

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

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# PHA Plans

Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the County of Kings

**PHA Number:** CA053

**PHA Fiscal Year Beginning:** 07/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

# Annual PHA Plan PHA Fiscal Year 2003

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

### **Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The analysis of housing needs and the strategies, financial resources, and policies described in the Annual Plan will guide the Housing Authority in accomplishing its five-year goals and objectives. Highlights of the FY 2003 Annual Plan include the following.

- The Housing Authority will continue to offer site-based public housing waiting lists. Applicants who are employed in one town will not be faced with choosing either to move to another community and have a long commute, quit their jobs, or not receive affordable rent. There is very limited public transportation among the widespread communities and, in winter, thick Tule fog makes commuting particularly hazardous. Applicants will continue to be able to apply for any or all of the developments.
- The Housing Authority will continue to target admissions of families with a broad range of incomes to its public housing developments. In the Housing Authority's experience, a rich diversity of residents contributes to an overall improvement of the neighborhood.
- The Housing Authority will continue modernization activities to upgrade the appearance and amenities of its aged and modest public housing stock to enable the developments to be more competitive with newer local tax credit complexes, which offer exceptional amenities and low rents.
- The Housing Authority will allow residents of its public housing developments to own common household pets. A summary of the Kings County Housing Authority's Pet Policy is included as Attachment B.
- The Housing Authority will maintain the community service requirement only when required to do so by the regulations. A community service policy summary is included as Attachment C.
- The Housing Authority's payment standard will be 110% of Fair Market Rents to improve the selection of Section 8 rental stock and to reduce the rent burden on its clientele.
- The Housing Authority will continue to apply for additional vouchers as they become available. Kings County generally has double-digit unemployment rates and available jobs are often seasonal and/or relatively low-paying. The need for rental assistance exceeds the current funding levels.
- The Housing Authority will consider applying to extend its Section 8 income-targeting requirements waiver in order to maintain maximum funding utilization. After obtaining the original waiver, 100%+ occupancy in the Housing Choice Voucher Program was achieved.
- The Housing Authority will consider implementing a Section 8 Homeownership Program.

- The Housing Authority will consider project-basing some of its vouchers.
- The Housing Authority will continue to offer its Family Self-sufficiency Program. Funding will be sought to continue the Family Investment Center's job-related computer training.
- The Housing Authority will support equal housing and employment opportunities regardless of race, color, religion, national origin, sex, familial status, and disability. The Housing Authority will explore methods of ensuring that complete and consistent housing information is provided to everyone.
- The Housing Authority will encourage resident involvement. Staff will continue to assist the Resident Council in promoting activities and establishing incentives to increase resident participation. Outreach for tenant representatives to fill openings on the Housing Authority's boards will continue.
- Where possible, the Housing Authority will attempt to reduce funding constraints that prevent implementation of desirable programs and discretionary rent-setting policies. Kings County is a rural primarily agricultural county with relatively few of the low/no-cost public and private resources that are available in the larger metropolitan areas. These factors, when coupled with the income-targeting requirements and relatively low Section 8 administrative fees compared with other California counties, create financial impacts both on the agency and on its eligible clientele. Public housing development rental income is reduced through income-targeting. In addition, the agency is able to assist fewer Section 8 families since extremely low-income families require a larger dollar amount of assistance. Assisting fewer families reduces the Section 8 administrative fees. The Housing Authority will continue to apply for grants for special programs and additional voucher funding.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	21
5. Operations and Management Policies	24
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	39
9. Designation of Housing	39
10. Conversions of Public Housing	41
11. Homeownership	42
12. Community Service Programs	44
13. Crime and Safety	47
14. Pets (Inactive for January 1 PHAs)	49
15. Civil Rights Certifications (included with PHA Plan Certifications)	49
16. Audit	49
17. Asset Management	50
18. Other Information	50

#### **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 file name in parentheses in the space to the right of the title.

#### Required Attachments:

- A Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement (See Section 7.A.(1))
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- B Pet Policy Description
- C Community Service Policy Description

#### Optional Attachments:

- PHA Management Organizational Chart (see section 5.A.)
- FY 2003 Capital Fund Program 5 Year Action Plan (See Section 7.A.(2))
- Public Housing Drug Elimination Program (PHDEP) Plan (N/A)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Included in text)
- Other (List below, providing each attachment name)
  - D Section 8 Homeownership Program Capacity Statement
  - E Resident Advisory Board Membership

## 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 Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board 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
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	eradication of pest infestation (including cockroach infestation)	
x	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Included in PHA Plan	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	*N/A	5	5	5	5	5	5
Income >30% but <=50% of AMI	*N/A	3	3	3	3	4	4
Income >50% but <80% of AMI	*N/A	2	2	2	2	2	2
Elderly	1399	3	2	2	2	2	2
Families with Disabilities	N/A	4	3	3	4	3	3
White Alone	8,663	N/A	N/A	N/A	N/A	N/A	N/A
Black Alone	1,130	N/A	N/A	N/A	N/A	N/A	N/A
Am. Indian, Eskimo, or Aleut	303	N/A	N/A	N/A	N/A	N/A	N/A
Asian/Pacific Islander Alone	506	N/A	N/A	N/A	N/A	N/A	N/A
Other Race Alone	3,794	N/A	N/A	N/A	N/A	N/A	N/A
Two/more Races	769	N/A	N/A	N/A	N/A	N/A	N/A
Non-Hispanic	9025	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	6140	N/A	N/A	N/A	N/A	N/A	N/A

\* CHAS Dataset unavailable until late 2003/early 2004

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s: State of California's Plan  
Indicate year: 2000 - 2005
- U.S. Census data: 1990 Comprehensive Housing Affordability Strategy ("CHAS") dataset and other 1990 and 2000 Census data.
- American Housing Survey data  
Indicate year:
- Other housing market study: 1992 Housing Element of the General Plans of the Cities of: Avenal, Corcoran, Hanford, and the County of Kings  
Indicate year: 1992
- Other sources: (list and indicate year of information): City of Hanford Comprehensive Housing Study (1997)



## 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Corcoran			
8/30/02	# of families	% of total families	Annual Turnover 1/1/01 – 12/31/01
Waiting list total	75		158
Extremely low income <=30% AMI	65	86.7	
Very low income (>30% but <=50% AMI)	8	10.7	
Low income (>50% but <80% AMI)	2	2.7	
Families with children	54	72.0	
Elderly families	1	1.3	
Families with Disabilities	19	25.3	
Singles	1	1.3	
White/Hispanic	56	74.7	
White/Non-Hispanic	11	14.7	
Black/Non-Hispanic	7	9.3	
Asian/Pacific Islander/Non-Hispanic	1	1.3	
Characteristics by BR Size (Public Housing Only)			
1BR	32	42.7	31
2 BR	24	32.0	66
3 BR	8	10.7	54
4 BR	10	13.3	16
5 BR	1	1.3	2
5+ BR	N/A	N/A	N/A

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: Hanford-Armona

	# of families 08/30/02	% of total families	Annual Turnover 1/1/01 – 12/31/01
Waiting list total	473		760
Extremely low income <=30% AMI	364	77.0	
Very low income (>30% but <=50% AMI)	90	19.0	
Low income (>50% but <80% AMI)	19	4.0	
Families with children	345	72.9	
Elderly families	4	.9	
Families with Disabilities	89	18.8	
Singles	35	7.4	
White/Hispanic	281	59.4	
White/Non-Hispanic	88	18.6	
Black/Hispanic	4	0.9	
Black/Non-Hispanic	90	19.0	
Native/Non- Hispanic	7	1.5	
Asian/Pacific Islander/Non- Hispanic	3	.6	
Characteristics by BR Size (Public Housing Only)			

### Housing Needs of Families on the Waiting List

1BR	139	29.4	181
2 BR	186	39.3	261
3 BR	122	25.8	253
4 BR	25	5.3	55
5 BR	1	0.2	10
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
8/30/02	# of families	% of total families	Annual Turnover 1/1/01 – 12/31/01
Waiting list total	1564		2176
Extremely low income <=30% AMI	1218	77.9	
Very low income (>30% but <=50% AMI)	272	17.4	
Low income (>50% but <80% AMI)	74	4.7	
Families with children	1180	75.4	
Elderly families	17	1.1	
Families with Disabilities	211	13.5	
Singles	156	10.0	
White/Hispanic	828	52.9	
White/Non-Hispanic	366	23.4	
Black/Hispanic	10	.6	
Black/Non-Hispanic	308	19.7	
Native/Hispanic	4	.3	
Native/Non-			

### Housing Needs of Families on the Waiting List

Hispanic	18	1.2	
Asian/Pacific Islander Hispanic	2	.1	
Asian/Pacific Islander/Non- Hispanic	27	1.7	
Hawaiian/Non- Hispanic	1	.1	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p style="padding-left: 20px;">How long has it been closed (# of months)?</p> <p style="padding-left: 20px;">Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p style="padding-left: 20px;">Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)  
Participate in development process in local jurisdictional plans to ensure coordination with broader community strategies.

**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)  
Perform evaluations of Tax Credit Allocation Committee Applications  
Consider project-basing vouchers to improve both section 8 lease-up rates and owner vacancy rates.

**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 per QHWRA and income-targeting requirements
- 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
- Adopt rent policies 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 vouchers targeted to the elderly, should they become available
- Other: (list below)

**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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)  
Continue public relations by networking with various local community organizations.

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
Follow the procedures shown in the Housing Authority's Fair Housing Policy.

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	488,519	
b) Public Housing Capital Fund	778,053	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,107,904	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001 Capital Fund	402,018	
<b>3. Public Housing Dwelling Rental Income</b>	649,536	
<b>4. Other income (list below)</b>		
<b>5. Non-federal sources (list below)</b>		
Public Housing Investments	33,710	Public Housing Operations
Public Housing Tenant Charges	41,340	Public Housing Operations
<b>Total resources</b>	<b>5,501,080</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe) Upon anticipated unit availability based on average turnover rates.

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

- Criminal or Drug-related activity  
 Rental history  
 Housekeeping  
 Other (describe)  
Credit History

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

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

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

##### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office  
 PHA development site management offices  
 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



2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2
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. Income targeting:  
 Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)  
Request for reasonable accommodation for a disability, such as a request for a transfer to a wheelchair-accessible unit.

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

3 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
- 1  Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- a) Other preference(s) (list below)
- 2 Displacement by government action

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to 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)

Outstanding debt to a Housing Authority

History of fraud in connection with any Federal Housing Program

History of non-compliance with family obligations including FSS requirements.

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

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

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

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

- Criminal or drug-related activity  
 Other (describe below)  
Current and prior landlord information if known.

### (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)  
PHA Management Offices

**(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:

As a reasonable accommodation for a disability.

Death of an immediate family member.

A medical emergency involving an immediate family member.

Actions of an owner in finalizing a lease that are beyond the control of the applicant.

Other special circumstances as determined by the Housing Authority.

**(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
- 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)  
Displaced by government action.  
Elderly Families  
Disabled Families

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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

5 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
- 2  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)
- 1  Absorbing families porting in from other jurisdictions.
- 3  Displacement by government action
- 4  Elderly Families
- 4  Disabled Families

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

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

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

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

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions 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)  
By contacting referring agencies.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (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 highest 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 exclusions policies does the PHA plan to employ (select all that apply)

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

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 spaces that best describe 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)  
As required by regulations, ceiling rents were adjusted to flat rents effective October 1, 2002.



f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)  
At any time the family experiences an income increase or decrease or any change in family composition.

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent 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**

[24 CFR Part 903.7 9 (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:

The Executive Director reports to a Board of Commissioners that is currently composed of five elected officials (Kings County Board of Supervisors) and two tenant representative positions. An attorney in private practice performs the duties of Housing Authority Counsel as necessary. A Finance Officer,

Planning and Development Coordinator, and Housing Management Coordinator report to the Executive Director. The Finance Officer supervises an Accountant and three clerical employees. The Housing Management Coordinator supervises the Area Manager III and the Section 8 Manager. The Area Manager III supervises four clerical employees, seven maintenance workers, and a resident manager. The Section 8 Manager supervises two clerical employees and a Family Services Coordinator. The Family Services Coordinator supervises one Family Investment Center computer class teacher. The Planning and Development Coordinator supervises the Section 8 Inspector, Purchasing Assistant, and five modernization workers. There are currently 33 employees of the Kings County Housing Authority.

## 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 7/01/2003</b>	<b>Expected Turnover Based on 7/1/01 – 6/30/02 Actuals</b>
Public Housing	268	141
Section 8 Vouchers	701	365
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Aftercare	26	Included in Section 8 Vouchers Total Above
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)		
USDA Rural Development Farm Labor Housing	40	20
HOME CHRP-R Senior Housing	44	41

### C. Management and Maintenance Policies

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

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

Statement of Policies Governing Admission to and Continued Occupancy in the HUD-Aided Housing Units of the Housing Authority of the County of Kings, Section 200 of the Policy Manual, HUD Maintenance Guidebook 1, PIH 95-66, and Model Maintenance Program Manual

b) Section 8 Management: (list below)

Housing Authority of the County of Kings Housing Choice Voucher Admin Plan, Section 300 of the Policy Manual

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (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 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

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

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

#### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA office 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)  
Applicable Management Office

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

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

-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 II**

**Annual Statement**

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

Capital Fund Grant Number CA39P05350102 FFY of Grant Approval: (07/01/2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost (\$)
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	95,378
4	1410 Administration	77,805
5	1411 Audit	1,500
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	35,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	12,061
10	1460 Dwelling Structures	169,000
11	1465.1 Dwelling Equipment-Nonexpendable	10,000
12	1470 Nondwelling Structures	369,809
13	1475 Nondwelling Equipment	7,500
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>778,053</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	10,000

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

PHA Name: The Housing Authority of the County of Kings		Grant Type and Number Capital Fund Program Grant No: CA39P05350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Obligated	Expended	
<b>CA 53-001</b>								
<b>Sunnyside</b>	Receptionist	1408		17,364.00				
<b>Village</b>	Landscaping	1450		7,500.00				
	Fencing Replacement	1450		0.00				
	Parking lot Renovation	1450		0.00				
	Assessable routes to units	1450		0.00				
	Painting Interior/exterior	1460		28,000.00				
	Air Conditioning	1460		0.00				
	Kitchens	1460		5,000.00				
	Bathrooms	1460		0.00				
	Carpet Installation	1460		0.00				
	Roofing Replacement	1460		0.00				
	Underground Utilities	1460		0.00				
	Drape Replacement	1460		0.00				
	One Bedroom Dryer Adaptation	1460		45,000.00				
	Physical Security	1460		0.00				
	Pest control	1460		0.00				
	Exterior & Insulation up grades	1460		0.00				
	Appliances	1465		0.00				
	Car Ports	1470		150,000.00				
	Community Building Kitchen	1470		0.00				
	Remodel Community Building	1470		0.00				
	Maintenance Equip replacement	1475.2		3,500.00				
	<b><u>CA39P053001 Subtotal</u></b>			<b><u>256,364.00</u></b>				

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

PHA Name: The Housing Authority of the County of Kings		Grant Type and Number Capital Fund Program Grant No: CA39P05350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Obligated	Expended	
<b>CA 53-002</b>								
<b>Valley View</b>	Landscaping	1450		4,561.00				
<b>Village</b>	Parking lot Renovation	1450		0.00				
	Assessable routes to units	1450		0.00				
	Painting Interior/Exterior	1460		15,000.00				
	Air Conditioning	1460		0.00				
	Kitchens	1460		5,000.00				
	Bathrooms	1460		50,000.00				
	Drape Replacement	1460		5,000.00				
	Carpet Installation	1460		0.00				
	Heating Systems	1460		0.00				
	Water Heater Replacement	1460		0.00				
	Physical Security	1460		0.00				
	Underground Utilities	1460		12,000.00				
	Replacement Water Valves	1460		0.00				
	Roofing Replacement	1460		0.00				
	Pest Control	1460		0.00				
	Exterior & Insulation up grades	1460		0.00				
	Appliances	1465.1		10,000.00				
	Car Ports	1470		0.00				
	Resident Activity Building	1470		219,809.00				
	Lawn shop and paint storage	1470		0.00				
	Maintenance Equip Replacement	1475.2		4,000.00				
	<b><u>CA39P053002 Subtotal</u></b>			<b><u>325,370.00</u></b>				



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

PHA Name: The Housing Authority of the County of Kings		Grant Type and Number Capital Fund Program Grant No: CA39P05350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Obligated	Expended	
<b>CA 53-004</b>								
<b>Sycamore Court</b>	Landscaping	1450		0.00				
	Assessable routes to units	1450		0.00				
	Painting Interior/Exterior	1460		3,000.00				
	Air Conditioning	1460		0.00				
	Kitchens	1460		1,000.00				
	Carpet Installation	1460		0.00				
	Physical Security	1460		0.00				
	Underground Utilities	1460		0.00				
	Replacement Water Valves	1460		0.00				
	Bathrooms	1460		0.00				
	Roofing Replacement	1460		0.00				
	Drape Replacement	1460		0.00				
	Pest Control	1460		0.00				
	Exterior & Insulation up grades	1460		0.00				
	Appliances	1465		0.00				
	Car Ports	1470		0.00				
	<b>CA39P053004 Subtotal</b>			<b>4,000.00</b>				
<b>HA-Wide</b>	Document Translations	1408		0.00				
<b>Management</b>	Tenant Council Insurance	1408		3,000.00				
<b>Improvements</b>	Computer Programming Consultant	1408		0.00				
	Part-time Secretary	1408		6,754.00				
	Family Investment Center	1408		15,000.00				
	File Storage Reduction	1408		0.00				
	R. C. Neighborhood Watch	1408		0.00				
	Resident Council Equipment	1408		500.00				
	Resident Council Sports	1408		1,000.00				
	R. C. Drug Elimination/Awareness	1408		1,000.00				
	Resident and Staff Training	1408		15,000.00				

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

PHA Name: The Housing Authority of the County of Kings		Grant Type and Number Capital Fund Program Grant No: CA39P05350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Obligated	Expended	
	Communication Upgrades	1408		0.00				
	Office Equipment Replacement	1408		19,760.00				
	Computer Upgrades	1408		5,000.00				
	Safety Equipment	1408		1,000.00				
	PR Orientation Program	1408		0.00				
	PM and Asset Management Programs	1408		15,000.00				
	<b>Management Improvements Subtotal</b>			<b>78,014.00</b>				
Non-technical Salaries	Administrative	1410.1		77,805.00				
	<b>Non-technical Salaries Subtotal</b>			<b>77,805.00</b>				
CGP Audit Cost	Audit	1411		1,500.00				
	<b>CGP Audit Cost Subtotal</b>			<b>1,500.00</b>				
Architectural & Engineering Fees	Fees and Costs	1430.1		35,000.00				
	<b>Architectural &amp; Engineering Subtotal</b>			<b>35,000.00</b>				
Non-dwelling Equipment – Automotive	Vehicle Replacement	1475.7		0.00				
	<b>Non-dwelling Equipment Subtotal</b>			<b>0.00</b>				
	<b>HA-Wide Subtotal</b>			<b>192,319.00</b>				
	<b>Grand Total</b>			<b>778,053.00</b>				

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

**Part III: Implementation Schedule**

PHA Name: The Housing Authority of the County of Kings	<b>Grant Type and Number</b> Capital Fund Program No: CA39P05350102 Replacement Housing Factor No:	<b>Federal FY of Grant: 2003</b>
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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	
CA 53-001 Sunnyside Village	6/30/05			6/30/07			
CA 53-002 Valley View Village	6/30/05			6/30/07			
CA 53-004 Sycamore Court	6/30/05			6/30/07			
<b>HA-Wide</b>							
Management Improvements	6/30/05			6/30/07			
Document Translations	6/30/05			6/30/07			
Tenant Council Insurance	6/30/05			6/30/07			
Computer Programming Consultant	6/30/05			6/30/07			
Part-time Secretary	6/30/05			6/30/07			
Family Investment Center	6/30/05			6/30/07			
File Storage Reduction	6/30/05			6/30/07			
Resident Council Neighborhood Watch	6/30/05			6/30/07			

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

PHA Name: The Housing Authority of the County of Kings		<b>Grant Type and Number</b> Capital Fund Program No: CA39P05350102 Replacement Housing Factor No:				<b>Federal FY of Grant: 2003</b>	
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	
Resident Council Equipment	6/30/05			6/30/07			
Resident Council Sports	6/30/05			6/30/07			
Resident Council Drug Elimination/Awareness	6/30/05			6/30/07			
Resident and Staff Training	6/30/05			6/30/07			
Communication Upgrades	6/30/05			6/30/07			
Office Equipment Replacement	6/30/05			6/30/07			
Computer Software Upgrades	6/30/05			6/30/07			
Safety Equipment	6/30/05			6/30/07			
Administrative Audit	6/30/05			6/30/07			
Fees and Costs	6/30/05			6/30/07			
Vehicle Replacement	6/30/05			6/30/07			

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-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 (as of November 13, 2002)	
53001	Sunnyside Village	10	6.7	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost (\$)	Planned Start Date (HA Fiscal Year)
Receptionist			95,947.00	07/01/03
Landscaping			11,500.00	07/01/03
Fencing Replacement			0.00	
Parking lot Renovation			0.00	
Assessable Routes to units			56,000.00	07/01/06
Painting Interior/Exterior			158,658.00	07/01/03
Air Conditioning			0.00	
Kitchens			25,000.00	07/01/03
Bathrooms			0.00	
Carpet Installation			0.00	
Roofing Replacement			0.00	
Underground Utilities			0.00	
Drape Replacement			5,000.00	07/01/05
One Bedroom Dryer Adaptation			45,000.00	07/01/03
Physical Security			0.00	
Pest Control			0.00	
Exterior & Insulation up grades			210,000.00	07/01/05
Appliances			10,000.00	07/01/06
Car Ports			150,000.00	07/01/03
Community Building Kitchen			0.00	
Remodel of Community Building			58,355.00	07/01/04
Maintenance Equipment Replacement			17,500.00	07/01/03

<b>Total estimated cost over next 5 years</b>	842,960.00	
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<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 (as of November 13, 2002)</b>	
53002	Valley View Village	14	14	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost (\$)</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Landscaping			22,561.00	07/01/03
Parking lot Renovation			0.00	
Painting Interior/Exterior			75,000.00	07/01/03
Assessable Routes to units			52,000.00	07/01/06
Air Conditioning			0.00	
Kitchens			25,000.00	07/01/03
Bathrooms			100,000.00	07/01/03
Drape Replacement			10,000.00	07/01/03
Carpet Installation			0.00	
Heating Systems			0.00	
Water Heater Replacement			0.00	
Physical Security			0.00	
Underground Utilities			100,000.00	07/01/04
One Bedroom Dryer Adaptation			12,000.00	07/01/03
Replacement Water Valves			0.00	
Roofing Replacement			320,000.00	07/01/04
Pest Control			0.00	
Exterior & Insulation Up grades			142,000.00	07/01/05
Appliances			30,000.00	07/01/03
Car Ports			100,000.00	07/01/04
Resident Activity Building			219,809.00	07/01/03
Lawnmower shop and paint storage			0.00	
Maintenance Equipment Replacement			20,000.00	07/01/03
<b>Total estimated cost over next 5 years</b>			988,561.00	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>No. Vacant Units</b>	<b>% Vacancies in Development</b>	
53004	Sycamore Court	1	6.7	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost (\$)</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Landscaping			0.00	
Assessable Routes to units			6,000.00	07/01/03
Painting Interior/Exterior			15,000.00	07/01/03
Air Conditioning			0.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	No. Vacant Units	% Vacancies in Development	
53004	Sycamore Court	1	6.7	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost (\$)	Planned Start Date (HA Fiscal Year)
Kitchens			5,000.00	07/01/03
Carpet Installation			\$ 0.00	
Physical Security			0.00	
Underground Utilities			30,000.00	07/01/04
Replacement Water Valves			0.00	
Bathrooms			26,000.00	07/01/04
Roofing Replacement			20,569.00	07/01/04
Drape Replacement			500.00	07/01/05
Pest Control			0.00	
Exterior & Insulation Up Grades			28,000.00	07/01/05
Appliances			10,000.00	07/01/04
Car Ports			15,000.00	07/01/05
<b>Total estimated cost over next 5 years</b>			<b>156,069.00</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	No. Vacant Units	% Vacancies in Development	
	PHA Wide	25	9.4	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Document Translations			2,000.00	07/01/04
Tenant Council Insurance			15,000.00	07/01/03
Computer Programming Consultant			0.00	
Part-time Secretary			37,318.00	07/01/03
Family Investment Center			75,000.00	07/01/03
File Storage Reduction			0.00	
Resident Council Neighborhood Watch			1,000.00	07/01/04
Resident Council Equipment			10,000.00	07/01/03
Resident Council Sports			11,000.00	07/01/03
Resident Council Drug Elimination/Awareness			11,000.00	07/01/03
Resident and Staff Training			85,000.00	07/01/03
Communication Upgrades			20,000.00	07/01/05
Office Equipment Replacement			31,760.00	07/01/03
Computer Software Upgrades			45,000.00	07/01/03
Safety Equipment			5,000.00	07/01/03
PR Orientation Presentation Program			0.00	
Mod used for Development			742,240.00	07/01/06
<b>Total estimated cost over next 5 years for HA Wide</b>			<b>1,091,818.00</b>	

Total Estimated Cost for All Projects Over the Next Five Years

\$3,079,408.00

**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 HOPE VI 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 HOPE VI 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 HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance 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**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description N/A

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

<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 for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description N/A  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 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: <u>(DD/MM/YY)</u>
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**

[24 CFR Part 903.7 9 (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 FY 1996 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 FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description N/A

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

<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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description N/A

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the

To be determined section 8 homeownership option?  
determined

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?  
 To be determined

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Public Housing FSS Program	9	Waiting List	Development Offices	Public Housing (PH)
Section 8 FSS Program	62	Waiting List	Development Offices	Section 8 (SC8)
<u>Family Investment Center:</u> Computer Classes, 4 – 8 yr. olds. Computer Classes, 9 yr. and up	All are 10 per class	Waiting Lists	Development Offices	SC8 FSS & PH

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Classes, adults: Keyboarding Introduction to Windows Introduction to Word Advanced Word Excel Quicken Hanford Adult School Classes	All are 10 per class.	Waiting Lists	Development Offices	SC8 FSS & PH

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of 11/13/02)
Public Housing	0	4
Section 8	58	26

- 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 plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:  
The PHA will pull names from its FSS waiting list to maintain the minimum program size.

**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 training 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)  
Adding the requirements to public housing leases.

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

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

[24 CFR Part 903.7 9 (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 areas 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 levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used 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 anticrime/anti drug programs
- Other (describe below)

1. Which developments are most affected? (list below)  
53-1

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans 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)  
53-1

**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 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)  
Police Activities League  
Problem Oriented Policing  
National Night Out Activities  
Crime-Free Multi-housing Programs with both the Kings County Sheriff's Department and the Hanford Police Department

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

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

PHAs eligible for FY 2000 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 FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See pet policy description at attachment B

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (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? \_\_\_\_
- 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 903.7 9 (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)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:
  1. Consider applying for an extension of the Section 8 income-targeting waiver.
  
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)  
The PHA will determine whether circumstances warrant applying for an extension of the waiver before commencement of the fiscal year beginning 7/1/03.

## **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 the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

The Housing Authority seeks any interested residents to serve on both the Resident Advisory Board and Board of Commissioners. The County Board of Supervisors appoints tenant representatives to the Board of Commissioners.

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) State of California
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)  
Objective 1: Meet the housing needs of low-income renter households, including providing homeownership opportunities for first-time homebuyers.  
Objective 3: Meet the housing and supportive housing and accessibility need of the homeless and other special needs groups; including prevention of homelessness.  
Objective 4: Remove impediments to Fair Housing.
- Other: (list below)

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

The State Department of Housing and Community Development (HCD) encourages the Kings County Housing Authority to submit suggestions, improvements, and additional objectives for consideration in State Consolidated Plan updates. HCD also solicits information and feedback from housing authorities, such as public responses to the PHA Plans. This collaboration of the housing needs of Kings County provides HCD with a means of sharing solutions to similar problems among the agencies in its jurisdiction.

### **D. Other Information Required by HUD**

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

## Attachment A

### Admissions Policy for Deconcentration

## **SECTION 200, PART V TENANT SELECTION AND ASSIGNMENT POLICY**

### 1. Objective:

It is the policy of this Authority to avoid concentration of the most economically and socially deprived families and to house families with a broad range of incomes, representative of the range of income of low-income families in the area of operation, and with rent paying ability sufficient to achieve financial stability of the HUD-aided housing units. To accomplish this objective, studies will be conducted at least annually to compile the following data:

- a. Distribution of incomes of all low-income families in the area of operation of this Authority and average rents that would be achieved from these families.
- b. Actual distribution of incomes of all families residing in the HUD-aided housing units and average rents that are being achieved from these families.
- c. Distribution of incomes of all applicants and average rents that would be achieved from these applicants.
- d. Average operating costs of HUD-aided housing units.
- e. Average rents required to meet the operating costs.

### 2. Rent Ranges:

On the basis of the foregoing data, rent ranges for use in the selection of tenants will be established in a manner as to accomplish, insofar as possible, the following goals:

- a. A tenant body comprised of families with a broad range of incomes, representative of the range of incomes of low-income families in the area of operation.
- b. Sufficient rental revenue to cover operating costs.

To achieve the income-mixing and deconcentration goals, the use of rent ranges permits the skipping of a family on the waiting list specifically to reach another family with a lower or higher income as appropriate. Higher income tenants are brought into lower income developments and lower income tenants are brought into higher income developments to achieve the appropriate income mix. The application of rent ranges and the targeted rent range percentages are consistent at all developments.

3. Additional Deconcentration/Income-mixing Efforts:

- a. Site-based waiting lists will be utilized.
- b. Comparable amenities and supportive services are available to the residents of all developments.
- c. Marketing efforts are being made to expand the applicant base.

3. Fair Housing Compliance:

The Housing Authority will not permit unacceptable disparities between areas or buildings within developments to achieve its deconcentration and income-mixing goals. The Housing Authority will affirmatively further fair housing and civil rights laws so that racial steering and other housing discrimination does not result.



## **Attachment B**

### Pet Policy Description

The Housing Authority allowed common household pets such as birds, fish, cats, dogs, hamsters, etc., in its public housing developments beginning July 1, 2001. Excluding fish, there is a limit of one pet per unit.

Owners are required to maintain their pets responsibly and in accordance with applicable state and local laws and with the Housing Authority's pet policy.

Exotic animals and animals not permitted by law/local ordinance (for example, ferrets or chickens) will be prohibited.

Pets must be registered initially and annually thereafter. Proof of applicable license, inoculations, spaying or neutering of cats or dogs, identification tags, a photograph of the pet, and a statement naming an emergency custodian of the pet are required in order to register the pet. There is an additional \$150 security deposit and an annual \$75 fee to cover reasonable pet-related operating expenses, such as clerical and inspection costs.

There are size and weight limitations on dogs.

Owners shall be given a notice to correct any problems regarding pets that pose a nuisance, such as disturbing the peace of the complex by excessive barking or unruly behavior. At management's request, owners must immediately remove any pet that poses a hazard or engages in dangerous behavior, such as biting or attacking an animal or person.

Pet owners will be liable for any damages caused by their pets. Residences with pets must be maintained in a clean and sanitary manner and are subject to monthly inspections.

Residents who "pet sit" will be required to fully comply with the pet policy.

Unattended animals, such as those left inside automobiles on hot days, abandoned animals, strays, and pets that the alternate pet custodians refuse to care for will be subject to removal.

The pet policy (except requirements to maintain the animal responsibly, register the animal, and be responsible for damages) and pet deposit will not apply to animals such as seeing-eye dogs, which are used to assist individuals with disabilities. However, a resident who wishes to be excluded from the pet policy for this reason will be required to furnish evidence that he/she requires an assistive device and that the animal has been appropriately trained.

## Attachment C

### Community Service Description

The Kings County Housing Authority accepts any combination of community service and self-sufficiency activities performed in Kings County totaling eight hours per month to meet the Community Service requirement.

Community service activities include but are not limited to activities improving the physical environment of the resident's development, volunteer work in a local school, hospital, or child care center, working with youth organizations, helping neighborhood groups on special projects, or participation in programs that develop and strengthen resident self-responsibility such as drug and alcohol abuse counseling and treatment, household budgeting, credit counseling, and English proficiency.

Self sufficiency activities are those designed to encourage, assist, train, or facilitate economic independence. Apprenticeships, job readiness training, substance abuse and mental health counseling and treatment, Family Investment Center classes, and credit counseling are considered activities that promote economic self-sufficiency.

The Housing Authority links residents with agencies seeking volunteers or providing self-sufficiency activities. Political activity, hazardous work conditions, or labor that would otherwise be performed Housing Authority employees for essential services are unacceptable. Volunteers are responsible for providing signed attendance records to the Housing Authority annually.

The Housing Authority verifies compliance with the requirement at least 30 days prior to the end of the lease term as part of the annual re-examination process. The family is given a 30-Day Notice of Termination of Tenancy if a household contains a nonexempt adult who has failed to comply. However, the eviction will be suspended if both the non-compliant adult(s) and the head of household sign an agreement to make up the total hours needed within the next 12-month period. Subsequent failure of the family to complete the required hours will result in eviction of the entire family, unless the noncompliant person is no longer a part of the household.

The Housing Authority verifies all exemptions and maintain documentation in the resident's file. Exemption status, except birth date, is re-verified annually. Residents may request a change in exemption status during the year. The Housing Authority will approve the change after documentation to support the request has been provided and the change will be effective the first of the month following the request. A resident who does not notify the Housing Authority of a change in status and/or does not provide acceptable verification will not be exempt from the community service requirement. Exemptions are given for persons aged 62 or older, persons with disabilities to the extent the disability makes the person unable to comply, persons engaged in work activities as defined by section 407(d) of the Social Security Act (a list of such activities is included in the admin plan), persons participating in a welfare-to-work program, and persons receiving assistance from and in compliance with a state program funded under part A, Title IV of the Social Security Act.

## **Attachment D**

### Section 8 Homeownership Program Capacity Statement

In accordance with the Section 8 Homeownership Program Final Rule, issued September 12, 2000, Public Housing Authorities are permitted to administer a voucher homeownership program. A PHA planning to administer a homeownership program must include a capacity statement as an attachment to the PHA Plan.

The Kings County Housing Authority will satisfy at least one of the following criteria to demonstrate its capacity in the event a homeownership program is initiated:

- a) A minimum homeowner down payment requirement of at least 3 percent will be required, of which at least one percent must come from the family's resources; or
- b) Financing for the purchase of a home under the Section 8 Homeownership Program will be provided, insured, or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

## **Attachment E**

### Resident Advisory Board Membership

PHA management staff and all HUD program participants were designated as Resident Advisory Board members. The following individuals participated.

Bill Badertscher  
Robert Hoskins  
Clifford McCoy  
Randy McNary  
Donna Puckett  
Judy Reece  
Tracy Robertshaw

# PHA Plan Table Library

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

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

Capital Fund Grant Number    FFY of Grant Approval:

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406    Operations	
3	1408    Management Improvements	
4	1410    Administration	
5	1411    Audit	
6	1415    Liquidated Damages	
7	1430    Fees and Costs	
8	1440    Site Acquisition	
9	1450    Site Improvement	
10	1460    Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470    Nondwelling Structures	
13	1475    Nondwelling Equipment	
14	1485    Demolition	
15	1490    Replacement Reserve	
16	1492    Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498    Mod Used for Development	
19	1502    Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**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)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



