



## Housing Authority of the City of Tampa

1514 Union Street  
Tampa, Florida 33607  
[www.thafl.com](http://www.thafl.com)

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

### **EXECUTIVE DIRECTOR**

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**DATE: Final Dated January 10, 2003**

PHA Identification Section, Page 1

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Tampa

**PHA Number:** FL29P003

**PHA Fiscal Year Beginning:** (04/2003)

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

*The Housing Authority of the City of Tampa promotes the development and professional management of a variety of affordable housing opportunities, facilities and supportive services to nurture neighborhoods, provide economic development and self-sufficiency activities for residents while also assuring equal access to safe, quality housing for low- and moderate income families throughout the community.*

**B. Goals**

**HOUSING AUTHORITY OF THE CITY OF TAMPA**  
**STRATEGIC GOALS – FY2000 THRU FY2004**

**Goal 1:** Enhance quality of properties in THA inventory that will be retained as public housing.

**Objectives:**

1. Adopt an asset management approach for existing properties to initially assess viability and marketability and then make appropriate resource allocation decisions.
2. Adopt private market management and physical standards that include HUD required standards.
3. Manage and enforce standards, and achieve high performer PHAS designation by 2002.
4. Prioritize grant funding to predetermined needs including the application for Hope VI funds.
5. Assure resident support and service objectives are tied closely to property improvement objectives.
6. Increase communication and coordination between capital improvements and maintenance operations in order to better utilize resources and avoid premature replacement of systems.
7. Enhance lease enforcement and streamline eviction procedures.

**Goal 2: Maintain and expand the affordable housing stock by adding 150 units by fiscal year 2004.**

**Objectives:**

1. Pursue available financing resources including fees, loans, grants, and alternative leveraged resources that can be used to manage, acquire, and develop housing.
2. Acquire 100 additional affordable non-HUD supported housing units by FY 2004.
3. Development of 50 additional affordable non-HUD supported units by FY 2004.

**Goal 3: Increase homeownership opportunities for lower/moderate income families by providing 250 additional home ownership units by fiscal year 2004.**

**Objectives:**

1. Provide 50 home ownership units through THA sponsored first time homebuyer program by fiscal year 2002.
2. Provide 100 home ownership units through the Section 8 Voucher program during by fiscal year 2004.
3. Provide 100 home ownership units through partnering programs with public and private community agencies and lenders by fiscal year 2004.

**Goal 4: Maintain an exceptionally efficient and effective Section 8 existing program that maximizes available resources to provide quality and affordable housing assistance.**

**Objectives:**

1. Achieve high performer designation under the SEMAP during fiscal year 2003.
2. Broaden the pool of participating landlords by 5% during THA's fiscal year 2002.
3. Provide 125 additional housing opportunities outside areas of traditional assisted housing concentration by fiscal year 2004.
4. Maximize financial resources by reducing administrative costs in each year through fiscal year 2002.

**Goal 5: Accomplish all elements of the approved HOPE VI grant for Ponce De Leon and College Hill Homes in accordance with the approved HOPE VI Implementation schedule.**

**Objectives:**

1. Complete the revitalization of the College Hill / Ponce de Leon HOPE VI community by fiscal year 2005.

**Goal 6: Recruit and retain high quality professional staff and provide continued opportunities for enhancement and advancement.**

**Objectives:**

1. Establish useable job performance standards, measures, and skill requirements.
2. Staff vacant positions with most professionally competent individuals.
3. Develop and provide a comprehensive staff training and development program that includes an upward mobility component.
4. Provide a competitive compensation and benefit package that rewards true excellence.
5. Provide a safe, secure, and modern work environment.
6. Help to maintain a professional corporate image through the development and implementation of a high quality comprehensive personnel policy.
7. Enhance corporate communications at all levels within the organization.

**Goal 7:        **Enhance and Secure Financial Stability and Develop New Financial Opportunities****

**Objectives:**

1. Maximize THA operations, materials, and staffing. Operations focus on rent collections, work order responses, and vacancy turnaround.
2. Maximize THA Investments through timely and appropriately aggressive Investments & Re-Investments.
3. Maximize Property Utilization. Evaluate and analyze current property and decide whether to sell or retain/rehab/develop. Examine new properties for investment potential to develop, manage, or sell. Include subsidized and market rent housing.
4. Assertive grants acquisition through federal, state, and local funding and private funding.
5. Develop, market, and sell THA expertise in property management and maintenance.
6. Timely and appropriately aggressive investments of THA funds by:  
**Action items:**
  - Improve yield on cash on-hand
  - Invest more cash on-hand in high yield investments
  - Draw-down grants and other HUD dollars on a timely basis
7. Maximize THA's operations, materials, and staffing to improve cash reserve by:  
**Action items:**
  - Reorganize staffing to better benefit THA and resident needs and provide a more efficient system
    - Strive for 100% Rent Collection
    - Strive for 100% successful evictions
    - Strive for required work order turn-around time and vacancy turn-around time
    - Ensure aggressive inventories and periodic audits on materials and supplies
    - Review and re-bid (where necessary) benefits and insurance's for best use of THA dollars

- Review all workmen's comp cases and scrutinize new ones to ensure appropriateness
  - Review and audit all bills and contractors to ensure appropriate and timely payments
8. Maximize Property Utilization by:
- Action items:**
- Evaluate and analyze current properties and decide whether to sell or retain/rehab/develop.
  - Examine new properties for investment potential to develop, manage, or sell.
  - Build upon current sources such as ability to issue bonds and expanding affordable housing access through associate Non-profits
9. Assertive grants acquisition through federal, state, local and private funding by:
- Action item:**
- Hire a Grants Writer/Real Estate Development Specialist to research all possible sources of funding and real estate development possibilities
10. Develop, market, and sell THA expertise in property management and maintenance.

**Goal 8: To create and enhance social and economic opportunities, academic skills, and self-sufficiency activities to improve the quality of life for all residents by promoting essential community and supportive services .**

**Objectives:**

1. Review, revise, and enforce THA policies related to occupancy and admission, and HUD regulations governing tenant opportunities.
2. Build capacity among resident organization and assist residents to develop leadership skills and gain an understanding of HUD Tenant Participation Rules.
3. To assist welfare reform affected and other unemployed or underemployed residents achieve self-sufficiency through the identification of job training and placement, agency referrals, homeownership opportunities, social programming, and the other necessary community and supportive services.
4. To educate residents on housing and community issues related their tenancy at THA and participation as citizens in the community-at-large.
5. To increase the efficiency, effectiveness, and productivity of programs and expenditures that serve residents social service needs.
6. To establish strategies to effectively implement the eight-hour community service requirement for THA residents required under the QHWRA legislation.

**Goal 9: To create, maintain, and promote a safe and secure environment for residents and employees.**

**Objectives**

1. To provide continuing education, training, and awareness for Tampa Housing Authority residents and employees on safety and security issues.
2. Develop an authority-wide Security Plan and formulate security and safety strategies.
3. Develop alternative security resources to augment existing efforts.
4. Coordinate the tracking of crime, criminal activity and the reporting of these criminal activities to local police and development managers to improve law enforcement and prevention.
5. Adopt policies, implement procedures and document the eviction of residents who are involved in criminal activity pursuant to the “One Strike and you are out” policy.

**Goal 10: To create a positive image for the Tampa Housing Authority and increase community involvement and awareness of THA activities at all levels.**

**Objectives**

1. Explore the benefits and legalities of an agency name change, position to better reflect the changing role of the affordable housing industry and the Authority.
2. Explore an organizational restructuring to more resemble the organization of corporations by implementing corporate based procedures and practices, revising titles and descriptions, exploring alternatives to current administrative facilities, retraining staff in customer service problem solving strategies, and promoting a mission driven workforce that is results-oriented.
3. Recognize press opportunities for positive news items about THA by developing publications for mass distribution that includes THA, residents, employees, and community news, announcements, and information.
4. To make the community-at-large aware of THA’s mission, programs, and role in the community by establishing public/private/non-profit partnerships and market THA activities and programs outside of the agency.
5. To increase resident and THA staff involvement in development and community affairs and THA image improvement efforts by increasing volunteerism, community events, and recognizing resident/staff civic participation and good deeds.
6. To elevate the perception of THA housing developments by improving curb appeal, addressing safety and security issues, and encouraging residents to take pride in their communities.

End of Five-Year Plan

**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 Housing Authority of the City of Tampa will be undertaking continued reorganization and capacity building to position the agency for excellence under the Public Housing Assessment Program (PHAS). These efforts will include the following major initiatives:

- Implementation of Operations Department Improvement Plan.
- Highest and best use analysis of each public housing property.
- Section 202/voluntary conversion comparison of public housing subsidy and section 8 vouchering.
- Implementation of the HOPE VI redevelopment of Belmont Heights Estates (formerly College Hill and Ponce de Leon) and Riverview Terrace/Tom Dyer Homes.
- Develop redevelopment options for each of the agency's near non-viable traditional public housing properties.
- Continued modernization of scattered site properties to ensure long term physical and social viability as affordable housing.
- Establishment of the Center for Affordable Homeownership to expand the availability of affordable homeownership opportunities to the low and moderate income community.
- Continued enhancement of the Authority's professional and business image and status in the community by promoting professional development among staff, improvement of customer service and development of more professional business facilities and offices.



- Pursue alternative forms of financing the redevelopment of non-viable public housing and acquisition and/or development of additional affordable housing.
- Use of replacement housing factor funding and funding from other sources, (such as proceeds from the sale of 94 units in North Boulevard Homes to DOT), for the identification of development opportunities and acquisition of existing for sale properties in the local community to increase the Authority's availability of quality affordable housing.
- Pursue other non-federal sources of funding to assist the Authority in expediting the required improvement to its properties.

### **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.

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## Attachments

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

### Required Attachments:

- A. Statement of Progress in Meeting 5-Year Plan Mission and Goals
- B. Deconcentration and Income Mixing Questions
- C. Voluntary Conversion Required Initial Assessment
- D. Description of Implementation of Community Service Requirements
- E. Description of Pet Policy
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- F. Membership of the Resident Advisory Board
- G. Resident Advisory Board Recommendations
  
- H. Resident Membership on the PHA Governing Board
- I. Definition of Substantial Deviation and Significant Amendment

### Optional Attachments:

- PHA Management Organizational Chart (description *included in body of template*)
- FY 2002 Capital Fund Program 5 Year Action Plan (*included in body of template*)
- Public Housing Drug Elimination Program (PHDEP) Plan (not required to be *included*)
- J. Assessment of Demographic Changes in Public Housing Developments with Site-Based Waiting Lists
- K. Section 8 PHA Project Based Vouchers Statement
- L. Section 8 Homeownership Capacity Statement
- Other** (*List below, providing each attachment name*)
- M. Security Plan
- N. Response to Customer Service & Satisfaction Survey

## 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
	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	See Below	5	4	4	3	3	3
Income >30% but <=50% of AMI	See Below	4	4	4	3	3	3
Income >50% but <80% of AMI	See Below	3	3	4	3	3	3
Elderly	3,389	5	4	4	4	3	3
Families with Disabilities	6,393	5	4	4	4	3	3
Race/Ethnicity	34,973	4	4	4	3	3	3
Race/Ethnicity <b>B</b>	14,180	4	4	4	3	3	3
Race/Ethnicity <b>H</b>	6,685	4	4	4	3	3	3
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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  
Indicate year: **1998-2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## 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 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3642		2029
Extremely low income <=30% AMI	2799	76.4	
Very low income (>30% but <=50% AMI)	738	20.2	
Low income (>50% but <80% AMI)	126	3.4	
Families with children	1430		
Elderly families	310	8.5	
Families with Disabilities	817	22.4	
Race/ethnicity → White	642	17.6	
Race/ethnicity → Black	2618	71.9	
Race/ethnicity → Asian/Pacific Islander	24	0.7	
Race/ethnicity → American Indian & Alaska	2	0.0	
Race/ethnicity → Unknown	356	9.8	
Characteristics by Bedroom Size (Section 8 only)			
1 BR	1220	33.5	695
2 BR	1344	36.9	743
3 BR	913	25.1	496
4 BR	140	3.8	82
5 BR	25	.7	13
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 9			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2478	85.0	488
Extremely low income <=30% AMI	2106	85.0	
Very low income (>30% but <=50% AMI)	292	11.8	
Low income (>50% but <80% AMI)	80	3.2	
Families with children	1036		
Elderly families	143	5.8	
Families with Disabilities	609	24.6	
Race/ethnicity → White	650	26.3	
Race/ethnicity → Black	1688	68.1	
Race/ethnicity → Asian/Pacific Islander	6	0.2	
Race/ethnicity → American Indian & Alaska	2	0.1	
Race/ethnicity → Unknown	132	5.3	
Characteristics by Bedroom Size (PH only)			
1BR	1223	49.4	144
2 BR	749	30.2	285
3 BR	434	17.5	51
4 BR	66	2.7	8
5 BR	6	0.2	0
5+ BR	0	0.0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			



### C. Strategy for Addressing Needs

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

- Continue efforts to expedite the reconstruction of the HOPE VI community.
- Continue efforts to restore to occupancy long standing vacancies at NBH through modernization efforts.
- Continue efforts to acquire additional affordable housing in the community to house families in need.

#### **(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)

#### **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)  
Provide quality property management services through contractual agreement with other public and private entities who require such services.

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- 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)

**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)

**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)

## **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 2003 grants)</b>		
a) Public Housing Operating Fund (includes Energy Performance Contract)	14,204,579	
b) Public Housing Capital Fund	5,210,112	
Replacement Reserve (Current Yr Only)	2,055,567	
c) HOPE VI Revitalization (RVT/TD)	19,937,572	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	32,466,426	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	505,400	
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FL29URD003I197 (Belmont Heights)	11,615,882	HOPE VI '97 Phase I
FL14DEP0030101	723,402	PH Safety/Security
FL14P00350101	2,171,318	PH Capital Improvements
FL14R00350101	701,213	Replacement Reserves
FL14R00350100	382,049	Replacement Reserves
FL14P00350201 (Tom Dyer)	2,086,982	CFP Emergency Funds
B01SPFL0727 (Tom Dyer)	1,152,459	EDI Funds
FL01RSE003P0065	188,671	ROSS Elderly
FL99RSF003P0029	100,642	ROSS
<b>3. Public Housing Dwelling Rental Income</b>	2,868,838	Operational Expenses
<b>4. Other income (list below)</b>		
Section 8 Admin Fee	2,498,876	Administrative Costs

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>5. Non-federal sources</b> (list below)		
Lease Proceeds - energy management contract (18 month period)	8,692,099	PH Energy Efficiency Improvements
Tool Kit Grant (State Workforce Board)	-0-	PH Supportive Services
<b>Total resources</b>	107,562,087	

### **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: 120 days
- Other: (describe)

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

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

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

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

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

**(2)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 office
- Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **14**

**All Scattered Sites (Seminole, Bay Ceia, Squire Villa, Azeele, C Blythe Andrews, Giddens, Azzarelli, Parkview, Rembrandt, Cutlass Arms, Scruggs Manor, St Louis/St Conrad, Plantation) and Belmont Heights Estates.**

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? **13**

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? **14**

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)

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

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

Other preferences (select all that apply)

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



4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families 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** *(Section superseded by Attachment B)*

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

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

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

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

Criminal or drug-related activity

Other (describe below)

Lease Violation

HQS Inspections

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

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below:

Evidence of diligence in their search for housing. Tight rental market.

### **(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)

**Resident of public housing having child under 7 years of age with EBL of 10+micrograms/dl**

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

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

1 High rent burden

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with 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)

**Agency notification**

#### **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 higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

Loss of employment; awaiting SSI; if eviction is eminent; death in the family; loss of benefits, but the resident is cooperating with welfare agencies.

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)

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)

- 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)  
**Leasing of units in low poverty areas**

## **(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)

Loss of employment; awaiting SSI; if eviction is eminent; death in the family; loss of benefits, but the resident is cooperating with welfare agencies.

## **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)

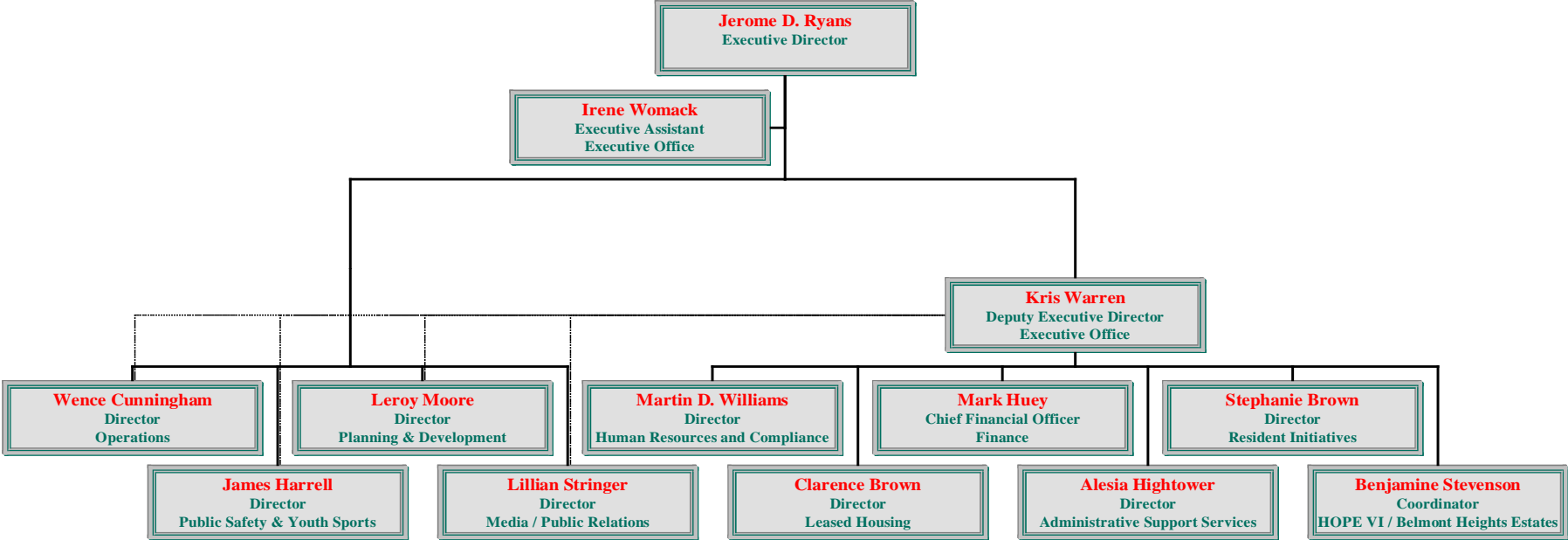
- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

The Housing Authority is managed by an Executive Director (President/CEO) who as the chief executive officer of the agency is responsible for all aspects of implementation of Authority policy. The CEO directly oversees various management areas such as Operations, Planning & Development, Safety & Security and Public Relations. A Deputy Executive Director (Senior Vice-President) assists the CEO by directly overseeing certain management areas such as Finance, Leased Housing, MIS, Human Resources, and Contracting & Procurement. The Senior Vice-President is second in command and is authorized to act in the absence of the Executive Director and provides overall policy implementation. Each department is headed by a Director (Vice-President). The Housing Authority is governed by a seven member volunteer Board of Commissioners who act as a policy making unit appointed by the Mayor of the City of Tampa and confirmed by the City Council. One of the seven Board seats is designated to be held by a current resident of public housing. The Board meets once a month and elects its own Chairperson and Vice-Chairperson. The Executive Director/CEO serves as the Board Secretary/Treasurer.

# Housing Authority of the City of Tampa

## Executive Department Organizational Chart

September 2001



## B. HUD Programs Under PHA Management

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	3307	480
Section 8 Vouchers	3243	480
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
<b>Welfare to Work</b>	450	36
<b>Family Unification Program</b>	320	20
<b>Non-Elderly Disabled</b>	150	10
<b>Veterans Affairs Supportive Housing</b>	100	7
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
<b>Housing Opportunities for Persons w/ AIDS (HOPWA)</b>	34	

## C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions & Continued Occupancy Policy
  - Statement of Procurement Policy
  - Personnel Policies and Procedures
  - Property Management Procedure Manual
  - Maintenance Procedure Manual
  
- (2) Section 8 Management: (list below)
  - Section 8 Administrative Plan

## 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 (Lease Enforcement)  
 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)

## **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.

**The Authority plans to utilize its replacement housing funding to acquire, develop and/or renovate additional affordable housing in the local community.**

### **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)

**See Next Page for Capital Fund Program Annual Statement**

#### **(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)

Annual Statement/Performance and Evaluation Report

**Capital Fund Program (CFP) Part 1: Summary**

<b>PHA Name:</b> <b>Housing Authority of the City of Tampa</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>FL14P00350103</b>	<b>Federal FY of Grant:</b>  <b>2003</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:   )  
 Performance and Evaluation Report for Period Ending:    Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds ( <i>EPC Capital Escrow est.</i> )	\$1,400,000.00			
2	1406 Operations	\$784,101.00			
3	1408 Management Improvements Soft Costs	333,500.00			
	Management Improvements Hard Costs	200,000.00			
4	1410 Administration	541,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	498,389.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	224,000.00			
10	1460 Dwelling Structures	2,049,122.00			
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Non-dwelling Structures	0.00			
13	1475 Non-dwelling Equipment	330,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	50,000.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization Expenses or Debt Service	0.00			
20	1502 Contingency	200,000.00			
21	<b>Amount of Annual Grant: (sum of lines 2-21)</b>	<b>\$5,210,112.00</b>			
22	<b>Amount of line 20 Related to LBP Activities</b>	194,950.00			
23	<b>Amount of line 20 Related to Section 504 compliance</b>	122,456.00			
24	<b>Amount of line 20 Related to Security –Soft Costs</b>	0.00			
25	<b>Amount of Line 20 related to Security-- Hard Costs</b>	114,956.00			
26	<b>Amount of line 20 Related to Energy Conservation</b>	0.00			

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program (CFP)

### Part II: Supporting Pages

PHA Name: <b>Housing Authority of the City of Tampa</b>		Grant Type and Number Capital Fund Program Grant No: <b>FL14P00350103</b>			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406	-	\$784,101				
PHA-Wide	Resident Initiatives – Computer Repair Training Program	1408	-	50,000				
PHA-Wide	Management Improvement – Communications Officer & Equipment	1408	-	100,000				
PHA-Wide	Computer Hardware Replacement	1408	-	200,000				
PHA-Wide	Youth Sports Program Activities	1408	-	25,000				
PHA-Wide	Boys and Girls Club Activities	1408	-	58,500				
PHA-Wide	Lead Awareness and Coordination	1408	-	80,000				
PHA-Wide	Staff Development & Training	1408	-	20,000				
PHA-Wide	Non-Technical Salaries	1410.1	-	126,000				
PHA-Wide	Technical Salaries	1410.2	-	275,000				
PHA-Wide	Employee Benefits	1410.3	-	120,000				
PHA-Wide	Sundry Costs	1410.17	-	20,000				
PHA-Wide	Inspection Costs	1430.7	-	120,000				
PHA-Wide	Architectural/Engineering Fees	1430.1	-	318,389				
PHA-Wide	CFP Planning Sundry Costs	1430.17	-	60,000				
PHA-Wide	Relocation Costs	1495.1	50	50,000				
PHA-Wide	Maintenance Vehicle Replacement	1475	15	330,000				
FL3-25B	Interior Modernization	1460	119	2,049,122				
Cutlass Arms	Site Improvements	1450	Site	224,000				
PHA-Wide	Contingency	1502	-	200,000				
		<b>CFP Total</b>		<b>\$5,210,112.00</b>				
Cutlass Arms	Comprehensive Modernization	1460	86	<b>\$1,400,000</b>				
		<b>Non-CFP Total</b>		<b>\$1,400,000.00</b>				
		<b>TOTAL</b>		<b>\$6,610,112.00</b>				



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

PHA Name: <b>Housing Authority of the City of Tampa</b>	Grant Type and Number Capital Fund Program No: <b>FL14P00350103</b>	Federal FY of Grant: <b>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	
PHA-Wide Activities	9/30/04			9/30/05			
FL3-25 Scruggs Manor	9/30/04			9/30/05			

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: <b>Housing Authority of the City of Tampa</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
FL3-1/10 North Boulevard Homes	Annual Statement	\$300,000	0		\$804,067
FL3-10A Mary Bethune Hi-rise		0	0	0	300,000
FL3-3/6 Riverview Terrace		0	0	0	425,000
FL3-8 Robles Park Village		100,000	0	0	900,000
FL3-9 Central park Village		0	0	0	265,000
FL3-12 J. L. Young Apartments		200,000	0	0	300,996
FL3-28 J.L. Young Annex		0	0	0	0
FL3-13 Rembrandt Apartments		1,025,063	\$3,040,063	\$2,515,063	0
FL3-15 Seminole Park Apartments		0	0	0	0
FL3-17 Azzarelli Apartments		0	0	0	0
FL3-19A Plantation Apartments		0	0	0	0
FL3-19B Azeele Apartments		0	0	0	0
FL3-19C St. Louis/St. Conrad		0	0	0	0
FL3-19D Giddens Apartments		0	0	0	0
FL3-22A Tom Dyer Homes		0	0	0	0
FL3-22B Squire Villa Apartments		0	0	0	0
FL3-25 Scruggs Manor Apts.		0	0	0	0
FL3-25A Bay Ceia Apartments		0	0	0	0
FL3-25B Cutlass Arms Apartments		1,015,000	0	0	0
FL3-25C Parkview Apartments		0	0	0	0
FL3-26 C. Blythe Andrews Apts.		0	0	0	0
Replacement Reserve		0	0	0	0
Operations Account		685,000	685,000	685,000	685,000
Other Development		0	0	0	0
Other: resident services, admin, relocation, design fees, management improvements, etc.		1,885,049	1,485,049	2,010,049	1,530,049
<b>CFP Funds for 5-year Planning</b>		<b>\$5,210,112.00</b>	<b>\$5,210,112.00</b>	<b>5,210,112</b>	<b>\$5,210,112.00</b>
Replacement Housing Factor Funds		2,055,567	2,055,567	2,055,567	2,055,567

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2006		
	Development	Description	Estimated Cost	Development	Description	Estimated Cost
	Authority-wide	Operations	\$685,000	Authority-wide	Operations	\$685,000
	Authority-wide	Resident Initiatives Program	200,000	Authority-wide	Resident Initiatives Program	200,000
	Authority-wide	Communications Officer & Equipment	80,000	Authority-wide	Communications Officer & Equipment	80,000
	Authority-wide	Computer Repair Training Program	50,000	Authority-wide	Computer Repair Training Program	50,000
	Authority-wide	Youth Sports Program Activities	50,000	Authority-wide	Youth Sports Program Activities	50,000
	Authority-wide	Boys and Girls Club Activities	58,500	Authority-wide	Boys and Girls Club Activities	58,500
	Authority-wide	Lead Awareness and Coordination	80,000	Authority-wide	Lead Awareness and Coordination	80,000
	Authority-wide	Staff Development & Training	20,000	Authority-wide	Staff Development & Training	20,000
	Authority-wide	Computer Soft/hardware Upgrade	50,000	Authority-wide	Non-Technical Salaries	126,000
	Authority-wide	Non-Technical Salaries	126,000	Authority-wide	Technical Salaries	275,000
	Authority-wide	Technical Salaries	275,000	Authority-wide	Employee Benefits	120,000
	Authority-wide	Employee Benefits	120,000	Authority-wide	Inspection Costs	120,000
	Authority-wide	Inspection Costs	120,000	Authority-wide	Sundry Costs	20,000
	Authority-wide	Sundry Costs	20,000	Authority-wide	Architectural/Engineering Fees	200,549
	Authority-wide	Architectural/Engineering Fees	200,549	Authority-wide	CFP Planning Sundry Costs	60,000
	Authority-wide	CFP Planning Sundry Costs	60,000	Authority-wide	Relocation Costs	25,000
	Authority-wide	Relocation Costs	75,000	Rembrandt 3-13	Interior Modernization	2,740,063
	Authority-wide	Maintenance Vehicle Replacement	300,000	Rembrandt 3-13	Site Improvements	300,000
	Central Office	Development Replacement Reserve	0			
	Cutlass Arms	Interior Modernization	715,000			
	Cutlass Arms	Site Improvements	300,000			
	J L Young Apts.	Roof Replacement	200,000			
	North Boulevard	Roof Replacement	300,000			
	Rembrandt Apts.	Comprehensive Modernization	1,025,063			
	Robles Park 3-8	Playground Improvements	100,000			
			<b>\$5,210,112.00</b>			<b>\$5,210,112.00</b>

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2008		
	Development	Description	Estimated Cost	Development	Description	Estimated Cost
	Authority-wide	Operations	\$685,000	Authority-wide	Operations	\$685,000
	Authority-wide	Resident Initiatives Program	200,000	Authority-wide	Resident Initiatives Program	200,000
	Authority-wide	Communications Officer & Equipment	80,000	Authority-wide	Communications Officer & Equipment	100,000
	Authority-wide	Computer Repair Training Program	50,000	Authority-wide	Computer Repair Training Program	50,000
	Authority-wide	Youth Sports Program Activities	50,000	Authority-wide	Youth Sports Program Activities	50,000
	Authority-wide	Boys and Girls Club Activities	58,500	Authority-wide	Boys and Girls Club Activities	58,500
	Authority-wide	Lead Awareness and Coordination	80,000	Authority-wide	Lead Awareness and Coordination	80,000
	Authority-wide	Staff Development & Training	20,000	Authority-wide	Staff Development & Training	20,000
	Authority-wide	Non-Technical Salaries	126,000	Authority-wide	Non-Technical Salaries	126,000
	Authority-wide	Technical Salaries	275,000	Authority-wide	Technical Salaries	275,000
	Authority-wide	Employee Benefits	120,000	Authority-wide	Employee Benefits	120,000
	Authority-wide	Inspection Costs	120,000	Authority-wide	Inspection Costs	120,000
	Authority-wide	Sundry Costs	20,000	Authority-wide	Sundry Costs	20,000
	Authority-wide	Architectural/Engineering Fees	200,549	Authority-wide	Architectural/Engineering Fees	200,549
	Authority-wide	CFP Planning Sundry Costs	60,000	Authority-wide	CFP Planning Sundry Costs	60,000
	Authority-wide	Relocation Costs	50,000	Authority-wide	Relocation Costs	50,000
	Central Office	Development Replacement Reserve	500,000	Central Park 3-9	Interior Repairs/Improvements	125,000
	Authority-wide	Development	0	Central Park 3-9	Exterior Painting	140,000
	Rembrandt 3-13	Interior Modernization	2,415,063	J L Young 3-12	Dwelling Unit Improvements	300,996
	Rembrandt 3-13	Site Improvements	100,000	North Boulevard	Ext. Painting & Bath Tub Replacement	304,067
				North Boulevard	Interior Repairs/Improvements	300,000
				North Boulevard	Site Improvements	200,000
				Mary Bethune	Interior Improvements	300,000
				Robles Park 3-8	Interior Improvements	700,000
				Robles Park 3-8	Site Improvements	200,000
				Riverview Terr.	Youth Recreation Building	425,000
			<b>\$5,210,112.00</b>			<b>\$5,210,112.00</b>

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program (CFP) Part 1: Summary REPLACEMENT HOUSING FACTOR (RHF)**

PHA Name: <b>Housing Authority of the City of Tampa</b>	Grant Type and Number Replacement Housing Factor Grant No : <b>FL14R00350103</b>	Federal FY of Grant: <b>2003</b>
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Original Annual Statement- Replacement Housing Factor  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	0.00			
3	1408 Management Improvements Soft Costs	0.00			
	Management Improvements Hard Costs	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Non-dwelling Structures	0.00			
13	1475 Non-dwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	\$2,055,567.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization Expenses or Debt Service	0.00			
20	1502 Contingency	0.00			
21	<b>Amount of Annual Grant: (sum of lines 20-21)</b>	<b>\$2,055,567.00</b>			
22	<b>Amount of line 20 Related to LBP Activities</b>	0.00			
23	<b>Amount of line 20 Related to Section 504 compliance</b>	0.00			
24	<b>Amount of line 20 Related to Security –Soft Costs</b>	0.00			
25	<b>Amount of Line 20 related to Security-- Hard Costs</b>	0.00			
26	<b>Amount of line 20 Related to Energy Conservation</b>	0.00			

## 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: **a. Ponce de Leon/College Hill Homes (Belmont Heights Est.)**  
**b. Riverview Terrace/Tom Dyer Homes**

2. Development (project) number: **a. FL29P003002; FL29P003005; FL29P003004; and FL29P003007**  
**b. FL29P003003; FL29P003006; FL29P003022-A**

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

- a.**  Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway
- b.**  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:

**Belmont Heights Estates**  
**Riverview Terrace/Tom Dyer**  
**Central Park Village**  
**Moses White Estates/Diana Gardens**  
**North Boulevard Homes/ Mary Bethune Hi-Rise**

- 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:

**The Authority plans to utilize its replacement housing funding and proceeds from the sale of 94 units in North Boulevard Homes to FLDOT to acquire, develop and/or renovate existing and additional affordable housing in the local community.**

## **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

- 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:	<b>NORTH BOULEVARD HOMES</b>
1b. Development (project) number:	<b>FL29P003001 and FL29P003010</b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> <b>Disposition to FDOT of 10 buildings in NBH FL3-10</b> Submitted, pending approval <input checked="" type="checkbox"/> <b>Demolition of 1 building in NBH FL3-1</b> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<b><u>(11/01/99, demolition application submitted); (08/09/01 disposition approved)</u></b>
5. Number of units affected:	<b>103</b>
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <b>Demolition 7/00, Disposition 11/01</b> b. Projected end date of activity: <b>Demolition (completed per condemnation order): 8/4/00      Disposition: 11/01</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>COLLEGE HILL HOMES</b>
1b. Development (project) number:	<b>FL29P003004 and FL29P003007</b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> ( <b>both Demolition and Disposition</b> ) Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<b>(Demolition application approved in 1997; Disposition application approved on 3/6/00)</b>
5. Number of units affected:	<b>600 (500 in FL3-4 and 100 in FL3-7)</b>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <b>01/01</b> b. Projected end date of activity: <b>06/01</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>PONCE DE LEON COURTS</b>
1b. Development (project) number:	<b>FL29P003002 and FL29P003005</b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> ( <b>both Demolition and Disposition</b> ) Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
5. Date application approved, submitted, or planned for submission:	<b>(Demolition application approved in 1997; Disposition application approved on 3/6/00)</b>
5. Number of units affected:	<b>700 (320 in FL3-4 and 380 in FL3-7)</b>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <b>01/00</b> b. Projected end date of activity: <b>02/01</b>



<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>TOM DYER HOMES</b>
1b. Development (project) number:	<b>FL29P003022A</b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> ( <b>Demolition</b> ) Submitted, pending approval <input checked="" type="checkbox"/> (Disposition) Planned application <input type="checkbox"/>
6. Date application approved, submitted, or planned for submission:	<b>(Emergency demolition application approved by SAC March 2001 for 36 units, demolition of total development approved 07/03/02 as part of Riverview Terrace/Tom Dyer HOPE VI project. Disposition Application submitted 08/20/02)</b>
5. Number of units affected:	<b>76</b>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <b>08/01/02</b> b. Projected end date of activity: <b>12/31/02</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>RIVERVIEW TERRACE</b>
1b. Development (project) number:	<b>FL29P003003 and FL29P003006</b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> (Demolition) Submitted, pending approval <input checked="" type="checkbox"/> (Disposition) Planned application <input type="checkbox"/>
7. Date application approved, submitted, or planned for submission:	<b>Demolition approved 07/03/02, Disposition Application submitted 08/20/02</b>
5. Number of units affected:	<b>284</b>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <b>08/01/02</b> b. Projected end date of activity: <b>12/31/02</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <b>GIDDENS</b>	
1b. Development (project) number: <b>FL29P003119A</b>	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
Date application approved, submitted, or planned for submission: <b>01/31/02</b>	
5. Number of units affected: <b>38</b>	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <b>05/01/02</b>	
b. Projected end date of activity: <b>12/31/02</b>	

**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

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: <b>J. L. Young Apartments and Annex</b>	
1b. Development (project) number: <b>FL29P003012 &amp; FL29P003028</b>	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <b>(09/01/99)</b>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: <b>450</b>	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <b>Mary Bethune Hi-Rise</b>	
1b. Development (project) number: <b>FL29P003010A</b>	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <b>(09/01/99)</b>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected: <b>150</b>	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Ponce De Leon Courts (Belmont Heights Estates)</b>
1b. Development (project) number:	<b>FL29P003002 &amp; FL29P003005</b>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> <b>(74 units only)</b> 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<b>(05/01/02)</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:	<b>74 units</b>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Tom Dyer Homes</b>
1b. Development (project) number:	<b>FL29P003022A</b>
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<b>(06/15/02)</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
7. Number of units affected:	<b>76 units</b>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development ( <b>Part of Riverview Terrace/Tom Dyer HOPE VI Revitalization</b> ) <input type="checkbox"/> Total development

## 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

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:	<b>J L Young Apartments and Annex</b>
1b. Development (project) number:	<b>FL29P003012 &amp; FL29P003028</b>
2. What is the status of the required assessment?	<input checked="" 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 checked="" type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) ( <b>Note: property is a designated elderly site</b> )

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	<b>North Boulevard Homes and Mary Bethune Hi-Rise</b>
1b. Development (project) number:	<b>FL29P003001/10 and FL29P003010A</b>
2. What is the status of the required assessment?	
<input checked="" type="checkbox"/> Assessment underway ( <b>properties combined/contiguous sites</b> ) <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 checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input checked="" type="checkbox"/> Units addressed in a pending or approved demolition application (indicate date submitted or approved: <b>(Disposition of 94 units to FLDOT in 003-10 approved 8/9/01)</b> ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) ( <b>Note: Mary Bethune is designated elderly site</b> )	

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	<b>Riverview Terrace</b>
1b. Development (project) number:	<b>FL29P003003/6</b>
2. What is the status of the required assessment?	
<input checked="" 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 checked="" 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.

Units addressed in a pending or approved demolition application (indicate 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 (**Grant Application submitted 6/22/01, award notification 11/01/01**)

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>Conversion of Public Housing Activity Description</b>	
1a. Development name:	<b>Robles Park Village</b>
1b. Development (project) number:	<b>FL29P003008</b>
2. What is the status of the required assessment?	<input checked="" 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 checked="" 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.	<input type="checkbox"/> Units addressed in a pending or approved demolition application (indicate date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	<b>Central Park Village</b>
1b. Development (project) number:	<b>FL29P003009</b>
2. What is the status of the required assessment?	<input checked="" 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 checked="" 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.	<input type="checkbox"/> Units addressed in a pending or approved demolition application (indicate date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 33 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

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: <b>Delaney Creek Subdivision</b>	
1b. Development (project) number: <b>N/A (Section 5H Approval)</b>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: <b>(12/10/98)</b>	
5. Number of units affected: <b>66</b>	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	<b>Belmont Heights Estates</b>
1b. Development (project) number:	<b>(formerly College Hill/Ponce de Leon)</b>
2. Federal Program authority: (HOPE VI Project)	<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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<b><u>(04/01/02)</u></b>
5. Number of units affected:	36
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	<b>Oaks at Riverview</b>
1b. Development (project) number:	<b>(formerly Riverview Terrace/Tom Dyer Homes)</b>
2. Federal Program authority: (HOPE VI Project)	<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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<b><u>(09/30/03)</u></b>
5. Number of units affected:	36
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 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? 10/06/02

#### 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)

**THA has a representative on the board of the TANF agency (Workforce Innovation). THA has an employee represented on the Hillsborough County Governance Board that governs the County's "One Stops". Two Outreach Specialists have been assigned to the PHA.**

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Est. 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)
Project Uplift	484	Recruitment	Resident Services Dept.	PH Residents
Family Self Sufficiency Program	113	Recruitment	Resident Services Dept.	PH Residents
	208	Recruitment	Assisted Housing Dept.	S8 Residents
Homeownership Program	25	Income Recruitment	Resident Services	PH Residents
Education Enhancement	120	Recruitment	Brewster Tech	PH Residents
Computer Training	24	Recruitment	Resident Services Dept.	PH Residents
ROSS	40	Recruitment	Resident Services Dept.	PH Residents

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	113 as of 10/19/01
Section 8	189	208 as of 10/23/01

- 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:

**C. Welfare Benefit Reductions**

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

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

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

### **13. 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)

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

**North Boulevard Homes  
Robles Parks  
JL Young Apartments & Annex  
Rembrandt Apartments**

**Riverview Terrace  
Central Park Village  
Mary Bethune Hi-Rise  
Giddens Apartments**

**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)

**All THA Public Housing Developments**

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

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

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

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

**North Boulevard Homes      Riverview Terrace      Rembrandt**  
**Robles Park Village      Central Park Village      C. Blythe Andrews**

**D. Additional information as required by PHDEP/PHDEP Plan (*Not Required*)**

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 2000 in this PHA Plan?



## 14. PET POLICY

[24 CFR Part 903.7 9 (n)]

### INTRODUCTION

See **Attachment E** for THA Pet Policy. This section explains Tampa Housing Authority's (THA) policy on the keeping of pets; (Pet Policy) and the criteria and standards pertaining to the Policy. The rules adopted are reasonably related to the legitimate interest of THA to provide a decent, safe and sanitary living environment for all its residents, while effectively protecting and preserving the physical condition of THA's property, and the financial interest of the Authority.

## 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? **N/A**  
If yes, how many unresolved findings remain?
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? **N/A**  
If not, when are they due (state below)?

## 17. PHA Asset Management

[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) **G**
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: **City of Tampa**

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)

**Continued upkeep of existing Public Housing stock  
Demolition of obsolete Public Housing stock**

- Other: (list below)

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

**Support letter and attendance at planning meetings**

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

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

**See Attachment I for Definition of Substantial Deviation and Significant Amendment**

## **CERTIFICATIONS AND ATTACHMENTS**

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

**ATTACHMENTS: (included within this document)**

ATTACHMENT A –	STATEMENT OF PROGRESS ON 5-YEAR PLAN MISSION AND GOALS
ATTACHMENT B –	DECONCENTRATION AND INCOME MIXING QUESTIONS
ATTACHMENT C –	VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENT
ATTACHMENT D -	DESCRIPTION OF IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS
ATTACHMENT E -	INFORMATION ON PET POLICY
ATTACHMENT F -	MEMBERSHIP OF THE RESIDENT ADVISORY BOARD
ATTACHMENT G -	RESIDENT ADVISORY BOARD RECOMMENDATIONS
ATTACHMENT H –	RESIDENT MEMBERSHIP ON THE GOVERNING BOARD
ATTACHMENT I –	DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT
ATTACHMENT J -	ASSESSMENT OF DEMOGRAPHIC CHANGES IN PUBLIC HOUSING DEVELOPMENTS WITH SITE-BASED WAITING LISTS
ATTACHMENT K-	SECTION 8 PHA PROJECT BASED VOUCHERS STATEMENT
ATTACHMENT L -	SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT
ATTACHMENT M -	SECURITY PLAN
ATTACHMENT N -	RESPONSE TO CUSTOMER SERVICE & SATISFACTION SURVEY RESULTS

**CERTIFICATIONS: (Not included in this document, mailed to HUD under separate cover.)**

- FORM HUD-50070, CERTIFICATION FOR A DRUG-FREE WORKPLACE
- FORM HUD-50071, CERTIFICATION OF PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS
- STANDARD FORM SF-LLL AND SF-LLLa, DISCLOSURE OF LOBBYING ACTIVITIES
- PHA CERTIFICATION OF CONSISTENCY WITH PHA PLAN AND RELATED REGULATIONS
- FORM HUD-2991, CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN

**Statement of Progress  
in Meeting  
5-Year Plan Mission & Goals**

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**Goal 1: Enhance quality of properties in THA inventory that will be retained as public housing.**

**Progress:** *The Authority has undertaken a major effort to rehabilitate all of its properties determined to have long-term physical and social viability. Those selective sites have been budgeted for comprehensive rehabilitation in order to ensure long-term viability and curb appeal. The sites to be addressed under this intense coordinated effort are as follows: Seminole Gardens, Azzarelli Apartments, Bay Ceia Apartments, Squire Villa Apartments, Plantation Apartments, Azeele Apartments, St. Louis/St. Conrad Apartments, Cutlass Arms, Scruggs Manor, C. Blythe Andrews, J.L. Young Apartments, and Mary Bethune Hi-rise. Comprehensive rehabilitation will include kitchen and bath renovations, new flooring, mechanical and electrical, lighting, building envelope, doors, windows, appliances site improvements and landscaping. As of this date all the above developments have been funded and are in various stages of construction. Parkview and Rembrandt Apartments will be funded in future year's capital improvement budgets. Except for the elderly sites (JL Young and Mary Bethune), as these modernized properties come back on line, they will be re-tenanted from respective site based waiting lists. As of this date, Seminole, Bay Ceia, Squire Villa, Plantation (now known as SoHo Place), Azzarelli and Azeele have been re-occupied. St.Louis and C.Blythe Andrews are back on line and are undergoing re-occupancy.*

*The Housing Authority has completed a comprehensive assessment of its Maintenance Department operation in an effort to improve its overall services to residents. The assessment project identified certain deficiencies within the department and has proposed a revised service delivery system that will enable the department to better maintain the recently renovated scattered site communities and to provide quality services for the other public housing communities. The new maintenance operation plan will be implemented during the remaining months of FY2002 and further assessed for any additional modifications during FY2003.*

**Goal 2: Maintain and expand the affordable housing stock by adding 150 units by fiscal year 2004.**

**Progress:** *The Authority has formed an affordable housing development and acquisition committee that will work to identify development and acquisition opportunities to increase our supply of affordable housing to serve the need in the City of Tampa. Additionally the Authority has progressed with its Belmont Heights HOPE VI project which will result in the addition of over 800 units of mixed-income housing (201 units will be completed by the end of 2002). The Authority is also pursuing additional property acquisition opportunities in conjunction with our proposed redevelopment of the Riverview Terrace and Tom Dyer communities. The THA has completed the sale of 94*

*obsolete and dilapidated units in North Boulevard Homes to Florida DOT. The deal netted in excess of \$2.3 million to add 94 replacement units to our inventory. Additionally THA has completed the acquisition of a 73 bed assisted living facility, Palm Terrace. Required renovations are underway with occupancy expected to commence at the end of 2002.*

**Goal 3: Increase homeownership opportunities for lower/moderate income families by providing 250 additional home ownership units by fiscal year 2004.**

**Progress:** *The Authority has progressed with its Delaney Creek Homeownership program which has offered an additional 66 units of affordable homeownership units to the local market. The Authority has sold all 66 single family homes. The Authority has plans to develop 36 single family for sale units in the Belmont Heights development and if funded, 94 single family for sale units in the Riverview Terrace HOPE VI development. The Authority is additionally working with local authorities to develop/acquire additional units on the market for sale to income eligible persons.*

*The Authority is working with local agencies to develop/acquire additional units on the market for sale to income eligible persons. As part of this focus, the Authority has combined all of its homeownership efforts into one department, the Center for Affordable Homeownership, which will provide comprehensive homeownership education and the rehabilitation and development of infill housing. The goal is to empower potential homeowners through education of the pre-purchase, mortgage, home maintenance, post-purchase and foreclosure prevention processes. Additionally, this department will work with City, County and other local non-profits in partnership to increase the inventory of affordable, single-family homeownership opportunities in Tampa.*

**Goal 4: Maintain an exceptionally efficient and effective Section 8 existing program that maximizes available resources to provide quality and affordable housing assistance.**

**Progress:** *The Authority has successfully increased its pool of participating landlords in excess of our stated goal of 5%. The Section 8 program has provided in excess of 125 additional housing opportunities outside areas of traditional assisted housing concentration. Additionally the Section 8 program has continued to maximize financial resources by reducing administrative costs. The Section 8 Homeownership Voucher Program will further increase affordable housing for our families through homeownership. The Authority is working in conjunction with Fannie Mae, LISC and the local lending community to develop a mortgage product to service this innovative program.*

**Goal 5: Accomplish all elements of the approved HOPE VI grant for Ponce De Leon and College Hill Homes in accordance with the approved HOPE VI Implementation schedule.**

**Progress:** *Demolition of buildings and site utilities was completed in June 2001. The Authority and development team completed a financial closing on the first phase of the Belmont Heights HOPE VI project in June 2001 and construction of 201 units and*

*related site utilities is nearing completion. The development team received a tax credit award in September 2001 and is expected to close the second development phase in November 2002. Site and utility construction has commenced in advance of the closing. The Authority continues to provide ongoing supportive services to the relocated residents of this HOPE VI development.*

*The Authority is also progressing the Riverview Terrace/Tom Dyer Homes HOPE VI project (grant awarded November, 2001). The Relocation Plan was approved in July 2002 and relocation is in progress. The Revitalization Plan has been approved by HUD. Environmental clearance has been obtained. Developer contract negotiations are nearing completion and the development team has applied for, and received preliminary approval of bond financing from the Hillsborough County Housing Finance Authority. Disposition and CSS Work Plan approvals are in process.*

**Goal 6: Recruit and retain high quality professional staff and provide continued opportunities for enhancement and advancement.**

**Progress:** *The Authority is in the process of developing work plans that will guide and track the progress under this goal. The Authority understands the importance of staffing the organization with quality professionals to implement the programmatic direction of the agency. Further, retaining a progressive staff to move the agency forward will require competitive salaries, and educational and training opportunities that are competitive in the local market..*

**Goal 7: Enhance and Secure Financial Stability and Develop New Financial Opportunities.**

**Progress:** *The Authority is in the process of developing work plans that will guide and track the progress under this goal. Diversifying the housing portfolio and income producing real estate holdings of the agency will enhance its long term financial stability. The Authority has taken the first step in identifying the need for asset management to determine/manage the highest and best use of our portfolio.*

**Goal 8: To create and enhance social and economic opportunities, academic skills, and self-sufficiency activities to improve the quality of life for all residents by promoting essential community and supportive services.**

**Progress:** *The Authority is in the process of developing work plans that will guide and track the progress under this goal. The Authority has recently updated its admissions and continued occupancy plan (ACOP) to include recent changes in the regulations governing public housing. THA is providing on-going capacity building to the resident organizations and continue to operate and enhance self-sufficiency programs.*

**Goal 9: To create, maintain, and promote a safe and secure environment for residents and employees.**

**Progress:** *The Authority is in the process of developing work plans that will guide and track the progress under this goal. A "Safety First" campaign is being implemented to broaden awareness of the importance of safety in the workplace. Modernization*



*projects reflect an ongoing commitment to a safer, healthier living environment for residents.*

**Goal 10:**      **To create a positive image for the Tampa Housing Authority and increase community involvement and awareness of THA activities at all levels.**

**Progress:**      *The Authority is undergoing a strategic business plan development process which will provide work plans to implement initiatives under this goal.*

**ATTACHMENT B**

**Deconcentration and Income Mixing**

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- 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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Riverview Terrace	284		Distressed property has been subject of HOPE VI applications in 1999, 2000 and 2001 (awarded 2001). Proposed revitalization plan provides for mixed income community through a combination of income tiered rental and homeownership.
Rembrandt	156	Average income above EIR, but below 30% of AMI. Planned modernization, to be re-tenanted with site based waiting list and greater income mix.	
Cutlass Arms	119	Average income above EIR, but below 30% of AMI. Planned modernization, to be re-tenanted with site based waiting list and greater income mix.	

**Voluntary Conversion – Required Initial Assessment**

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**C. Voluntary Conversion Initial Assessments Pursuant to Section 22 of the US Housing Act of 1937**

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **17**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **2**
- c. How many Assessments were conducted for the PHA’s covered developments? **17**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **(No development meets all 3 criteria)**

Development Name	Number of Units

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. **N/A**

**Description of Implementation  
Of  
Community Service Requirements**

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**Community Service & Work Responsibility**

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that all non-exempt adult public housing residents (18 years of age and older) contribute 8 hours per month of community service or participate in 8 hours per month of self sufficiency related activities (or a combination thereof). Adult residents are exempt from these requirements if the resident:

- is 62 years of age or older
- has a disability that prevents gainful employment
- is the caretaker of a disabled person
- is working at least 20 hours per week
- is participating in a welfare to work program
- is enrolled in an education/training program or curriculum
- is receiving TANF assistance and is in compliance with job training and work activities of this program.

The first step in implementing this QHWRA requirement was an intensive educational effort to advise public housing residents of the new requirements and the time frame for implementing them. The Housing Authority's Operations and Resident Services Departments held a series of meetings with all public housing residents on site at their developments, and a public hearing for residents to question, comment on and discuss all of the new implementation details of the lease mandated by HUD under QHWRA, including the Community Service and Work Responsibility Requirements. In addition to the number of meetings held on-site for the residents, flyers were distributed ninety (90) days prior to the beginning of the housing authority's fiscal year (04-01-01) to start the process of answering additional questions, assist in making referrals and to count the number of "exempt" residents from the CSR requirements. Since April 2001, the Resident Services staff has disseminated information monthly to residents and responded to questions of the residents, property managers, agencies, volunteer programs, etc., regarding CS/WR requirements under QHWRA.

The informational handouts include: 1) an Exemption Certification form to be filed with the property manager for residents claiming an exemption from the requirements, and 2) a Record and Certification of Community Service form to document hours of self-sufficiency/community service participation of non-exempt residents. Flyers will continue to be distributed through 12-31-01. Thirty days prior to lease renewal, the property manager will determine compliance with the Community Service/Work Responsibility requirements and lease renewal denied for non-compliance.

Community Service and Self-Sufficiency requirements have been incorporated into THA's Admissions and Continued Occupancy Policy (Section 8.C.) and THA Lease documents. At lease execution or re-examination all adult members of a public housing resident families must provide documentation of exemption and sign a certification that they have received and read the requirements and, if not exempt, that failure to comply will result in non-renewal of their lease.

At each annual re-examination, non-exempt family members must present a completed form documenting activities performed during the previous 12 month period. The form includes places for signatures of supervisors, instructors or counselors certifying the number of hours completed. If a family member is found to be non-compliant at re-examination, the family member and respective head of household must sign an agreement to make up the deficient hours over the next 12 month period. If, at the time of subsequent annual re-examination and/or lease expiration, the resident is still non-compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-compliant member agrees to move out of the unit. The family may use the Authority's Grievance Procedure to protest lease termination.

It is the responsibility of residents to inform the Authority if their exempt/non-exempt status changes during the 12 month lease period.

To the greatest extent possible and practical, the Authority will provide the names of agencies and applicable contact persons that can provide opportunities for residents to comply with these requirements.

**NOTE: PER HUD NOTICE DATED DECEMBER 10, 2001 IMPLEMENTATION OR ENFORCEMENT OF COMMUNITY SERVICE REQUIREMENTS ARE SUSPENDED FOR FY2002 EXCEPT FOR HOPE VI SITES.**

**Summary of  
Pet Policy**

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[24 CFR Part 903.79 (n)]

*The full Tampa Housing Authority (THA) Pet Policy is contained in Section 8(E) of the Admissions and Continued Occupancy Policy which is a PHA Plan Supporting Document. The Pet Policy contains the criteria and standards pertaining to the keeping of pets on THA properties. The rules adopted are reasonably related to the legitimate interest of THA to provide a decent, safe and sanitary living environment for all its residents, while effectively protecting and preserving the physical condition of THA's property, and the financial interest of the Authority.*

**Key provisions of the Pet Policy are summarized as follows:**

1. All pets must be registered and approved by THA prior to being brought on site. Residents must submit a written request to the property manager who will grant approval based on conformance with guidelines regarding pet type, health, size and number. Alternative caregivers must be identified should resident become unable to provide care. If approved, a pet agreement will be executed and renewable at annual re-certification.
2. Common household pets are allowed as follows:
  - a. Dog – one, under 20 pounds, spayed/neutered with health certificate;
  - b. Cat – one, spayed/neutered, declawed with health certificate;  
Resident may have only one Dog or one Cat (not one of each)
  - c. Bird – one or two in single cage;
  - d. Fish – in aquarium not to exceed 20 gallons;
  - e. Rodent – one or two in single cage;
  - f. Rabbit/Turtle – one or two in single cage.
3. Pet types not allowed: snakes, any breed with known vicious or dangerous disposition, any animal that risks health and safety.
4. Refundable deposit required for cat or dog, not to exceed \$150.
5. No alteration to in or adjacent to dwelling unit permitted to accommodate pet.
6. No pet areas include property office, community service buildings, recreation areas. Pets not allowed to roam freely on property.
7. Pet owner/resident responsible for removal of pet waste, noise control and pet control/oversight.
8. THA may enter and inspect a unit for compliance with 48 hour written notice.
9. Violation of Pet Policy may result in termination of tenant's lease.

**Membership Directory  
For  
Resident Advisory Committee**

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- Laura Harris, Mary Bethune Hi-Rise Resident Council President
- Priscilla Pate, North Boulevard Homes Resident Council President
- Claretha Johnson, Ponce DeLeon Former Resident Council President (relocated under HOPE VI Program, now resident of Central Park Village)
- Karen Peoples, C. Blythe Andrews Resident Council President and THA Board Member
- Geraldine Barnes, St. Louis/St. Conrad Resident Council President
- Claudia Clemons, Riverview Terrace/Tom Dyer Homes Resident Council President
- John Wimer, Resident of the Section 8 Program, 2519 W. Wilder Ave.
- Janice Johnson, Resident of the Section 8 Program (former College Hill Homes resident (relocated under HOPE VI Program) and Section 3 Business Owner
- Connie Burton, Robles Park Village Resident Council President
- Mary Williams, Central Park Village Resident Council President
- Nona King, Cutlass Arms Resident Council President

**Resident Advisory Committee  
Recommendations**

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**Resident Advisory Committee Tour**

No written recommendations were received from the Resident Advisory Committee as of December 5, 2002. Verbal recommendations received on the 11/15/02 RAC tour are as follows:

- 1) Playground equipment should be included at all modernization sites occupied by families.

*The Housing Authority intends to do this.*

- 2) Central Park Village desperately needs to be painted. The Housing Authority should not wait until FY 2007 to undertake this work.

*The Housing Authority will consider advancing this schedule if the amount of capital funds increases in subsequent years. The current schedule reflects seriously reduced capital funding levels, and the Housing Authority needs to undertake modernization work at sites with physical improvements or relocation already in progress prior to undertaking new projects. The Housing Authority will also consider the long-term viability of Central Park Village before undertaking any significant capital improvement efforts.*

- 3) The elevators at JL Young Garden Apartments do not work consistently.

*The Housing Authority will investigate this complaint.*

- 4) More color variety is needed at modernized properties (the color yellow is being used too frequently).

*This suggestion is acceptable.*

**Public Informational Meeting**

A PHA Plan Informational Meeting was held on December 3, 2002. One resident was in attendance. No written comments were received as of 12/5/02. Verbal comments were general in nature (no specific recommendations for Plan changes).



## ***5) SUMMARY OF WRITTEN COMMENTS***

One written comment was received from Connie Burton, Resident Council President of Robles Park Village. This resident also attended the PHA Plan informational meeting on December 5. Ms. Burton's letter (attached) expresses property wide concerns affecting inadequate plumbing and electrical systems, leaking roofs and unaddressed maintenance needs including window screens, interior painting, landscaping, etc. The letter also indicates the perception that THA's "full attention and spending on the smaller sites" is not acceptable.

## ***RESPONSE TO WRITTEN COMMENTS***

THA will investigate work order type and completion for this property and report back at the January meeting. As part of a maintenance improvement initiative in the year 2000, the interiors of 42 units were painted (cost of \$38,074) and window screens installed in 5 buildings. Due to recent and current staffing levels and budget, THA's Operations Department has been unable to progress this work to the entire property.

A review of capital expenditures on this property indicates that approximately \$2.5 million was expended during the years 2001 and 2002 reflecting a property average per unit expenditure of \$5,800. Improvements include: 1) exterior painting, 2) security screen doors, 3) EPC related work including plumbing and lighting fixtures and new refrigerators, and 4) modernization work on 61 units.

This level of investment is consistent with THA's strategic goals regarding asset management of its existing properties, whereby major capital resource allocation decisions are based on an assessment of each property's long term viability and marketability. Accordingly, most comprehensive modernization efforts are directed toward smaller, scattered site properties, and capital expenditures on properties with less long-term viability are focused on preventive maintenance related improvements

## ***ATTACHMENT H***

### **Resident Membership On Governing Board**

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Florida Statute governs the creation of public housing authorities in the State of Florida. A seven-member board of commission governs the Housing Authority of the City of Tampa. One of the seven board positions must be a resident. The current resident board member is Ms. Karen Peoples, resident president and public housing resident residing at C. Blythe Andrews apartments.

Excerpts from the statue which can be found in article 421 of the State of Florida Statue that support resident membership on the Authority's governing board of commissioners are as follows:

§421.05 Appointment, Qualifications, and Tenure of Commissioners;

*. . . Each housing authority created pursuant to this chapter shall have at least one commissioner who shall be a resident who is current in rent in a housing project or a person of low or very low income who resides within the housing authority's jurisdiction and is receiving rent subsidy through a program administered by the authority of public housing agency that has jurisdiction for the same locality served by the housing authority, which commissioner shall be appointed at the time a vacancy exists.*

## ***ATTACHMENT I***

### **Definition of Substantial Deviation and Significant Amendment**

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#### **1. Definition of “Substantial Deviation” and “Significant Amendment or Modification”** [24 CFR Part 903.7(r)]

PHAs must define the terms “Substantial Deviation” and “Significant Amendment or Modification” by stating the basic criteria for such definitions in an annual plan that has met full public process and RAB review (Final Rule 903.7(r)(2)). Until the PHA has met the requirements to define “significant amendment or modification”, HUD will consider the following actions to be significant amendments or modifications:

- Non-statutory changes to the admissions preference system or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Any additions regarding demolition, disposition, designation, homeownership programs or conversion activities.
- Other:

***ATTACHMENT J***

**Assessment of Demographic Changes in Public Housing Developments with Site-Based Waiting Lists**

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Not completed as of 12/5/02.

## ***ATTACHMENT K***

### **Section 8 PHA Project Based Vouchers Statement**

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It is the goal of the Housing Authority of the City of Tampa to project-base up to 20 percent of its tenant based vouchers. In keeping with the goal of de-concentration, preference will be offered to those owners that have units in areas of low poverty. One of our initial efforts will be to advertise for housing designated for seniors. The Housing Authority reserves the right to advertise for multi-family sites that cater to families and/or mixed use.

HUD has approved the use of project based vouchers at Palm Terrace, the assisted living facility recently acquired by the Housing Authority.

## ***ATTACHMENT L***

### **Section 8 Homeownership Capacity Statement**

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The Housing Authority of the City of Tampa will initially limit the homeownership program size to a maximum of 100 families at any given time. The maximum program size may be increased at the discretion of the Director of Assisted Housing. Furthermore, Housing Authority policy requires a minimum of three percent down, with one percent being directly from the family. Also, the Housing Authority is developing a Homeownership Center that will anchor all THA homeownership efforts, especially as relating to education and training. The Center will open in the first quarter of 2003.

**Security Plan**

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*We intend to preserve the peace and use vigorous law enforcement along with residents, to help combat drugs and crimes that presently exist in our public housing communities. We will place special emphasis on loitering and open-air drug sales.*

The Tampa Housing Authority (THA) is committed to providing an environment that will be safe for the resident to live in. We will try to eradicate drugs and crime from our public housing communities. THA recognizes that there are situations where law enforcement is capable and duly authorized to conduct investigations, especially as it relates to targeting narcotic enforcement and habitual offenders. Consequently, THA seeks to augment baseline services provided by local law enforcement pertaining to narcotic enforcement activities on THA premises. Persons living in public housing who engage in drug or criminal activities will face certain and swift eviction. Public housing is to be a safe place to live, not to commit crimes.

**Resident Patrols**

*An effective Resident Patrol Program will produce benefits to all THA properties and with the dual support of the police department and a Resident Patrol Program it can work to identify and solve community crime, drugs and disorder problems within THA communities.*

**Reclaiming the Community**

*Criminals, drug traffickers, and other law violators often look upon public housing communities as a safe haven. They recognize that public housing residents have historically been reluctant to exert control over the communities they live in. Consequently, it becomes a place to buy and sell drugs, intimidate residents, engage in disorderly behavior, settle arguments, and hide from the police.*

Resident Patrols serve to reclaim the neighborhood and promote a safe place to live and raise their children. It sends a clear message to drug dealers and others who prey on the neighborhood that their behavior will no longer be tolerated and that any illegal or suspicious activities will be reported to the police or other appropriate authorities.

**Community Order**

The most prevalent problems in many neighborhoods is the lack of community order. Typically, community disorder includes but is not limited to trash on the streets, in yards, graffiti, fights, public drinking, open drug use, loud music, noise, large gatherings of boisterous young adults, unsupervised children, or family quarrels. These conditions often occur because residents and visitors recognize that neighbors will tolerate behavior and the offenders feel safe that they will not be held accountable for their actions.

*An active resident patrol program will send a signal to those creating disorder that community members care and this type of behavior will not be tolerated and if their actions continue they will be reported to the police. Most individuals will refrain from engaging in illegal or anti-social acts if residents view them critically or will report them to the authorities.*



## **Resident Control**

The establishment of resident patrols serves as an ideal mechanism for assisting residents in gaining control of their neighborhood. It is a more expedient to exert control through a group than individually. Even though public housing neighborhoods have Resident Councils, these organizations address a variety of issues they may not focus specifically on crime, drugs, and disorder. That is why resident patrols that address crime and crime related problems are so effective in helping residents to gain control of their communities.

## **Enhanced Reporting**

*Increased reporting sends a clear signal that the program is working and that residents have less tolerance for crime and disorder in their neighborhood. It is anticipated that with resident patrols and the renewed interest among residents to reclaim their neighborhood that illegal, suspicious activities should decrease sharply.*

## **Increasing Violators' Risk Perception**

Another benefit of resident patrols is the increased perception by criminals, drug traffickers and users as well as other undesirables that they will be detected and reported if they engage in criminal or anti-social behavior. Over the course of time, these individuals will either change their behavior or find another location to serve as their "safe haven".

## **Preventing and Suppressing Crime**

The prevention of crime and disorder is the primary purpose of resident patrols. They serve as an organized way to reduce the criminal's opportunity. As residents patrol a neighborhood observing illegal or suspicious activities would-be violators will be reluctant to engage in illegal or unacceptable behavior because they fear the risk of detection.

The training the patrols receive and their increased inner action with the police department will constitute a better understanding and awareness of crime and what can be done to prevent it. Members of the patrols will influence residents in the neighborhood to be alert to crime awareness and take steps to prevent it.

Residents who become members of the patrol will see their community far differently than they did before. They will recognize problem areas and environmental situations that may contribute to the problems. These may include lighting, overgrown shrubs, trees, unprotected play areas for children and other design conflicts that contribute to situations that are unacceptable or unsafe within the community.

After viewing their neighborhood in a critical way, the resident patrols will be in a position to make safety and security recommendations to THA, police and other City agencies.

**Response to Customer Service and  
Satisfaction Survey Results**

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*In response to the results from the HUD Resident Customer Service and Satisfaction Survey, the following plan has been developed and is under implementation:*

**Maintenance and Repair:**

**Question # 5a** – Based on your experience, how satisfied are you with how easy it was to request repairs?

The Housing Authority has organized a Work Order Center that will receive all resident service requests. The Work Order Center staff is responsible for taking the resident service requests, inputting them into the computerized work order system, transmitting the hardcopy of work orders to the Maintenance Department, monitoring the completion time of the work orders and closing out each work order within the computer system. The staff will also act as an advocate for the resident by monitoring and ensuring that all service requests are completed within these guidelines: emergency work orders – within 24 hours, urgent work orders – within 48 hours and non-emergency work orders – within 3 days.

**Question #5b**-How well the repairs were done?

The Housing Authority has implemented a quality assurance review process to monitor how well and effective its maintenance services are being performed. The Maintenance Supervisors, Property Managers and Quality Assurance operation are required to conduct periodic quality assurance reviews and interviews with the residents to assess how they feel about the Housing Authority's maintenance services. Problems are now identified and corrected within a short period.

**Communication:**

**Question #6** – Do you think Management provides you information about maintenance and repair (for example, water shut-off, boiler shutdown, and modernization activities)?

Plan – The Housing Authority will ensure that the maintenance department and property managers adhere to the forty-eight hour notice requirement when conducting inspections or the repair of any system. The affected group of residents shall always receive a prior written notice regarding any system shut-off within their communities. In addition, under the Housing Authority's preventive maintenance plan, the systems at each property will be inspected and repaired by an annual schedule that is established and sent by notice to the residents in advance.

**Question #6** – The rules of your lease?

The Housing Authority will implement several steps to assist its residents in becoming better informed about their rights and responsibilities under its lease. These steps shall include the following:

1. **New Lease:** In response to the new federal Housing Act, the Housing Authority recently developed a new lease and received final approval from the Board of Commissioners.
2. **Lease Information Meetings:** The Property Managers will hold a conference with each resident to inform them of the provisions of the new lease and to have them to execute a new lease with the Housing Authority. The Property Managers will also be required to conduct quarterly lease information meetings with a portion of their residents during the next twelve months.
3. **Lease Compliance:** As part of the Property Manager's semi-annual Health, Safety and Sanitation dwelling unit inspections, a portion of the inspection process shall include a review for lease compliance. Each resident will receive a written summary of the noncompliance issues and will be required to attend a lease review conference with the Property Manager.

**Question #7** – Do you think Management is responsive to your questions and concerns?

1. **Resident Council Leadership Meetings:** The Housing Authority has organized a monthly Resident Council Leadership meeting for the Resident Council Presidents from each of its developments. Key staff members from each department are required to attend the meetings and to address the concerns and questions from the residents in attendance. These meetings will be continued and expanded to ensure that any concern or resident service need is addressed.
2. **Resident Information Meetings:** The Housing Authority will continue its ongoing Resident Information Meetings that require staff members from the maintenance department, work order center, property management and Public Safety Department to attend. These meetings are held periodically at each development and required the departments to explain their service delivery systems. Any resident concerns or problems are noted and staff provides follow-up.
3. **Customer Service Training:** The Housing Authority has organized a series of staff training sessions revolving around the issue of customer service. Employees from throughout the Housing Authority, especially from maintenance, property management and work order center will receive training on effective and professional techniques when working with the residents and the general public.

**Question #8** – Are you involved in a resident/tenant organization in your development?

The Housing Authority takes resident participation seriously. Partnerships have been developed between residents and new duly elected resident council leaders from each development. Elections for new officers were held on October 3, 2001. The newly elected officers are meeting regularly to discuss service delivery systems, resources and information available to residents that inform them and allow the resident council leader to consult adequately with the residents of the Housing Authority developments. The resident council leaders of all properties, in conjunction with Housing Authority staff, continue to encourage resident involvement and participation in resident/tenant organizations.

## Safety

**Question # 11** – If residents in your development break the rules in the lease, does management take action?

The Housing Authority requires that the property management operation enforce all provisions of its lease. Property Managers are required to maintain log sheets to demonstrate and document that they are enforcing the lease, especially these essential provisions:

1. **Rent Payment:** Property Managers are to maintain monthly eviction logs that list the names of residents who have received 14 day notices for failing to pay their required rent.
2. **One Strike & You're Out:** Property Managers are required to issue 7-day notices to any resident that violates the One-Strike provisions of the lease. Monthly logs are also maintained to track and monitor the 7-Day eviction process.
3. **30 Day Notice:** Property Managers are required to issue 30-day Notices for any other lease violation. These provisions may include failure to complete annual re-examinations, to having illegal boarders, neighbor to neighbor conflicts, failure to cooperate with the Housing Authority's inspection program or not calling in repairs in a timely manner. Monthly log sheet are maintained by the property managers to track and monitor the 30 day notice process.

## Services

**Question #13** – Over the last year, how many problems, if any, have you had with electricity or heat and how long did it take?

The Housing Authority has established a special maintenance crew to inspect and to identify important repair needs within its public housing communities. The UPCS Sweep teams have been established to address the following issues:

1. **Electrical, Heating and Other Systems:** The UPCS Sweep Teams are scheduled to conduct quarterly inspections and the repair of the plumbing, heating and electrical systems in all of the public housing dwelling units. They are to make sure that all leaks are repaired, electrical switches and outlets are in good working order and light fixtures fully functional. Preventative maintenance has been completed on all heating systems and new heating systems are scheduled to be installed at three of the Housing Authority's public housing communities.
2. **Installation of New Kitchen Appliances:** Under the Housing Authority's Comprehensive Grant Program schedule, each dwelling unit in three of the public housing communities will receive new kitchen ranges and refrigerators. The UPCS Sweep Teams are required to inspect the kitchen appliances and replace any of them that are in poor condition. Any appliance work order is now treated as a urgent need and is completed within forty-eight (48) hours.
3. **Safety Compliance:** The Property Managers and the UPCS Sweep Teams are to conduct a safety compliance review as part of the inspection procedures for each

dwelling unit. To date, fifty percent (50%) of the smoke detectors have been replaced or installed in the Housing Authority's public housing communities. Any smoke detectors found missing or inoperable during the upcoming quarter inspections will be replaced and the resident will be charged a twenty-five dollar (\$25) maintenance fee.

**Housing Development Appearance:**

**Question # 17** – How satisfied are you with the upkeep of the following areas in your development

- **Common areas (for example, stairways, walkways, hallways)**
- **Parking areas**
- **Recreation areas (playgrounds, other outside facilities)**

*The Housing Authority has implemented several steps to ensure that the public housing community sites maintain good curb appeal and is in good repair. They include the following:*

1. **Private Groundskeeping Contractors:** The Housing Authority has contracted with several private grounds-keeping contractors to pick up old furniture, debris and to mow the grass within its communities. The contractors are required to provide grounds-keeping services, to clean the sidewalks and parking lots daily and to mow the grass twice monthly.

**Comprehensive Grant Program Modernization:** Eight of the public housing communities are scheduled for modernization construction under the Housing Authority's funded Comprehensive Grant Program. Some of the construction activities shall include repair/painting of the exterior of the buildings, landscaping, cleaning/stripping of parking lots and installation of new playground equipment