

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year **10/1/2003 – 09/30/2004**

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

## PHA Plan Agency Identification

**PHA Name:** Ocala Housing Authority

**PHA Number:** FL032

**PHA Fiscal Year Beginning:** 10/2003

### Public Access to Information

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

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

### Display Locations for PHA Plans and Supporting Documents

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

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

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

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

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: The Ocala Housing Authority (OHA) is committed to providing and expanding safe, decent and sanitary housing in the most cost efficient manner, to the residents of Marion County; and to provide economic opportunities and housing free from illegal discrimination; and to build better neighborhoods by providing comprehensive opportunities for our Residents through partnerships and networking within our community.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- X PHA Goal: Expand the supply of assisted housing  
 Objectives:
- Apply for additional rental vouchers:
- X Reduce public housing vacancies: Decrease vacancies to 2% by FY 2003
- X Leverage private or other public funds to create additional housing opportunities:
1. Grants awarded for OHA new Homeownership initiative:
 

FHFC Home Construction Grant	285,000	
Ocala Leased Housing Corp. Grant	45,000	
Marion County Housing Finance Authority	25,000	
FY 2000/2001 City Ocala Ship Grant	57,750	
FY 2000/2001 City of Ocala CDBG Grant	7,500	
FY 2001/02 City of Ocala SHIP Grant	30,400	
FY 2001/02 City of Ocala CDBG Grant	24,146	
Republic Bank	2,500	
First Union Bank	1,000	
AM South Bank		3,000
FY 2003 Marion County SHIP	300,000	
TOTAL		781,296

- X Acquire or build units or developments – Build 37 Single-family affordable homes by FY 2005
- X Other (list below)
  - 1) Build 144 low-income multi-family units by FY 2004 (Magnolia Walk Phase II)
  
- X PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - X Improve public housing management: (PHAS score) – Improve current PHAS scores by 10% by FY 2005
    - X Improve voucher management: (SEMAP score) – Improve current SEMAP scores by 10% by FY 2005
    - X Increase customer satisfaction: (Maintain customer satisfaction rate at 95%)
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - X Renovate or modernize public housing units: Fully modernize remaining Public Housing units, including air-conditioning, by FY 2004 (Air conditioning installation complete in ALL 185 Public Housing Units, completed in FY 2002)
    - Demolish or dispose of obsolete public housing:
    - X Provide replacement public housing: acquire 24 units in the Richmond Heights community, consisting of 12 duplexes, to be added to OHA’s public housing stock, in FY 2004.
    - Provide replacement vouchers:
    - X Other: (list below)
      - 1. OHA received HUD Certified Housing Counseling Status on August 9, 2000 and was re-certified through September 2004, after biennial review in September 2002 with no findings.
      - 2. Continue feasibility study on acquiring two expiring Section 8 Project-based developments, Ocala Place and Sutton Place. If feasible, then OHA will purchase and add to its public housing stock.
  
- X PHA Goal: Increase assisted housing choices
  - Objectives:
    - X Provide voucher mobility counseling:
    - X Conduct outreach efforts to potential voucher landlords: Continue established Landlord Advisory Council
    - Increase voucher payment standards
    - X Implement voucher homeownership program: Establish a Section 8 homeownership voucher program to assist 5 families each fiscal year, beginning FY 2004.
    - X Implement public housing or other homeownership programs: We received HUD approval and have begun pre-development phase of single-family homes on one vacant parcel. In this first phase the OHA will construct 18 affordable, single-family homes. This new development known as Paradise Trails, once completed will have 37 new single-family homes – targeted families for this new development will be participants in the OHA’s Family Self-Sufficiency, Resident Opportunity and Self-Sufficiency Programs and

- Homebuyers Club. Homebuyer's will be required to complete, at a minimum, 25 hours of housing counseling.
- Implement public housing site-based waiting lists:
- X Convert public housing to vouchers: If OHA purchases the units at Richmond Heights, and then we will consider converting them to vouchers.
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- X PHA Goal: Provide an improved living environment
  - Objectives:
    - X Continue Implementing measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: OHA established a local working family preference in FY 2000.
    - X Continue implementing measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: The previous analysis of the OHA's Public Housing communities and tenant incomes did not reflect the need to promote deconcentration and income mixing. A recent analysis of the OHA's Public Housing communities reflects that Pavilion Oaks continues to have a larger number of lower income tenants compared to the other communities.
    - X Implement public housing security improvements: OHA Implemented a crime watch program in all 4 Public Housing Development in FY 2000. We have applied for and received a \$50,000 grant through the City of Ocala – Community Against Substance Abuse Council, to provide full-time police patrol in our public housing sites. The OHA is in contract negotiations with the Ocala Police Department (OPD) for a police officer.
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - X Other: (list below)
      - 1) Established a partnership with City of Ocala Parks and Recreation to provide a Summer Youth Program at 2 of our public housing communities during summer 2000 and again during summer 2001. During the summer of 2002, the OHA sponsored public housing youth to participate in the Ocala Police Departments summer youth program as well as continued support of those youth choosing to attend the Marion County Boys and Girls Club.
      - 2) Provide a van to transport youth and elderly to activities by FY 2004.
      - 3) OHA residents petitioned the City of Ocala for a public transportation route to public housing complexes. Petition has been granted and SunTran expanded its route to include ALL four public housing communities in October 2002.
      - 4) OHA Public Housing Department holds a Christmas Dinner for public housing residents. This will continue to be an annual event for our residents.
      - 5) OHA contracted with Marion-Citrus Mental Health Center to provide HIV/AIDS Awareness Education and Parenting Classes to public housing residents and youth. This is an on-going educational program for residents and youth.

- 6) A Community Outreach Fair was held for public housing residents to receive information on programs that are available. We will continue to have events such as this to keep the residents abreast of the social services agencies that are available to them.
- 7) OHA awarded scholarships to two outstanding seniors, in honor of Mr. Herman Staley, a deceased resident of Shady Hollow in 2001, and to one senior in 2002. This will be an annual event for Public Housing and Section 8 youth. These funds are solicited, via private donations.
- 8) An Opportunity Fair sponsored by Central Florida Community College was presented in all public housing communities. The fair was designed to have residents come and speak with counselors, obtain information and facilitate enrollment. Continue to instill in public housing residents the initiative to attend school for successful job or business training.
- 9) Establish a partnership with the Marion County Public Library System to have the bookmobile service come to the public housing complexes for our youth and adults by FY 2004.
- 10) The OHA, in partnership with the City of Ocala Community Programs Department and Withlacoochee Area Legal Services, sponsored a "*Housing Fair*" for the 3<sup>rd</sup> year. The fair brings together potential homebuyer's with lenders, realtors, government housing programs, and other housing agencies for a day of sharing. Credit reports are offered at a subsidized rate and credit counselors are on hand to review.

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- X Increase the number and percentage of employed persons in assisted families: Continue implementing HUD's ROSS (Resident Opportunity Self-Sufficiency) grant, which provides funds for Public Housing Residents to complete their education, receive job readiness training, housing counseling, supportive services and career enhancement opportunities. To-date, there are 38 public housing residents, and nine active participants. Three are participating in the GED Program, which one has completed, one resident has completed both classes for the resident-owned business program and three residents have completed the Patient Care Tech Program. Another resident is in her final semester in the Radiology Technician Program and the OHA is proud to announce that one of our public housing residents will move from subsidized housing to homeownership on July 12, 2003. This resident is purchasing a house through Habitat for Humanity. The Marion County Adult Technical and Education Center is offering the residents of OHA's public housing communities a new "Mobile GED" Program. The Mobile GED program brings the GED tutors and testing out to the communities. A school bus was converted into a classroom, equipped with air-conditioning, video equipment and computers. This mobile program solves the transportation issues many residents face. This program, which is free to OHA residents, will begin in July 2003. The Resident Services Coordinator continues to encourage residents to take advantage of the funding through the ROSS grant for school, resident-owned businesses, childcare, and other activities that will assist them in becoming economically self-sufficient.
- X Provide or attract supportive services to improve assistance recipients' employability: Continue to partnership with Central Florida Community College Project Reward for educational assistance for single parents, displaced homemakers, the underemployed or unemployed. To date we have one resident to graduate from CFCC Project Reward Program.
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities. Form a partnership with Marion County Senior Services Inc. This organization provides a wide array of critical services to seniors, age 60 and over and disabled adults. Most services are for frail, low-income elderly. Some of the services provided are case management, meals program, transportation, day care and home care.
- X Other: (list below)  
In 2000, OHA Implemented Community Service Requirement, with Public Housing Residents in need of completing community service hours. These families are either participating in our ROSS grant program, Family Self-Sufficiency Program (FSS), or completing community service hours with several social service agencies within our community. In 2002, community service

hours were no longer required by HUD, however, this regulation has been reinstated by HUD and will go into effect October 1, 2003.



**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Advertise waiting list and vacancies through minority media, and provide written material in Spanish language by FY 2003
- X Undertook affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Answer any questions or comments regarding living environment brought to the resident council, which consists of the resident representatives. Conduct Anonymous surveys to ensure affirmative measures are being undertaken. The OHA has entered into a partnership with Withlacoochee Area Legal Services to provide training on Fair Housing to our Section 8 Families; The training is provided in a group setting at the time families attend orientation to explain the Section 8 Program and tenant responsibilities.
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The Ocala Housing Authority will designate 10 units as fully 504 compliant by FY 2003.
- Other: (list below)

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

- 1) New Rental Development & Joint Ventures with Ocala Leased Housing Corporation: Development of 208 low-income multi-family units for the elderly and disabled (Magnolia Walk I and II) by FY 2003. Acquisition and renovation of 260 low-income rental units (Silver Oaks Village Ltd.)
- 2) Mortgage Foreclosure Intervention Program: Secure funds from City and County government and United Way to establish a mortgage foreclosure intervention program to assist families facing foreclosure due to an unforeseen emergency. Goal is to garner funds through a competitive grant application by FY 2004.
- 3) Participation in the Mark-to-Market Program-utilizing the program to access feasibility of purchasing property that has expiring Section 8 leases to ensure safe and decent homes for all Marion County residents. OHA has been keeping abreast with the status of HUD's involvement with Parkside Gardens Apartments, an extremely dilapidated multi-family development that is poorly managed. OHA submitted a letter of interest to the owner, who has refused to sell it. However, HUD has advised OHA that the probability is high that this property will be up for sale in a couple of years.
- 4) The OHA has revised its Admission Preference for the Section 8 Program to include a preference for families age 62 and older, disabled or handicapped.
- 5) Became a HUD Certified Housing Counseling Agency on August 9, 2000 and after no findings during its September 2002 biennial review was re-certified through September 2004.
- 6) Established a Tenant Integrity Program (TIP). The TIP aggressively investigates fraudulent activity within the Ocala Housing Authority's subsidized housing programs. The monies recouped will be used towards the Ocala Housing Authority's new

Homeownership initiative, as well as the hiring of a full-time fraud investigator for the TIP.

**Proposed Partnerships Goals:**

- Central Florida Community College Project Reward: A program that provides support services to single parents and displaced homemakers. This free program, co-sponsored by CFCC and the Carl Perkins Grant, will help the student in selecting a training program to obtain skills for a higher paying job. The program provides grants & stipends for classes, childcare and transportation.
- Landlords Advisory Committee for Section 8: Comprised of owners and managers who are participating in the Section 8 Program. A network to build better communication between Section 8 Landlords and the Housing Authority with the goal to develop a more efficient program for the community.
- Regional Coalition of Housing Authorities (Levy, Alachua, Marion and Citrus): Networking and sharing of ideas and resources. This also includes formulating a competitive bidding program for group medical insurance and hiring of consultants.
- City of Ocala Police Department-Crime Watch Program: Monthly meetings conducted by the police department to educate residents regarding crime prevention and safety. Residents will also receive training in patrolling their communities to reduce crime and drug activities.
- MAD DADS of Greater Ocala Inc.: Build on active partnership with this organization that provides a youth mentoring program, juvenile alternative sentencing program and after school diversion program.
- Greater Ocala Community Development Corp.: Partnership to provide in depth education sessions for entrepreneurship training for public housing residents interested in starting their own business.
- Howard Academy: Agency that provides tutoring services for students in grades K-12<sup>th</sup>. Program will also provide GED services to qualified applicants between the ages of 15 and up.
- United Gainesville Community Development Corporation: Partnership to provide business technical assistance in the form of workshops. Also provides assistance with applying for Micro-Loans.
- Childhood Development Services: Establish partnership with local agency that provides childcare subsidy for Marion, Citrus and Levy Counties.
- Citrus-Levy-Marion Workforce Development Agency: Partnership to provide one stop service for education, job and employment assistance.

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA**

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Ocala Housing Authority is pleased to submit this PHA Plan Update, Annual Plan for Fiscal year October 1, 2003. The Annual Plan Update includes components required by a high performing housing authority. Please refer to the Table of Contents for the components included.

In this third year of required submission, the Ocala Housing Authority has elected to continue to operate its programs in an efficient, cost effective manner and to explore options authorized by the QHWRA. These options will be explored primarily as methods to increase the supply of affordable housing for families paying more than 50% of their income for housing costs, families living in sub-standard and overcrowded households, as described in the City of Ocala Florida, Consolidated Plan of 2000.

The PHA Plan Update was made available for review to the public on May 12, 2003 and a public hearing was held on June 26, 2003. An attendance sheet for the public hearing as well as minutes, including resident/public comments are available for review in the Ocala Housing Authority's file on the Annual Plan. All comments have been considered and addressed by the Ocala Housing Authority, and the Board of Commissioners approved the Updated Plan on June 26, 2003 for submission to HUD.

Questions or approval notification should be addressed to the Executive Director, Ms. Gwendolyn B. Dawson, of the Ocala Housing Authority.

Respectfully submitted,

Gwendolyn B. Dawson  
Executive Director

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	2
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	27
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	32
12. Community Service Programs	34
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	38
15. Civil Rights Certifications (included with PHA Plan Certifications)	38
16. Audit	39
17. Asset Management	39
18. Other Information	42
19. List of Attachments	42

#### **Attachments**

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

##### Required Attachments:

- Admissions Policy for Deconcentration f1032m02
- FY 2003 Capital Fund Program Annual Statement f1032e02 and Replacement Housing Annual Statement f1032a02
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

##### Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan f1032j02  
Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) NA.
- Other (List below, providing each attachment name)  
Pet Policy f1032p02  
PHA Rent Determination Policy f1032o02

Resident Survey Action Plan fl032s02

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing 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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input 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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessi-bility	Size	Location
Income <= 30% of AMI	412	5	5	4	4	3	5
Income >30% but <=50% of AMI	142	5	4	4	4	3	4
Income >50% but <80% of AMI	087	2	2	2	2	2	2
Elderly	049	4	4	4	4	2	3
Families with Disabilities	129	4	4	3	4	2	3
Race/Ethnicity (African American)	581	5	5	4	4	3	4
Race/Ethnicity (White)	054	3	3	2	3	2	2
Race/Ethnicity (Hispanic)	006	5	4	4	4	3	4
Race/Ethnicity							

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.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002-2003 City of Ocala
- X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset Marion County CHAS Table 1C – All Households
- American Housing Survey data  
Indicate year:
- X Other housing market study  
Indicate year: U.S. Housing Market Conditions 4<sup>th</sup> Quarter 1999 pg 73
- X Other sources: (list and indicate year of information)  
2002, Ocala Housing Authority Waiting List



## 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/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	490		072
Extremely low income <=30% AMI	308	63%	
Very low income (>30% but <=50% AMI)	104	21%	
Low income (>50% but <80% AMI)	078	16%	
Families with children	336	69%	
Elderly families	042	9%	
Families with Disabilities	112	23%	
Race/ethnicity (African American)	469	95%	
Race/ethnicity (White)	020	4%	
Race/ethnicity (Hispanic)	001	1%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	159	32%	005
2 BR	198	41%	054
3 BR	110	22%	006
4 BR	023	5%	003
5 BR	000	N/A	N/A
5+ BR	000	N/A	N/A

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes Opened on 06/10/2003 – still inputting applications.	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No <input type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
X Section 8 tenant-based assistance ) (Opening on 6/10/03 and still imputing applications)			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	124		192
Extremely low income <=30% AMI	084	68%	
Very low income (>30% but <=50% AMI)	032	26%	
Low income (>50% but <80% AMI)	008	6%	
Families with children	104	84%	
Elderly families	006	05%	
Families with Disabilities	014	11%	
Race/ethnicity (African American)	086	69%	
Race/ethnicity (White)	033	27%	
Race/ethnicity (Hispanic)	005	04%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
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) N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (Mod Rehab)			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	27		36
Extremely low income <=30% AMI	20	74%	
Very low income (>30% but <=50% AMI)	06	22%	
Low income (>50% but <80% AMI)	01	4%	
Families with children	23	85%	
Elderly families	01	4%	
Families with Disabilities	03	11%	
Race/ethnicity (African American)	26	96%	
Race/ethnicity (White)	01	4%	
Race/ethnicity (Hispanic)	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR			
3 BR			
4 BR			
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- X Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain Section 8 lease-up rates at 98% by FY 2004 by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing. OHA has carried out this strategy through its partnership with a private developer and the OLHC.

- X Continue pursuing housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)  
Begin the construction of Phase II of Magnolia Walk for Elderly and Disabled Families – 144 units by FY 2004

**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
- X 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

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work
- X Other: (list below)  
Develop Low-Income Tax credit units for the elderly and disabled (Magnolia Walk Phase II)

**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
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X Other: (list below)  
Develop Low-Income Tax Credit units for disabled and elderly (Magnolia Walk Phase II)

**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
- X 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

- Continue counseling 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)  
Establish a Section 8 Landlord Advisory Council by FY 2003

**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)  
Analysis of the program's lease-up rate and housing stock

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	416336	
b) Public Housing Capital Fund & RHF	571,065	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,579,342	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	18431	
g) Resident Opportunity and Self-Sufficiency Grants	17149	
h) Community Development Block Grant	30,000	Playground equipment for public housing communities
i)		
Other Federal Grants (list below)		
Mod Rehab 1 & 2	220,422	Tenant's Rental Assistance
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FY 2000/01 & 02 CDBG	31,646	Paradise Trails
FY 2000/01 RHF	243,414	Paradise Trails/Kings Landing
FY 2000 RHF	137,588	King's Landing
FY 2001/02 RHF	248,370	Paradise Trails/Kings Landing
FY 2000/01 PHDEP	619	Drug Prevention Programs

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
FY 2001/02 PHDEP	28097	Drug Prevention Programs
FY 2001 HOME Grant	285,000	Paradise Trails
<b>3. Public Housing Dwelling Rental Income</b>	180,206	
<b>4. Other income</b> (list below)	20,000	Fraud, telephone, laundry & citation
FY 2000/01 & 02 SHIP Grants	88,150	Paradise Trails
<b>5. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>\$8,115,835</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

X Other: (describe)

When application is selected from the waiting list

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

X Other (describe)

Credit checks are completed for all applicants. If an applicant does not have a rental history, professional and personal references are required.

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

d.  Yes X 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) If financially feasible, we plan to implement by FY 2003.

**(2)Waiting List Organization**

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

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

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

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

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

**(3) Assignment**

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

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 transfers take precedence over new admissions? (list below)

- Emergencies
- Over housed
- Under housed
- 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 City or County Referred and certified only
- 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
- X Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - Families Currently Occupying a Home that is Purchased by the Ocala Housing Authority as Public Housing Property (Must be a resident under a lease and living in a unit purchased by the OHA as Public Housing Property)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- X 2 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
- X 2 Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - 1. Homelessness Due to Natural Disaster or Fire ( will be verified by local Government)
  - 1 Families Currently Occupying a Home that is Purchased by the Ocala Housing Authority as Public Housing Property (Must be a resident under a lease and living in a unit purchased by the OHA as Public Housing Property)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

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

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

- X At an annual reexamination and lease renewal
- X Any time family composition changes – Within 10 days from the date of the change
- At family request for revision
- X Other (list)  
Within 10 days from the date of a change in household income

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
Pavilion Oaks – However if necessary all PH Communities will be targeted
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

c.  Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? If financially feasible, we will establish in FY 2004

d.  Yes X 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
- X Other (describe below)  
Name of previous and present landlord

**(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)

- X 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)

- X PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: If unable to locate unit.

Because Ocala/Marion County does not have a large number of available rental units, the OHA grants extensions for families to locate units. However, at not time is an extension granted for over 120 days.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1. X 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

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

Other preferences (select all that apply)

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

Elderly, Disabled, or Handicapped, or Age 62 or older

Households with income at or below 30% of the Median Income for Marion County

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- X 1 Victims of reprisals or hate crimes
- X 1 Other preference(s) (list below)
- Elderly, Disabled, or Handicapped, or Age 62 or Older
- X 1 Households with income at or below 30% of the Median Income for Marion County

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

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

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

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

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

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

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

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

The Section 8 Administrative Plan  
Briefing sessions and written materials

Other (list below)

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

Through published notices  
Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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



b. Minimum Rent

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

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

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

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

Rents set at less than 30% than adjusted income

1. X 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: Refer to attachment fl032o02

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

- X For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:  
(The PHA uses the HUD Mandatory Earned Income Disallowance Only)
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- X For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- X No

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

- For all developments

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

- Any time the family experiences an income increase
- X Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100.00 per month
- X Other (list below)  
New source of income or a person with income joins the family

g.  Yes X 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
- X Other (list/describe below)  
Total operating expenses divided by total unit months available

## 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% 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)
- Open market rental unit comparison

**(2) Minimum Rent**

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

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

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

1. Lost of eligibility or waiting on eligibility for Federal, State or local assistance
2. Would be evicted as a result of the imposition of the minimum rent
3. Income of household decreased because of changed circumstances such as:
  4. Loss of Employment
  5. Death in the Family
  6. Other circumstances determined by the Housing Authority or HUD

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**(OHA is exempt because of being a high performer)**

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program		

(PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, 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)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**(OHA is exempt because of being a high performer)**

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) fl032e02 and Replacement Housing Annual Statement fl032a02

-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. X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment fl032j02

-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-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: NH Jones and Forest View (Demolished April 1999 with HUD Approval)	
1b. Development (project) number: FL 29PO 32001	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input checked="" type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <b><u>02/01/2002</u></b>	
5. Number of units affected: Land (11.37 acres)	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <b>10/01/2002</b>	
b. Projected end date of activity: 9/30/2005	

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities



as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to

component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

**2. Activity Description**

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
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 HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input 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>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
-------------------------------------------------------------------------------------------

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Paradise Trails 1b. Development (project) number: FL32-010
2. Federal Program authority: <input type="checkbox"/> HOPE I 5(h) <input type="checkbox"/> Turnkey III X 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 X Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY) 12/01/2003</u>
5. Number of units affected: 37 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development

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.) **(OHA is exempt because of being a high performer)**

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (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.

**(OHA is exempt because of being a high performer)**

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

#### 1. Cooperative agreements:

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

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

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- Client referrals
  - Information sharing regarding mutual clients (for rent determinations and otherwise)
  - Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
  - Jointly administer programs
  - Partner to administer a HUD Welfare-to-Work voucher program
  - Joint administration of other demonstration program
  - Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting	Access (development office / PHA main office / other	Eligibility (public housing or section 8

		list/random selection/specific criteria/other)	provider name)	participants or both)

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

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		
Section 8		

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

- X Safety and security survey of residents
- X 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
- X PHA employee reports
- X Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)  
Shady Hollow, Pavilion Oaks, and Deer Run

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- X Crime Prevention Through Environmental Design – investigating the feasibility of implementing CPTED
- X Activities targeted to at-risk youth, adults, or seniors
- X Volunteer Resident Patrol/Block Watchers Program
- X Other (describe below)  
The OHA applied for and received a grant to increase security lighting and to hire a police officer to patrol two (Deer Run and Pavilion Oaks) of its public housing communities located in the City of Ocala’s Weed and Seed Designation. The OHA is currently in contract negotiations with the Ocala Police Department to begin implementing the grant.

1. Which developments are most affected? (list below)  
Shady Hollow, Deer Run, and Pavilion Oaks

**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
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence) Grant was applied for and received to provide funding for a full-time police officer on-site at locations in the Weed and Seed Area. OHA is currently in the process of contract negotiations with the Ocala Police Department to begin implementing grant.
- Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)  
Shady Hollow, Deer Run, and Pavilion Oaks

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



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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? There is no PHDEP funding for this fiscal year.
- Yes X No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?  
Yes X No:

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]  
fl032p02

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

[24 CFR Part 903.7 9 (o)]

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

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes X No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

#### **(OHA is exempt because of being a high performer)**

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

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (File name)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

X Other: (describe) The Mayor appointed the resident from a slate of interested residents, as per Florida Statue 421.05

b. Eligible candidates: (select one)

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

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
- X Other (list) The Mayor appointed the resident from a slate of interested residents

### 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 Ocala, Florida

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)

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

Other: (list below)

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

The City of Ocala has given high priority to the following community development needs; Employment Training, Anti-Crime Programs and Youth Programs. The City of Ocala Community Programs Department three main goals for moderate, low, and

extremely low-income residents: 1) Provide Decent Housing, 2) Create suitable Living Environments, and 3) Expand Economic Opportunities. The City of Ocala has committed Community Development Block Grant funds for housing, economic development, community improvement, public service, primary for benefit of very-low and low-income persons. The City of Ocala sends RFP notices to non-profits, such as the Ocala Housing Authority, allowing them the opportunity to apply for funds for various programs.

State Housing Initiatives Partnership (SHIP) a State of Florida Grant, is used to provide down payment and closing cost assistance with mortgage loans from private lenders. Weed & Seed a federal grant provides funds for law enforcement and neighborhood restoration-for West Ocala residents. Ocala Housing Authority has two developments in the Weed and Seed target area, Pavilion Oaks and Deer Run.

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

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

## Attachments

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

- |                                                                 |          |
|-----------------------------------------------------------------|----------|
| 1. Replacement Housing Annual Statement/ P & E Reports 2003     | fl032a02 |
| 2. Replacement Housing Annual Statement/ P & E Reports 2002     | fl032b02 |
| 3. Replacement Housing Annual Statement/ P & E Reports 2001     | fl032c02 |
| 4. Replacement Housing Annual Statement/ P & E Reports 2000     | fl032d02 |
| 5. Capital Fund Annual Statement/ P & E Reports 501-03 2003     | fl032e02 |
| 6. Capital Fund Annual Statement/ P & E Reports 501-02 2002     | fl032f02 |
| 7. Capital Fund Annual Statement/ P & E Reports 501-02 revision | fl032g02 |
| 8. Capital Fund Annual Statement/ P & E Reports 501-01 2001     | fl032h02 |
| 9. Capital Fund Annual Statement/ P & E Reports 501-00 2000     | fl032i02 |
| 10. Capital Fund 5-Year Action Plan                             | fl032j02 |
| 11. Resident Member on PHA Governing Board                      | fl032k02 |
| 12. Membership Resident Advisory Board                          | fl032l02 |
| 13. Admission Policy                                            | fl032m02 |
| 14. Community Service Requirements                              | fl032n02 |
| 15. PHA Rent Determination Policy                               | fl032o02 |
| 16. Pet Policy                                                  | fl032p02 |
| 17. New Homeownership Program                                   | fl032q02 |
| 18. Deconcentration Policy                                      | fl032r02 |
| 19. Resident Survey Action Plan                                 | fl032s02 |
| 20. Deficiency Correction Report                                | fl032t02 |

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

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

## Part I: Summary

### Annual Statement/Performance and Evaluation Report Capital Fund Program

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29R03250103**

FFY of Grant Approval

**2003**

Original Annual Statement     Reserved for Disasters/Emergencies.     Revised Annual Statement/Revision No.

Final Performance and Evaluation Report     Performance and Evaluation for Period Ending \_\_\_\_\_

LINE NO.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Noneexpendable				
12	1470 Nondwelling Structure				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1499 MOD Used for Development	\$243,090.00		\$0.00	\$0.00
18	1502 Contingency (Not to exceed 8% of line 19)				
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$243,090.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation				

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

1 To be completed for Performance & Evaluation Report or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.



**PART II: Supporting Pages**

PHA Name: Ocala Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program: Replacement Housing Factor #:FL29R032501-03		<b>Federal FY of Grant:</b> 2003				
Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds	Status of
			Original	Revised	Difference		Expended	Proposed Work
FL032-010 & FL032011	Mod Used for Work Demonstration	1499	243,090.00			\$0.00	\$0.00	Planning

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

PHA Name: Ocala Housing Authority			Grant Type and Number Capital Fund Program: Capital Fund Program: Replacement Housing Factor #:FL29R032501-03			Federal FY of Grant: 2003			
Development Number	All Fund Obligated (Quarter Ending Date)			All Fund Obligated (Quarter Ending Date)			Reason for Revised Target Dates		
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL			
FL29P032010	9/30/2005			3/30/2006					
And FL29P032011									



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

## Part I: Summary

### Annual Statement/Performance and Evaluation Report Capital Fund Program

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29R03250102**

FFY of Grant Approval

**2002**

Original Annual Statement  Reserved for Disasters/Emergencies.  Revised Annual Statement/Revision No.

Final Performance and Evaluation Report  Performance and Evaluation for Period Ending 3-31-0

LINE NO.	Summary by Development Account	Total Estimated Cos:		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Noneexpendable				
12	1470 Nondwelling Structure				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1499 MOD Used for Development	\$243,090.00		\$0.00	\$0.00
18	1502 Contingency (Not to exceed 8% of line 19)				
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$243,090.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation				

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

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2 To be completed for the Performance and Evaluation Report.

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

PHA Name: Ocala Housing Authority	Grant Type and Number Capital Fund Program: Capital Fund Program: Replacement Housing Factor #:FL29R032501-02	Federal FY of Grant: 2002
--------------------------------------	------------------------------------------------------------------------------------------------------------------------	------------------------------

Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of
			Original	Revised	Difference			Proposed Work
								1406
FL032-010 & FL032011	Mod Used for Work Demonstration	1499	243,090.00			\$0.00	\$0.00	Planning

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

PHA Name: Ocala Housing Authority	Grant Type and Number Capital Fund Program: Capital Fund Program: Replacement Housing Factor #:FL29R032501-02	Federal FY of Grant: 2002
--------------------------------------	------------------------------------------------------------------------------------------------------------------------	------------------------------

Development Number	ALL Fund Obligated (Quarter Ending Date)			All Funds Expended (Quart Ending Date)			Reason for revised Targe
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL	
FL29P032010 and FL29P032011	9/30/2004			9/30/2005			

Part III




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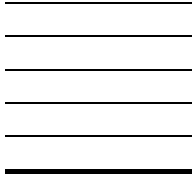
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LOCCS



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

**Part I: Summary**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program**

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29R03250101**

FFY of Grant Approval

**2001**

Original Annual Statement     Reserved for Disasters/Emergencies.     Revised Annual Statement/Revision No.  
 Final Performance and Evaluation Report     Performance and Evaluation for Period Ending 3-31-03

LINE NO.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Noneexpendable				
12	1470 Nondwelling Structure				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1499 MOD Used for Development	\$248,370.00		\$0.00	\$0.00
18	1502 Contingency (Not to exceed 8% of line 19)				
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$248,370.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation				

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

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

PHA Name: Ocala Housing Authority	Grant Type and Number Capital Fund Program: Capital Fund Program: Replacement Housing Factor #:FL29R032501-01	Federal FY of Grant: 2001
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Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised	Difference			
FL032-010 & FL032011	Mod Used for Work Demonstration	1499	248,370.00			\$0.00	\$0.00	Planning





Part III






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

**Part I: Summary**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program**

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29R03250100**

FFY of Grant Approval

**2000**

Original Annual Statement    Reserved for Disasters/Emergencies.    Revised Annual Statement/Revision No. #1  
 Final Performance and Evaluation Report    Performance and Evaluation for Period Ending 3-31-03

LINE NO.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Noneexpendable				
12	1470 Nondwelling Structure				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1499 MOD Used for Development	\$243,414.00	\$243,414.00	\$105,826.00	\$105,826.00
18	1502 Contingency (Not to exceed 8% of line 19)				
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$243,414.00</b>	<b>\$243,414.00</b>	<b>\$105,826.00</b>	<b>\$105,826.00</b>
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation				

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

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Office of Native American Programs Administrator & Date:

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

PHA Name:	Ocala Housing Authority	Grant Type and Number	Federal FY of Grant:
		Capital Fund Program:	2000
		Capital Fund Program:	
		Replacement Housing Factor #:FL29R032501-00	

Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised	Difference			
FL032-009	Mod Used for Work Demostration	1499	243,414.00	105,826.00	137,588.00	\$105,826.00	\$105,826.00	Completed
FL032-010 & FL032011	Mod Used for Work Demostration	1499	0.00	137,588.00	105,826.00	0.00	\$0.00	Planning

Part III

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

PHA Name: Ocala Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program: Replacement Housing Factor #:FL29RO32501-00	<b>Federal FY of Grant:</b> 2000
--------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

Development Number	All Funds Obligated			All Funds Expended			Reason for revised Target Date	
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL		
	(ATTACH EXPLANATION)			(ATTACH EXPLANATION)				
FL29P032009	6/16/2002			6/16/2006		12/31/2002		
FL29P032010 & FL29P032011	6/16/2002			6/16/2006				



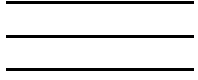
Part III

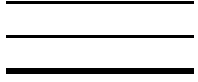

Part III


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

## Part I: Summary

### Annual Statement/Performance and Evaluation Report Capital Fund Program

PHA Name: **OCALA HOUSING AUTHORITY** Modernization Project Number: **FL29P032501-03** FFY of Grant Approval: **2003**

Original Annual Statement  Reserved for Disasters/Emergencies.  Revised Annual Statement/Revision No.  Final Performance and Evaluation Repo  Performance and Evaluation Report for Period Ending -

LINE NO.	Summary by Development Account	Total Estimated Cos:		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)	\$19,206.00			\$0.00
3	1408 Management Improvements	\$18,500.00			\$0.00
4	1410 Administration	\$35,500.00			\$0.00
5	1411 Audit	\$0.00			\$0.00
6	1415 Liquidated damages	\$0.00			\$0.00
7	1430 Fees and Costs	\$3,000.00			\$0.00
8	1440 Site Acquisition	\$0.00			\$0.00
9	1450 Site Improvements	\$19,500.00			\$0.00
10	1460 Dwelling Structures	\$63,300.00			\$0.00
11	1465.1 Dwelling Equipment-Noneexpendable	\$14,000.00			\$0.00
12	1470 Nondwelling Structure	\$0.00			\$0.00
13	1475 Nondwelling Equipment	\$81,000.00			\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1498 MOD Used for Development				
18	1502 Contingency (Not to exceed 8% of line 19)				
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	\$254,006.00		\$0.00	\$0.00
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security	\$28,700.00			
23	Amount of line 19 Related to Energy Conservation	\$65,700.00			

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/  
Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

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2 To be completed for the Performance and Evaluation Report.



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Facotr (CFP/CFPRHF)**  
**PART II: Suporting Pages**

PHA Name:			Grant Type and Number			Federal FY of Grant:		
Ocala Housing Authority			Capital Fund Program: F129PO32501-03			2003		
			Capital Fund Program:			Replacement Housing Factor #:		
Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised	Difference			
PHA Wide	<b>OPERATIONS</b>							
	Operating Sidsidy	1406	19,206.00					
	<b>TOTAL</b>	1406	<b>19,206.00</b>		<b>0.00</b>			
PHA Wide	<b>MANAGEMENT IMPROVEMENTS</b>							
	Staff Training	1408	10,000.00					
	Computer Upgrades	1408	3,500.00					
	MIS Technical Support	1408	5,000.00					
	<b>TOTAL</b>	1408	<b>18,500.00</b>		<b>0.00</b>	0.00	<b>0.00</b>	
PHA Wide	<b>ADMINISTRATION</b>							
	MOD Cordinator Salary	1410	35,000.00					
	Sundry	1410	500.00					
	<b>TOTAL</b>	1410	<b>35,500.00</b>		<b>0.00</b>	0.00	<b>0.00</b>	
PHA Wide	<b>FEES AND COSTS</b>							
	A & E Fees and Costs	1430						
	Physical Assessment	1430	3,000.00					
	<b>TOTAL</b>	1430	<b>3,000.00</b>		<b>3,000.00</b>	0.00	<b>0.00</b>	

FL32-02	<b>PAVILION OAKS</b>						
	<b>Site Improvement</b>	1450					
	Parking Areas- Paving Sealant & Stripping	1450					
	Sub-Total	1450	<b>0.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
	<b>Dwelling Structure</b>						
	Roof Replacement	1460	9,600.00				
	Vacancy Reduction (Kitchen Cabinets or - Floor Tile Replacement) (2)	1460	3,580.00			0.00	0.00
	Sub-Total	1460	<b>13,180.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
	<b>Dwelling Equipment - Non Expendable</b>	1465.1					
	Appliances (Refrigerators & Gas Ranges)(5)	1465.1	3,000.00				
	Window Treatments(192)	1465.1					
	Sub-Total	1465.1	<b>3,000.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
	<b>Non-Dwelling Equipment</b>	1475					
	Vehicle (1)	1475	30,000.00				
	Sub-Total	1475	<b>30,000.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
	<b>TOTAL</b>		<b>46,180.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
FL32-03	<b>DEER RUN</b>						
	<b>Site Improvements</b>						
	Parking Areas - Paving Sealant & Stripping	1450					
	Replace & Install Dumpster Fence (PVC) (8)	1450	12,000.00				
	Sub-Total	1450	<b>12,000.00</b>		<b>0.00</b>	0.00	0.00
	<b>Dwelling Structure</b>						
	Window Treatment(254)	1460					
	Window Replacement - 2800 Section (50)	1460	28,700.00				
	Vacancy Reduction (Kitchen Cabinets or Floor Tile Replacement (6)	1460	10,710.00				
	Sub-Total	1460	<b>39,410.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
	<b>Dwelling Equipment - Non Expendable</b>	1465.1					
	Appliances (Refrigerators & Gas Ranges)(5)	1465.1	3,000.00				
	Sub-Total	1465.1	<b>3,000.00</b>		<b>0.00</b>	0.00	<b>0.00</b>
	<b>Non Dwelling Equipment</b>	1475					
**	Playground Equipment	1475	<b>14,500.00</b>				
	Motor Cart (1)	1475					
	Sub-Total		<b>14,500.00</b>				
	<b>TOTAL</b>		<b>68,910.00</b>		<b>0.00</b>	0.00	0.00

FL32-04	<b>SHADY HOLLOW</b>					
	<b>Site Improvements</b>					
	Parking Areas - paving Sealant & Stripping	1450				
	Replace & Install Dumpster Fence (PVC) (3)	1450	4,500.00			
	Sub-Total	1450	<b>4,500.00</b>	<b>0.00</b>	0.00	0.00
	<b>Dwelling Structure</b>					
	Vacancy Reduction (Kitchen Cabinets or Floor Tile Replacement (5)	1460	8,925.00			
	Sub-Total	1460	<b>8,925.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Dwelling Structure - Non Expendable</b>	1465.1				
	Window Treatment(219)	1465.1				
	Appliances (Refrigerators & Gas Ranges)(5)	1465.1	3,000.00			
	Sub-Total	1465.1	<b>3,000.00</b>	<b>0.00</b>	0.00	<b>0.00</b>
	<b>Non Dwelling Equipment</b>	1475				
	Moderize Community & Laundry Rooms	1475				
	Motor Carts(1)	1475	1,500.00			
	Sub-Total	1475	1,500.00			
	<b>TOTAL</b>		<b>17,925.00</b>	<b>0.00</b>	0.00	0.00
FL32-08	<b>PINE GARDENS</b>					
	<b>Site Improvements</b>					
	Parking Areas - Paving Sealant & Stripping	1450	1,000.00			
	Replace Dumpster Fence (PVC) (1)	1450	2,000.00			
	Sub-Total	1450	<b>3,000.00</b>	<b>0.00</b>	0	0
	<b>Dwelling Structure</b>	1460				
	Vacancy Replacement (Kitchen Cabinets & Floor Tile Replacement (1)	1460	1,785.00			
	Sub-Total	1460	<b>1,785.00</b>	<b>0.00</b>	-	-
	<b>Dwelling Equipment - Non Expendable</b>	1465.1				
	Window Treatment (40)	1465.1				
	Appliances (Refrigerators & Gas Ranges)(8)	1465.1	5,000.00			
	Sub-total	1465.1	<b>5,000.00</b>	<b>0.00</b>	0	<b>0</b>
	<b>Non Dwelling Equipment</b>	1475				
	Replace Elevator (1)	1475	35,000.00			
	Sub-Total	1475	<b>35,000.00</b>			
	<b>TOTAL</b>		<b>44,785.00</b>	<b>0.00</b>	0	0
<b>TOTAL GRANT</b>			<b>\$ 254,008.00</b>	<b>0.00</b>	<b>0.00</b>	

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

Development Number	All Funds Obligated			All Funds Expended			Reason for revised Target Date			
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL				
PHA Name: <b>Grant Type and Number</b> Federal FY of Grant: Capital Fund Program: FI29PO32501-03 2003 Capital Fund Program: Replacement Housing Factor #:										
	(ATTACH EXPLANATION)			(ATTACH EXPLANATION)						
PHA-Wide										
#1406	9/30/2005			9/30/2006						
#1408	9/30/2005			9/30/2006						
#1410	9/30/2005			9/30/2006						
FL32-02										
#1450	9/30/2005			9/30/2006						
#1460	9/30/2005			9/30/2006						
#1465	9/30/2005			9/30/2006						
#1475	9/30/2005			9/30/2006						
FL32-03										
#1450	9/30/2005			9/30/2006						
#1460	9/30/2005			9/30/2006						
#1465	9/30/2005			9/30/2006						
#1475	9/30/2005			9/30/2006						
FL32-04										
#1450	9/30/2005			9/30/2006						
#1460	9/30/2005			9/30/2006						
#1465	9/30/2005			9/30/2006						
#1475	9/30/2005			9/30/2006						
FL32-08										
#1450	9/30/2005			9/30/2006						
#1460	9/30/2005			9/30/2006						
#1465	9/30/2005			9/30/2006						
#1475	9/30/2005			9/30/2006						

LOCCS



## READ

This Excel book consist of 5 different working sheets.  
Sheets Name: Part I, II, III, Obligation and LOCCS

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

## Part I: Summary

### Annual Statement/Performance and Evaluation Report Capital Fund Program

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29P032501-02**

FFY of Grant Approval

**2002**

Original Annual Statement  Reserved for Disasters/Emergencies.  Revised Annual Statement/Revision No.

Final Performance and Evaluation Report  Performance and Evaluation for Period Ending 3-31-03

LINE NO.	Summary by Development Account	Total Estimated Cos:		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)	\$33,253.00		\$32,000.00	\$27,258.18
3	1408 Management Improvements	\$12,000.00		\$12,000.00	\$5,606.89
4	1410 Administration	\$32,797.00		\$32,797.00	\$19,753.51
5	1411 Audit			\$0.00	\$0.00
6	1415 Liquidated damages			\$0.00	\$0.00
7	1430 Fees and Costs			\$0.00	\$0.00
8	1440 Site Acquisition			\$0.00	\$0.00
9	1450 Site Improvements	\$20,010.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$189,926.00		\$178,115.50	\$166,618.50
11	1465.1 Dwelling Equipment-Noneexpendable	\$15,314.00		\$15,314.00	\$15,314.00
12	1470 Nondwelling Structure	\$2,400.00		\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$22,275.00		\$14,500.00	\$14,446.00
14	1485 Demolition				\$0.00
15	1490 Replacement Reserve			\$0.00	\$0.00
16	1495.1 Relocation Cost			\$0.00	\$0.00
17	1498 MOD Used for Development			\$0.00	\$0.00
18	1502 Contingency (Not to exceed 8% of line 19)			\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$327,975.00</b>	<b>\$0.00</b>	<b>\$284,726.50</b>	<b>\$248,997.08</b>
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.	\$5,900.00			
22	Amount of line 19 Related to Security	\$10,575.00			
23	Amount of line 19 Related to Energy Conservation	\$178,458.00			

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

1 To be completed for Performance & Evaluation Report Or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.



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

**PART II: Suporting Pages**

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Ocala Housing Authority		Capital Fund Program: F129PO32501-02			2002			
		Capital Fund Program:						
		Replacement Housing Factor #:						
Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised	Difference			
PHA Wide	<b>OPERATIONS</b>							
	Operating Sidsidy	1406	33,253.00			30000.00	\$27,258.18	On Going
	<b>TOTAL</b>	1406	33,253.00			30000.00	\$27,258.18	
PHA Wide	<b>MANAGEMENT IMPROVEMENTS</b>							
	Staff Training	1408	7,000.00			7000.00	\$5,606.89	On Going
		1408				0.00		
	MIS Technical Support	1408	5,000.00			5,000.00	\$0.00	Planning
	<b>TOTAL</b>	1408	12,000.00	0.00		12,000.00	5,606.89	
PHA Wide	<b>ADMINISTRATION</b>							
	MOD Cordinator Salary	1410	32,797.00			32,797.00	19,753.51	On Going
	Sundry	1410						
	<b>TOTAL</b>	1410	32,797.00			32,797.00	19,753.51	
PHA Wide	<b>FEES AND COSTS</b>							
	Property Inspection	1430						
	Energy Audit	1430	0.00					
	<b>TOTAL</b>	1430	0.00			0.00	0.00	

FL32-02	PAVILION OAKS							
	Site Improvements							
	Garbage dumpster Platform 504 Compliance	1450	760.00			0.00	0.00	Planning
	Mail Box Replacement	1450	1,350.00			0.00	0.00	Planning
	Sub-Total	1450	2,110.00			0.00	0.00	
	Dwelling Structure							
	Entry Lock Replacement	1460	1,200.00			0.00	0.00	In Process
	Central A/C Inallation	1460	79,615.50			79,615.50	69,016.00	Completed
	504 Compliance units 26 & 30	1460	537.50			0.00	0.00	Task Reassign
	Sub-Total	1460	81,353.00			79,615.50	69,016.00	
	Dwelling Equipment -Non Expendable	1465.1						
	Kithcen Appliances - Gas Ranges	1465.1	2,037.00			2,037.00	2,037.00	Completed
	Kitchen Appliances - Refrigerators	1465.1	1,125.00			1,125.00	1,125.00	Completed
	Sub-Total	1465.1	3,162.00			3,162.00	3,162.00	
	Non-Dwelling Equipment	1475						
	Computer Equipment - GBD	1475	3,000.00			3,000.00	3,000.00	Completed
	Sub-Total	1475	3,000.00			3,000.00	3,000.00	
	TOTAL		89,625.00			85,777.50	75,178.00	

FL32-03	DEER RUN							
	Site Improvements							
	Garbage Dumpster Platform 504 Compliance	1450	1,925.00			0.00	0.00	Planning
	Mail Box Replacement	1450	1,500.00			0.00	0.00	Planning
	Tree Removal	1450	10,000.00			0.00	0.00	Bidding Proces
	Sub-Total	1450	13,425.00			0.00	0.00	
	Dwelling Structure	1460						
	504 Compliance 2810, 2812,2824,2826,2830,2840,3,010,301,231,063,140	1460	2,687.00			0.00	0.00	Planning
	AC/Furnace Motor	1460	3,800.00			2,000.00	1,122.50	On Going
	Entry Lock Replacement	1460	1,320.00			0.00	0.00	In Process
	Sub-Total	1460	7,807.00			2,000.00	1,122.50	
	Dwelling Equipment	1465.1						
	Kitchen Appliances - Gas Ranges	1465.1	3,575.00			3,575.00	3,575.00	Completed
	Kitchen Appliances - Refrigerators	1465.1	2,475.00			2,475.00	2,475.00	Completed
	Sub-Total	1465.1	6,050.00			6,050.00	6,050.00	
	Non-Dwelling Equipment	1475						
	Computer Equipment	1475	3,500.00			0.00	0.00	Planning
	Motor Cart	1475	1,500.00			0.00	0.00	Looking at Spe
	Sub-Total	1475	5,000.00			0.00	0.00	
	<b>TOTAL</b>		<b>32,282.00</b>			<b>8,050.00</b>	<b>7,172.50</b>	

FL32-04	SHADY HOLLOW							
	Site Improvements	1450						
	Mail Box Replacement -900 Section	1450	1,100.00			0.00	0.00	Planning
	Fence Replacement - 800 Section	1450	2,500.00			0.00	0.00	Bidding Proces
	Garbage Dumpster Platform 504 Complaiance	1450	650.00			0.00	0.00	Planning
	Sub-Total	1450	4,250.00			0.00	0.00	
	Dwelling Structure	1460						
	504 Compliance - 802,826,830 &844	1460	1,075.00			0.00	0.00	Planning
	Entry Lock Replacement	1460	1,080.00			0.00	0.00	In Process
	AC Installation	1460	98,280.00			96,500.00	96,480.00	Comnpleted
	Sub-Total	1460	100,435.00			96,500.00	96,480.00	
	Dwelling Equipment - Non-Expendable	1465.1						
	Kitchen Appliances - Gas Range	1465.1	1,780.00			1,780.00	1,780.00	Completed
	Kitchen Appliances - Refrigerator	1465.1	2,275.00			2,275.00	2,275.00	Completed
	Sub-Total	1465.1	4,055.00			4,055.00	4,055.00	
	Non-Dswelling Structure	1470						
	HVAC Installation	1470	2,400.00			0.00	0.00	Planning
	Sub-Total	1470	2,400.00			0.00	0.00	
	Non-Dwelling Equipment	1475						
	Motor Cart	1475	1,500.00			0.00	0.00	Looking at Spei
	Modernization Vehicle	1475	12,000.00			11,500.00	11,446.00	Purchased
	Sub-Total	1475	13,500.00			11,500.00	11,446.00	
	<b>TOTAL</b>		124,640.00			112,055.00	111,981.00	

	PINE GARDENS						
FL32-08	Site Improvements	1450					
	Garbage Dumpster Platform 504 Compliance	1450	225.00		0	0	Planning
	Sub-Total	1450	225.00		0	0	
	Dwelling Structure	1460					
	Entry Lock Replacement	1460	330.00		0	0	Bid Process
	Sub-Total	1460	330.00		0	0	
	Dwelling Equipment - Non-Expendable	1465.1					
	Kitchen Appliance - Gas Ranges	1465.1	647.00		647	647	Completed
	Kitchen Appliance - Refrigerator	1465.1	1,400.00		1400	1400	Completed
	Sub-Total	1465.1	2,047.00		2047	2047	
	Non-Dwelling Structure	1470					
		1470			0	0	
	Sub-Total	1470	0.00		0	0	
	Non-Dwelling Equipment	1475					
	Community Center Equipment	1475	775.00		0	0	Planning
	Sub-Total	1475	\$775.00		0	0	
	TOTAL		3,377.00		2,047.00	2047	

TOTAL GRANT

282,726.50 248,997.08

1406

Part III

**PART III: Implementation Schedule**

PHA Name: Ocala Housing Authority			Grant Type and Number Capital Fund Program: FI29PO32501-02 Capital Fund Program: Replacement Housing Factor #:			Federal FY of Grant: 2002	
Development Number	All Funds Obligated (Quart Ending Date)			All Funds Expended (Quart Ending Date)			Reason for Revised Target Dates
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL	
PHA-Wide	6/30/2004			6/30/2006			
#1430				6/30/2006			
FL32-02							
#1450	6/30/2004			6/30/2006			
#1460	6/30/2004			6/30/2006			
#1465.1	6/30/2004			6/30/2006			
#1470	6/30/2004			6/30/2006			
FL32-03							
#1450	6/30/2004			6/30/2006			
#1460	6/30/2004			6/30/2006			
#1465.1	6/30/2004			6/30/2006			
#1470	6/30/2004			6/30/2006			
FL32-04							
#1450	6/30/2004			6/30/2006			
#1460	6/30/2004			6/30/2006			
#1465.1	6/30/2004			6/30/2006			
#1470	6/30/2004			6/30/2006			
#1475	6/30/2004			6/30/2006			
FL32-08							
#1450	6/30/2004			6/30/2006			
#1460	6/30/2004			6/30/2006			
#1465.1	6/30/2004			6/30/2006			

Part III

#1470	6/30/2004			6/30/2006			
#1475	6/30/2004			6/30/2006			

LOCCS







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

## Part I: Summary

### Annual Statement/Performance and Evaluation Report Capital Fund Program

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29P032501-02**

FFY of Grant Approval

**2002**

Original Annual Statement     Reserved for Disasters/Emergencies.     Revised Annual Statement/Revision No. 1  
 Final Performance and Evaluation Report     Performance and Evaluation Report for Period Ending

LINE NO.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)	\$ 33,253.00	\$21,699.62		
3	1408 Management Improvements	\$ 12,000.00	\$17,000.00		
4	1410 Administration	\$ 32,797.00	\$32,797.00		
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs	\$0.00	\$3,420.00		
8	1440 Site Acquisition				
9	1450 Site Improvements	\$ 20,010.00	\$14,910.00		
10	1460 Dwelling Structures	\$ 189,926.00	\$205,213.38		
11	1465.1 Dwelling Equipment-Noneexpendable	\$ 15,314.00	\$15,314.00		
12	1470 Nondwelling Structure	\$ 2,400.00	\$2,400.00		
13	1475 Nondwelling Equipment	\$ 22,275.00	\$15,221.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1498 MOD Used for Development				
18	1502 Contingency (Not to exceed 8% of line 19)				
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	\$327,975.00	\$327,975.00		
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.	\$5,900.00			
22	Amount of line 19 Related to Security	\$10,575.00			
23	Amount of line 19 Related to Energy Conservation	\$178,458.00			

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

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**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Facotr (CFP/CFPRHF)**  
**PART II: Suporting Pages**

PHA Name:	<b>Grant Type and Number</b>	<b>Federal FY of Grant:</b>
Ocala Housing Authority	Capital Fund Program: F129PO32501-02	2002
	Capital Fund Program:	
	Replacement Housing Factor #:	

Development Number	Description of Work Items	Development Account Number	Funds Approved		Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised			
PHA Wide	<b>OPERATIONS</b>						
	Operating Sidsidy	1406	33,253.00	21,699.62	19030.50	\$18,520.98	On Going
	<b>TOTAL</b>	1406	33,253.00	21,699.62	19030.50	\$18,520.98	
PHA Wide	<b>MANAGEMENT IMPROVEMENTS</b>						
	Staff Training	1408	7,000.00	12,000.00	7000.00	\$5,606.89	On Going
	MIS Technical Support	1408	5,000.00	5,000.00	5,000.00		Planning
	<b>TOTAL</b>	1408	12,000.00	17,000.00	12,000.00	5,606.89	
PHA Wide	<b>ADMINISTRATION</b>						
	MOD Cordinator Salary*	1410	32,797.00	32,797.00	32,797.00	24,553.51	On Going
	Sundry	1410					
	<b>TOTAL</b>	1410	32,797.00	32,797.00	32,797.00	24,553.51	
PHA Wide	<b>FEES AND COSTS</b>						
	Property Inspection	1430	0.00		0.00	0.00	
	Energy Audit	1430	0.00	3,420.00	3,420.00	1,350.00	
	<b>TOTAL</b>	1430	0.00	3,420.00	3,420.00	1,350.00	

FL32-02	PAVILION OAKS						
	Site Improvements						
	Garbage dumpster Platform 504 Compliance	1450	760.00	760.00	0.00	0.00	Planning
	Mail Box Replacement	1450	1,350.00	1,350.00	0.00	0.00	Planning
	Sub-Total	1450	2,110.00	2,110.00	0.00	0.00	
	Dwelling Structure						
	Entry Lock Replacement	1460	1,200.00	2,500.00	0.00	0.00	In Process
	Central A/C Inallation	1460	79,615.50	69,016.00	69,016.00	69,016.00	Completed
	Vacancy Reduction (replace cabinets or floor or tile)	1460	0.00	4,700.00	4,700.00	2,799.20	On Going
	504 Compliance units 26 & 30	1460	538.50	537.50	0.00	0.00	Planning
	Sub-Total	1460	81,354.00	76,753.50	73,716.00	71,815.20	
	Dwelling Equipment -Non Expendable	1465.1					
	Kithcen Appliances - Gas Ranges	1465.1	2,037.00	2,037.00	2,037.00	2,037.00	Completed
	Kitchen Appliances - Refrigerators	1465.1	1,125.00	1,125.00	1,125.00	1,125.00	Completed
	Sub-Total	1465.1	3,162.00	3,162.00	3,162.00	3,162.00	
	Non-Dwelling Equipment	1475					
	Computer Equipment - GBD	1475	3,000.00	3,000.00	3,000.00	3,000.00	Completed
	Sub-Total	1475	3,000.00	3,000.00	3,000.00	3,000.00	
	TOTAL		89,626.00	85,025.50	79,878.00	77,977.20	

FL32-03	DEER RUN						
	Site Improvements						
	Garbage Dumpster Platform 504 Compliance	1450	1,925.00	1,925.00	0.00	0.00	Planning
	Mail Box Replacement	1450	1,500.00	0.00	0.00	0.00	Planning
	Tree Removal	1450	10,000.00	10,000.00	0.00	0.00	Bidding Process
	Sub-Total	1450	13,425.00	11,925.00	0.00	0.00	
	Dwelling Structure	1460					
	504 Compliance 2810, 2812,2824,2826,2830,2840 3,010,301,231,063,140	1460	2,687.00	2,687.00	0.00	0.00	Planning
	AC/Furnace Motor	1460	3,800.00	3,800.00	3,800.00	1,122.50	On Going
	Vacancy Reduction ( replace cabinets or floors or tile)	1460	0.00	6,000.00	6,000.00	4,256.05	On Going
	Entry Lock Replacement	1460	1,320.00	2,500.00	0.00	0.00	In Process
	Sub-Total	1460	7,807.00	14,987.00	9,800.00	5,378.55	
	Dwelling Equipment	1465.1					
	Kitchen Appliances - Gas Ranges	1465.1	3,575.00	3,575.00	3,575.00	3,575.00	Completed
	Kitchen Appliances - Refrigerators	1465.1	2,475.00	2,475.00	2,475.00	2,475.00	Completed
	Sub-Total	1465.1	6,050.00	6,050.00	6,050.00	6,050.00	
	Non-Dwelling Equipment	1475					
	Computer Equipment	1475	3,500.00	0.00	0.00	0.00	Task Reassigned
	Motor Cart	1475	1,500.00	0.00	0.00	0.00	Task Reassigned
	Sub-Total	1475	5,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>		32,282.00	32,962.00	15,850.00	11,428.55	

FL32-04	SHADY HOLLOW					
	Site Improvements	1450				
	Mail Box Replacement -900 Section	1450	1,100.00	0.00	0.00	0.00 Task Resigned
	Fence Replacement - 800 Section	1450	2,500.00	0.00	0.00	0.00 Task Resigned
	Garbage Dumpster Platform 504 Compliance	1450	650.00	650.00	0.00	0.00 Planning
	Sub-Total	1450	4,250.00	650.00	0.00	0.00
	Dwelling Structure	1460				
	504 Compliance - 802,826,830 &844	1460	1,075.00	1,075.00	0.00	0.00 Planning
	Entry Lock Replacement	1460	1,080.00	5,109.88	0.00	0.00 In Process
	Vacancy Reduction (replace cabinets or floors or tile)	1460	0.00	8,308.00	5,000.00	4,112.25 On Going
	AC Installation	1460	98,280.00	96,480.00	96,480.00	96,480.00 Completed
	Sub-Total	1460	100,435.00	110,972.88	101,480.00	100,592.25
	Dwelling Equipment - Non-Expendable	1465.1				
	Kitchen Appliances - Gas Range	1465.1	1,780.00	1,780.00	1,780.00	1,780.00 Completed
	Kitchen Appliances - Refrigerator	1465.1	2,275.00	2,275.00	2,275.00	2,275.00 Completed
	Sub-Total	1465.1	4,055.00	4,055.00	4,055.00	4,055.00
	Non-Dwelling Structure	1470				
	HVAC Installation	1470	2,400.00	2,400.00	0.00	0.00 Planning
	Sub-Total	1470	2,400.00	2,400.00	0.00	0.00
	Non-Dwelling Equipment	1475				
	Motor Cart	1475	1,500.00	0.00	0.00	0.00
	Modernization Vehicle	1475	12,000.00	11,446.00	11,446.00	11,446.00 Purchased
	Sub-Total	1475	13,500.00	11,446.00	11,446.00	11,446.00
	<b>TOTAL</b>		124,640.00	129,523.88	116,981.00	116,093.25



	PINE GARDENS						
FL32-08	Site Improvements	1450					
	Garbage Dumpster Platform 504 Compliance	1450	225.00	225.00	0	0	Planning
	Sub-Total	1450	225.00	225.00	0	0	
	Dwelling Structure	1460					
	Vacancy Reduction (replace cabinets or floors or tile)	1460	0.00	1,500.00			On Going
	Entry Lock Replacement	1460	330.00	1,000.00	0	0	In Process
	Sub-Total	1460	330.00	2,500.00	0	0	
	Dwelling Equipment - Non-Expendable	1465.1					
	Kitchen Appliance - Gas Ranges	1465.1	647.00	647.00	647	647	Completed
	Kitchen Appliance - Refrigerator	1465.1	1,400.00	1,400.00	1400	1400	Completed
	Sub-Total	1465.1	2,047.00	2,047.00	2047	2047	
	Non-Dwelling Structure	1470					
		1470			0	0	
	Sub-Total	1470	0.00	0.00	0	0	
	Non-Dwelling Equipment	1475					
	Community Center Equipment	1475	775.00	775.00			Planning
	Sub-Total	1475	775.00	775.00	0	0	
	TOTAL		3,377.00	5,547.00	2,047.00	2047	

**TOTAL GRANT**

327,975.00    327,975.00    282,003.50    257,577.38

		BUDGET	EXPENSED	OBLIGATED	
	1406	\$21,699.62	\$18,520.98	19,030.50	
	1408	17,000.00	5,606.89	12,000.00	
	1410	32,797.00	24,553.51	32,797.00	
	1430	3,420.00	1,350.00	3,420.00	
	1450	14,910.00	-	-	\$ -
	1460	205,213.38	177,786.00	184,996.00	-
	1465	15,314.00	15,314.00	15,314.00	-
	1470	2,400.00	-	-	-
	1475	15,221.00	14,446.00	14,446.00	-
	Total	\$327,975.00	\$257,577.38	\$282,003.50	-
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**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Facotr (CFP/CFPRHF)  
 PART III: Implementation Schedule**

PHA Name: Ocala Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: FI29PO32501-02 Capital Fund Program: Replacement Housing Factor #:	<b>Federal FY of Grant:</b> 2002
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Development Number	All Funds Obligated			All Funds Expended			Reason for Revised Target Date:
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL	
	(ATTACH EXPLANATION)			(ATTACH EXPLANATION)			
							<b>No Change in Target Dates</b>
PHA-Wide	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1430				9/30/2006	9/30/2006		
FL32-02							
#1450	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1460	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1465.1	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1470	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
FL32-03							
#1450	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1460	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1465.1	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1470	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
FL32-04							
#1450	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1460	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1465.1	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1470	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
#1475	9/30/2004	9/30/2004		9/30/2006	9/30/2006		
FL32-08							
#1450	9/30/2004	9/30/2004		9/30/2006	9/30/2006		

Part III

#1460	9/30/2004	9/30/2004		9/30/2006	9/30/2006	
#1465.1	9/30/2004	9/30/2004		9/30/2006	9/30/2006	
#1470	9/30/2004	9/30/2004		9/30/2006	9/30/2006	
#1475	9/30/2004	9/30/2004		9/30/2006	9/30/2006	

LOCCS



## READ

This Excel book consist of 5 different working sheets.  
Sheets Name: Part I, II, III, Obligation and LOCCS

Part I, II and III are the different sections of the capital improvement budget.  
Part I sheet allows some information be put directly into the form. The rest of the information will come from Part II sheet. Part I sheet is protected to prevent formula corruption.  
The information from Part II sheet will automatically be transferred to the appropriate account in Part I. Part III sheet is the area of the budget that contains the implementation schedule (dates).

Obligation This is the table to record the contracts and obligation activities toward the Grant.  
LOCCS This is the table to record all the LOCCS request.  
The data entered in Part II, Obligation and LOCCS will be recorded in Budget Part I

If you need to modify Part I, the pass word is HUD. DO NOT USE THE TABLE WITHOUT PROTECTION. Once modified, and before using the table, stablish your own pass word. If you have somebody using the table, do not disclose your own pass word. At all times, protect the formulas from accidental corruption.

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

**Part I: Summary**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program**

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29P032501-01**

FFY of Grant Approval

**2001**

Original Annual Statement  Reserved for Disasters/Emergencies.

Revised Annual Statement/Revision No. 2

Final Performance and Evaluation Report

Performance and Evaluation Report for Period Ending - 3-31-03

LINE NO.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)	\$19,183.00	\$30,081.18	\$30,081.18	\$22,023.15
3	1408 Management Improvements	\$13,000.00	\$12,968.64	\$12,968.64	\$15,581.72
4	1410 Administration	\$33,019.00	\$33,019.00	\$33,019.00	\$33,019.00
5	1411 Audit			\$0.00	\$0.00
6	1415 Liquidated damages			\$0.00	\$0.00
7	1430 Fees and Costs	\$3,811.00	\$3,506.00	\$3,506.00	\$3,506.00
8	1440 Site Acquisition			\$0.00	\$0.00
9	1450 Site Improvements	\$12,822.00	\$7,572.00	\$7,572.00	\$7,572.00
10	1460 Dwelling Structures	\$218,356.00	\$213,044.18	\$188,044.18	\$187,128.88
11	1465.1 Dwelling Equipment-Noneexpendable	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
12	1470 Nondwelling Structure			\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
14	1485 Demolition			\$0.00	\$0.00
15	1490 Replacement Reserve			\$0.00	\$0.00
16	1495.1 Relocation Cost			\$0.00	\$0.00
17	1498 MOD Used for Development			\$0.00	\$0.00
18	1502 Contingency (Not to exceed 8% of line 19)			\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	\$330,191.00	\$330,191.00	\$305,191.00	\$298,830.75
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security	\$2,500.00			
23	Amount of line 19 Related to Energy Conservation	\$143,850.44			

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

1 To be completed for Performance & Evaluation Report Or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.

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

PHA Name: Ocala Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: FI29PO32501-01 Capital Fund Program: Replacement Housing Factor #:	<b>Federal FY of Grant:</b> 2001
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Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised	Difference			
PHA Wide	<b>OPERATIONS</b>							
	Operating Sidsidy	1406	19,183.00	30,081.18	-10,898.18	30081.18	\$22,023.15	On Going
	<b>TOTAL</b>	1406	<b>19,183.00</b>	<b>30,081.18</b>	<b>-10,898.18</b>	30081.18	<b>\$22,023.15</b>	
PHA Wide	<b>MANAGEMENT IMPROVEMENTS</b>							
	Staff Training	1408	5,000.00	5,000.00	0.00	5,000.00	5,000.00	Completed
	Computer Software Upgrades	1408	3,000.00	2,968.64	31.36	2,968.64	2,968.64	Completed
	Vacancy Reduction	1408			0.00			
	MIS Technical Support	1408	5,000.00	5,000.00	0.00	5,000.00	2,613.08	On Going
	<b>TOTAL</b>	1408	<b>13,000.00</b>	<b>12,968.64</b>	<b>31.36</b>	12,968.64	<b>10,581.72</b>	
PHA Wide	<b>ADMINISTRATION</b>							
	MOD Cordinator Salary	1410	33,019.00	33,019.00	0.00	33,019.00	33,019.00	Completed
	Sundry	1410	0.00	0.00	0.00	0.00		
	<b>TOTAL</b>	1410	<b>33,019.00</b>	<b>33,019.00</b>	<b>0.00</b>	33,019.00	<b>33,019.00</b>	
PHA Wide	<b>FEES AND COSTS</b>							
	A & E Fees and Costs	1430	811.00	811.00	0.00	811.00	811.00	Completed
	Physical Assessment	1430	3,000.00	2,695.00	305.00	2,695.00	2,695.00	Completed
	<b>TOTAL</b>	1430	<b>3,811.00</b>	<b>3,506.00</b>	<b>305.00</b>	3,506.00	<b>3,506.00</b>	



FL32-02	PAVILION OAKS								
	Site Improvements								
	Landscaping/Tree Removal	1450	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00	Completed
	Sidewalk Repair/Replacement	1450	2,500.00	0.00	2,500.00	0.00			Task Reassign
	Resurface Parking Areas	1450	0.00	0.00	0.00	0.00			
	Gutters and Downspouts	1450	0.00	0.00	0.00	0.00		0.00	
	Sub-Total	1450	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
	Dwelling Structure								
	Furnace A/C replacement	1460	1,775.00	1,775.00	0.00	1,775.00	1,775.00	1,775.00	Completed
	Gutters and Downspouts	1460	10,000.00	10,000.00	0.00	0.00			In Process
	Hot Water Heaters	1460	0.00	0.00	0.00	0.00		0.00	
	Sub-Total	1460	11,775.00	11,775.00	0.00	1,775.00	1,775.00	1,775.00	
	Dwelling Equipment - Non Expendable	1465.1							
	Replace Ranges	1465.1	2,635.00	2,635.00	0.00	2,635.00	2,635.00	2,635.00	Completed
	Replace Refrigerators	1465.1	2,635.00	2,635.00	0.00	2,635.00	2,635.00	2,635.00	Completed
	Sub-Total	1465.1	5,270.00	5,270.00	0.00	5,270.00	5,270.00	5,270.00	
	Non-Dwelling Equipment	1475							
	Office Equipment/furniture	1475	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	Completed
	computer Hardware	1475	4,000.00	4,000.00	0.00	4,000.00	4,000.00	4,000.00	Completed
	Sub-Total	1475	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00	
	<b>TOTAL</b>		<b>27,045.00</b>	<b>24,545.00</b>	<b>12,500.00</b>	14,545.00		<b>14,545.00</b>	
FL32-03	DEER RUN								
	Site Improvements								
	Gutters and Downspouts	1450	0.00	0.00	0.00	0.00			
	Resurface/Install Parking Areas (phase 1)	1450	0.00	0.00	0.00	0.00			
	Landscaping/Tree Removal	1450	822.00	822.00	0.00	822.00	822.00	822.00	Completed
	Sub-Total	1450	822.00	822.00	0.00	822.00	822.00	822.00	
	Dwelling Structure								
	HVAC System (furnace and AC replacements/repair)	1460	147,461.00	143,149.18	4,311.82	143,149.18	143,149.18	143,149.18	Completed
	Vacancy Reduction/Exterior Painting	1460	1,000.00	0.00	1,000.00	0.00	0.00	0.00	Task Reassign
	Gutters & Downspouts	1460	15,000.00	15,000.00	0.00	0.00	0.00	0.00	
	Sub-Total	1460	163,461.00	158,149.18	5,311.82	143,149.18	143,149.18	143,149.18	
	Dwelling Equipment - Non Expendable	1465.1							
	Range Replacement	1465.1	5,137.50	5,137.50	0.00	5,137.50	5,137.50	5,137.50	Completed
	Refrigerator Replacement	1465.1	5,137.50	5,137.50	0.00	5,137.50	5,137.50	5,137.50	Completed
	Sub-Total	1465.1	10,275.00	10,275.00	0.00	10,275.00	10,275.00	10,275.00	
	<b>TOTAL</b>		<b>174,558.00</b>	<b>169,246.18</b>	<b>20,311.82</b>	154,246.18		<b>154,246.18</b>	

FL32-04	SHADY HOLLOW							
	Site Improvements							
	Landscaping/Tree Removal	1450	2,500.00	2,500.00	0.00	2,500.00	2,500.00	Completed
	Resurface Parking Areas	1450	0.00	0.00	0.00	0.00	0.00	
	Sub-Total	1450	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>	2,500.00	2,500.00	
	Dwelling Structure							
	Furnace A/C replacement	1460	4,000.00	4,000.00	0.00	4,000.00	3,084.70	On Going
	Replace Patio Screen Doors	1460	0.00	0.00	0.00	0.00	0.00	
	Sub-Total	1460	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>3,084.70</b>	
	Dwelling Structure - Non Expendable	1465.1						
	Replace Ranges	1465.1	3,375.00	3,375.00	0.00	3,375.00	3,375.00	Completed
	Replace Refrigerators	1465.1	3,375.00	3,375.00	0.00	3,375.00	3,375.00	Completed
	Sub-Total	1465.1	<b>6,750.00</b>	<b>6,750.00</b>	<b>0.00</b>	6,750.00	<b>6,750.00</b>	
	<b>TOTAL</b>		<b>13,250.00</b>	<b>13,250.00</b>	<b>0.00</b>	13,250.00	<b>12,334.70</b>	
FL32-08	PINE GARDENS							
	Site Improvements							
	Replace Fence	1450	2,500.00	1,750.00	750.00	1750	1750	Completed
	Resurface parking Area & Repair	1450	1,000.00	0.00	1,000.00	0	0	Task Reassigne
	Sidewalk Repair/Replacement	1450	1,000.00	0.00	1,000.00	0	0	Task Reassigne
	Sub-Total	1450	<b>4,500.00</b>	<b>1,750.00</b>	<b>2,750.00</b>	1750	1750	
	Dwelling Structure							
	A/C Installation	1460	39,120.00	39,120.00	0.00	39,120.00	39,120.00	Completed
	Sub-Total	1460	<b>39,120.00</b>	<b>39,120.00</b>	<b>0.00</b>	39,120.00	<b>39,120.00</b>	
	Dwelling Equipment - Non Expendable	1465.1						
	Replace Ranges	1465.1	1,352.50	1,352.50	0.00	1352.5	1352.5	Completed
	Replace Refrigerators	1465.1	1,352.50	1,352.50	0.00	1352.5	1352.5	Completed
	Sub-total	1465.1	<b>2,705.00</b>	<b>2,705.00</b>	<b>0.00</b>	2705	<b>2705</b>	
	<b>TOTAL</b>		<b>46,325.00</b>	<b>43,575.00</b>	<b>2,750.00</b>	43575	<b>43575</b>	

TOTAL GRANT

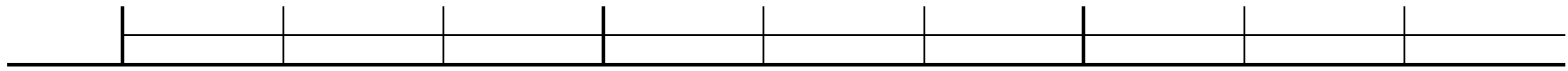
**\$ 330,191.00 \$ 330,191.00 \$ 25,000.00 305,191.00 293,830.75**

Part III

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

PHA Name: Ocala Housing Authority				Grant Type and Number Capital Fund Program: FI29PO32501-01 Capital Fund Program: Replacement Housing Factor #:			Federal FY of Grant: 2001		
Development Number	Architect/Engineer Contract Award			All Funds Obligated			All Funds Expended		
	ORIGINAL (ATTACH EXPLANATION)	REVISED	ACTUAL	ORIGINAL (ATTACH EXPLANATION)	REVISED	ACTUAL	ORIGINAL (ATTACH EXPLANATION)	REVISED	ACTUAL
PHA-Wide									
#1406				3/31/2003	9/30/2003		9/30/2004	9/30/2004	
#1408				3/31/2003	9/30/2003		9/30/2004	9/30/2004	
#1410				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1430	3/31/2003	3/31/2003	3/31/2003				9/30/2004	9/30/2004	
FL32-02									
#1450				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1460				3/31/2003	9/30/2003		9/30/2004		
#1475				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1465.1				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
FL32-03									
#1450				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1460				3/31/2003	9/30/2003		9/30/2004		
#1465.1				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
FL32-04									
#1450				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1460				3/31/2003	3/31/2003	3/31/2003	9/30/2004	9/30/2004	
#1465.1				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
FL32-08									
#1450				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1460				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003
#1465.1				3/31/2003	3/31/2003	3/31/2003	9/30/2004	3/31/2003	3/31/2003

Part III









## READ

This Excel book consist of 5 different working sheets.  
Sheets Name: Part I, II, III, Obligation and LOCCS

Part I, II and III are the different sections of the capital improvement budget.  
Part I sheet allows some information be put directly into the form. The rest of the information will come from Part II sheet. Part I sheet is protected to prevent formula corruption.  
The information from Part II sheet will automatically be transferred to the appropriate account in Part I. Part III sheet is the area of the budget that contains the implementation schedule (dates).

Obligation This is the table to record the contracts and obligation activities toward the Grant.  
LOCCS This is the table to record all the LOCCS request.  
The data entered in Part II, Obligation and LOCCS will be recorded in Budget Part I

If you need to modify Part I, the pass word is HUD. DO NOT USE THE TABLE WITHOUT PROTECTION. Once modified, and before using the table, stablish your own pass word. If you have somebody using the table, do not disclose your own pass word. At all times, protect the formulas from accidental corruption.



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

## Part I: Summary

### Annual Statement/Performance and Evaluation Report CIAP or CGP Grants

PHA Name:

**OCALA HOUSING AUTHORITY**

Modernization Project Number:

**FL29P032501-00**

FFY of Grant Approval

**2000**

Original Annual Statement  Reserved for Disasters/Emergencies.  Revised Annual Statement/Revision No.

Final Performance and Evaluation Report

Performance and Evaluation Report for Period Ending

LINE NO.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		ORIGINAL	REVISED (1)	OBLIGATED	EXPENDED
1	Total none-CIAP/CGP Funds				
2	1406 Operations (Not to exceed 10% of line 19)	10,000.00	43,720.02	43,720.02	43,720.02
3	1408 Management Improvements	59,449.00	59,449.00	59,449.00	59,449.00
4	1410 Administration	35,277.00	35,277.00	35,277.00	35,277.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	5,000.00	85.70	85.70	85.70
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvements	104,579.00	90,222.18	90,222.18	90,222.18
10	1460 Dwelling Structures	129,775.00	22,583.10	22,583.10	22,583.10
11	1465.1 Dwelling Equipment-Noneexpendable	10,000.00	10,000.00	10,000.00	10,000.00
12	1470 Nondwelling Structure	36,100.00	57,388.00	57,388.00	57,388.00
13	1475 Nondwelling Equipment	5,000.00	5,000.00	5,000.00	5,000.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve				
16	1495.1 Relocation Cost				
17	1498 MOD Used for Development				
18	1502 Contingency (Not to exceed 8% of line 19)				
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>323,725.00</b>	<b>323,725.00</b>	<b>323,725.00</b>	<b>323,725.00</b>
20	Amount of line 19 Related to LBP Activities	n/a			
21	Amount of line 19 Related to Sec 504 Comp.				
22	Amount of line 19 Related to Security		\$85,213.25		
23	Amount of line 19 Related to Energy Conservation	n/a			

Signature of Executive Director & Date:

**Gwendolyn B. Dawson**

Signature of Public Housing Director/

Office of Native American Programs Administrator & Date:

**Jonh G. Niesz, Public Housing Director**

1 To be completed for Performance & Evaluation Report Or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.



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

PHA Name: Ocala Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program: FL29P032501-00 Replacement Housing Factor #:	<b>Federal FY of Grant:</b> 2000
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Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended	Status of Proposed Work
			Original	Revised	Difference			
PHA Wide	<b>OPERATIONS</b>							
	Operating Sidsidy	1406	\$10,000.00	43720.02	33720.02	43720.02	43720.02	Completed
	<b>TOTAL</b>		\$10,000.00	43720.02	33720.02	43720.02	43720.02	
PHA Wide	<b>MANAGEMENT IMPROVEMENTS</b>							
	Staff Training	1408	5,000.00	5,000.00	0.00	5,000.00	5,000.00	Completed
	Computer Software Upgrades	1408	2,000.00	2,000.00	0.00	2,000.00	2,000.00	Completed
	Vacancy Reduction	1408	47,449.00	47,449.00	0.00	47,449.00	47,449.00	Completed
	MIS Technical Support	1408	5,000.00	5,000.00	0.00	5,000.00	5,000.00	Completed
	<b>TOTAL</b>	1480	59,449.00	59,449.00	0	\$59,449.00	\$59,449.00	
PHA Wide	<b>ADMINISTRATION</b>							
	MOD Cordinator Salary	1410	34,777.00	34,777.00	0.00	34,777.00	34,777.00	Completed
	Sundry	1410	500.00	500.00	0.00	500.00	500.00	Completed
	<b>TOTAL</b>	1410	35,277.00	35,277.00	0.00	35,277.00	35,277.00	
PHA Wide	<b>FEES AND COSTS</b>							
	A & E Fees and Costs	1430	5,000.00	85.70	-4,914.30	85.70	85.70	Completed
	<b>TOTAL</b>	1430	5,000.00	85.70	-4,914.30	85.70	85.70	
PHA Wide	<b>DWELLING EQUIPMENT-NONEXPENDABLE</b>							
	Appliances	1465	10,000.00	10,000.00	0.00	10,000.00	10,000.00	Completed
	<b>TOTAL</b>		10,000.00	10,000.00	0.00	10,000.00	10,000.00	
PHA Wide	<b>Non-Dwelling Equipment</b>							
	Computer Hardware	1475	5,000.00	5,000.00	0.00	5,000.00	5,000.00	Completed
	<b>TOTAL</b>	1475	5,000.00	5,000.00	0.00	5,000.00	5,000.00	
FL32-02	<b>PAVILION OAKS</b>							
	Site Improvements							
	Landscaping/Tree Removal/Security Fence	1450	10,000.00	1,690.00	-8,310.00	1,690.00	1,690.00	Completed
	Sidewalk Repair/Replacement	1450	2,000.00	0.00	-2,000.00	0.00	0.00	
	Resurface Parking Areas	1450	10,000.00	1,587.91	-8,412.09	1,587.91	1,587.91	Completed
	Upgrade Laundry Room	1450	2,500.00	0.00	-2,500.00	0.00	0.00	
	Security Fence	1450	43,955.00	68,413.25	24,458.25	68,413.25	68,413.25	Completed
	<b>Sub-Total</b>		68,455.00	71,691.16	-3,236.16	71,691.16	71,691.16	
	Dwelling Structure							

	Install GFI Outlets in Kithchen & Bathrooms	1460	5,070.00	1,857.50	-3,212.50	1,857.50	1,857.50	Completed
	Convert (1) BR for 504 Accessibility	1460	25,000.00	0.00	-25,000.00	0.00	0.00	
	Sub-Total	1460	30,070.00	1,857.50	-28,212.50	1,857.50	1,857.50	Completed
	TOTAL		98,525.00	73,548.66	24,976.34	73,548.66	73,548.66	
FL32-03	DEER RUN							
	Site Improvements							
	Sidewalk Repair/Replacement	1450	10,000.00	0.00	-10,000.00	0.00	0.00	
	Resurface/Install Parking Areas (phase 1)	1450	13,624.00	4,763.73	-8,860.27	4,763.73	4,763.73	Completed
	Upgrade Laundry Room	1450	2,500.00	0.00	-2,500.00			
	Landscaping/Tree Removal	1450	5,000.00	5,000.00	0.00	5,000.00	5,000.00	Completed
	Sub-Total		31,124.00	9,763.73	-21,360.27	9,763.73	9,763.73	
	Non-Dwelling Structure							
	Upgrade Laundry Rooms	1470		330.00	330.00	330.00	330.00	Completed
	Construct 10' x 12' Laundry Facility in 4 BR Section	1470	12,000.00	19,971.00	7,971.00	19,971.00	19,971.00	Completed
	Sub-Total		12,000.00	20,301.00	8,301.00	20,301.00	20,301.00	Completed
	TOTAL		43,124.00	40,602.00	13,059.27	30,064.73	30,064.73	
FL32-04	SHADY HOLLOW							
	Site Improvements							
	Sidewalk Repair/Replacement	1450	1,000.00	0.00	-1,000.00	0.00	0.00	
	Landscaping/Tree Removal	1450	1,000.00	10,682.55	9,682.55	10,682.55	10,682.55	Completed
	Resurface Parking Areas	1450	1,000.00	0.00	-1,000.00	0.00	0.00	
	Sub-Total	1450	3,000.00	10,682.55	7,682.55	10,682.55	10,682.55	Completed
	Dwelling Structure							
	Install GFI Outlets in Kitchens	1460	3,250.00	925.60	-2,324.40	925.60	925.60	Completed
	Replace Wood Grille Porche Enclosures	1460	15,000.00	12,000.00	-3,000.00	12,000.00	12,000.00	Completed
	Install Awning Over Sliding Glass Doors in Family Units	1460	10,000.00	4,800.00	-5,200.00	4,800.00	4,800.00	Completed
	Sub-Total	1460	28,250.00	17,725.60	-10,524.40	17,725.60	17,725.60	Completed
	TOTAL	1460	\$31,250.00	\$28,408.15	-2841.85	28408.15	\$28,408.15	
FL32-08	PINE GARDENS							
	Site Improvements							
	Landscaping	1450	\$2,000.00	\$1,084.74	-\$915.26	\$1,084.74	\$1,084.74	Completed
	Sub-Total	1450	\$2,000.00	\$1,084.74	-\$915.26	\$1,084.74	\$1,084.74	
	Non-Dwelling Structure							
	Modernize Laundry Facility/Community Space	1470	\$15,000.00	\$37,087.00	\$22,087.00	\$37,087.00	\$37,087.00	Completed
	Courtyard	1470	\$9,100.00	\$0.00	-\$9,100.00		\$0.00	
	Sub-Total	1470	\$24,100.00	\$37,087.00	\$12,987.00	\$14,176.87	\$37,087.00	Completed
	TOTAL		\$26,100.00	\$38,171.74	\$12,071.74	\$38,171.74	\$38,171.74	

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

PHA Name: Ocala Housing Authority			Grant Type and Number Capital Fund Program: Capital Fund Program: FL29P032501-00 Replacement Housing Factor #:			Federal FY of Grant: 2000
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Number	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL	Target Dates
1406	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
1408	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
1410	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
1430.00	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
FL32-02	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
FL32-03	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
FL32-04	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
FL32-08	6/30/2002		6/30/2002	9/30/2003		6/30/2002	
1475	6/30/2002		6/30/2002	9/30/2003		6/30/2002	

Part III



LOCCS

b



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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL032	PHA Wide	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Training (over a 5 year period)			\$ 25,000.00	10-01-2001
REAC Inspection Computer			\$ 0.00	10-01-2003
Operating Subsidy (over a 4 year period)			\$200,000.00	10-01-2002
A & E Fees (over a 4 year period)			\$ 10,000.00	10-01-2002
Computer Upgrades (over a 4 year period)			\$ 35,000.00	10-01-2002
Vehicle (2)			\$ 30,000.00	10-01-2004
Energy Audit Inspection (5 years)			\$ 5,000.00	10-01-2002
MIS Support			\$ 25,000.00	10-01-2001
Annual UPCS Inspections			\$ 12,000.00	10-01-2002
<b>Total estimated cost over next 5 years</b>			<b>\$342,000.00</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
FL032-02	Pavilion Oaks	0	0%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	
			<b>Planned Start Date (HA Fiscal Year)</b>	
Central A/C Installation			\$ 77,515.50	10-01-2002
Resurface Parking Area (Phase 2)-Paving Sealant & Stripping			\$ 5,100.00	10-01-2003
Modernize Community & Laundry Centers			\$ 10,000.00	10-01-2005
Tree Removal			\$ 10,000.00	10-01-2004
Landscaping			\$ 2,500.00	10-01-2004
Sidewalk Replacement			\$ 3,000.00	10-01-2004
Soffit and Fascia Replacement			\$ 40,000.00	10-01-2005
Roof Replacement and/or Repairs			\$ 9,600.00	10-01-2003
Window Treatments			\$ 7,800.00	10-01-2003
Playground Equipment			\$ 6,085.00	10-01-2004
Window Replacement			\$ 72,000.00	10-01-2005
Garbage Dumpster Platform			\$ 60.00	10-01-2002
Appliances (Refrigerators, Gas Ranges, Hot Water Heaters, AC Motors)			\$ 25,390.00	10-01-2001
Gutter and Down Spouts			\$ 10,000.00	10-01-2002
Sprinkler System			\$ 2,000.00	10-01-2004
<b>Total estimated cost over next 5 years</b>			<b>\$281,050.50</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
FL032-08	Pine Gardens	0	0	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Resurface Parking Area- Paving Sealant & Stripping			\$ 1,000.00	10-01-2003
Upgrade Elevator			\$ 35,000.00	10-01-2005
Replace Dumpster Fence (1)			\$ 2,000.00	10-01-2004
Window Replacement			\$ 28,500.00	10-01-2005
Window Treatments			\$ 4,000.00	10-01-2003
Pressure Clean Buildings			\$ 1,200.00	10-01-2003
Garbage Dumpster Platform			\$ 225.00	10-01-2002
Appliances (Refrigerators, Gas Ranges, Hot Water Heaters, AC Motors)			\$ 12,960.00	10-01-2001
Upgrade Community Center			\$ 25,000.00	10-01-2002
Sprinkler System			\$ 1,000.00	10-01-2004
<b>Total estimated cost over next 5 years</b>			<b>\$ 110,885.00</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL032-04	Shady Hollow	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Central A/C Installation			\$ 96,480.00	10-01-2002
Resurface Parking Area- Paving Sealant & Stripping			\$ 7,500.00	10-01-2002
Modernize Community & Laundry Rooms			\$ 5,000.00	10-01-2003
Build Community Room (900 Section)			\$ 50,000.00	10-01-2004
Privacy/Security Fence			\$ 40,000.00	10-01-2001
Replace Dumpster Fence (3)			\$ 4,500.00	10-01-2004
Landscaping			\$ 2,000.00	10-01-2001
Window Treatment			\$ 10,000.00	10-01-2003
Playground Equipment			\$ 16,120.85	10-01-2003
Window Replacement			\$ 92,500.00	10-01-2005
Garbage Dumpster Platform			\$ 650.00	10-01-2002
Appliances (Refrigerators, Gas Ranges, Hot Water Heaters, AC Motors)			\$ 32,400.00	10-01-2001
Motor Carts			\$ 1,500.00	10-01-2002
Sprinkler System			\$ 2,000.00	10-01-2004
<b>Total estimated cost over next 5 years</b>			<b>\$360,650.85</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL032-03	Deer Run	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Resurface Parking Area			\$ 11,400.00	10-01-2003
Modernize Community Rooms (2)			\$ 10,000.00	10-01-2004
Landscaping & Tree Trimming/Removal			\$ 5,000.00	10-01-2001
Exterior Pressure Cleaning			\$ 5,000.00	10-01-2003
Replace Dumpster Fence (8)			\$ 12,000.00	10-01-2004
Window Treatments			\$ 15,200.00	10-01-2003
Playground Equipment			\$ 14,500.00	10-01-2003
Window Replace			\$ 146,000.00	10-01-2005
Garbage Dumpster Platform			\$ 1,925.00	10-01-2002
Roof & Gutter Cleaning			\$ 1,000.00	10-01-2002
Structural Repair to Family Community Center			\$ 250.00	10-01-2002
Appliances (Refrigerators, Gas Ranges, Hot Water Heaters, AC Motors)			\$ 49,250.00	10-01-2001
Motor Cart			\$ 1,500.00	10-01-2002
Construct Laundry Center in 2900 Section			\$ 30,000.00	10-01-2001
Sprinkler System			\$ 3,000.00	10-01-2004
<b>Total estimated cost over next 5 years</b>			<b>\$306,025.00</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL29PO32-011	King Landing	NA	NA	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Kings Landing – Purchase and Rehabilitation			\$1,100,000	10-01-2002

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL29P032-010	Paradise Trails	NA	NA	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Paradise Trails – New Construction			\$4,300,000	10-01-2002

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
FL032	Not Assigned	NA	NA	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Ocala Place - Purchase and Rehabilitation			\$150,000	10-01-2003
Sutton Place – Purchase and Rehabilitation			\$250,000	10-01-2003
Park Side Gardens – Purchase and Rehabilitation			\$500,000	10-01-2004



**Required Attachment K: Resident Member on the PHA Governing Board**

1. X Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Reba Overstreet

B. How was the resident board member selected: (select one)?

Elected

X Appointed

C. The term of appointment is (include the date term expires): April 2000 – April 2004

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member: April 2004

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor, City of Ocala Florida

Mayor Gerald Egle, City of Ocala Florida

## **Required Attachment   L  : Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

### **Deer Run Community – Resident Council Board**

Elaine Jackson – President  
Mildred Vernon – Vice President  
Linda Anderson – Secretary  
Vincent Jackson – Treasurer

### **Pavilion Oaks Community – Resident Council Board**

Shelia Williams – President  
Claretha Dean – Treasurer  
Vacant due to move out – Vice President  
Vacant due to move out - Secretary

### **Shady Hollow Community**

No Resident Council Board because residents do not want to take on task. Residents only want to come to meetings monthly.

### **Pine Gardens Community**

No Resident Council Board because residents do not want to take on task. Residents only want to come to meetings monthly.

\*\*\*\*NOTE: Residents of both Pine Gardens and Shady Hollow are notified of monthly meetings through OHA Newsletter and Flyers. Informal meetings are held monthly with Neighborhood Watch Meetings being held every other month.

**Chapter 4**  
**TENANT SELECTION AND ASSIGNMENT PLAN**  
**(Includes Preferences and Managing the Waiting List)**  
**[24 CFR 960.203, 960.204, 960.205, 960.206)**

**INTRODUCTION**

It is the Ocala Housing Authority's policy that each applicant shall be assigned an appropriate place on a **waiting list for Public Housing**. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require. In filling an actual or expected vacancy, the Ocala Housing Authority will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing deconcentration of poverty and income-mixing objectives. The Ocala Housing Authority will offer the unit until it is accepted. This Chapter describes the Ocala Housing Authority's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

**Ocala Housing Authority's Objectives**

It is the Ocala Housing Authority's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

**When appropriate units are available, families will be selected from the waiting list in their preference-determine sequence.**

**A. MANAGEMENT OF THE WAITING LIST**

The Ocala Housing Authority will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained **in order of Preference**.

Applications equal in preference will be maintained by date **and time sequence**.

**Opening and Closing the Waiting Lists**

The Ocala Housing Authority, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. **The Housing Authority may open or close the list is local preference category.**

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the Ocala Housing Authority to house an applicant in an appropriate unit within a reasonable period of time.

When the Ocala Housing Authority opens the waiting list, the Ocala Housing Authority will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

Ocala Star Banner

Tri-county Challenger

Mahogany Revue

Community Organ

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

Limitations, if any on who may apply

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the Ocala Housing Authority address and telephone number, how to submit an application, and information on eligibility requirements.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

### **When Application Taking is Suspended**

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the Ocala Housing Authority will not maintain a list of individuals who wish to be notified when the waiting list is open.

### **The Ocala Housing Authority will not announce suspension of application-taking.**

The Ocala Housing Authority will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the Ocala Housing Authority will advise families of their responsibility to notify the Ocala Housing Authority when mailing address or telephone numbers change.

### **Reopening the List**

If the waiting list is closed and the Ocala Housing Authority decides to open the waiting list, the Ocala Housing Authority will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

### **Limits on Who May Apply**

When the waiting list is open

**Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.**

When the application is submitted to the Ocala Housing Authority:

**It establishes the family's date and time of application for placement order on the waiting list.**

**Multiple Families in Same Household** When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family

### **B. SITE BASED WAITING LIST**

**The Housing Authority does not have a site-based waiting list.**

An applicant will not be granted any preference (federal, ranking or local) if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

### **C. WAITING LIST PREFERENCES**

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the Housing Authority's Selection criteria as defined in this policy.

The Housing Authority's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in Public Housing. Where matching is required or permitted by current law, the Housing Authority will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the Housing authority to verify their preference and, if verified, the Housing Authority will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application process when contacted by the Housing Authority.

Among applicants with equal preference status, the waiting list will be organized by date and time.

## **Local Preference**

The PHA uses the following Admission Preferences:

- Working families and those unable to work because of age or disability (head, spouse or sole member is employed) Verification of Employment will be determined at the time of final eligibility
- Homelessness (Due to Natural Disaster or Fire) Must be certified by a governmental agency
- Victim of Reprisals or Hate Crimes (actual or threatened physical violence or intimidation that is directed against a person or his or her property, and based on the person's race, religion, sex, national origin, disability, or familial status) Must be certified by law enforcement

**Working Families** - Verification of employment and or disability will be determined at the time of final eligibility.

**Homelessness**- Family must be homeless because of a natural disaster such as a fire, flood, earthquake, etc. This preference must be certified by the city, county or government agency.

### **Victim of a Hate Crime:**

Family must be a victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime, and it has destroyed the applicants peaceful enjoyment of the unit.

A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color religion, sex, national origin, disability or familial status including sexual orientation and occurred within the last 30 days or is of a continuing nature.

To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends rehousing the family to avoid or reduce risk of violence against the family.

The Housing Authority will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

**Among applicants with equal preference status, the waiting list will be organized by date and time.**

**Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.**

**D. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS**

Before applying its preference system, the Housing authority will first match the characteristics of the available unit to the applicants available on the waiting list. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics it is possible that families who are lower on the waiting list may receive an offer of housing head of families with an earlier date and time of application.

**E. INCOME TARGETING**

The Ocala Housing Authority will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the Ocala Housing Authority's jurisdiction.

**Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "very low-income families."**

The Ocala Housing Authority shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low-income families" to public housing in a fiscal year, to the extent that the Ocala Housing Authority has provided more than 75 percent of newly available vouchers and certificates to "extremely poor families." This fungibility provision discretion by the Ocala Housing Authority is also reflected in the Ocala Housing Authority's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely poor families by the lowest of the following amounts:

- The number of units equal to 10 percent of the number of newly available vouchers and certificates in the fiscal year; or
- The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

**The Fungibility Floor:** Regardless of the above two amounts, in a fiscal year, at least 30% of the Ocala Housing Authority's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the HA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

**Fungibility shall only be utilized if the Ocala Housing Authority is anticipated to fall short of its 40% goal for new admissions to public housing.**

### **Low Income Family Admissions**

Once the Ocala Housing Authority has met the 40% targeted income requirement for new admissions of extremely low-income families, the Ocala Housing Authority will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

### **F. PREFERENCE DENIAL**

If the Housing Authority denies a preference, the applicant will be placed on the waiting list without benefit of the preference.

The Housing Authority will notify the applicant in writing of the reasons why the preference was denied and give the applicant an opportunity for an informal review. The applicant will have 10 working days to request a meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

**Any applicant who falsifies documents or makes false statements in order to qualify for any preference will be removed from the waiting list with notification to the family.**

### **G. FACTORS OTHER THAN PREFERENCE THAT AFFECT SELECTION OF APPLICANTS**

Before applying its preference system, the Housing authority will first match the characteristics of the available unit to the applicants available on the waiting list. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics it is possible that families who are lower on the waiting list may receive an offer of housing head of families with an earlier date and time of application.

The Housing Authority's Deconcentration Policy, as described in the PHA's Plan, may include skipping of families on the waiting list in order to bring families above the established income range unto developments below the established income range, and to bring families below the established income range into developments above the established income range.



## **H. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with the HA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the HA's general occupancy units.

### **I. DECONCENTRATION AND INCOME -MIXING**

The Ocala Housing Authority's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

- **The Ocala Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Ocala Housing Authority's deconcentration efforts.**

The Ocala Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Ocala Housing Authority in its deconcentration goals.

**If the Ocala Housing Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Ocala Housing Authority will evaluate the changes to determine whether, based on the Ocala Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Ocala Housing Authority has met the deconcentration goals and the project needs no particular designation.**

### **Deconcentration and Income-Mixing Goals**

The PHA's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit higher income families to lower income developments, and lower income families to higher income developments.

**Deconcentration applies to transfer families as well as applicant families.**

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

### **Project Designation Methodology**

The Ocala Housing Authority will compare tenant incomes and all general occupancy developments.

Upon analyzing its findings the Ocala Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Ocala Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

### **Skipping of families for deconcentration purposes will be applied uniformly to all families.**

When a unit becomes available at a lower income development, the unit will be offered to a higher income family.  
When a unit becomes available at a higher income development, the unit will be offered to a lower income family.

### **Deconcentration Methodology**

The Ocala Housing Authority shall admit lower income families to higher income buildings (or developments) and admit higher income families to lower income buildings (or developments) using the following steps:

**Step 1:** The Housing Authority will annually determine the average **income** of all families residing in all of its general occupancy (family) developments (including families residing in developments approved for demolition or conversion to tenant-based assistance and families residing in public housing units in mixed-income finance developments)

**Step:** The Ocala Housing Authority will annually determine the average income of all families residing in each building of each general occupancy development.

**Step 3:** The Ocala Housing Authority will annually characterize each building of each general occupancy development as higher income or lower income based on whether the average income in the building is above or below the overall average.

**Step: 4** The Ocala Housing Authority will determine which families on the waiting list have incomes higher than the OHA-wide average and designate these families as “higher income families”, and which have incomes lower than the OHA-wide average and designate these families “lower income families”.

**Step 5:** When a unit becomes available in a higher income building, the Housing Authority shall skip families on the waiting list if necessary to reach a lower income family to whom it will offer the unit. When a unit becomes available in a lower income building, the Ocala Housing Authority shall skip families on the waiting list if necessary to reach a higher income families to whom it will offer the unit.

The Ocala Housing Authority will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the OHA plan. Any deconcentration policy as needed is described in the PHA Plan.

If the waiting list does not contain a family in the income category to whom the unit is to be offered, the Housing Authority shall offer the unit to a family in the other income category.

### **Definition of building for Purposes of Deconcentration**

For purposes of deconcentration, a “building” is one or more continuous structures containing at least 8 public housing units.

For scattered sites and small developments, if a development contains no structure that qualifies as a building, the deconcentration requirement is applied to the entire development as if the development were a building.

For mixed-finance developments and units newly added to the PHA’s housing stock, the deconcentration requirement is:

For the initial lease-up of vacant Public Housing units, the average income for the public housing units in each building must not exceed the OHA’s average overall income.

After the initial lease-up, the leasing of public housing units is covered by the deconcentration steps listed above.

If the OHA has provided the family that resided in public housing on the site of a mixed-finance or other development the right to return to that development after revitalization, the deconcentration policy does not preclude fulfilling that commitment.

A family has the sole discretion whether to accept an offer of a unit made under the deconcentration policy.

The OHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit.

The Housing Authority shall uniformly limit the number of offers received by applicants, described in this chapter.

Nothing in the deconcentration policy relieves the Housing Authority of the obligation to meet the income targeting requirements.

### **Ocala Housing Authority Incentives for Higher Income Families**

The Ocala Housing Authority will offer certain incentives to higher income families willing to move into lower income projects. The Ocala Housing Authority will not take any adverse action against any higher income family declining an offer by the Ocala Housing Authority to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the Ocala Housing Authority will offer the following incentives for higher income families moving into lower income projects:

- **The Housing Authority will waive the security deposit.**
- **The Housing Authority will provide programs for youth:**
- **MAD DADS, Marion County School Board Safe Haven and Boys and Girls Club**

### **J. PROMOTION OF INTEGRATION**

Beyond the basic requirement of nondiscrimination, PHA shall affirmatively further fair housing to reduce racial and national origin concentrations.

The PHA shall not require any specific income or racial quotas for any development or developments.

A PHA shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

## **K. VERIFICATION OF PREFERENCE QUALIFICATION**

**The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.**

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

### **Change in Circumstances**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly claimed preference.

## **L. PREFERENCE DENIAL**

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for **an informal a review**. The applicant will have **10** working days to request the meeting **in writing**. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

**If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.**

## **M. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST**

**The PHA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the PHA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the PHA must offer to place the family on the public housing waiting list.**

## **N. REMOVAL FROM WAITING LIST AND PURGING**

The waiting list will be purged **at least once a year** by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within **10 calendar**, days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. **If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.**

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period; or **if they can prove by submitting documentation that they have not moved from the address on record. In addition the PHA will may reinstate an applicant if documentation is provided verifying an emergency occurred such as death or hospitalization.**

**The PHA allows a grace period of 30 days after completion of the purge. Applicants who respond during this grace period will be reinstated.**

#### **O. UNITS DESIGNATED FOR THE DISABLED**

In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are covered by a HUD-approved Allocation Plan.

The PHA has units designed for persons with mobility, sight and hearing impairments, (referred to as accessibility units). These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications. No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the PHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the PHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the PHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing" chapter.

**P. PLAN FOR UNIT OFFERS**

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

**Plan "B". (2 to 3 offer plan).** Under this plan, the PHA will determine how many locations within its jurisdiction have available units of suitable size and type in the appropriate type of project. Plan B is based on the distribution of vacancies. If a suitable unit is available in:

**Three or more locations:** The applicant will be offered a unit in the location with the highest number of vacancies at a site in which the applicant seeks to reside. If the offer is rejected, the applicant will be offered a suitable unit in the location with the second highest number of vacancies. If that unit is rejected, a final offer will be made in the location with the third highest number of vacancies.

**Two locations:** The applicant must be offered a suitable unit in the location with the higher number of vacancies. If the offer is rejected, a final offer will be made at the other location.

**One location:** The applicant will be offered a suitable unit in that location. If the offer is rejected, the applicant will be offered the next suitable unit that becomes available, whether it is at the same location as the first offer or at another location.

**If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.**

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

**Q. CHANGES PRIOR TO UNIT OFFER**

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

**R. APPLICANT STATUS AFTER FINAL UNIT OFFER**

**When an applicant rejects the final unit offer the PHA will:**

**Remove the applicants name from the waiting list.**

Removal from the waiting list means:

**The applicant must reapply.**

## **S. TIME-LIMIT FOR ACCEPTANCE OF UNIT**

Applicants must accept a unit offer within **7** working days of the date the offer is made. Offers will be made by the PHA sending a **letter**. **Applicants that do not respond within this time period will be given a 30-day grace period then filed inactive.**

### **Applicants Unable to Take Occupancy**

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be **removed from the waiting list**.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

**Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program;**

**The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.**

**A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.**

**The unit is inappropriate for the applicant's disabilities.**

### **Applicants With a Change in Family Size or Status**

**The family will take the appropriate place on the waiting list according to the date they first applied and admission preference.**



**T. REFUSAL OF OFFER**

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

**If the unit offered is refused for other reasons, the PHA will follow the applicable policy as listed in the "Plan for Unit Offers" section and the "Applicant Status After Final Offer" section.**

## ATTACHMENT N: COMMUNITY SERVICE REQUIREMENTS

The Ocala Housing Authority has started the notification process of all of our Public Housing Residents regarding the reinstatement of the Community Service and Self-Sufficiency requirements.

Community Service and Self-Sufficiency requirements will be in effect at the start of the Ocala Housing Authority's fiscal year 2004 (10/01/2003).

## Chapter 6

### DETERMINATION OF TOTAL TENANT PAYMENT

[24 CFR 5.609, 5.611, 5.613, 5.615]

#### INTRODUCTION

The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This Chapter defines the allowable deductions from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subpart F and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. The Ocala Housing Authority's policies in this Chapter address those areas which allow the Ocala Housing Authority discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

#### A. MINIMUM RENT

The minimum rent for this Ocala Housing Authority is \$35.

The Total Tenant Payment is the greater of:

30% of the adjusted monthly income

10% of the monthly income

The Minimum rent as established by the Ocala Housing Authority

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

**\* The Ocala Housing Authority recognizes that in some instances even the minimum rent may create a financial hardship for families. The Ocala Housing Authority will review all relevant circumstances brought to the Ocala Housing Authority's attention regarding financial hardship as it applies to minimum rent. The following section states the Ocala Housing Authority's procedures and policies in regard to minimum rent financial hardship as set forth by the QHWRA.**

## **Ocala Housing Authority Procedures for Notification to Families of Hardship Exceptions**

The Ocala Housing Authority will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exception under the law.

**\* The Ocala Housing Authority will notify all families at the annual recertification appointment of their right to request a minimum rent hardship exception.**

**\* The Ocala Housing Authority will notify all families at time of lease up of their right to request a minimum rent hardship exception.**

**\* The Public Housing Manager will document in the family's file that the family has been notified of their right to request a minimum rent hardship exception.**

The Ocala Housing Authority notification will advise the family that hardship exception determinations are subject to Ocala Housing Authority grievance procedures.

The Ocala Housing Authority will review all tenant requests for exception from the minimum rent due to financial hardships.

**\* All requests for minimum rent exception are required to be in writing.**

**\* Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.**

### **Exceptions to Minimum Rent**

The Ocala Housing Authority will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the Ocala Housing Authority determines whether the hardship is:

Covered by statute

Temporary or long term

If the Ocala Housing Authority determines that the minimum rent is not covered by statute, the Ocala Housing Authority will impose a minimum rent including payment for minimum rent from the time of suspension.

**\*The Ocala Housing Authority will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.**

### **HUD Criteria for Hardship Exception**

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including:
  - Loss of employment
  - Death in the family
  - Other circumstances as determined by the Ocala Housing Authority or HUD

### **Temporary Hardship**

If the Ocala Housing Authority determines that the hardship is temporary, a minimum rent will be imposed, including backpayment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The Ocala Housing Authority defines temporary as less than 90 days.

### **Repayment Agreements for Temporary Hardship**

The Ocala Housing Authority will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

**\* If the family owes the Ocala Housing Authority money for rent arrears incurred during the minimum rent period, the Ocala Housing Authority will calculate the total amount owed and divide it by 6 to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.**

**\* Minimum rent arrears that are less than \$50 will be required to be paid in full the first month following the end of the minimum rent period.**

**\* The Ocala Housing Authority will not enter into a repayment agreement that will take more than 12 months to pay off.**

**\*If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the Ocala Housing Authority will reevaluate the family's ability to pay the increased rent amount and:**

**Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.**

**Determine that the repayment agreement is a financial hardship to the family and if so restructure the existing repayment agreement.**

The Ocala Housing Authority's policies regarding repayment agreements are further discussed in the chapter entitled "Family Debts to the Ocala Housing Authority."

### **'Retroactive Determination**

The Ocala Housing Authority will reimburse the family for minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

**\* If the family is owed a retroactive payment, the Ocala Housing Authority will offset the family's future rent payments by the amount in which the Ocala Housing Authority owes the family.**

## **B. INCOME AND ALLOWANCES**

**Income:** The types of money which are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented. (See Income Inclusions and Income Exclusions in the Glossary of Terms of this policy.)

**Annual Income** is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

**Adjusted Income** is defined as the Annual income minus any HUD allowable deductions.

### **Optional Income Exclusions**

**\* The Ocala Housing Authority does not adopt any additional exclusions or adjustments to annual income of tenants.**

### **Allowable Deductions**

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.

2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an **adult** member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an **adult** family member to work.

### **C. TRAINING INCOME EXCLUSIONS [24 CFR 5.609(c)]**

The Ocala Housing Authority believes that training income exclusions are an important factor in helping public housing participants move from welfare and dependence to greater self-sufficiency.

**\* The Ocala Housing Authority will share information regarding new policies governing training income derived from qualifying employment training programs with applicants, participants and local social service providers. The Ocala Housing Authority's objective is to encourage families to move toward self-sufficiency by excluding from their annual income certain amounts earned through participation in various qualifying training programs. These training programs are aimed at offering the resident gainful employment skills. The exclusion of training income, in the calculation of annual income, is meant to be an incentive. It is the Ocala Housing Authority's hope that welfare agencies will adopt or modify their programs so that welfare recipients living in Public Housing will receive the maximum benefits from these income exclusions.**

In order to be eligible for the exclusion, the resident must actually receive training under the provisions of the program. For purposes of this exclusion, it is not enough for the resident to merely be enrolled.

There are two types of training programs that are eligible for one or more types of income exclusion.

#### **1. Training Income Exclusions in Accordance with 24 CFR 5.609(c)(8)(v)**

The first type of training program is in accordance with 24 CFR 5.609 (c) (8)(v) and has features that allow the training income of assisted housing residents to be excluded only while the resident is actively enrolled in the training program.

A training program qualifying under 24 CFR 5.609 (c)(8)(v) is defined as one with goals and objectives designed to lead to a higher level of proficiency, and one which enhances the individual's ability to obtain employment. The training program may have performance standards to measure proficiency. Training may include, but is not limited to:

- Classroom training in a specific occupational skill;

- On-the-job training with wages subsidized by the program, or
- Basic education.

For this purpose, Annual Income does not include the following:

Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs.

**2. Training Income Exclusions in Accordance with 24 CFR 5.609(c) (13)**

This training program is specific to public housing residents only and the regulation requires it to include specific features. This training program offers public housing residents the exclusion of incremental income while in the training program and for 18 months following the start of their first job.

The Ocala Housing Authority will determine that this training program has all five components required by HUD. It must:

- be a program providing employment training and supportive services;
- be authorized by a Federal, State or local law;
- be funded by the Federal, State or local government;
- be operated or administered by a public agency; and
- have as its objective to assist participants in acquiring employment skills.

A qualifying job-training program may be one that is established by the government but implemented by a private company for and on behalf of the government.

In addition, to qualify as a 5.609 (c)(13) program, the employment training program must offer the resident at least one of the following supportive services:

- child care;
- transportation;
- personal welfare counseling (family/parental development counseling, parenting skills training for adult and teenage parents, substance/alcohol abuse treatment and counseling, self-development counseling);
- health care services (including outreach and referrals);
- youth leadership skills; youth mentoring.



For purposes of the 5.609 (c) (13) exclusion and public housing particularly, Annual Income does not include the following:

- Incremental earnings and benefits resulting to any family member from participation in a program providing employment training and supportive services in accordance with the Family Support Act or any comparable Federal, State, or local law during the exclusion period.

### **Exclusion Period**

The exclusion period is defined as the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program, provided the training program is not funded by public housing assistance under the 1937 Housing Act.

Where applicable, the 18-month exclusion period runs continuously from the date the first job begins. If the resident switches to a second job during the 18-month period the exclusion continues.

If the resident has a break in employment during the 18-month exclusion, any other income the person has during the break will be counted.

A person admitted into public housing after the completion of a qualifying employment training program, and who began employment while still an applicant and before coming into public housing, is entitled to the 18-month exclusion beginning with the date he/she became employed until the remainder of the 18 months.

If the family member is terminated from employment with good cause, the exclusion period shall end

### **Training Programs Funded by HUD**

All training income from a HUD sponsored or funded training program, whether incremental or not, is excluded from the resident's annual income while the resident is in training. Income from a Resident Services training program, which is funded by HUD, is excluded.

Upon employment with the Ocala Housing Authority, the full amount of employment income received by the person is counted. There is no 18-month exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

### **Components Applicable to All Training Programs**

In either program (24 CFR 5.609 (c) (8)(v) and (c) (13)) and at all times the income to be excluded is the incremental income only.

"Incremental income" is defined by HUD as the increase between the total amount of welfare and earnings of a family member *prior* to enrollment in the training program and welfare and earnings of the family member *after* enrollment in the training program.

All other amounts, (such as child support and alimony), are treated in the usual manner in determining annual income. Child support, or other income that is not *earnings or benefits*, is not a factor and will not be considered in regard to training income exclusions, regardless of whether they have increased or decreased.

### **Who is Eligible for the Exclusion**

Any member of the resident's family is eligible for the exclusion, provided the individual is enrolled in the qualifying employment training program.

If a family has members who enroll in training programs at different times, the exclusion may be taken at different periods. The rules will be applied individually to each member based on which type of program they are enrolled in.

### **Verification**

Upon verification, residents who are actively enrolled in a qualifying training program will have the incremental income from the training program excluded from their annual income.

### **Employment Before Completion of Training Program**

A resident who has substantially completed a training program in order to accept a job offer will be eligible for the 18-month exclusion of income.

"Substantial completion" of a training program will be completion of 75% of the program.

If a resident has completed that portion of the training program necessary to get a job and continues simultaneously with the training program, the 18-month exclusion period will begin on the date the resident started the new job, not the date they complete the training program.

The resident is not required to get a job that is directly related to the training program to be eligible for the exclusion.

### **Other Factors to be Considered**

The 18-month exclusion also applies to residents with an FSS escrow account. A decrease in attributable income may mean that the FSS escrow account would be decreased or eliminated for a period of time.

For self-employed residents, the Ocala Housing Authority will exclude only the net income of a resident when factoring the earnings.

If a resident has no income the day they enter a training program, but has a history of employment in the past, the Ocala Housing Authority will review the resident's wages for the past 18 months and average the income. That averaged income will become the resident's base amount for determining incremental earnings. Exception: If the resident has no income and enrolls in a welfare program which requires participants to be enrolled in a job training program, the base pay for that resident will be zero.

If more than six months goes by before the resident starts their first job, the earnings from that job will be counted in full.

The resident is required to notify the Ocala Housing Authority within ten working days of enrolling in a qualifying training program.

Residents who have a decrease in income as a result of enrolling in a training program may request an interim examination. The Ocala Housing Authority will determine the decrease in incremental income as a result of the training program and adjust the resident's rent accordingly.

Residents who do not notify the Ocala Housing Authority within ten working days of starting a training program, and have a decrease in income, will not have their rent adjusted retroactively.

#### **D. AVERAGING INCOME**

When Annual Income cannot be anticipated for a full twelve months, the Ocala Housing Authority will:

- \* **Average known sources of income that vary to compute an annual income.**
- \* **Annualize current income and conduct an interim reexamination if income changes.**

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

#### **E. MINIMUM INCOME**

There is no minimum income requirement. Families who report zero income are required to **[\*complete a written certification every six days/2 months. Undergo an interim recertification every six months.**

**\* Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.**

**\* The Ocala Housing Authority will request credit checks for all adult members of families that report zero income.**

**\*Where credit reports show credit accounts open and payments current, the Ocala Housing Authority will take action to investigate the possibility of fraud or program abuse.**

**F. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME**

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the Ocala Housing Authority will calculate the Total Tenant Payment by:

**\* 1. Excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member.**

**OR**

**Including the income of the person permanently confined to the nursing home and giving the family the medical deductions allowable on behalf of the person in the nursing home.**

**\* 2. Excluding the income and deductions of the member if his/her income goes directly to the facility.**

**OR**

**Including the income and deductions of the member if his/her income goes to a family member.**

**\* 3. Calculating the income by using the following methodology and using the income figure which would result in a lower payment by the family:**

**Excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member.**

**OR**

**Including the income of the person permanently confined to the nursing home and giving the family the medical deductions allowable on behalf of the person in the nursing home.**

**G. REGULAR CONTRIBUTIONS AND GIFTS** [24 CFR 5.609(a)(7)]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every six months or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$500 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See Chapter on "Verification Procedures," for further definition.)

**\* If the family's expenses exceed their known income, the Ocala Housing Authority will make inquiry of the family about contributions and gifts.**

**H. ALIMONY AND CHILD SUPPORT** [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the Ocala Housing Authority must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

The Ocala Housing Authority will accept as verification that the family is receiving an amount less than the award if:

**\* The Ocala Housing Authority receives verification from the agency responsible for enforcement or collection.**

**\* The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.**

It is the family's responsibility to supply a certified copy of the divorce decree.

**I. LUMP-SUM RECEIPTS** [24 CFR 5.609(b)(5), (c)]

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

- \* The Ocala Housing Authority uses a calculation method which calculates retroactively or prospectively depending on the circumstances.**
- \* The Ocala Housing Authority will calculate prospectively if the family reported the payment within 10 days and retroactively to date of receipt if the receipt was not reported within that time frame.**
- \* The Ocala Housing Authority will always calculate prospectively.**
- \* The Ocala Housing Authority will always calculate retroactively to date of receipt.**
- \* The Ocala Housing Authority will calculate retroactively if the receipt was not reported for one recertifications.**

#### **Prospective Calculation Methodology**

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

The entire lump-sum payment will be added to the annual income at the time of the interim.

The Ocala Housing Authority will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).

At the next annual recertification, the Ocala Housing Authority will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income.

The lump sum will be added in the same way for any interims which occur prior to the next annual recertification.

**\* If amortizing the payment over one year will cause the family to pay more than 30% of the family's adjusted income (before the lump sum was added) for Total Tenant Payment, the Ocala Housing Authority and family may enter into a Repayment Agreement, with the approval of Director, for the balance of the amount over the 30% calculation. The beginning date for this Repayment Agreement will start as soon as the one year is over.**

### **Retroactive Calculation Methodology**

The Ocala Housing Authority will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.

The Ocala Housing Authority will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due the Ocala Housing Authority.

**\* The family must pay this "retroactive" amount to the Ocala Housing Authority in a lump sum.**

**\* At the Ocala Housing Authority's option, the Ocala Housing Authority may enter into a Repayment Agreement with the family.**

The amount owed by the family is a collectible debt even if the family becomes unassisted.

### **Attorney Fees**

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

### **J. CONTRIBUTIONS TO RETIREMENT FUNDS - ASSETS**

Contributions to company retirement/pension funds are handled as follows:

- While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
- After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

### **K. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE**

The Ocala Housing Authority must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The Ocala Housing Authority will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

The Ocala Housing Authority's minimum threshold for counting assets disposed of for less than Fair Market value is \$1,000.00. If the total value of assets disposed of within the two-year period is less than \$1,000.00, they will not be considered an asset.

#### **L. CHILD CARE EXPENSES**

Unreimbursable child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only before or after-hours care can be counted as child care expenses.

**\* Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include:**

**The abuser in a documented child abuse situation, or**

**A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.**

Child care expenses must be reasonable. Reasonable is determined by what the average child care rates are in the Ocala Housing Authority's jurisdiction.

**Allowability of deductions for child care expenses is based on the following guidelines:**

**Child care to work:** The maximum child care expense allowed must be less than the amount earned by the person enabled to work. **\* The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.**

**\* Child care for school:** The number of hours claimed for child care may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

**\* Amount of Expense:** The Ocala Housing Authority will survey the local care providers in the community to determine what is reasonable. The Ocala Housing Authority will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, the Ocala Housing Authority may calculate the allowance using the guideline.

#### **M. MEDICAL EXPENSES [24 CFR 5.603]**

**\* When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.**

**\* Nonprescription medicines must be doctor-recommended in order to be considered a medical expense.**

**\* Nonprescription medicines will be counted toward medical expenses for families who qualify if the family furnishes legible receipts with identification of the type of purchase.**



**\* Acupressure, acupuncture and related herbal medicines will not be considered allowable medical expenses.**

**\* Chiropractic services will be considered allowable medical expenses.**

**N. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.520]**

**Applicability**

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter titled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

**Prorated Assistance Calculation**

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.

Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

**O. REDUCTION IN BENEFITS**

See chapter entitled "Reexaminations" for reduction in welfare benefits.

**P. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS**

If the cost of utilities (excluding telephone) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment. The Utility allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption.

When the Utility Allowance exceeds the family's Total Tenant Payment, the Ocala Housing Authority will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the tenant unless the tenant has agreed, in writing, to a payment to the utility company.

### **Resident-Paid Utilities**

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

- \* When the supplier of utilities offers a "budget" or level payment plan, it shall be suggested to the resident to pay his/her bills according to this plan. This protects the resident from large seasonal fluctuations in the cost of utilities and ensures adequate heat in the winter. If the family is receiving AFDC, the Ocala Housing Authority will encourage the family to consider a vendor payment plan for rent and utilities.**
- \* When a resident makes application for utility service in his/her own name, he or she must sign a third party notification agreement so that the Ocala Housing Authority will be notified if the resident fails to pay the utility bill.**
- \* If a resident or applicant is unable to get utilities connected because of a previous balance owed to the utility company, the resident/applicant will not be permitted to move into a unit with resident paid utilities. This may mean that a current resident cannot transfer to a scattered site or that an applicant cannot be admitted to a unit with resident-paid utilities.**
- \* Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.**

### **Q. EXCESS UTILITY PAYMENTS**

Residents in units where the Ocala Housing Authority pays the utilities may be charged for excess utilities if additional appliances or equipment are used in the unit. This charge shall be applied as specified in the lease. [24CFR 966.4(b)(2)]

### **R. CEILING RENTS**

**\* The Ocala Housing Authority acknowledges that there are several advantages to ceiling rents. Ceiling rents provide a cap@ or maximum rent which is advantageous to families of higher incomes. Establishing ceiling rents offers families of increasing or higher incomes an incentive for living in public housing. Ceiling rents help the Ocala Housing Authority to attract higher income families and create a broad range of incomes and a more diverse tenant body, which is consistent with HUD's affirmative fair housing goals. Ceiling rents serve to assist families transitioning from welfare to work and families that desire to obtain better jobs. Ceiling rents may also help the Ocala Housing Authority to fill vacancies in some of its less desirable units or developments.**

**\* For all units where ceiling rents are applied the lower of the total tenant payment or the ceiling rent will be applied.**

**\*Fair Market Rent as a Basis for Ceiling Rents**

**\* The Ocala Housing Authority will apply ceiling rents to all of its public housing units using as a basis the current fair market rent for units comparable in size, location, quality, unit type, age, housing services, maintenance, utilities and amenities in the area in which each public housing development is located.**

**\* The Ocala Housing Authority will not set ceiling rents below the monthly operating cost to operate the units.**

**\* Ceiling Rents as Authorized Under the 1998 QHWRA**

The Ocala Housing Authority will not set ceiling rents below 75 percent of the monthly cost to operate the units at any of its public housing units.

The Ocala Housing Authority will not set ceiling rents below 100 percent of the monthly cost to operate the units for housing designated for occupied predominantly by elderly or disabled families.

HUD defines predominantly as at least 80 percent occupancy by such families.

The monthly cost of operating the Ocala Housing Authority's housing is defined as one twelfth of the sum of all annual operating expenses reported on the Statement of Operating Receipts and Expenditures as of the end of the most recent fiscal year and the aggregate annual utility allowances for all tenant paid utilities; minus the sum of (1) excess utility charges and (2) annual cost, if any, associated with units approved for deprogramming [**\* PIH Notice 98-41**].

The Ocala Housing Authority will ensure that all of its ceiling rents will be unit based and not applied to certain families or certain categories of families.

**\*The following are the Ocala Housing Authority's complete list of public housing sites where the Ocala Housing Authority has established ceiling rents:**

- Pavillion Oaks
- Deer Run
- Pine Gardens
- Shady Hollow

**\* The Ocala Housing Authority will conduct(ed) a comprehensive analysis of rental units on the existing private market in the immediate area of each project where ceiling rents will be established using information gathered from the following sources:**

**\* The Marion County Board of Realtors**

**\* Property Owner Associations**

- \* **The County Property Assessor**
- \* **Newspaper Ads**
- \* **Rental Market Data on the Internet**
- \* **Vacancy Postings in Front of Private Market Units**
- \* **Telesurveying**

\* **Ceiling Rents Set Using the 95th Percentile**

\* **The Ocala Housing Authority has established ceiling rents using as its basis the 95th percentile of the rent paid for a unit of comparable size by tenants in the same public housing project or a group of comparable projects totaling 50 units or more.**

**A comparable project would be any project where the rent is generally calculated at 30% of the monthly adjusted income.**

\* **The Ocala Housing Authority set ceiling rents at complexes containing more than 15 units, the Ocala Housing Authority established the 95th percentile:**

**By ranking the tenant rents (TTP) from lowest to highest with the lowest being ranked 1 (one).**

**Multiplying the number of units in that size of unit by .95, rounding up at .5 or higher and rounding down at less than .5 and established the rent at that rank provided it covers the costs to operate the housing.**

\* **The Ocala Housing Authority set ceiling rents at complexes containing 15 units or less, the Ocala Housing Authority established the 95th percentile by:**

**Finding the unit size group with the greatest number of units**

**Ranking the rents from lowest to highest, with the lowest being ranked 1(one)**

**If the number comes out to a decimal, rounding up at .5 or higher and rounding down at less than 5**

**Applying a unit size adjustment factor to the rent at that rank (as found in 3/15/89 Federal Register or Appendix H of the Noncitizens Guidebook)**

**Provided it covers the costs to operate the housing of the agency that is the ceiling rent.**

### **Board Resolution**

- \* The Ocala Housing Authority used the [FMR] [and the] [/95th percentile] system of establishing ceiling rents and has forwarded a copy of the adopted board resolution to the local HUD field office.**
- \* The Ocala Housing Authority will request the Ocala Housing Authority board of commissioners to pass a board resolution which describes the basis for the Ocala Housing Authority ceiling rents and indicates the effective date of the ceiling rent policy.**
- \* The Ocala Housing Authority will forward a copy of the adopted board resolution to the local HUD field office.**

### **Notice to Residents**

The Ocala Housing Authority will provide 30 day notice to all families affected by any new ceiling rent policies.

## Chapter 11

### PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS

[24 CFR Part 960, Subpart G]

#### INTRODUCTION

**This Chapter explains the PHA's policies on the keeping of pets in general occupancy projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.**

**The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in general occupancy (family) projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.**

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.

#### **A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES**

**The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.**

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

#### **B. STANDARDS FOR PETS**

##### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

1. Dogs

**Maximum number: 1**

**Maximum adult weight: 25 pounds**

**Must be housebroken**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be licensed as specified now or in the future by State law and local ordinance**

**Any litter resulting from the pet must be removed immediately from the unit**

2. Cats

**Maximum number: 1**

**Must be declawed**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be trained to use a litter box or other waste receptacle**

**Must be licensed as specified now or in the future by State law or local ordinance**

**Any litter resulting from the pet must be removed from the unit immediately**

3. Birds

**Maximum number 1**

**Must be enclosed in a cage at all times**

4. Fish

Maximum aquarium size **20 gallons**

**Must be maintained on an approved stand**

5. Rodents Rabbit, guinea pig, hamster, are not allowed

The following are NOT considered "common household pets":

**Domesticated dogs that exceed 25 pounds.** (Animals certified to assist persons with disabilities are exempt from this weight limitation).

**Vicious or intimidating pets. Dog breeds including [pit bull/rottweiler/chow/boxer/Doberman/Dalmatian/German shepherd] are considered vicious or intimidating breeds and are not allowed.**

**Animals who would be allowed to produce offspring for sale.**

**Wild, feral, or any other animals that are not amenable to routine human handling.**

**Any poisonous animals of any kind.**

**Fish in aquariums exceeding twenty gallons in capacity.**

**Non-human primates.**

**Animals whose climatological needs cannot be met in the unaltered environment of the individual dwelling unit.**

**Pot-bellied pigs.**

**Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to small children.**

**Hedgehogs or other animals whose protective instincts and natural body armor produce a risk of serious puncture injuries to children.**

**Chicks, turtles, or other animals that pose a significant risk of salmonella infection to those who handle them.**

**Pigeons, doves, mynahs, psittacoses, and birds of other species that are hosts to the organisms that cause psittacosis in humans.**

**Snakes or other kinds of reptiles.**

### **C. REGISTRATION OF PETS**

**Pets must be registered with the PHA before they are brought onto the premises.**

**Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet:**

**has received all inoculations required by State or local law**

**has no communicable disease(s) (and)**

**is pest-free.**

**Registration must be renewed and will be coordinated with the annual reexamination date.**

**Proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.**

**Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**



## **Refusal to Register Pets**

If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

The PHA will refuse to register a pet if:

**The pet is not a “common household pet” as defined in this policy;**

**Keeping the pet would violate any House Rules;**

**The pet owner fails to provide complete pet registration information;**

**The pet owner fails to update the registration annually;**

**The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet’s temperament and behavior may be considered as a factor in determining the pet owner’s ability to comply with the provisions of the lease.**

The notice of refusal may be combined with a notice of pet violation.

## **D. PET AGREEMENT**

**Residents who have been approved to have a pet must enter into a Pet Agreement with the PHA.**

**The Resident will certify, by signing the Pet Agreement, that the Resident will adhere to the following rules:**

**Agree that the resident is responsible and liable for all damages caused by their pet(s).**

**All complaints of cruelty and all dog bites will be referred to animal control or applicable agency for investigation and enforcement.**

**All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.**

**Tenants are prohibited from feeding stray animals.**

**The feeding of stray animals will constitute having a pet without permission of the Housing Authority.**

**Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.**

**No animals may be tethered or chained outside or inside the dwelling unit.**

**When outside the dwelling unit, all pets must be on a leash or in an animal transport enclosure and under the control of a responsible individual.**

**All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter shall not be disposed of by being flushed through a toilet.**

**Litter boxes shall be stored inside the resident's dwelling unit or in animal enclosures maintained within dwelling units AND must be removed and/or replaced regularly. Failure to do so will result in a Pet Waste Removal charge.**

**The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.**

**The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.**

**The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and the PHA accepts no responsibility for pets so removed.**

**That failure to abide by any animal-related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.**

**Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.**

**Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.**

**Dogs may only be kept in dwelling units with an enclosed yard space. Pet owners may not alter their unit or patio to accommodate an animal.**

**E. LIMITATIONS ON PET OWNERSHIP**

**Although the PHA, consistent with statutory intent, generally allows pet ownership in general occupancy (family) developments, upon extensive discussion with [residents/resident groups/resident councils/Resident Advisory Board/Resident Management Corporation/other], the PHA shall limit pet ownership at certain PHA developments or portions of developments. Specific developments and portions of developments are described in the PHA Annual Plan. Limitations include, but are not limited to, the following:**

**Dogs may only be kept in dwelling units with an enclosed yard space.**

**F. DESIGNATION OF PET-FREE AREAS**

The following areas are designated as no-pet areas:

**PHA playgrounds**

**PHA day care centers**

**PHA management offices**

**PHA community centers**

**PHA recreation center areas**

**G. PETS TEMPORARILY ON THE PREMISES**

**Residents are prohibited from feeding or harboring stray animals.**

**This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.**

**State or local laws governing pets temporarily in dwelling accommodations shall prevail.**

**H. DEPOSITS FOR PETS**

**Tenants with animals must pay an unrefundable deposit of \$ 150.00 for the purpose of defraying costs directly attributable to the presence of a particular pet.**

**The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed.**

**Installments are not accepted.**

**The PHA reserves the right to change or increase the required deposit by amendment to these rules.**

The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, within a reasonable time after the tenant moves or upon removal of the pet from the unit.

**All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including, but not limited to:**

**The cost of repairs and replacements to the resident's dwelling unit;**

**Fumigation of the dwelling unit;**

**Common areas of the project if applicable**

**The expense of flea disinfestations shall be the responsibility of the resident.**

**If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

**If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.**

Pet Deposits are not a part of rent payable by the resident.

**I. ADDITIONAL PET FEES**

**The PHA only charges a non-refundable deposit of \$150.00**

**J. PET WASTE REMOVAL CHARGE**

**A separate pet waste removal charge of [amount] per occurrence will be assessed against the resident for violations of the pet policy.**

Pet waste removal charges are not part of rent payable by the resident.

**K. PET AREA RESTRICTIONS**

**Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.**

**A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.**

**Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.**

**Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.**

#### **L. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up/emptied immediately by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.**

**Litter shall not be disposed of by being flushed through a toilet.**

**Litter boxes shall be stored inside the resident's dwelling unit.**

#### **M. PET CARE**

**No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.**

**All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.**

**Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.**

#### **N. RESPONSIBLE PARTIES**

**The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the 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.**

#### **O. INSPECTIONS**

**The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.**

**The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.**

**P. PET RULE VIOLATION NOTICE**

**The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.**

Residents who violate these rules are subject to:

**Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.**

**Lease termination proceedings.**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has **7** days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

**Q. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within **7** days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

#### **R. TERMINATION OF TENANCY**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

#### **S. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over **24 hours**.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet, **or the PHA may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, the PHA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.**

**If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

## **T. EMERGENCIES**

The PHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

**If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.**



# NEW HOMEOWNERSHIP DEVELOPMENT SYNOPSIS

**Organization Name and Address:**

Ocala Housing Authority  
233 SW 3rd Street  
Ocala, FL. 34474

**Project Name, Address (s) and Location**

Paradise Trail  
NE 32<sup>nd</sup> Terrace  
Ocala, FL.

**Contact Person:** Gwendolyn B. Dawson  
Executive Director

**Phone No.** (352) 369-2636, ext. 233

**FAX:** (352) 369-2642

**E-Mail:** Ohadawson@aol.com

## I. ORGANIZATION BACKGROUND:

The Ocala Housing Authority (OHA) is committed to providing safe, decent and sanitary housing to each of its residents; and to build better neighborhoods by providing comprehensive opportunities for our residents through partnerships and networking within our community.

The Ocala Housing Authority has been serving the City of Ocala, County of Marion for over five decades by providing affordable housing opportunities. The Ocala Housing Authority was established in the City of Ocala in 1951, and action was taken by the City of Ocala to reactivate the Authority in 1968. The Ocala Housing Authority was not chartered as a corporation under the state of Florida. Thus, Articles of Incorporation were not submitted to the State of Florida.

The City of Ocala passed Resolution 70-23 on March 3, 1970, pursuant to Florida Statutes, Chapter 421, enabling the establishment of the Ocala Housing Authority. The City of Ocala passed Resolution 70-24, approving the appointment of Commissioners of the Ocala Housing Authority and designation of the first Chairman.

A Board of Commissioners of five people through the Executive Director manages the OHA. The Mayor of Ocala appoints board members; the Executive Director is hired by the Board; and the Executive Director hires the staff.

We have greatly expanded our role as a housing service provider. In addition to assisting approximately 1,200 low-income families, seniors and persons with disabilities through our rental subsidy programs, we are the owner and manager of four housing complexes containing 185 units.

We've been recognized for our achievements as a continuing "High Performer" in our Public Housing Assessment System (PHAS) ratings. Through this accomplishment, we see the great capacity of our staff and others in the community with whom we work with to accomplish our goals in the face of tremendous obstacles. In August 2000, HUD designated the OHA as a HUD Certified Housing Counseling Agency. This achievement also highlights the immensity of the affordable housing problem and the work we have yet to accomplish. We are dedicated to continuing our efforts in a progressive manner and continue to focus on: **Leading the Way.**

The OHA's Executive Director, Ms. Dawson has extensive knowledge and expertise in affordable single-family housing development. Cedar Grove II, a 131-unit mixed income single-family development, is one of her proudest career accomplishments. The City of Gainesville Housing Division under Ms. Dawson's management developed this \$13 million project. She was successful in obtaining several million dollars of grant funding, below market rate 1<sup>st</sup> mortgage financing, and state and national recognition awards; and provided a great impact on the revitalization of East Gainesville, which is an area similar in demographics to West Ocala. Ms. Dawson has experience as a SHIP administrator, 12 years in affordable housing development and 16 years of accounting and budgeting experience.

OHA's Deputy Director and Resident Opportunity Coordinator have had experience as financial counselors for other nonprofit agency homebuyer programs.

## **II. NEW HOMEOWNERSHIP INITIATIVE:**

### ***A. General Program Overview:***

Recognizing the need for homeownership opportunities, the Ocala Housing Authority (OHA) has expanded its programs through the introduction of new homeownership initiatives. During FY 99 the Ocala Housing Authority demolished two of its public housing complexes through a HOPE VI Demolition grant, Forest View (74 units) and N.H. Jones (56 units). The vacant parcel at N.H. Jones, will be the new location of the OHA's Administrative Offices and the Forest View parcel will be used for development of approximately 37 new affordable, owner-occupied single-family homes the Ocala Housing Authority plans to build, over the next two years. This new subdivision has been named *Paradise Trail*. The targeted market of the new homes developed by the Ocala Housing Authority will be its public housing residents, Section 8 tenants, participants of its Family Self Sufficiency Program, and other families whose annual gross income is at or below 80% of the area median income, adjusted for family size. The development of Paradise Trail will comply with HUD's 5(h) Homeownership Program regulations.

The proposed development addresses the need for community revitalization and job creation efforts in Marion County, and provides housing assistance to very low and low-income first-time homebuyers.

The development will directly benefit existing residents of the neighborhood through the creation of jobs and the elimination of slum and blighted conditions. In addition, the project will provide the economic incentive for other landlords and property owners to undertake improvement projects that will enhance the physical appearance of the area.

### ***B. Community Partnerships***

The Ocala Housing Authority will serve as the developer of *Paradise Trail*. The Ocala Housing Authority's Executive Director will serve as the Project Manager. The Ocala Housing Authority's Executive Director, Deputy Director, Construction Coordinator, Housing Programs Director, Resident Opportunity Coordinator, Accounting Manager, Ocala Housing Authority's Architect of Record, Legal Counsel and a board representative will serve as the Development Team. This team brings over 150 years experience in community

development, accounting, planning, affordable housing development, financial management, engineering and grants management to the development.

The Ocala Housing Authority has been proactive in establishing community partnerships to help facilitate the development of new homes. A Design Committee has been established to assist management with formulating minimum housing design standards and selecting a certified Architect, Surveyor, Appraiser and Civil Engineer. The Design Committee will serve as the review committee for bids submitted by participating builders. The Design Committee is comprised of Ocala Housing Authority's Executive Director, Deputy Director, community representatives, architects, interior designers, nonprofit housing providers and other individuals with expertise in the areas of design and development.

***“Build it and they will come”*** is definitely not the Ocala Housing Authority's marketing strategy for this development. The Ocala Housing Authority has solicited the assistance of lenders, Realtors, business leaders and educators to develop a strategic marketing plan. Volunteers serving on the Marketing Committee will play a major role in market research analysis, establishing marketing strategies, formulating a marketing budget and community outreach.

Although there is a stock of affordable homes for sale on the market, there are many barriers preventing very low and low-income households from purchasing a home. Such barriers are high downpayment and closing costs, credit problems, difficulty in securing financing and a lack of knowledge about the homebuying process. The Ocala Housing Authority's first-time homebuyer's program will be successful because of the strong partnership it has with local lenders. The Project Manager has met with and garnered the support of the local banks and mortgage brokers. The lenders are committed to offering attractive financing for construction loans and permanent mortgages.

Some lender incentives include waiving the construction loan fees, offering below market fixed rate mortgages, providing interest rate lock-in periods of six months, waiving origination fees and flexible qualifying ratios of 30% and 42% (housing and total debt-to-income).

### ***C. Construction and Site Development***

Construction plans for *Paradise Trail* are completed. Minimum design standards have been developed by the Design Committee. The architect selected is assisting with the general design scheme, house plans, and review of plans offered by builders participating in the development.

The Ocala Housing Authority homes will contain a minimum of 3 bedrooms/2 full bathrooms with the smallest home being 1400 square feet of heated and cooled space, and the largest will be 1800 square feet. Some of the homes will contain 4 bedrooms. All homes will have garages or carports, paved driveways and patios. The design concept for the entire development is neotraditional with open front porches and pedestrian friendly streetscapes. Quality construction and easily maintainable homes are our goals. The targeted market, families with no more than 80% of area median income, will have less disposable income for

making repairs. Energy efficient designs and central heating and air conditioning will be a part of the package. Landscaping with a bent toward xeriscaping will be incorporated. Construction cost, with the amenities to be included and attractive overhead and profit for contractors, is estimated to be approximately \$45 per square ft. A 1400 square foot home would cost approximately \$62,900. The Ocala Housing Authority, as developer, will facilitate a lot assignment plan.

*Paradise Trail* is more than just “Affordable Housing Subdivision” being built to provide safe, decent and affordable homes for low-income residents. This neighborhood is intended to be a magnet to draw many facets, such as more people and businesses to the area.

The development is also designed to promote new business for businesses located, or planning to locate to this side of town. The development is envisioned to help small business contractors with competing in the market to, either enable them to grow their business, or simply continue to provide business resources to support it at its present size.

One of the mechanisms that will be used to ensure that not just one contractor or local business receives all of the economic benefits from this project is the solicitation of bids from all local building material suppliers. A detailed list of materials that will be used in each house will be researched, specified and compiled to ensure consistency in quality and style. This list will have details about the material used in the construction of the product, warranties to be provided for the product, color selections to be available for the homebuyer, etc. This concept will be used to ensure that all of the builders or installers are installing the “same quality” of product, and not installing the same appearance product of lesser quality, (i.e. contractor can purchase something for \$2.00 less than another). This bidding mechanism will also allow the suppliers to have a guaranty that they will supply their product for an entire phase. Thus, the supplier is in a better position economically to provide a very competitive price to the contractor.

The materials price control mechanism, as stated above, will be implemented to better control the overall construction costs of all of the models. These will then allow staff to place a median price tag on a model that would be consistent for all homebuyers. It will better enable the finance counselors to work with the homebuyers to assist them in buying the home closest to their dreams. It will also reduce the competition between the contractors, and allow them to focus on providing a quality product.

A lottery type process will be used to award construction contracts for the homes; a homebuyer will select the home of his/ or her choice based on compatibility of need and their respective lot. A list of prices and qualified contractors are predetermined. This scenario will reduce the amount of time a contractor spends on estimating for the job, and it will also reduce the contractor’s stress and eliminate redundant price wars on previously bid models.

The prices the OHA will establish will incorporate decent profit margins. The profit margin is not considered excessive, yet it is anticipated to be comfortable for the contractors who want larger profit margins, and a added incentive for contractors who settle for smaller profit margins. Also, with all of the pricing and specifying that will be done for the contractors, their overhead will be reduced, and it is anticipated to be reflected by their willingness to accept a little less profit.

The mechanisms that will be incorporated are not cast in stone, nor are they inflexible. They are set up as models to be refined. As staff uses them, things are learned and parts of the processes may be changed. Staff is always willing and open to recommendations for improving the processes to ensure the success of the development, and for the betterment of the homebuyers.

#### ***D. Marketing Plan Summary***

##### ***1. Mission***

The Ocala Housing Authority's mission for its new homes development is to strengthen and revitalize the community in the East quadrant of Ocala. The Ocala Housing Authority will accomplish its mission by eliminating slum and blight condition, providing approximately 37 new affordable homes and creating job opportunities to very low and low-income families.

##### ***2. Target Market***

The general targeted market of the Ocala Housing Authority's new homes development will consist of very low and low-income families with incomes less than or equal to 80% of the area median income for Marion County, adjusted for family size. The primary targeted market is families participating in the Ocala Housing Authority's Family Self Sufficiency Program.

The Ocala Housing Authority will provide downpayment / closing costs assistance, subsidies and donate the land to eligible low-income families who purchase new homes. The Ocala Housing Authority's financial assistance and donation of land will provide additional equity toward the family's purchase of a new home in the development. The average sales price will be \$61,000 – 88,000. However, with the Ocala Housing Authority's financial assistance and donation of land, the average first mortgage will be \$30,000 – 50,000. The entire financing structure will attract a diverse income group of families, enable the monthly mortgage payments to be affordable (on average less than 30% of a family's gross monthly income) and provide families the opportunity to become first-time homeowners.

##### ***3. Outreach***

In preparation for homeownership, homebuyers are required to join the OHA Homebuyer's Club. The OHA Homebuyer's Club is designed to help families decide if homeownership is right for them. The homebuyer's club will provide comprehensive pre-purchase, post-purchase and homebuyer education for homebuyers purchasing a home in this development. OHA financial counselors will provide intense one-on-one financial counseling, credit and budget counseling and homeowner education classes to homebuyers. Each homebuyer will receive a minimum of 25 hours of homeowner education and housing counseling (includes pre-purchase and post-purchase).

The homebuyer's club is designed to be a fun, exciting and motivating learning environment. Homebuyers must attend all of the classes and individual counseling sessions with a financial counselor. The homebuyer's club education classes include topics such as, budgeting, saving,

credit, applying for a mortgage loan, house selection, closing settlements, maintenance/ repairs, foreclosure prevention and how to be a good neighbor.

Homebuyers will work with a financial counselor to develop a financial plan that will prepare the homebuyer to qualify for a first mortgage loan from a lending institution and to purchase a home in the *Paradise Trail* Development. Each homebuyer's financial plan is unique, and completion time for the homebuyer's club may vary. The program allows up to 24 months for a homebuyer to prepare for homeownership. See Section II of this proposal for an outline and curriculum of the homebuyer's club.

Homebuyers who complete the requirements of the homebuyer's club may be eligible for cash subsidies, downpayment assistance and other special financing from the OHA and the City of Ocala to purchase a home in *Paradise Trail*.

The OHA's development of *Paradise Trail* is a model of how the nation can address the problem of providing quality, decent and affordable new homes to very low and low-income homebuyers and providing the opportunity for eligible homebuyers to achieve the American dream of homeownership.

### **III. ANTICIPATED TIME FRAME FOR PROJECT:**

FY 2003/04	18
FY 2004/05	10
FY 2005/06	<u>9</u>
Total homes	37

The OHA's fiscal year is October 1 – September 30.

### **IV. AFFORDABILITY**

HUD has awarded the OHA replacement housing funds for the next five years. The City of Ocala has awarded the OHA \$88,150 of SHIP funds and \$31,646 of CDBG funds, will be used as a local match to access State of Florida HOME Loan Construction funds for this \$1.7 million development. Staff will also submit grant applications to the Federal Home Loan Bank's Affordable Housing Program (AHP), the Florida Housing Finance Corporation's Predevelopment Loan Program, and other state and federal funding sources. The OHA has been awarded \$25,000 of predevelopment funds from the Marion County Housing Finance Authority, and also has pending grant applications with several local banks for Predevelopment funds.

Local lenders and secondary market lenders, such as Fannie Mae and Freddie Mac, are a part of the Lender's Consortium. All participating lenders will use the same underwriting guidelines. The OHA will provide the lots to the homebuyers as an equity infusion, which will facilitate the affordability of the development.

OCALA HOUSING AUTHORITY  
 PARADISE TRAIL  
 SAMPLE FINANCING STRUCTURE

CLIENT		
MODEL		
LOT #		
PHASE #		
SQUARE FOOTAGE (Heated & Cooled)	1400	
TOTAL SQUARE FOOTAGE (incl. 1-Carport)	1940	
SALES PRICE	\$ 65,000	
Conventional Mortgage		(32,000)
HOME Homeownership Loan (Subsidy)		(15,000)
City SHIP Grant		(11,500)
Federal Home Loan Bank Subsidy		(5,000)
Homebuyer's contribution		<u>(1,500)</u>
NET DEFICIT:		-

**“Sample”**  
**Ocala Housing Authority**  
**Underwriting Guidelines For Paradise Trail**

- ⌚ **One year acceptable rent and utility payment**
- ⌚ **The greater of 2% of sales price or 25% of total downpayment and closing from borrower**
- ⌚ **The Ocala Housing Authority will donate the lot as equity for the Borrower (approximately \$5,000). The recapture period is ten years, at a forgivable rate of 10% per year. The donation will be in the form of a deferred payment loan.**
- ⌚ **Less than 80% loan to value with no PMI; Total LTV $\leq$ 105%**
- ⌚ **Payment of all judgments**
- ⌚ **Minimum 6 month verifiable payments plan for collection items**
- ⌚ **Justifiable written reason for any judgments, collection items and/or delinquent account**
- ⌚ **Construction Perm loans-Ocala Housing Authority will pay interest during construction**
- ⌚ **20% of sales price can be from gifts and/or grants**
- ⌚ **2 years discharge of bankruptcy, with reestablished good credit, is acceptable**
- ⌚ **Debt ratios of 30%/40%; Maximum debt ratios of 30%/42% with demonstrated ability to pay**
- ⌚ **2 years consistent and verifiable employment history, completed probation on current job (can include academic career)**
- ⌚ **Total income must be less than or equal to 80% of median family income, adjusted for family size**
- ⌚ **Successful completion of Ocala Housing Authority-sponsored 25 hour homebuyer training course.**
- ⌚ **Underwriting based upon acceptable Freddie Mac Gold Measure score (22 risk) units and, <620 Beacon score (adjustments made for individual circumstances)**
- ⌚ **Acceptable property inspection prior to loan closing**
- ⌚ **Two months reserves for insurance and taxes required**
  
- ⌚ **Contractors are required to be Lender and/or FHA approved**



## **I. DECONCENTRATION AND INCOME -MIXING**

The Ocala Housing Authority's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

- **The Ocala Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Ocala Housing Authority's deconcentration efforts.**

The Ocala Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Ocala Housing Authority in its deconcentration goals.

**If the Ocala Housing Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Ocala Housing Authority will evaluate the changes to determine whether, based on the Ocala Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Ocala Housing Authority has met the deconcentration goals and the project needs no particular designation.**

### **Deconcentration and Income-Mixing Goals**

**Admission policies related to the deconcentration efforts of the Ocala Housing Authority do not impose specific quotas. Therefore, the Ocala Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.**

- **The Ocala Housing Authority's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The Ocala Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Ocala Housing Authority.**

The Ocala Housing Authority's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit higher income families to lower income developments, and lower income families to higher income developments.

**Deconcentration applies to transfer families as well as applicant families.**

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

**Project Designation Methodology**

The Ocala Housing Authority will compare tenant incomes and all general occupancy developments.

Upon analyzing its findings the Ocala Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Ocala Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

## **Deconcentration Methodology**

The Ocala Housing Authority shall admit lower income families to higher income buildings (or developments) and admit higher income families to lower income buildings (or developments) using the following steps:

**Step 1:** The Housing Authority will annually determine the average **income** of all families residing in all of its general occupancy (family) developments (including families residing in developments approved for demolition or conversion to tenant-based assistance and families residing in public housing units in mixed-income finance developments)

**Step:** The Ocala Housing Authority will annually determine the average income of all families residing in each building of each general occupancy development.

**Step 3:** The Ocala Housing Authority will annually characterize each building of each general occupancy development as higher income or lower income based on whether the average income in the building is above or below the overall average.

**Step: 4** The Ocala Housing Authority will determine which families on the waiting list have incomes higher than the OHA-wide average and designate these families as “higher income families”, and which have incomes lower than the OHA-wide average and designate these families “lower income families”.

**Step 5:** When a unit becomes available in a higher income building, the Housing Authority shall skip families on the waiting list if necessary to reach a lower income family to whom it will offer the unit. When a unit becomes available in a lower income building, the Ocala Housing Authority shall skip families on the waiting list if necessary to reach a higher income families to whom it will offer the unit.

The Ocala Housing Authority will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the OHA plan. Any deconcentration policy as needed is described in the PHA Plan.

If the waiting list does not contain a family in the income category to whom the unit is to be offered, the Housing Authority shall offer the unit to a family in the other income category.

## **Definition of building for Purposes of Deconcentration**

For purposes of deconcentration, a “building” is one or more continuous structures containing at least 8 public housing units.

For scattered sites and small developments, if a development contains no structure that qualifies as a building, the deconcentration requirement is applied to the entire development as if the development were a building.

For mixed-finance developments and units newly added to the PHA’s housing stock, the deconcentration requirement is:

For the initial lease-up of vacant Public Housing units, the average income for the public housing units in each building must not exceed the OHA’s average overall income.

After the initial lease-up, the leasing of public housing units is covered by the deconcentration steps listed above.

If the OHA has provided the family that resided in public housing on the site of a mixed-finance or other development the right to return to that development after revitalization, the deconcentration policy does not preclude fulfilling that commitment.

A family has the sole discretion whether to accept an offer of a unit made under the deconcentration policy.

The OHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit.

The Housing Authority shall uniformly limit the number of offers received by applicants, described in this chapter.

Nothing in the deconcentration policy relieves the Housing Authority of the obligation to meet the income targeting requirements.

### **Ocala Housing Authority Incentives for Higher Income Families**

The Ocala Housing Authority will offer certain incentives to higher income families willing to move into lower income projects. The Ocala Housing Authority will not take any adverse action against any higher income family declining an offer by the Ocala Housing Authority to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the Ocala Housing Authority will offer the following incentives for higher income families moving into lower income projects:

- **The Housing Authority will waive the security deposit.**
- **The Housing Authority will provide programs for youth:**
- **MAD DADS, Marion County School Board Safe Haven and Boys and Girls Club**



# ATTACHMENT S

## RESIDENT SURVEY FOLLOW UP /ACTION PLAN



### Communication

To strengthen any organization good communication activities must be employed. This area will be addressed through the following methods, some of these methods are new and others will be enhanced to better serve our residents:

- ③ Monthly New letters – to include an area for resident comments/concerns to be printed in the following month edition.
- ③ Monthly or Bi-Monthly Resident Council Meetings
- ③ On site visit by the Public Housing Manager, Resident Service Coordinator, Deputy Director and Executive Director.
- ③ Weekly on site office hours (in the community Centers)
- ③ Upgrading of Community Centers
- ③ Construction of New Community Center in one community

### Safety

Because we are charged by HUD to provide “**safe, decent and affordable housing**”, and because our motto is “Home is Where the Heart Is”, we are very concerned that are residents have safety concerns. We have shared this information with our local police department to solicit their assistance. This area will be addressed through the following methods, some of these methods are new and others will be enhanced to better serve our residents:

- ③ Enhanced crime watch meetings
- ③ Increased out door lighting
- ③ Provide Education and Training in Safety Matters
- ③ Implement a Tenant Patrol
- ③ Provide positive enrichment activities for Youth and Adult Residents
- ③ Increase partnership activities with Local Police Department

## **Neighborhood Appearance**

In our continued efforts to make our Houses our Residents Home, we believe that attractive neighborhoods are essential. This area will be addressed through the following methods, some of these methods are new and others will be enhanced to better serve our residents:

- ③ Landscaping Activities
- ③ Exterior Building Inspection
- ③ Improved Ground Maintenance
- ③ Enforce Tenants Lease regarding Yard Maintenance and Upkeep

PHA Plan Deficiency Correction Report  
Ocala Housing Authority  
FL032

**Deficiency 1**

All corrected amounts have been inserted. Please note under #3 Public Housing Dwelling Rental Income the correct amount of \$180,206 is included, it was mentioned in the communication that approximately \$323,000 should be shown, I believe this that amount is the operating subsidy not rental income.

**Deficiency 2**

**Part A.** Capital Fund 5 Year Action Plan development # have been corrected Paragraph 11A Development # correction has been made

**Part B** - Per an August 29, 2003 teleconference with James Abernathy (Jacksonville HUD) and Kevin of (DC HUD) which discussed the direction the Ocala Housing Authority (OHA) should pursue in the development of the Paradise Trails project, it was suggested that a follow up teleconference be scheduled to include Sarah Brock, William Thurston and Dominic Blom, all of HUD, to further discuss the available development options. Because of the uncertainty of the HUD staff and the mixed interpretation of the new HUD regulations, OHA management concluded that no applications would be submitted until further guidance is provided by HUD.

**Deficiency 3**

Please refer to Deficiency 2 Part B

**Deficiency 4**

FL29P032501-00 – The is identified as Final P&E Report  
FL29P032501-01 – all “REF” errors have been address and corrected  
FL29P032501-02 – Budget Revision – the obligated and expensed amounts have been removed. Corrections have been made so that Part 1 and Part 11 match. The conflicting information was caused because of the following reasons:

1. the budget revision was as of April 2003
2. work item expenses were drawn from accounts with available fund, per instruction from Jacksonville Field Office, with the understanding that any corrections would be done so when the budget revision were implemented.