24-2	WaterHeater/MechanicalCloset	1460	6DU	\$13,200	\$13,200		
AR24-2	BathroomRenovations	1460	6DU	\$13,800	\$13,800		
AR24-2	Patch/Paint	1460	6DU	\$7,200	\$7,200		
AR24-2	FireWalls	1460	6DU	\$12,000	\$12,000		
AR24-2	WindowReplacement	1460	6DU	\$15,600	\$15,600		
HA-WIDE	Contingency	1502	1LS	\$16,755	\$16,755		

**AnnualStatement/PerformanceandEvaluationReport**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**  
**PartIII:ImplementationSchedule**

PHAName: HousingAuthorityoftheCityofWestMemphis		GrantTypeandNumber CapitalFundProgramNo: AR37P02450102 ReplacementHousingFactorNo:					FederalFYofGrant: 2002	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTarget	
	Original	Revised	Actual	Original	Revised	Actual		
AR24-1	6/04			6/05				
AR24-2	6/04			6/05				
HA-Wide	6/04			6/05				



## **AttachmentH**

### **VoluntaryConversionInitialAssessment**

- a. HowmanyofthePHA'sdevelopmentsaresubjecttotheRequiredInitialAssessments?2
- b. HowmanyofthePHA'sdevelopmentsarenotsubjecttotheRequiredInitial Assessmentsbasedonexemptions(e.g.e lderlyand/ordisableddevelopmentsnotgeneral Occupancyprojects)?0
- c. HowmanyAssessmentswereconductedforthePHA'scovereddevelopments?2
- d. IdentifyPHAdevelopmentsthatmaybeappropriateforconversionbasedonthe RequiredInitialAssessments? N/A
- e. IfthePHAhasnotcompletedtheRequiredInitialAssessments,describethestatusof Theseassessments:N/A

## Attachment I Resident Assessment Follow -Up Plan

The deficiencies noted in the resident surveys were Communication, Safety and Neighborhood Appearance.

### Communication

We will continue to hand deliver to the residents, notices of all types of meetings. We will also have lease orientation at the time of new move -in, so that each resident has an understanding of their lease and the rules, regulations and services of the Housing Authority.

All maintenance and modernization works scheduled are discussed in a resident meeting. Notices of the meeting are hand delivered to each resident and posted in all public spaces.

All resident questions and concerns are handled professionally and with satisfaction for both the resident and management.

The Authority support and works with the resident organization.

Our goal is to have an outreach program to improve our professionalism and communications skills with our residents .

### Safety

The Housing Authority provides and hires off duty police officers as security guards to patrol the grounds six days a week. The PHA provides controlled access to Courtyard Estate to all residents. The access cards are only provided to the head of the household with proper Housing Authority identification. We have security window screens and screen doors with dead bolt locks on all units. Outside security lighting is provided by the PHA throughout the developments. Broken or non -operative lights are repaired immediately and each unit is identified with a well lit address light on the outside.

Our goal is to partner with our local police department for more police presence in our developments.

### Neighborhood Appearance

Building exteriors are pressure washed of graffiti from the walls as soon as reported or discovered by the maintenance department. Our maintenance department cleans the parking areas daily and cleans the trash dumpster areas weekly. Playground areas are checked daily for repairs and are cleaned daily of trash and debris. The playground “fiber bar” is turned twice yearly by maintenance and spread. Broken glass is cleared daily by PHA maintenance personnel during trash pickups routinely. Any violations of the noise limitations result in a warning from the housing manager or security guards. The



PHA provides monthly pest control treatment by your pest control company for rodents and insects.

The PHA maintenance department picks up trash in the common areas every day, Monday through Friday. The City Sanitation Department empties dumpsters three times per week. The Housing Authority pays for this service. The HA keeps the lawns sprayed for weeds, plants, flowers and shrubs, and keeps all lawns mowed as needed.