

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

AnnualPlanforFederalFiscalYear2003
PHAFiscalYearBeginningJuly1,2003

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

HUD50075
OMBApprovalNo:2577 -0226
Expires:03/31/2002

PHA Plan Agency Identification

PHAName: FortWaltonBeachHousingAuthority

PHANumber: FL069

PHAFiscalYearBeginning: 07/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,inclodinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The FY 2003 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very low and extremely low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS.

Substantial Deviation, Significant Amendment or Modification to the Annual Plan:

Public Housing Authorities are required to delineate the conditions under which an Annual Plan or 5 -Year Plan must be resubmitted to the full public process. A "Substantial Deviation" shall refer to the inclusion of certain activities, as defined below, in a particular Annual Plan that are outside of the agency's goals as stated in the applicable 5 -Year Plan. A "Significant Amendment or Modification" shall mean certain activities, defined below, undertaken by the agency outside of those specified in the applicable Annual Plan.

The inclusion of any of the following activities in the Annual Plan for any given fiscal year will constitute a "Substantial Deviation" from the 5 -Year Plan:

- Demolition/disposition of public housing units
- Designation of public housing units for elderly or disabled persons
- Creation of a home ownership program
- Conversion of public housing to Section 8 assistance

Any of the following activities shall constitute a "Significant Amendment or Modification" if not included in the Annual Plan for the fiscal year in which the activity is undertaken:

- Change to rent determination or admissions policies
- Change to the organization of a waiting list
- Addition of a non -emergency work item under the Capital Fund comprising more than 15% of the annual Capital Fund budget
- Addition of activities not included in the PHDEP Plan
- Entering a public -private housing partnership

Both "Substantial Deviations" and "Significant Amendments or Modifications" shall require the Housing Authority to undertake a full, additional public process. Any policy adopted or activity undertaken to reflect changes in HUD regulatory requirements will NOT be considered either a "Substantial Deviation" or a "Significant Amendment or Modification."

iii. Annual Plan Table of Contents

[24C FR Part 903.79(r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY2003 Capital Fund Program Annual Statement (f1069a01)
- FY2003 Capital Fund Program 5 Year Action Plan (f1069b01)
- Capital Fund Program P&ER Reports as of 12-31-02
 - 2001- f1069c01
 - 2002- f1069d01

- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Advisory Board Members
- Resident Commissioner on HA Governing Board
- Statement of Progress –Goals and Objectives
- Resident Survey Action Plan

Optional Attachments:

- PHA Management Organizational Chart (Included in attachments section)
- Comments of Resident Advisory Board or Boards (Included in the attachments section of the PHA Plan)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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
	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
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	other approved proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

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 the assessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Location
Income<=30% ofAMI	8,262	5	5	5	1	5	5
Income>30%but <=50%ofAMI	5,049	5	5	5	1	4	5
Income>50%but <80%ofAMI	5,278	5	5	4	1	3	3
Elderly	2,409	4	5	4	4	1	5
Familieswith Disabilities	2,983	5	5	5	5	1	5
Black	2,754	3	5	4	1	4	3
White	19,278	2	5	3	1	2	1
Hispanic	229	3	5	4	1	4	3
Other	688	3	5	4	1	4	3

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: 2001
- 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 type="checkbox"/> Section 8 tenant based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	53		104
Extremely low income (<=30% AMI)	23	43.4	
Very low income (>30% but <=50% AMI)	22	41.5	
Low income (>50% but <80% AMI)	8	15.1	
Families with children	26	49.1	
Elderly families	18	34	
Families w/Disabilities	9	17	
Race/ethnicity (black)	24	45.3	
Race/ethnicity (white)	28	52.8	
Race/ethnicity (Hispanic)	1	1.9	
Characteristics by BR Size (PH Only)			
1BR	41	77.4	5
2BR	10	18.9	42
3BR	2	3.8	48
4BR	0	0	9
5BR	0	0	0
5+BR	NA		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Need of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	252		150
Extremely low income <=30% AMI	130	51.6	
Very low income (>30% but <=50% AMI)	58	23	
Low income (>50% but <80% AMI)	44	17.5	
Families with children	181	71.8	
Elderly families	36	14.3	
Families with Disabilities	35	13.9	
Race/ethnicity Black	113	44.8	
Race/ethnicity White	129	51.2	
Race/ethnicity Hispanic	8	3.2	
Race/ethnicity Other	2	.8	
Characteristics by Bedroom Size (PH Only)			
1BR	NA		
2BR	NA		
3BR	NA		
4BR	NA		
5BR	NA		
5+BR	NA		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C.StrategyforAddressingNeeds

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

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.Maximizethenumberofaffordableunitsavailabletothe PHAwithin itscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinancedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamieliestorentthroughoutthejurisdiction
- Undertakemeasuresto ensureaccess to affordable housing among families assistedbythePHA,regardless ofunitsizerequired
- Maintainorincreasesection8lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- Participate in the Consolidated Plan development process to ensure coordinationwithbroadercommunitystrategies
- Other(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

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

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 voucher 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)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$446,977	
b) Public Housing Capital Fund	\$320,377	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,541,660	
f) PHDEP (including any Technical Assistance funds)	-0-	
g) ROSS Grants	-0-	
h) CDBG	-0-	
i) HOME	-0-	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 50102	\$50,000	PH Capital Projects
3. Public Housing Dwelling Rental Income	\$248,484	Public Housing Operations
4. Other income (list below)		
Interest Income	\$6,000	Public Housing Operations
5. Non-federal sources (list below)		
Total (estimated) resources	\$3,613,498	

3.PHAPoliciesGoverningEligibility,Selection,andAdmission s

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAs that donot administerpublichousing arenot required to complete subcomponent 3A.

(1)Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

At the time of application taking, verification for eligibility is begun

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)WaitingListOrganization

a. Which methods does the PHA plant 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 plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? (12 includes public housing and Section 8.

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(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 transfer take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5)Occupancy

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

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

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

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

(6)Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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

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 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)
Previous address

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Voucher holder must provide evidence of efforts made to locate a suitable unit prior to approval of extension request.

(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 admission to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

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

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

Date and Time

Former Federal preferences

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

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

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

- Date and time of application
 - Drawing (lottery) or other random choice technique
5. If the PHA plan to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincome basedrentinpublichousing. Income -basedrentsaresetatthehigherof30% ofadjustedmonthlyincome,10%ofunadjustedmonthlyincome,thewelfare rent,orminimumrent(lessHUDmandatorydeductionsandexclusions).(If selected,skiptosub -component(2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetquestionb.)

b. Minimum Rent

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

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

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

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

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

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

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

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

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

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families (Health Insurance Premiums Only)
- 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never

- At family option
 - Anytime the family experiences an income increase
 - Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
 - Other (list below)
- Anytime there is a change in family composition.**

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

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below) _____

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies _____.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

Only those policies enacted under the QHWR Act of 1998 concerning minimum rent hardship exemptions have been adopted.

5. Operations and Management

[24 CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (Included in Attachments of the PHA Plan Template)
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	159	104
Section 8 Vouchers	607	150
Special Purpose Section 8 Vouchers (list individually)	NA	
PHDEP	NA	
Other Federal Programs (list individually)	NA	

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 and Continued Occupancy Policy, Personnel Policy, Procurement Policy, Capitalization Policy, Cash Management and Investment Policy, Insurance Policy, and Disposition of Property Policy, Maintenance Plan

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment (fl069a01)

-or-

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

(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 as Attachment

-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)

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

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

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities [24CFR Part 903.79(i)]

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Applications status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: ()	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD 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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

INITIAL VOLUNTARY CONVERSION ASSESSMENT

- How many of the PHA's developments are subject to the Required Initial Assessments? FWBHA has 2 covered developments.

2. 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 developments)? Two .

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

4. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments. **None at this time, however, we do understand that this is a non-binding assessment and the Housing Authority may review the conversion option at a later date.**

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied 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 11 B; 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.)

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

B. Section 8 Tenant Based Assistance

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

FWBH A reserves the right to consider implementation of a Section 8 homeownership program during this fiscal year and will report on any discussions and/or activity in the annual plan update for the fiscal year beginning 07/2004.

2. Program Description:

a. Size of Program

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

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

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

b. PHA - established eligibility criteria

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

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (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)
Free Zone Eleano J. Johnson Youth Center	70 Youth	First come, first served	Youth Center located in Charlie Hill Terrace	Public Housing Residents and Section 8 Program Participants

(2) Family Self Sufficiency program/s

FWBHA does not have a mandatory FSS Program.

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	NA
Section 8	NA	NA

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

C. Welfare Benefit Reductions

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

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

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

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAs that are participatinginPHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A.Needfor measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

Germany Terrace

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
FWBHA works with the City to cul -de-sac Methodist Avenue program to prevent the free -flow of drug -related traffic.

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

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)
Germany Terrace
Charlie Hill Terrace

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

NA – PHDEP funds not available for this fiscal year.

- 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 FY2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

The Pet Policy was submitted with the 2001 and 2002 PHA Plan Update. Current Policy on display, available for comment prior to public hearing, and included in the attachment section of this update.

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

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

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredtocompletethiscomponent.

HighperformingandsmallPHAsarenotrequiredtocompletethiscomponent.

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.OtherInformation

[24CFRPart903.79(r)]

A.ResidentAdvisoryBoardRecommendations

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

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

- Attached at Attachment (Filename) Comments included in attachments section of the PHA Plan.
- 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 there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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 Fort Walton Beach, FL Consolidated Plan)

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)

- ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdictiononthe needsexpressedintheConsolidatedPlan/s.
- ThePHAhasparticipatedinanyconsultation processorganizedandofferedby theConsolidatedPlanagencyinthedevelopmentoftheConsolidatedPlan.
- ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthe developmentofthisPHAPlan.
- Activitiestob eundertakenbythePHAinthecomingyearareconsistentwith theinitiativescontainedintheConsolidatedPlan.(listbelow)
- Other:(listbelow)

3. TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththe followingactio nsandcommitments:(describewhat)

Aspartoftheplanningprocess,theCityaskedtheHousingAuthoritytocompletea surveyofdemographicsandneeds. Theconsolidateplanforthisyearhasnotyet beenfinalized,buttoourknowledge,theplandoes notcontainanycommitmentsto theHousingAuthority, withtheexceptionofsupportingtheneedforadditional affordablehousingintheCity.

D.OtherInformationRequiredbyHUD

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

Attachments

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

Resident Advisory Board Members

Resident Commissioner on HA Governing Board

Resident Advisory Board Comments

Resident Customer Service Survey – Action Plan

Deconcentration Policy

Pet Policy

Resident Advisory Board Members

President, Cynthia Pride
57 Buchanan Court

Vice President, Susan Eschrick
43 Ed Brown Street

Secretary, Deborah Cooner
109 Ed Brown Street

Resident Commissioner on the HA Governing Board

Ms. Mae Wilcher

Current Term Expires: April 25, 2005
Appointed by the Mayor of the City of Fort Walton Beach, FL
Four-Year Term began April 25, 2001

**RESIDENT CUSTOMER SATISFACTION SURVEY
ACTION PLAN**

The Housing Authority of the City of Fort Walton Beach (FWBHA) is required to develop an action plan for any of the five areas included in the survey that fall below 75 percent. As a result, the HA must respond in the following areas: communication; safety; services; and neighborhood appearance. This follow-up plan addresses all required factors of the recent survey.

- **Maintenance and Repair** : The HA will coordinate with residents and personnel to evaluate the agency's maintenance program to determine if there are areas of deficiency. PHA will require on-going training of all maintenance and administrative personnel regarding customer service delivery and customer satisfaction. We will educate residents regarding upkeep of units, reporting of work orders and the PHA will monitor all activities that relate to work order generation, intake, and completion. In addition, a Maintenance staff person was hired in November 2002 to enhance the routine maintenance repair and preventive maintenance. This addition to staff will also assist in improving resident satisfaction in the area of neighborhood appearance.

- **Communication**: The HA holds resident meetings so that feedback can be addressed in a prompt manner. With these meetings, the Authority hopes to establish a better line of communication and increase resident satisfaction. We have had a change in staff and expect that this change will improve communication between the staff and residents.

- **Safety**: This is of the utmost importance to the HA. Drug elimination program funds were targeted to law enforcement reimbursement and there were officers dedicated to housing authority properties. However, with the elimination of the PHDEP funds as well as the need to use Capital Funds for Capital improvements in our developments, we are searching for resources to continue a level of security that will make the residents feel comfortable in the neighborhood. The communities have been gated and require identification to gain entry. The maintenance department takes proper care to keeping common areas clean and up to the current safety standards. Grass is mowed regularly and community buildings are checked routinely to avoid any potential problems that residents may experience.

- **Neighborhood Appearance** : The HA staff, in consultation with the Resident Advisory Board and neighborhood representatives, will promote neighborhood improvement plans for each development, thereby establishing the role of residents in achieving maximum neighborhood appeal. The Executive Director and/or designee, will identify potential state and local funding and/or grants site improvement to increase curb appeal.

FORT WALTON BEACH HOUSING AUTHORITY Deconcentration Policy

I. Introduction

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Housing Authority adopt policies and procedures governing the deconcentration of poverty and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. It is the Housing Authority's (HA) policy to provide for deconcentration of poverty and encourage income mixing.

The goal of this policy is to lessen the concentration of poverty and to create mixed-income communities and within the HA's public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments. Toward this end, HA will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Deconcentration Policy is intended to work in conjunction with the Authority's annual income targeting requirements. The QHWRA requires that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

The HA will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

II. DEFINITIONS

The following definitions are provided in order to clearly and define the affected developments and families under this Deconcentration Policy. A final rule was published at 24 CFR 903 on August 6, 2002, amending the definition of "Established Income Range" and that change is reflected in this revised policy.

Covered Developments : Public housing developments that are of general occupancy or family public housing developments that are not exempt from the deconcentration requirement.

Exempt Developments : Public housing developments that are operated by housing authorities with fewer than 100 units; public housing developments that house only elderly persons or persons with disabilities, or both; public housing developments operated by housing authorities that operate only one general occupancy

development; public housing developments approved for demolition or conversion to tenant-based assistance; and public housing developments that include units operated in accordance with a HUD -approved mixed -finance plan using HOPE VI or public housing funds awarded before the effective date of the Deconcentration Final Rule.

PHA-Wide Established Income Range : The **average annual household income of all residents of all covered developments is the PHA -Wide Established Income Range (EIR).**

Development Average Household Income : The average annual household income of all residents of a specific covered development.

Developments Outside the PHA-Wide Established Income Range: A development where the Average Household Income is between 85 percent and 115 percent of the PHA-Wide EIR is considered to be within the PHA -Wide EIR. If the average household income in a development is less than 85% of the EIR or greater than 115% of the EIR, the development is considered to be outside the PHA -Wide EIR **with the following exception:**

A covered development with an average household income exceeding 115% of the PHA-Wide EIR shall not be considered outside the PHA -Wide EIR if the upper limit that exceeds 115% of EIR is less than 30 percent of area median income. **(24CFR 5.603(b)).**

III. ANALYSIS

In order to achieve and maintain deconcentration, the HA will comply with the following:

- a) Determine the PHA -Wide Established Income Range for all covered developments at least an annual basis.
- b) Determine the average household income for each covered development.
- c) Determine whether each covered development falls above, within, or above the established income range, **except that the upper limit shall never be less than 30 percent of the median area income limit.**
- d) Determine, for those developments having average incomes outside the established income range, if there are factors to explain and/or justify the income profiles as being consistent with and furthering two sets of goals: the goals of deconcentration and income mixing as specified by the statute; and the local goals and strategies contained in the HA Annual Plan.

- e) Where the income profile for a covered development is not explained and/or justified in the HA Annual Plan a specific policy to provide for deconcentration and income mixing in applicable covered developments.

Analysis will be completed at least annually, but may be accomplished more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

IV. ACTION PLAN

If a covered development has been identified as falling above or below the established income range, the HA will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the HA to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

In order to deconcentrate a development, the HA will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income-targeting goal. To the greatest extent possible, the HA will provide incentives to encourage families with incomes below the established income range to accept units in developments with incomes above the established income range or to encourage families with incomes above the established income range to accept units in developments with incomes below the established income range.

The HA may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner. These may include but are not limited to:

- a) Rent Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move-in dates.

A family has the sole discretion whether to accept an offer of a unit made under the HA's deconcentration policy. HA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the deconcentration policy.

FORT WALTON BEACH HOUSING AUTHORITY

PET POLICY

This pet policy is adopted pursuant to the Quality Housing and Work Responsibility Act of 1998. It has been reviewed and approved by the Housing Authority Board of Commissioners and by the Department of Housing and Urban Development. All heads of household must sign a copy of this policy to acknowledge their understanding of the terms of all three pages of this policy. For the purpose of this policy, the Fort Walton Beach Housing Authority is designating a family housing complex.

1. Residents of public housing will be allowed to have the following pet or pet combination only:
 - A. One common household pet, as defined in paragraph 2.B. below; or
 - B. A fish tank, bird cage, or hamster/gerbil cage; or
 - C. One each of A and B above.

2. The head of household must register the pet before it is brought to reside on the project premises and must update the registration during each annual reexamination. Residents on flat rent whose reexaminations are required only every three years must still update the registration each year. Failure to register annually will be grounds for eviction. The registration must include the following:
 - A. A certificate, signed by licensed veterinarian or State or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by State and local laws.
 - B. Information sufficient to identify the pet and to demonstrate that it is a common household pet. "Common household pet" means a smaller domesticated animal, such as a dog, cat, bird, or turtle, that (1) is traditionally kept in the home for pleasure rather than for commercial purposes and (2) can reasonably be expected not to exceed 25 pounds when full grown. Reptiles, except for turtles, are not common household pets.
 - C. The name, address, and phone number of the responsible party who will care for the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.

Proof of general liability insurance. Fort Walton Beach Housing Authority shall be named as an additional insured under the general liability policy. Tenant agrees that tenant shall indemnify and save harmless and defend the Housing Authority, from all suits based on personal injury, bodily injury (including death), or property damage (including destruction) received or claims, damages, and expenses of any kind arising from or in connection with tenant's pet.

3. For any pet described under paragraph 1.A. above, tenant agrees to pay a \$200.00 non-refundable fee at the time the lease is signed. For any pet described under 1.B. above, tenant agrees to pay a \$100.00 non-refundable fee. In the case of a current tenant who wishes to obtain a pet, payment must be made prior to bringing the pet onto Housing Authority property. Payment is to be made as follows:
 - A. Tenant may pay one lump sum, or

- B. Tenant may pay \$50.00 prior to bringing the pet onto Housing Authority property and \$25.00 each month thereafter until the total has been paid. Monthly payments for pet fees are considered part of dwelling rent and must be paid at the same time as the monthly rent.
4. All cats and dogs must be leashed while in common areas of the project. Dogs must also be muzzled while in these areas.
 5. Registered pet owners must remove pets from the project to permit the pet to exercise or deposit waste. Registered pet owners are responsible for the removal of and disposal of pet waste. Failure to dispose of waste on Housing Authority grounds will result in a work order charge assessed to the resident's rent account.
 6. Cat litter boxes and bird and hamster cages must be changed at least once a week and the contents properly disposed of.
 7. Registered pet owners must not allow a pet to be left unattended for a period of 24 hours or more.
 8. Tenant is responsible for the control of noise and odor caused by a pet. If a tenant cannot control the noise of a pet, the Authority will require that the pet be removed.
 9. Registered pet owners must not allow a pet to stray to other units.
 10. Registered pet owners will be responsible to cover or remove pet's open food and water when the Pest Control Company comes to spray the units. The Housing Authority will not be responsible for the illness or death of a pet due to tenant's failure to adhere to this regulation.
 11. Tenants must not throw food in the yard to feed pets and seagulls.
 12. A pet cannot weigh over 25 pounds.
 13. Visitors will not be allowed to bring their pets into the project.
 14. The Housing Authority will not register a common household pet if the keeping of the pet will violate any applicable house pet rule, or if the presence of the pet will constitute a serious threat to the health of another resident of the project, or if the pet owner fails to provide complete pet registration information and fail to update pet registration annually.
 15. A pet will constitute a serious threat to the health of an individual only if the individual has filed with the Housing Authority a certificate signed by a licensed physician indicating that exposure to the pet will cause an allergic reaction that will constitute such a threat to that individual.
 16. If a pet become vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole, the Housing Authority will require the pet owner to remove the pet immediately from the housing project. If the pet owner refuses, he/she shall be evicted. If the Housing Authority is unable to contact the pet

owner, it will contact the appropriate State or local authority to have the pet immediately removed from the project premises.

17. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Housing Authority will contact the responsible party listed in the pet registration. If the Authority has made a reasonable attempt to contract the responsible party, but the party is unwilling or unable to care for the pet, the Authority will contact the appropriate State or local authority and request the removal of the pet.
18. Violation of these rules will be grounds for (1) the removal of the pet ownership for as long as the tenant remains with the Authority or (2) termination of the lease in accordance with State and local law and applicable regulations.

**PHAPlan
TableLibrary**

Annual Statement/Performance and Evaluation Report

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

PHAName: Fort Walton Beach Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29-P069-501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	106,502			
3	1408 Management Improvements	64,075			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,500			
8	1440 Site Acquisition				
9	1450 Site Improvement	65,000			
10	1460 Dwelling Structures	64,400			
11	1465.1 Dwelling Equipment — Nonexpendable	18,900			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	320,377			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	64,075			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages

PHAName: Fort Walton Beach Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29-P069-501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Operations	1406	1	106,502				
FL69-1	Security Gate Monitoring	1408	1	64,075				
FL69-1	Waterline	1460	20	65,000				
FL69-1	Siding	1460		30,000				
HA-WIDE	Gas Meter	1460	172	34,400				
HA-WIDE	Stoves	1465	29	6,500				
HA-WIDE	Refrigerators	1465	24	8,500				
HA-WIDE	Venthoods	1465	60	3,900				
HA-WIDE	Energy Audit	1430	1	1,500				

Annual Statement/Performance and Evaluation Report

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

PHAName: Fort Walton Beach Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29-P069-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	212,412	103,600	0.00	0.00
3	1408 Management Improvements	64,075	64,075	0.00	0.00
4	1410 Administration	23,930	23,930	0.00	0.00
5	1411 Audit	1,000	0	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,960	3,960	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	0	109,812	0.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable	15,000	15,000	0.00	0.00
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	320,377	320,377	0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security – Soft Costs	66,000	64,075	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: FortWaltonBeachHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: FL29-P069-501-02 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2002		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Operations	1406	1	212,412	103,600	0.00	0.00	
FL69-1	SecurityGateMonitoring	1408	1	64,075	64,075	0.00	0.00	
HA-WIDE	SecuritySpecialistPayroll	1410	1	23,930	23,930	0.00	0.00	
HA-WIDE	A&EFees	1430	1	3,960	3,960	0.00	0.00	
HA-WIDE	Stoves	1465	29	6,500	6,500	0.00	0.00	
HA-WIDE	Refrigerators	1465	24	8,500	8,500	0.00	0.00	
FL69-1	Waterlines	1460	35	0.00	109,812	0.00	0.00	
HA-WIDE	Audit	1411	1	1,000	0.00	0.00	0.00	

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

PHA Name: Fort Walton Beach Housing Authority	Grant Type and Number Capital Fund Program Grant No : F129-P069-501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	32,680.00	190,680.00	190,680.00	190,680.00
3	1408 Management Improvements	33,123.00	33,123.00	33,123.00	33,123.00
4	1410 Administration	33,123.00	33,411.16	33,411.16	33,123.00
5	1411 Audit		1,000.00	1,000.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000.00	12,155.15	12,155.15	12,155.15
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00	12,444.00	12,444.00	10,073.00
10	1460 Dwelling Structures	158,000.00	14,884.00	14,884.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable	25,000.00	22,618.00	22,618.00	22,618.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	12,000.00	10,834.38	10,834.38	10,834.38
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	9,300.00	76.31	76.31	76.31
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	331,226.00	331,226.00	331,226.00	312,682.84
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0.00	14,884.00	14,884.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	33,123.00	33,123.00	33,123.00	33,123.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: FortWaltonBeachHousingAutho rity		GrantTypeandNumber CapitalFundProgramGrantNo: FL29-P069-501-00 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2000		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.Ac ctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	SecuritySpecialistPayroll	1406	1	32,680.00	32,680.00	32,680.00	32,680.00	
“	Maint.OperationsContract	1406	1	0.00	158,000.00	158,000.00	158,000.00	
Fl69-1	SecurityGateMonitoring	1408	1	33,123.00	33,123.00	33,123.00	33,123.00	
HA-WIDE	Administration	1410	1	33,123.00	33,411.16	33,411.16	33,123.00	
“	Fees&Costs	1430	1	8,000.00	12,155.15	12,15 5.15	12,155.15	
“	FillDirt	1450	1	20,000.00	4,500.00	4,500.00	4,500.00	
“	ConcreteImprovement	1450	1	0.00	2,371.00	2,371.00	0.00	
“	Fencing	1450	1	0.00	5,573.00	5,573.00	5,573.00	
“	Maint.OperationsContract	1460	1	158,000.00	0.00	0.00	0.00	
“	504Compliance	1460	4	0.00	14,884.00	14,884.00	0.00	
“	Refrigerators	1465	45	15,000.00	12,618.00	12,618.00	12,618.00	
“	Stoves	1465	40	10,000.00	10,000.00	10,000.00	10,000.00	
“	CapitalEquipment –Admin.	1475	1	12,000.00	10,834.38	10,834.38	10,834.38	
“	RelocationCosts	1495	2	9,300.00	76.31	76.31	76.31	
“	Audit	1411	1	0.00	1,000.00	1,000.00	0.00	

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

PHAName: Fort Walton Beach Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29-P069-501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 12/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	224,000.00	254,467.50	248,501.50	128,249.45
3	1408 Management Improvements	33,661.00	33,661.00	33,661.00	29,767.98
4	1410 Administration	28,952.00	27,784.00	27,784.00	0.00
5	1411 Audit		0.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs		2,034.00	8,000.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00	14,884.00	14,884.00	14,884.00
10	1460 Dwelling Structures	30,000.00	3,782.50	3,782.50	3,782.50
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	336,613.00	336,613.00	336,613.00	176,683.93
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	30,000.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	33,661.00			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: FortWaltonBeachHousingAuthority		GrantTypeandNumber CapitalFund ProgramGrantNo: FL29-P069-501-01 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2001		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	SecuritySpecialistPayroll	1406	1	24,000.00	36,464.30	36,464.30	0.00	
HA-WIDE	MaintenanceOperationsContract	1406	1	200,000.00	150,000.00	150,000.00	128,249.45	
HA-WIDE	Operations	1406	1	0.00	68,003.20	62,037.20	0.00	
FL069-1	SecurityGateMonitoring	1408	1	33,661.00	33,661.00	33,661.00	29,767.98	
HA-WIDE	GrantManagementPayroll	1410	1	25,952.00	25,952.00	25,952.00	0.00	
“	Supplies	1410	1	3,000.00	1,832.00	1,832.00	0.00	
“	A&EFees	1430	1	0.00	2,034.00	8,000.00	0.00	
FL069-1	ReplaceThin -WallPVCWaterMain	1450	1	20,000.00	14,884.00	14,884.00	14,884.00	
HA-WIDE	Electricrewire	1460		30,000.00	0.00	0.00	0.00	
FL069-1	GSCSecuritySystem	1460	1	0.00	2,500.00	2,500.00	2,500.00	
FL069-1	UtilityLocates	1460	1	0.00	1,282.50	1,282.50	1,282.50	
HA-WIDE	Audit	1411		0.00	0.00	0.00	0.00	

