

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** Housing Authority of the City of Osceola

**PHANumber:** AR021

**PHAFiscalYearBeginning:**( 10/01/2003)

**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 2000 -2004**  
 [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: To provide drug free, decent, safe and sanitary housing for eligible families and to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability and by serving the needs of low -income, very low -income and extremely low-income families in the PHA's jurisdiction. To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination and promote self -sufficiency and economic independence for all residents.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the spaces 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: The PHA will double offer on units, strong modernization program and maintenance program to get units ready in a short time frame by PHA staff or contracting when necessary to get work done. Advertising in papers, on radio and distributing flyers in public places, running ads on cable television informing the public of the availability of four units with the amenities listed.
    - Leverage private or other public funds to create additional housing opportunities:
    - Acquire or build units or developments
    - Other (list below)

PHAGoal:Improvethqualityofassistedhousing

Objectives:

- Improvepublic housingmanagement: Wehaveimproved ourPHA's scoreeachyear,weincreasedourscoreby4points,t hispreviousyear (2002) ourscorethisyearis89and we expecttobehighperformersinthe year2003. Ourgoalistoachievehighperformerstatusbyimprovingour

PHASscore,byreducingvacancies,closelyex aminebudgetswithFederal cutsinmind,achievegreaterfinancialstability.Wehaveaccomplishedan increaseinourreserveandmanyimprovementsinourstock.InMarchof 03at oursemi -annualwehad6vacancies.Ifeelthatweareshowing quantifiableoverallimprovements.

- Improvevouchermanagement:(SEMAPscore)

- Increasecustomersatisfactio n: Improvementsinourstock. Serveour clientsbetterbyimprovingourcommunicationswiththeresidentsand communitybykeepingthemmoreinformedofouractivitiesandplans,by gettingresidentinvolvement inplanningprocessandoperations.Serve

ourelderlyandfamilyresidentswithhighqualityhousingthatisclean, safeandaffordable.Partnershipwithagenciesthatpro videtrainingfor education,workrelatedandstepstobecomingself -sufficient.

- Concentrateoneffortstoimprovespecificmanagementfunctions: (list;e.g.,publichousingfinance;voucherunit inspections)

- Renovateormodernizepublichousingunits: Thiswillbeaccomplishedby ouroperationalbudgetandCapitalFundProgram. ByutilizingCapital

Fundstorenovate370unitsandouroperationalfundsth isinbeing accomplishedsuccessfully.Citizensinourcommunityalongwiththe residentsaremakingcommentsabouttheimprovementsinthehousing authorityandcanseesomanychangesforthebettermentofouragen cy andthecommunityandhaveaninterestinwhatweareplanningoninthe future.

- Demolishordisposeofobsoletepublichousing:

- Providereplacementpublichousing:

- Provide replacementvouchers:

- Other:PartnershipinaContractwiththeHousingAuthorityoftheCityof Luxorainhousingneeds,residentparticipationprog ramssuchasjoband educationaltrainingandsharingofwaitinglistwhenfeasiblebasedonthe needsoftheapplicantsthatwillhelptoreducevacanciesandhelpto promotesefficiency.

PHAGoal:Increaseassistedhousingchoices

Objectives:

- Providevoucher mobilitycounseling:

- Conductoutreacheffortstopotentialvoucherlandlords

- Increasevoucherpaymentstandards

- Implementvoucherhomeownershipprogram:

- Implement public housing or other homeownership 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 in higher income public housing households into lower income developments: To achieve goal by skipping off families on the waiting list to achieve balance income mix in developments. AR021001, AR021002, AR021003 and AR021004.
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: This will be accomplished through our De-Concentration Policy.
    - Implement public housing security improvements: Residents and PHA working together, reporting of crimes and activities which improve our screening process to each other.
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) We would like to develop a plan by working with residents to set aside units in each development for the elderly and ones with disabilities. At present the elderly and the ones with disabilities are not sure that they want this done. We are continuing to work with the residents in this area.
    - Other: Strengthen our community partnership and enhance our community image. We are an active member of the Chamber of Commerce and were active with the TEA coalition for Mississippi County until it was discontinued due to funding.

**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. Assist our residents and clients by providing access to opportunities for counseling, educational and vocational training.
    - Provide or attract supportive services to improve assistance recipients' employability. Partnership with agencies that provide these services.

Provide or attract supportive services to increase independence for the elderly or families with disabilities. Partner with City and Community agencies to better work toward the overall development and improvement of our PHA and community.

Other: Growing partnerships with site residents and neighborhood organizations, local and state governments and support service providers.

### **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: Consistently adhere to policies regarding offer to all units without regard to race, color, religion, national origin, sex, familial status, disability or challenges, and act promptly upon any complaint.

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: Provide all services to families without regard to race, color, religion, national origin, sex, familial status, disabilities or challenges.

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: We are providing reasonable accommodations for those with disabilities and allowing them to provide what is needed if necessary and working with focus and other agencies to help the housing authority with the needs if they are more costly than the housing authority can provide.

Other: Promote our housing agency in the spirit of all civil rights and non-discrimination laws and regulations and affirmatively furthering fair housing opportunities. Utilize the Resident Advisory Board and Council for information dissemination.

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

**1. That we develop an overall strategy plan for our agency**

**2. Strengthen our Community Partnerships.**

**3. Enhance our community image by communication, curb appeal and improving our housing stock.**

**4. Look at our housing stock with competition in mind at all times.**

**5. We will comply with all Civil Rights and Fair Housing and Equal Opportunity.**

**AnnualPHAPlan**  
**PHAFiscalYear2000**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwill submit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

ThePHAwillcontinuetopartnershipwithlocalandgovernmental agencies topromoteself-sufficiencyoffamiliesandindividuals,and improvethethecommunityqualityoflifeandeconomicstabilityandfurther ensuresequaloportunityinhousingforallAmericans.

WehaveimplementedacontractwiththeLuxoraHousingAuthorityin theareaofprocurement,residentprogramsandactivities thatwill promotetheeconomicbenefittoeachhousingagencyandresidents.

ThePHAhasdevelopedacomprehensiveplantointensifymarket ingour housingstock,communicationwithourcommunityandprovidingbetter screeningandmoreeffectivesecurityforourresidents.

ThisPHAemployseffectivemaintenanceandmanagementpracticesand policiestominimizethenumberofunitsoffline, reducingturnovertime onvacantunitsandreducetimetorenovateunitsthroughastrong managementandmaintenanceprogram.

ThisPHAcontinuestoemploy policiesandpreferences aimedat economic hardshipsandsupportingandencouragingwork,sincefamilies



within income less than 30% of the median represent over 40% of our waiting list.

We are continuing with our storage room and dryer room on to each unit in this next year and will continue with these enclosures until we have accomplished this in all 370 units. We are repairing sidewalks, installing blinds in units as we continue each year with capital funds. We are installing new windows in AR021001 in the 2002 year and they are being installed at the time of the plan. The residents are so pleased with these new windows. We will continue in the future to replace windows that are in need of replacing.

This PHA employs effective marketing to all people regardless of race, color, religion, national origin, sex, familial status, and disability. This agency promotes adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination and promote self-sufficiency and economic independence for all residents.

This PHA employs waiting lists skipping in order to achieve concentration of poverty of income mixing goals. The condition of our industry today is such that new rules guidelines and directives have been issued which mandate changes in the operation of our PHA. The availability of funding is essential for the PHA to maintain its current level of operation and provide necessary services. This agency is at a point when PHA's must continue to provide all programs under more limited budget constraints and with more extensive regulations and laws. To accomplish these goals we have developed a comprehensive plan to intensify and accelerate our marketing activity for rental of our unit, development and services. To implement our plans we will need adequate funding revenues, including procuring of grants to aid in our effort to comply with our Five Year and Annual Plan.

This PHA will continue to work with our Resident Council, Resident Advisory Board and Board of Directors of which provides support for management decision and creativity. This PHA will continue to educate residents and applicants through briefing, notices and flyers of all changes within the PHA.

We will ensure the safety and security of our residents through screening of applicants getting resident involved in neighborhood watch, extra patrolling and reporting of crime in the authority by local police.

The PHA's objective and goals are further described in the Admission and Continued Occupancy Policy. A copy of the A.C.O.P., has been placed in the lobby of our administration building, at the public library along with the Five year and Annual Plan.

The Osceola Housing Authority shall continue to provide the most services possible considering the funds availability.

We have reduced our vacancies, improved our Physical Inspection score and achieved improvements in our PHAS score continually. We have improved our curb appeal and our waiting list is increasing.

**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:

- A Admissions Policy for Deconcentration
- FY2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- B PHA Management Organizational Chart
- C Other Contract between Osceola and Luxora Housing Authority.
- D Names and phone numbers of the resident advisory board.
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- E Capital Funds Program Annual Statement for 2001 and 2002 Capital Funds.

**Supporting Documents Available for Review**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;

<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
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
NA	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
NA	Section 8 informal review and hearing procedures <input 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
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any	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>
	other approved proposal for development of public housing	
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or the resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	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 results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamily Type</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	1778	NA	NA	NA	NA	NA	NA
Income>30%but <=50%ofAMI	1214	NA	NA	NA	NA	NA	NA
Income>50%but <80%ofAMI	1443	NA	NA	NA	NA	NA	NA
Elderly	907	NA	NA	NA	NA	NA	NA
Familieswith Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity/ White	2792	NA	NA	NA	NA	NA	NA
Race/Ethnicity Black	1412	NA	NA	NA	NA	NA	NA
Race/Ethnicity Hispanic	23	NA	NA	NA	NA	NA	NA
Race/Ethnicity							

Whatsourcesofinformation didthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadepubliclyavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear: 2000-2005
- 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 list/s. **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.

Housing Needs of Families on the Waiting List			
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	29		139
Extremely low income <= 30% AMI	23	80	
Very low income (> 30% but <= 50% AMI)	6	20	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	20	90	
Elderly families	1	4	
Families with Disabilities	6	21	
Race/ethnicity BLACK	26	90	
Race/ethnicity WHITE	3	10	
Race/ethnicity	0	0	

Housing Needs of Families on the Waiting List			
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11	38	34
2BR	9	31	43
3BR	9	31	47
4BR	0	0	15
5BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to open 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			

### 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. Continue to renovate and modernize units, reduce turnover time. Partnership with other agencies to provide housing for those in your jurisdiction when we cannot provide what their needs are, our housing stock insufficient for those we serve when considering the number of units and our waiting list.

#### (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 financed development



- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**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**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adoptrentpolicies to support and encourage work
- Other: (list below)

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

**Strategy 1: 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:

Give preference to elderly for appropriate size units. We at present are working with the residents to promote the designation of public housing for the elderly, but at present they do not seem to be interested enough for us to complete application. Their statement to the PHA was that it would make them different from other people.

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

**Strategy 1: 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: Give preference to families with disabilities for appropriate size units designed for disabilities. We at present are working with these with disabilities to designate housing for them. At present they do not seem to be interested enough for us to complete the application.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other:(listbelow)

### **Strategy2:Conductactivitiesaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovert            yor  
minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority  
concentrations
- Other:(listbelow)

### **OtherHousingNeeds&Strategies:(list    needsandstrategiesbelow)**

#### **(2)ReasonsforSelectingStrategies**

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthe  
strategiesitwillpursue:

- Fundingconstraints
- Staffingconstraints
- Limitedavailabilityofsitesforassistedhousing
- Extenttowhichparticularhousingneedsaremetbyotherorganizationsinthe  
community
- EvidenceofhousingneedsasdemonstratedintheConsolidated            Planandother  
informationavailabletothePHA
- InfluenceofthehousingmarketonPHAprograms
- Communityprioritiesregardinghousingassistance
- Resultsofconsultationwithlocalorstategovernment
- ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

## **2. StatementofFinancialResources**

[24CFRPart903.79(b)]

ListthefinancialresourcesthatareanticipatedtobeavailabletothePHAforthesupportofFederal  
publichousingandtenant -basedSection8assistanceprogramsadministeredbythePHAduringthePlan  
year.Note:thetableassumesFederalpublic            ousingortenantbasedSection8assistancegrant  
fundsareexpendedoneligiblepurposes;therefore,usesofthesefundsneednotbestated.Forother  
funds,indicatetheuseforthosefundsasoneofthefollowingcategories:publichousingoperations,  
publichousingcapitalimprovements,publichousingsafety/security,publichousingsupportiveservices,  
Section8tenant -basedassistance,Section8supportiveservicesorother.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY2000 grants)</b>		
a) Public Housing Operating Fund	665,266	
b) Public Housing Capital Fund	674,693	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant -Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self - Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	274,530	Operations
<b>Interest General Fund</b>	14,290	Operations
<b>Other Receipts (Tenant Charges)</b>	110,110	Operations
<b>4. Other income (list below)</b>		
Operating Reserves	549,032	Operating Reserves
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	2,287,961	

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

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthata donotadministerpublichousingarenotrequiredto completesubcomponent 3A.

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

a.WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumber ofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:Oncetheapplicationinformationiscomplete,thePHAverifies eligibilityatthattimebyscreeningprocess.

b.Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

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

c.  Yes  No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyort hroughanNCIC - authorizedsource)

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

a.WhichmethodsdoesthePHAplantousetoorganizeitpublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists

- Site-based waiting lists
- Other (describe)

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

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

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

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 approved site-based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Incometargeting:

- Yes  No: Does the PHA planto exceed the federal targeting requirements by targeting more than 40% of all new admissionsto 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) If for reasons of health of a relative to move close to be of assistance, close to job to make it more accessible for walking to work or for educational purposes, since most of our residents do not own vehicles. Each case would be considered and the resident will transfer at their own expense.  
 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 planto 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
Elderly, Near Elderly, Disabled/handicapped (to H/C Units)

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

1. Working Families
  2. Elderly/Disabled/Handicapped
  3. Local Resident
4. 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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  
 PHA briefing seminars or written materials  
 Other source (list)

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

- At an annual reexamination and lease renewal  
 Anytime family composition changes  
 At family request for revision  
 Other If a new income begins such as going to work, Social Security, SSI, Unemployment, TEA or any added income into the household. If employed and they receive a raise during the year, SSA, SSI, TEA increases but were already receiving this at move in or reexam then this would not have to be reported. If the income decreases due to loss of check that they were receiving or employment this would need to be reported within ten days of its occurrence this is with an increase or decrease of income as stated in our Occupancy Policy.

**(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 development 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: AR021001, AR021002, AR021003 and AR021004

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

### **(1) Eligibility**

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

- Criminal or drug -related activity only to the extent required by law or regulation

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

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

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

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

same number next to each. That means you can use "1" more than once, "2" more than once, etc.

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 plan 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 ensure that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

**4. 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

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

3. If yes to question 2, list these policies below :

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:

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 increase in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments

No

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

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

3. Select the space or space cost that best describes how you arrive at ceiling rents (select all that apply)

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

f. Rent determination:

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 composition
- 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) If there is a change in jobs, household composition, added income (such as SSA, SSI, Unemployment, TEA) someone going to work. When resident has loss or gain of income.

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.)

- This 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) The ED spoke with Realtors, Landlords and Section 8 Director about the housing availability and the size of the units, about the amenities the unit should have and the rents involved to determine the flat rents.

**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 repayment 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 burdens 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	364	180
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manual 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, DE
  - Concentration Policy, Procurement Policy, Capitalization Policy, Disposition Policy, Maintenance Plan with the eradication of pest infestation, Safety Policy, Personnel Policy and Criminal Activity Policy.
- (2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24CFRPart903.79(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**

[24CFRPart903.79(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)CapitalFundProgramAnnualStatement**

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number AR37P02150103 FFY of Grant Approval: 09/30/2003

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	62,150
3	1408 Management Improvements	10,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	35,000
8	1440 Site Acquisition	
9	1450 Site Improvement	5,000
10	1460 Dwelling Structures	525,681
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	

15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingen cy	36,862
20	<b>AmountofAnnualGrant(Sumoflines2 -19)</b>	<b>674,693</b>
21	Amountoffline20RelatedtoLBPActivities	
22	Amountoffline20RelatedtoSection504Compliance	
23	Amountoffline20RelatedtoSecurity	
24	Amountoffline20RelatedtoEnergyC onservation Measures	145,680

**AnnualStatement  
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
PHAWIDE	INSPECTOR/BENEFITS/SUNDRY	1406	62,150
PHAWIDE	MANAGEMENTIMPROVEMENTS	1408	10,000
PHAWIDE	ARCHITECT/ENGINEER	1430	35,000
PHA WIDE	SIDEWALK/CURB REPAIR	1450	5,000
AR021001	ENCLOSE BACK	1460	125,000
	PORCHES/STORAGE/DRYER ROOM		
AR021002	ENCLOSE BACK	1460	255,000
	PORCHES/STORAGE/DRYER ROOM		
AR021002	INSTALL NEW WINDOWS	1460	145,681
PHA WIDE	CONTINGENCY	1502	36,862

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA WIDE MANAGEMENT PHA WIDE AE/ENGINEER AR021001 AR021002 AR021002 AR021001	09/30/2004  09/30/2004  09/30/2004 09/30/2004 09/30/2004 09/30/2004 09/30/2004	09/30/2007 09/30/2007  09/30/2007 09/30/2007 09/30/2007 09/30/2007 09/30/2007

**(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)

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

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

b. If you to question, select one:

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

-or-

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA WIDE	HOUSING AUTHORITY OF THE CITY OF OSCEOLA	3	.008%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
CAPITAL FUND C0 -ORDINATOR/INSPECTOR			149,760	2004
BENEFITS			55,636	2004
SUNDRY-ADVERTISING AND ETC.			4,000	2004
MANAGEMENT IMPROVEMENTS			40,000	2004
A/E ABATEMENT CONSULTANTS			140,000	2004
MEETING/ADMINISTRATION/MAINTENANCE BUILDING			275,000	2004
FENCING			25,000	2004
COMPANY VEHICLE FOR EXECUTIVE DIRECTOR			25,000	2005
<b>Total estimated cost over next 5 years</b>			<b>714,396</b>	



<b>Optional 5 - Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>AR021001</b>	<b>HOUSING AUTHORITY OF THE CITY OF OSCEOLA</b>	<b>0</b>	<b>0</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>LANDSCAPING</b>			<b>4,000</b>
<b>SIDEWALK REPAIR</b>			<b>15,000</b>
<b>ASBESTOS FLOOR TILE REPLACEMENT</b>			<b>200,000</b>
<b>ENCLOSE BACK PORCHES FOR DRYER WITH 220 CONNECTION</b>			<b>313,500</b>
<b>REPLACE CENTRAL FURNACES</b>			<b>200,000</b>
<b>REPLACE INTERIOR DOORS THAT ARE BADLY DAMAGED</b>			<b>70,000</b>
<b>INSTALL CARBON MONOXIDE DETECTORS</b>			<b>14,800</b>
<b>REPLACE EXTERIOR DOORS</b>			<b>81,000</b>
<b>Total estimated cost over next 5 years</b>			<b>898,300</b>

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

<b>Optional 5 - Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>AR021002</b>	<b>HOUSING AUTHORITY OF THE CITY OF OSCEOLA</b>	<b>0</b>	<b>0</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date (HA Fiscal Year)</b>
<b>LANDSCAPING</b>			<b>2,000</b>
<b>SIDEWALK REPAIR</b>			<b>2,500</b>
<b>ASBESTOS FLOOR TILE ABATEMENT/REPLACEMENT TILE</b>			<b>144,532</b>
<b>REPLACE WINDOWS</b>			<b>85,000</b>
<b>EMERGENCY CALLS AND CARBON MONOXIDE DETECTORS</b>			<b>9,860</b>
<b>SECURITY FENCING</b>			<b>35,000</b>
<b>REPLACE EXTERIOR DOORS WITH NEW METAL ONES</b>			<b>75,000</b>
<b>REPLACE INTERIOR DOORS</b>			<b>13,500</b>
<b>COMMERCIAL BLINDS</b>			<b>70,000</b>
<b>ENCLOSE BACK PORCHES WITH STORAGE ROOM AND HOOK UP'S FOR DRYERS (220'S)</b>			<b>100,000</b>
<b>Total estimated cost over next 5 years</b>			<b>537,392</b>

<b>Optional 5 - Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>AR021003</b>	<b>HOUSING AUTHORITY OF THE CITY OF OSCEOLA</b>	<b>0</b>	<b>0</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>CARBON MONOXIDE DETECTORS</b>		<b>1,500</b>	<b>2004</b>
<b>INSTALL COMMERCIAL BLINDS</b>		<b>10,000</b>	<b>2004</b>
<b>REPLACE EXTERIOR DOORS</b>		<b>8,000</b>	<b>2006</b>
<b>REPLACE INTERIOR DOORS</b>		<b>4,000</b>	<b>2006</b>
<b>INSTALL CENTRAL A/C</b>		<b>78,384</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>		<b>101,884</b>	

<b>Optional 5 - Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
AR021004	HOUSING AUTHORITY OF THE CITY OF OSCEOLA	3	3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
LANDSCAPING		5,000	2004
SIDEWALK REPAIR AND REPLACEMENT		5,000	2004
EXTERIOR LIGHTING		800	2004
CARBON MONOXIDE DETECTORS		24,000	2006
REPLACE DAMAGED INTERIOR DOORS		25,000	2005
INTERIOR LIGHT FIXTURES		30,000	2005
INSTALL NEW ELECTRIC CENTRAL HEAT FURNACES		90,000	2004
ASBESTOS TILE FLOOR ABATEMENT AND INSTALLATION		155,000	2005
EMERGENCY CALLS		12,000	2004
COMMERCIAL BLINDS		100,000	2004
<b>Totalestimatedcostovertnext5years</b>		<b>446,800</b>	

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI 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 Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[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 activity 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: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline of 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**

[24 CFR 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 as 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. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

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

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

<b>Conversion of Public Housing Activity Description</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.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof 1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42 U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstream linedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>	
1a.Developmentname:	
1b.Development(project)number:	
2.FederalProgramauthority:	
<input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)	
3.Applicationstatus:(selectone)	
<input type="checkbox"/> Approved;includedin thePHA’sHomeownershipPlan/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

[24CFRPart903.79(1)]

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

## A. PHA Coordination with the Welfare (TANF) Agency

### 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? 06/04/2001

### 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 program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (Kid's Store, this program trains children how to manage money, budgeting, how to go for a job interview, once hired how to be a good employee, what is expected of the m by their employer.

## 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 home ownership option participation



- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

**13.P HASafetyandCrimePreventionMeasures**

[24CFR Part 903.79(m)]

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

**A. Need for measures to ensure the safety of public housing residents**

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(describ below)

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

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

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

AR021001, AR021002, AR021003 and AR021004

### **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 -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**AR021001 and AR021004**

### **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
  - Police regularly meet with the PHA management and residents
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - Other activities (list below)
2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**OSCEOLA HOUSING AUTHORITY**  
**PET POLICY**

**RESOLUTION #381**

DATED NOVEMBER 10, 1999

Section 1: Pet Contract

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

Definitions

- A. Common Household Pets: means a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), and fish which are traditionally kept in the home for pleasure rather than for commercial purposes. This does not include reptiles, except turtles.
- B. Animals that Assist the Handicapped: 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.

Section 2: Regulation Requirement Prior to Admission

Before the Authority grants a resident permission to keep a pet in any of its developments, any and all pets must be registered with Authority Management. Pet information must be brought into the housing authority office, this includes name of

the pet, age, license registration number, current inoculation information, and the name and address of its veterinarian. Proper registration will also include assigned Pet Responsibility Cards as described in Section 3 below. Residents will be refused pet registration if management determines that the resident is unable to fulfill their obligations as a pet owner, are unable to adhere to the terms of the lease or to these pet rules, if the animal does not meet the definition of common household pet, or if the temperament of the animal is generally considered dangerous. A refundable \$100.00 pet deposit and a \$95.00 non-refundable pet deposit must be paid at the time of submission of the "Addendum to Lease and Pet Contract." If the pet application is approved, the \$100.00 refundable deposit will be held without interest. This deposit is to be used to cover costs of damages or fumigation that may be required as the result of the pet ownership. The \$100.00 refundable deposit will be refunded, minus any applicable charges, within thirty (30) days after resident vacates the unit or the pet is permanently removed from the unit. These deposits are in addition to any obligations generally imposed on tenants of the project. If the pet owner is incapacitated or is no longer available to care for the pet, the person(s) designated on the registration Pet Responsibility Card from must remove the pet. In absence of the designated person's availability, management will place the pet with the local Humane Society.

#### Section from a veterinarian can be produced 6: Inoculations

All dogs and cats must be inoculated and vaccinated according to State and local laws for rabies and other transmittable diseases.

#### Section 7: Sanitary Conditions

All pet waste on the grounds of the Authority MUST be picked up immediately by the pet owner or disposed of in a sealed plastic trash bag and placed in the pet owner's trash can. If the Authority maintenance staff has to dispose of the pet waste, the pet owner will be charged \$5.00 per occurrence.

In the case of cats or other pets using litter boxes, the pet owner shall change the litter two (2) times a week. The soiled litter must be placed in a sealed plastic bag and disposed of in the pet owner's trash can. 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.

#### Section 8: Pet Restraint

Dogs and Cats shall be maintained within the pet owner's unit. When outside of the unit, the pet owner shall appropriately and effectively keep his/her pet on a leash and under human control; **NOT TIED OR CHAINED AND LEFT ALONE.**

#### Section 9: Registration

The pet owner shall register the pet with the Authority. The pet owner must register the pet before it is brought onto the project premises, and must update the registration annually.

#### Section 10: Dog Ownership Requirements

A.. Any dog must be no less than six (6) months old and completely house broken.  
B. Proof that a dog is already neutered or spayed must be furnished before the dog will be allowed to reside on Authority property.



C. 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.

D. Information sufficient to identify the pet and to demonstrate that it is a common household pet.

E. The pet owner shall sign a statement indicating that she/he has read the rules and agrees to comply with them.

F. If the Authority determines the pet owner does not meet the definition of a common household pet as stated in the Authority's Pet Policy; or if the Authority determines that the keeping of a pet would violate any applicable house pet rule; or if the owner fails to provide complete registration information or fails to annually update pet registration; or if the owner will be unable to keep the pet in compliance with the pet rules and other obligations, the Authority can refuse to register the pet.

G. A dog must always wear a collar that shows its license and name and address. It must also wear a proper flea collar.

H. A dog must be on a leash at all times when outside of the owner's apartment unless it is an approved pet carrier.

I. Dogs may be exercised in the north corners of each project of the Osceola Housing Authority.

J. In a case that a pet deposits waste on the Osceola Housing Authority's property, the pet owner must use utensils such as a "Pooper Scooper" to remove any refuse from his/her pet as soon as it is deposited on Authority property. The waste must then be placed in a plastic bag, sealed tightly, and disposed of as trash.

K. No dog may stay alone in an apartment overnight. It is the responsibility of the resident, if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone it may result in the removal of the pet from the premises.

L. The dog's flea collar must be changed every 3 months.

#### Section 11: Disturbance

IF THE PET DISTURBS OTHER RESIDENTS BY BARKING, SCRATCHING, WHINING OR OTHER NOISES OR THREATENING BEHAVIOR, THE TENANT OWNING THE PET WILL BE ASKED TO VACATE OR GET RID OF THE PET.

#### Section 21: Entry of Premises During Tenancy

The Authority shall be permitted to enter the dwelling unit during reasonable hours, if the Authority has received a signed, written complaint alleging, or having reasonable ground to believe, that the conduct or condition of a pet in the dwelling unit constitutes an nuisance or a threat to the health or safety of the occupants of the project or other persons in the community where the project is located.

#### Section 13: Discretionary Rules

The following types of common household pets will be permitted under the following criteria:

- A. Dogs:(apitbulldogwillnotbeconsideredacommonhouseholdpet).Maximum numberofdogs(1);Maximumadultweight,25pounds;Maximumadultheightat shoulders,14inches;mustbehousebroken;mustbespayedorneutered;Musthave allrequiredvaccinations;Mustbelicensed.
- B. Cats;Maximumnumberone(1);Maximumadultweight,15pounds,mustbe spayedorneutered:Musthaveallrequiredvaccinations;mustbelicensed.
- C. Rodents;Limitedto gerbils,hamsters,guineapigsandrabbits;Maximumnumber one(1);Mustbemaintainedinsideofacageatalltimes.
- D. Birds;Maximumnumbertwo(2);Mustbemaintainedinsideofacageatalltimes.
- E. Fish:Maximumaquariumsize, 10gallons.
- F. Onlyone(1)ofthecategoriesabove -mentionedpetsmaybekeptbyapetowner, andthepetwillbekeptfreefromflies,ticks,orothervermin.

#### Section 14; Cat Ownership Rules

- A. Apetcatmustbenolessthansix(6)monthsold.
- B. Allcats mustbelittertrainedbeforeadmissiontoanAuthorityunit.
- C. Proofthatthecathasbeendeclawedandspayedorneuteredmustbeshownbefore itsadmissiontoAuthoritypropertyisapproved.
- D. Apetcatmustwearacollaratalltimesshowingitsowner'sname.Itmustalso wearacatcollar.
- E. ProofmustbeshownbeforepetadmissionandeachyearbyJanuary31<sup>st</sup>thatthe cathashadtheproperFVR -Pandrabiesanddistempershots.Thisproofmustbe signedbyalegallyregistered,practicingveterinarian.
- F. Acatmustbeonaleashatalltimeswhenoutsideoftheowner'sapartmentunless itisinanapprovedpetcarrier.
- G. AresidentmustuseanAuthorityapprovedcatlitterbox.Littermustbeputina sealedplasticbaganddisposedofdaily.
- H. Nopetcatbe overeight(8)inchesattheshouldersandweighover15pounds.
- I. Thecatfleacollarmustbechangedeverythree(3)months.
- J. IfapetdepositswasteontheOsceolaHousingAuthority'sproperty,thepetowner mustuseautensilsuchasa"Pooperscooped"to removeanywastefromhis/her petassoonasitisdepositedonAuthorityproperty.Thewastemustbeplacedina plasticbag,sealedtightly,andputinsideaproperwastereceptacle.

- K. All animal waste or litter boxes shall be picked up by the owner and disposed of in a sealed plastic trash bag and placed in trash bin. Cat litters shall be changed at least twice a week.

#### Section 15: Bird Ownership

- A. No more than two (2) birds to a unit will be permitted: canaries, parakeets, or lovebirds only. NOPARROT S.
- B. The bird cage must be no larger than three (3) feet high and two (2) feet wide.
- C. Cages must be cleaned daily and debris disposed of in a plastic bag to be put in a trash bin.
- D. Birds must be healthy and free of disease at all times.
- E. Birds may not be left alone in an apartment for over two (2) days unless the owner has made arrangements for their daily care.

#### Section 16: Fish Ownership Requirements

- A. Only one fish tank is permitted to a dwelling unit. It must be no bigger than a ten (10) gallon capacity size, or a resident may have one (1) large goldfish bowl no more than one (1) gallon capacity size.
- B. At minimum, a fish tank must be cleaned monthly. A fish bowl weekly. Waste water from tank or bowl must be disposed of in the apartment toilet.
- C. A pet owner must be aware when cleaning or filling fish tanks that the cost to repair any water damage done to his/her dwelling or other Authority property as a result of such cleaning will be billed to the pet owner. Any charges must be paid within 30 days of the incident.

#### Section 17: General Policy For Authorized Pets

- A. Any pets suffering illness must be taken within two (2) days to a veterinarian for diagnosis and treatment. Upon its request, the Osceola Housing Authority must show a statement from the veterinarian abdicating the pet illness diagnosis. Any pets suspected of suffering from rabies or any other disease considered to be a health threat must be immediately removed from the premises until signed evidence to indicate the animal is not so afflicted.

### **15.C Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

### **16. Fiscal Audit**

[24CFR Part 903.79(p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?   0
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.79(q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below) Conversion of public housing to vouchers. Conversion would be more expensive than continuing to operate the developments as public housing. Conversion would adversely affect the availability of affordable housing in our community. The workability of vouchers in the community would be inappropriate due to insufficient housing in the community. The PHA operates the 370 units less expensively than market rents and section 8 programs so our units are some of the best housing stock in our community and in the State of Arkansas. In our market study of availability of housing there are very few three and four bedroom units to rent. If tenants went to tenant based vouchers the participants would not be able to locate housing to fit their need in our community. The criteria that was used for this is the study and availability of housing by bedroom size in our jurisdiction. Voluntary Conversion of four units are not feasible for the PHA at this time.

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

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

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

Attached as Attachment (Filename)

Provided below: The Board asked about blinds, windows and dryer rooms with hook up and bathroom renovation. When would they all have these at their unit? The group were concerned about their safety as much in our city as on our property.

3. 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:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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) Board of Commissioners made the nomination and elected the resident on the Board after close consideration of the qualifications and recommendations from review in all adult residents of the PHA. This resident has been a Board Member since she succeeded her husband upon death in 2001.

### 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 Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Affordability - Targeting for admitting families with extremely low incomes and very low incomes. Availability - reducing renovation and turnover time for vacant units. Improve quality - renovate housing units.

Other: (list below)

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

The PHA will provide affordable housing to low-income families. The PHA will form cooperative contracts with other agencies, such as DHS, Employment Security

Division, Child Care Facilities, Educational and Job Training services that was in the State Consolidated Plan of Arkansas that the lack of training and education area barrier to changing attitudes and overcoming prejudice. That the Consolidated Plan and the PHA position is to work together to promote economic development of the people we serve.

**D. Other Information Required by HUD**

The basic criteria that this PHA will use for determining a substantial deviation from its 5 Year Plan is: any change to the PHA's overall mission and any changes to the goals or objectives that affects services to residents or applicants, or significant changes to the PHA's financial situation. A significant amendment or modification to the 5 year Plan and Annual Plan is any revision/amendment that substantially alters any policy or Plan part as originally submitted or that may result in a different outcome for or treatment of tenants, applicants, or participants. Major revisions in the PHA financial resources (at least a 20% revision in any category), Capital improvements (at 20% revision in any Annual Plan line item), any change in Rent Determination Policy, and any change in Density-Concentration Policy shall be considered a significant revision or modification amendment. The following are not considered a significant revision or modification.

1. Utilization of fungibility between approved yearly work items for Capital Improvement Plan and 2. HUD required or statutory revision to policies.
19. Definition of "Substantial Deviation" and Significant Amendment or Modification: [903.7]

The basic criteria for such definition is that the annual plan has met full public process requirements, including Resident Advisory Board review.

- Change to rent or admissions policies or organization of the waiting list;
- Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Addition of new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments 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.

### ATTACHMENT A - ADMISSION POLICY FOR DE - CONCENTRATION

As stated in the PHA Admission, Occupancy and Rental Policy

Section 513 of the Quality Housing and Work Responsibility Act of 1998 makes several amendments to Section 16 with respect to de - concentration of poverty and income targeting. The Osceola Housing Authority has and will assign units in accordance with its Statement of Policies Governing Admission to and Continued Occupancy of Low - Income Housing Projects owned and operated by the Housing Authority of the City of Osceola, Arkansas, hereinafter referred to as "Statement of Policies."

Income mixing is and will be accomplished by the PHA's Statement of Policies by establishing a tenant body in each project composed of families with a broad range of incomes and rent paying ability which is generally representative of the ranges of income of low - income families in PHA's area of operations, as defined in State Law. De-Concentration is and will be accomplished by the PHA's Statement of Policies by assigning units in a manner that will avoid concentrations of the most economically and socially deprived families in any one or all of the projects.

The Housing Authority of Osceola may offer incentives to eligible families that would help accomplish this goal. In addition, skipping of a family on the waiting list specifically to reach another family with a lower or higher income will be done as required to meet this goal.

ATTACHMENT B. ORGANIZATIONAL CHART  
ORGANIZATIONAL CHART FOR OSCEOLA HOUSING AUTHORITY  
APRIL 22, 2003

EXECUTIVE DIRECTOR  
CAROLYN CHILDRESS

MAINTENANCE FOREMAN  
ROBERT STORY

OCCUPANCY CLERK/CASHIER MAINTENANCE MECH. A. &  
FRANKIE YOUNG HQS INSPECTOR  
EUGENE LACKEY  
WORK ORDER/FIXED ASSET AND  
MATERIAL CO - ORDINATOR MAINTENANCE MECH. A  
PAM WHITE JACKIE CLOWERS

HOUSING CLERK/CASHIER AND SMALL CLAIM MAINTENANCE MECH. A  
COLLECTION CO - ORDINATOR ROBERT TROGER S  
KERRI (SHELLEY) M STORY

RESIDENT INITIATIVE CO - ORDINATOR  
AND OCCUPANCY CLERK MAINTENANCE  
SANDRA COLLINS LABORER  
ESSIE RUDD  
PART-TIME  
MAINTENANCE LABORER  
LENNIE MCLAURIN

CAPITAL FUND CO - ORDINATOR/INSPECTOR MAINTENANCE LABORER &  
STEVE BURNS PAINTER PART-TIME  
JOHNNY PEPPER  
PART-TIME RECEPTIONIST  
BETTY CUNNINGHAM

This reflects all employees as of APRIL 22, 2003 and their titles.  
The chain of command is that the Executive Director is responsible for all operations of the Osceola Housing Authority.  
Under the supervision of the Executive Director, the Resident Coordinator is responsible for implementing programs offered within the community. The incumbent is responsible for coordinating summer programs and the activities throughout the year. The performance of duties requires independent judgment and the exercise of tact.  
The Resident Coordinator will serve in a dual capacity, he/she will also be housing clerk/occupancy clerk she will make offers and set up all move in's and be responsible for the 50058 transmission. This will be coordinated through the Executive Director.

The Housing Clerk/Typist is accountable to the Executive Director who monitors the day-to-day operations.

*The Maintenance Foreman is responsible to the Executive Director, with all other maintenance personnel under his guidance. He will account to the Executive Director all work being performed with proper documentation, which will be in Work Order Form.*

*When necessary to have on staff a Comprehensive Grant Coordinator/Inspector, he/she will report daily to the Executive Director the activity for that day, this will also be logged daily. He/she will interview all employees involved with the active contracts. This Chart dated on April 22, 2003 .*

**ATTACHMENT C CONTRACT BETWEEN THE HOUSING AUTHORITY  
OF THE CITY OF OSCEOLA  
AND THE HOUSING AUTHORITY OF THE CITY OF LUXORA**

*This Memorandum of Contract, hereinafter referred to as "MOA," is made and entered into between the Osceola Housing Authority, a governmental entity corporation hereinafter referred to as the "OHA," and the Luxora Housing Authority, also a governmental entity corporation hereinafter referred to as the "LHA." These two entities, hereafter referred to jointly as the "parties," affirm as follows that:*

*WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (hereinafter referred to as the "PHRA," the Public Housing Reform Act) envisions that some public housing agencies will achieve greater efficiencies in implementing their programs by working together in Contract/partnerships to achieve effective cooperation in administering and managing federally mandated housing programs in accordance with federal regulations, and;*

*WHEREAS, the OHA and LHA recognize as significant overlap in the services that they each provide their residents, and;*

*WHEREAS, the OHA and LHA also recognize that their close geographic proximity, their service to a similar client base, and their already shared administrative leadership make them good candidates for successful management cooperation, and;*

*WHEREAS, the governing Boards of the OHA and the LHA, their senior management, and their staffs recognize and support that coordinated administrative practices will achieve operational efficiencies in both of their agencies, and;*

*WHEREAS, the OHA and the LHA further recognize that improved program administration will also improve the quality and effectiveness of their agency services to their residents,*

*BE IT THEREFORE RESOLVED that the OHA and the LHA agree as follows:*

**(PURPOSE OF THIS): CONTRACT/PARTNERSHIP**

This contract implements the provision of this section by identifying common goals, and purposes of both the OHA and LHA, and showing how a contract will bring both entities to a higher level of operations and to better standards of residents service. The parties enter into this contract for the purpose of ensuring more economical and more effective management of their two public housing agencies through increased

cooperation in administering their housing programs, so that both parties may bring better services to their residents.

The contract must be signed by the authorized representative of each PHA.

*In developing this Contract, the parties address in order the requirements of the contract..*

*(1)(a). The names of the participating PHAs in this contract are*

The Housing Authority of the City of Osceola  
501 Colston Avenue  
Osceola, Arkansas 72370

*Chairperson: Mr. Max L. Fairley*

The Housing Authority of the City of Luxora  
316 Cedar Street  
Luxora, Arkansas 72370

**Chairperson: Bobby L. Johnston**

*1. Share Luxora's laborerash hours needed with Osceola reimbursing*

Luxora with wages and benefits proportionate with hours worked at Osceola.

*2. Allow the Executive Director's company vehicle to be used*

*When traveling to Luxora on business, but be reimbursed at 33 cents a mile for mileage.*

*1. Share waiting list information, if OHA cannot meet the needs of those*

*On their waiting list that the agency will refer them to the Luxora Housing for their housing needs.*

*2. Share screening of the applicants when possible, if they are on both waiting list.*

*5. Share equipment in case of emergencies in such that the cost of*

*equipment is so that it is more feasible to share when possible and that each agency will incur the cost of repair if the equipment is damaged during use.*

*5. If at any time work is caught up and the PHA can assist the other*

*PHA with work, the agency receiving the benefit of this work will reimburse the other agency with hours worked or trade back for other work. This includes office staff and maintenance staff.*

*The parties already share a common executive director, who shall be the primary person to assure high performance for the public*

*housing and modernization programs at each agency.*

*(b). The agency Luxora Housing Authority shall:*

- 1. Reimburse OHA .33 cents a mile for all mileage that the ED travels on Luxora business in ED's company vehicle.*
- 2. Share waiting list with OHA, if Luxora cannot meet the needs of applicant that the applicant will be referred to OHA.*
- 3. Share screening when possible, if the applicant is on both waiting list.*
- 4. Share equipment in case of emergencies in such that the cost of equipment is so that it is more feasible to share when possible and that each agency will incur the cost of repair if the equipment is damaged during use.*
- 5. If at any time work is caught up and the PHA can assist the other PHA with work, the agency receiving the benefit of this work will reimburse the other agency with hours worked or trade back for other work. This includes office staff and maintenance staff.*

*(5) The period of existence of the contract and the terms under which a PHA may withdraw from the contract if at any time an agency feels that the contract is not beneficial to either of the agencies they can agree to withdraw from the contract. The contract will be indefinite as long as the agencies are in agreement.*

*(a). This consortium shall exist in perpetuity until such time as it ends because one of the two parties has exercised its right to cancel the contract.*

*(b). Either party may leave the contract as outlined upon a majority vote of its governing board.*

*WHEREAS, both parties here in fully understand and agree to the roles and responsibilities outlined in the contract,*

WITNESS OUR HANDS MAKING THIS CONTRACT EFFECTIVE on the 5th day of  
March in the year 2002.

**For the Housing Authority of the City of Osceola**

\_\_\_\_\_  
*Mr. Max L. Fairley, Chairperson* *Date*

**For the Housing Authority of the City of Luxora**

\_\_\_\_\_  
*Mr. Bobby L. Johnston, Chair person* *Date*

*Witnessed:*

\_\_\_\_\_  
*Ms. Carolyn Childress, Executive Director* *Date*

**ATTACHMENTD**

**NAMESANDADDRESSESOFMEMBERSOFTHERESIDENTADVISORYBOARDFOR  
OSCEOLAHOUSINGAUTHORITY**

DAVIDMCMILLAN	510COSTONAVENUEPHONE563	-2056
DAISEJACKSON	508COSTONAVENUEPHONE563	-3392
HENRIETAKNIGHTEN	524COSTONAVENUEPHONE563	-5424
JCTHOMAS	133W.NICKERSON563	-1134
NETTIECOLEMAN	309PUGH 563	-5646
BESSIETANKERSLEY	307PUGH	
IVORYRUTHERFORD	519SMMAIN563	-5856
LESLIEBOYCE	500SMMAIN 563	-6367
DOROTHYRAINEY	502SMMAIN563	-0160
LUCILLETHOMAS	305SHIRLEYDR.563	-5210
ERNESTINEROYSTER	328SHIRLEYDR.563	-3953
PATRICIASTEWARD	330SHIRLEYDR.563	-8261



**PHA Plan  
Table Library**

**ATTACHEMENT E**

**CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: HOUSING AUTHORITY OF THE CITY OF OSCEOLA		Grant Type and Number Capital Fund Program Grant No: AR37P02150101 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 type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" 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	10,000.00	9,223.17	9,223.17	9,223.17
4	1410 Administration	48,900.00	44,464.54	44,464.54	44,464.54
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00	35,000.00	35,000.00	35,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	55,000.00	35,317.98	35,317.98	35,317.98
10	1460 Dwelling Structures	540,197.00	566,234.31	566,234.31	566,234.31
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	30,500.00	29,357.00	29,357.00	29,357.00
14	1485 Demolition				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHAN Name: HOUSING AUTHORITY OF THE CITY OF OSCEOLA</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02150101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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)	719,597.00	719,597.00	719,597.00	719,597.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	50,000	29,997.98	29,997.98	29,997.98
26	Amount of line 21 Related to Energy Conservation Measures				

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 OSCEOLA			Grant Type and Number Capital Fund Program Grant No: AR37P02150101 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	
PHAWIDE	MANAGEMENT	1408		10,000	9223.17	9223.17	9223.17	COMPLETE
PHAWIDE	COORDINATOR/INSPECTOR BENEFITS & SUNDRY	1410		48,900	44,464.54	44,464.54	44,464.54	COMPLETE
PHAWIDE	A/E CONSULTANTS	1430		35,000	35,000	35,000	35,000	COMPLETE
PHAWIDE	MAINTENANCE TRUCK/LAWN MOWER	1475		30,500	29,357	29,357	29,357	COMPLETE
AR021001	SIDEWALK REPAIR	1450		3,000	3,000	3,000	3,000	COMPLETE
AR021004	SIDEWALK REPAIR	1450		2,000	2,320	2,320	2,320	COMPLETE
AR021004	BLACK METAL SECURITY FENCE	1450		50,000	29,997.98	29,997.98	29,997.98	COMPLETE
AR021001	220 OUTLETS FOR A/C, INSTALL NEW LARGER ELEC. PANEL BOXES	1460		146,073	105,713	105,713	105,713	COMPLETE
AR021001	BUILD & ENCLOSE BACK PORCHES WITH 220 FORDRYERS	1460		144,000	149,521.31	149,521.31	149,521.31	COMPLETE
AR021001	REPLACED DAMAGED CABINETS	1460		50,000	75,000	75,000	75,000	COMPLETE
AR021002	REPLACED DAMAGED CABINETS	1460		14,124	50,000	50,000	50,000	COMPLETE
AR021002	REPLACE OLD ELEC. BOXES WITH NEW LARGER FOR A/C & DRYERS	1460		130,000	130,000	130,000	130,000	COMPLETE
AR21003	ENCLOSE PORCHES FOR DRYERS & INSTALL 220	1460		30,000	30,000	30,000	30,000	COMPLETE
AR021003	INSTALL ELEC. PANEL BOXES & 220 PLUGS	1460		26,000	26,000	26,000	26,000	COMPLETE

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 OSCEOLA			Grant Type and Number Capital Fund Program Grant No: AR37P02150101 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	
PHAWIDE	MANAGEMENT	1408		10,000	9223.17	9223.17	9223.17	COMPLETE

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 Osceola			Grant Type and Number Capital Fund Program No: AR37P02150101 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	
PHAWIDE	9/30/2002	9/30/2002	9/30/2002	12/30/2003	3/31/2003	3/31/2003	COMPLETED EARLY
PHAWIDE	9/30/2002	9/30/2002	9/30/2002	12/30/2003	3/31/2003	3/31/2003	COMPLETED EARLY
AR021001	9/30/2002	9/30/2002	9/30/2002	12/30/2003	3/31/2003	3/31/2003	COMPLETED EARLY
AR021002	9/30/2002	9/30/2002	9/30/2002	12/30/2003	3/31/2003	3/31/2003	COMPLETED EARLY
AR021003	9/30/2002	9/30/2002	9/30/2002	12/30/2003	3/31/2003	3/31/2003	COMPLETED EARLY
AR021004	9/30/2002	9/30/2002	9/30/2002	12/30/2003	3/31/2003	3/31/2003	COMPLETED EARLY

**CAPITAL FUND PROGRAM TABLES START THE RE**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: HOUSING AUTHORITY OF THE CITY OF OSCEOLA		Grant Type and Number Capital Fund Program GrantNo: AR37P02150102 Replacement Housing Factor GrantNo:		Federal FY of Grant: 2002	
<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: 03/31/2003 <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	62,150.00		62,150.00	62,150.00
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00		35,000.00	30,900.00
8	1440 Site Acquisition				
9	1450 Site Improvement	3,500.00		1,698.00	1,802.00
10	1460 Dwelling Structures	574,043.00		558,904.47	15,138.53
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
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)	674,693.00		564,702.47	109,990.53

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHAN Name:</b> HOUSING AUTHORITY OF THE CITY OF OSCEOLA		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P02150102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<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: 03/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	300,000.00		300,000.00	

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 OSCEOLA			Grant Type and Number Capital Fund Program Grant No: ARP02150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHAWIDE	OPERATIONS	1406		62,150.00		62,150.00	62,150.00	COMPLETE
PHAWIDE	AE/ENGINEER	1430		35,000.00		35,000.00	30,900.00	NOT COMPLETE
AR021001	SIDEWALK REPAIR	1450		2,500.00		2,500.00	1,802.00	NOT COMPLETE
AR021001	EXTERIOR LIGHTING	1450		1,000.00		1,000.00	.00	NOT COMPLETE
AR021001	REPLACE EXISTING WINDOWS WITH NEW DOUBLE PANE WINDOWS	1460	1800	300,000.00		300,000.00	.00	NOT COMPLETE
AR021001	220 OUTLETS FOR A/C INSTALL LARGER PANEL BOXES AND ENCLOSE BACK PORCHES WITH 220 FOR ELECTRIC DRYERS	1460		109,043.00		109,043.00	.00	NOT COMPLETE
AR021001	INSTALL COMMERCIAL BLINDS IN UNITS FOR PRIVACY AND DURABILITY	1460	1800	60,000.00		60,000.00	.00	NOT COMPLETE
AR021004	REPLACE EXISTING WOOD DOORS WITH NEW METAL WITH PEEK HOLES	1460	90	105,000.00		105,000.00	.00	NOT COMPLETE





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 OSCEOLA			Grant Type and Number Capital Fund Program No: AR37P[02150102 Replacement Housing Factor No:			Federal FY of Grant: 2002	
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	
PHAWIDE MANAGEMENT	09/30/2003			09/30/2006			
ARCHITECT/ENG	09/30/2003			09/30/2006			
AR021001	09/30/2003			09/30/2006			
AR021001	09/30/2003			09/30/2006			
AR021004	09/30/2003			09/30/2006			

