

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 03

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Grapevine

PHA Number: TX291

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

PHA Plan Contact Information:

Name: Debra L. Wells

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TDD: 817-421-6404

Email (if available): dwells@ci.grapevine.tx.us

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

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
- Main administrative office of the local, county or 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)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2002**

[24 CFR Part 903.7]

i. Table of Contents

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

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment <u>G</u> : Voluntary Conversion	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

No major changes were made to the policies.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 148,103

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description
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(Not including Activities Associated with HOPE VI or Conversion Activities)
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1a. Development name:

1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
A special meeting was held to go over changes. The Residents had no comments regarding the plan or policies.
2. If yes, the comments are Attached at Attachment (RAB09-06-02)
3. In what manner did the PHA address those comments? (select all that apply)
- The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 Yes No: below or
 Yes No: at the end of the RAB Comments in Attachment
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment RAB09-06-02.
- Other: (list below) Residents had no comments concerning the plan.

B. 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: (Tarrant County)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
 - Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan supports the PHA in striving to encourage more landlords to participate in the Section 8 program to provide affordable rental property. The Consolidated Plan also supports the PHA in its determination not to participate in the Home Ownership Program due to the housing market in Grapevine. Low to moderate income families can not afford the mortgages in Grapevine.

The PHA is dedicated in maintaining its high performance standards for its Public Housing. Capital funds will be used to assure that deficiencies in the housing units do not become unmanageable.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan: There have been no substantial deviation from the 5-year Plan.

A. Significant Amendment or Modification to the Annual Plan: There have been no significant Amendments or modifications from the Annual Plan. Attachment A

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	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 any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	The results of 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)

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE	Grant Type and Number Capital Fund Program: TX21P9150103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 01/2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	17,600			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	39,000			
10	1460 Dwelling Structures	79,503			
11	1465.1 Dwelling Equipment—Nonexpendable	12,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	148,103			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE	Grant Type and Number Capital Fund Program: TX21P9150103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 01/2003
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Original Annual Statement

 Reserve for Disasters/ Emergencies

 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:

 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE		Grant Type and Number Capital Fund Program #: TX21P29150103 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 01/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
TX291ALL	OPERATIONS	1406		17,600				
TX291-001	IRRIGATION SYSTEM	1450		34,000				
TX291-002	ADA COMPLIANCE PROJECTS	1450		5,000				
TX291-001	CENTRAL AIR, MISC. UPDATES	1460		39,752				
TX291-002	CENTRAL AIR, MISC UPDATES	1460		39,751				
TX291-001	APPLIANCES	1465.1		6,000				
TX291-002	APPLIANCES	1465.1		6,000				

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE, TEXAS	Grant Type and Number Capital Fund Program #: TX21P9150103 Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 01/2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX291-ALL	06/2005			09/2006			
TX291-001	06/2005			09/2006			
TX291-002	06/2005			09/2006			

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE	Grant Type and Number Capital Fund Program: TX21P9150101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 01/2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

 Performance and Evaluation Report for Period Ending: 06/30/2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,300		10,300	10,300
3	1408 Management Improvements				
4	1410 Administration	20,000		10,095.93	10,095.93
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000		6,049.96	6,049.96
10	1460 Dwelling Structures	81,085		63,528.38	63,528.38
11	1465.1 Dwelling Equipment—Nonexpendable	15,000		6,718.00	6,718.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	156,385		96,692.27	96,692.27
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE	Grant Type and Number Capital Fund Program: TX21P9150101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 01/2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 06/30/2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE		Grant Type and Number Capital Fund Program #: TX21P29150101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 01/2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
TX291ALL	OPERATIONS	1406		10,300		10,300	10,300	COMPLETE
TX291ALL	ADMINISTRATION	1410		20,000		10,095.93	10,095.93	INCOMPL
TX291-001	HANDICAP ACCESS	1450		30,000		6,049.96	6,049.96	INCOMPL
TX291-001	PLUMBING/PAINTING EXTERIOR & INTERIOR/REPLACE WOOD/CAULK DOORS/ REPLACE WINDOWS	1460		40,542.50		31,764.19	31,761.19	INCOMPL
TX291-002	PLUMBING/PAINTING EXTERIOR & INTERIOR/REPLACE WOOD/CAULK DOORS/ REPLACE WINDOWS	1460		40,542.50		31,764.19	31,764.19	INCOMPL
TX291-001	AIR CONDITIONERS	1465.1		7,500		3,359.00	3,359.00	INCOMPL
TX291-002	AIR CONDITIONERS	1465.1		7,500		3,359.00	3,359.00	INCOMPL

Annual Statement/Performance and Evaluation Report (Attachment B)

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE, TEXAS		Grant Type and Number Capital Fund Program #: TX21P9150101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 01/2001		
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX291-ALL	09/2002			09/2003			
TX291-001	09/2002			09/2003			
TX291-002	09/2002			09/2003			

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE	Grant Type and Number Capital Fund Program: TX21P9150102 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 01/2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

 Performance and Evaluation Report for Period Ending: 06/30/2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	14,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit	3,500			
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000			
10	1460 Dwelling Structures	113,500			
11	1465.1 Dwelling Equipment—Nonexpendable	12,103			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	148,103			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	20,000			

Annual Statement/Performance and Evaluation Report (Attachment B)				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE		Grant Type and Number Capital Fund Program: TX21P9150102 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 01/2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures			

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE		Grant Type and Number Capital Fund Program #: TX21P29150102 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 01/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
TX291ALL	OPERATIONS	1406		14,000				INCOMPLT
TX291ALL	AUDIT	1411		3,500				INCOMPLT
TX291-002	HANDICAP	1450		1,500				INCOMPLT
TX291-002	HANDICAP ACCESS	1450		3,500				INCOMPLT
TX291-001	PAINING EXTERIOR & INTERIOR/REPLACE WOOD/CAULK DOORS/ REPLACE WINDOWS	1460		56,750				INCOMPLT
TX291-002	PAINING EXTERIOR & INTERIOR/REPLACE WOOD/CAULK DOORS/ REPLACE WINDOWS	1460		56,750				INCOMPLT
TX291-001	AIR CONDITIONERS	1465.1		6051.50				INCOMPLT
TX291-002	AIR CONDITIONERS	1465.1		6051.50				INCOMPLT

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE		Grant Type and Number Capital Fund Program #: TX21P29150102 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 01/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF GRAPEVINE, TEXAS		Grant Type and Number Capital Fund Program #: TX21P9150102 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 01/2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX291-ALL	06/2004			09/2005			
TX291-001	06/2004			09/2005			
TX291-002	06/2004			09/2005			

Required Attachment C: Capital Funding Program 5-Year Action Plan

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
TX291-ALL	PHA WIDE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
OPERATIONS, ADMINISTRATION @ AUDIT	88,000	01/2003
FY-2003 17,600		
FY-2004 17,600		
FY-2005 17,600		
FY-2006 17,600		
FY-2007 17,600		
Total estimated cost over next 5 years		

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
TX291-001	Grapevine Housing Authority 001	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost
HVAC		
FY-2003	25,000	122,500
FY-2004	50,000	
FY-2005	47,500	
ADA-RAMPS & HANDRAILS		
FY-2003	1,500	7,500
FY-2004	1,500	
FY-2005	1,500	
FY-2006	1,500	
FY-2007	1,500	
SPRINKLER SYSTEM		
FY-2003	34,000	82,750
FY-2004	25,000	
FY-2007	23,750	
KITCHEN/BATHROOM UPDATES, REPLACEMENT WINDOWS		
FY-2003	14,751	59,257
FY-2004	19,252	
FY-2005	9,251	
FY-2006	8,002	
FY-2007	8,001	
		272,007

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
TX291-002	Grapevine Housing Authority 002	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost
HVAC		
FY-2003	25,000	125,000
FY-2006	50,000	
FY-2007	50,000	
ADA-RAMPS & HANDRAILS		
FY-2003	3,500	17,500
FY-2004	3,500	
FY-2005	3,500	
FY-2006	3,500	
FY-2007	3,500	
SPRINKLER SYSTEM/PRIVACY FENCE		
FY-2005	47,500	118,750
FY-2006	47,500	
FY-2007	23,750	
BATHROOM/KITCHEN UPDATES, REPLACEMENT WINDOWS		
FY-2003	14,752	59,258
FY-2004	19,251	
FY-2005	9,252	
FY-2006	8,002	
FY-2007	8,001	
Total estimated cost over next 5 years		320,508

Required Attachment D: Resident Member on the PHA Governing Board

1. 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:
Doris Waite, Resident Commissioner

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 2001/2003

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: 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Tate and the Grapevine City Council

Required Attachment E: 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.)

William Rameriz, Chair
Willard Lloyd, Vice Chair
Twila Soukup, Secretary, Block Captain
Mary Casewell, Treasurer
Viola Parker, Block Captain
Doris Waite, Block Captain

All Housing Residents and Section 8 Tenants are invited to each meeting.
Officers were selected by nominations and elected by members present at the meeting.

**Required Attachment F : Comments of Resident
Advisory Board or Boards & Explanation of PHA
Response**

The Resident Advisory Board met in a Special Session on this the 6th day of September, 2002 in the Conference Room of Grapevine Housing Authority with the following members present to wit:

Twila Soukup
Doris Waite
William Wismer
Betty Hamilton
Byron Jeffreys

With the follow present:

Debra Wells, Executive Director
Judy Bentley, GHA Staff

CALL TO ORDER

Twila Soukup called the special meeting to order at 10:00 a.m.

Debra Wells, Executive Director presented the changes to the 2003 Annual Plan, Admissions and Occupancy Policy, Lease and all related addendum's. All changes where presented in written form, read and explained to the attending residents. No changes were suggested.

Changes to the 5-Year Capital Funds Budget were presented and discussed in detail. The residents were pleased with the plan especially with the addition of central air.

The following is the list of suggested future capital spending:

Lighting
Carpeting
Ceiling Fans
Parking closer to the units on Starr Place

Debra Wells stated that the additional suggested capital spending would be presented at the next Board Meeting.

Meeting was adjourned at 11:15 a.m.

ATTACHMENT G: Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? The family portion of both developments
 TX291001 9 Units
 TX291002 10 Units

- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? TX291001 39 Elderly/Disabled
 TX291002 40 Elderly/Disabled

- c. How many Assessments were conducted for the PHA’s covered developments? 1

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
TX291001	0
TX291002	0

Admissions and Occupancy Policy Housing Authority of the City of Grapevine

I. PURPOSE

This Policy is established in order that the Housing Authority of Grapevine, Texas will meet its responsibilities pursuant to the United States Housing Act of 1937, as amended, Title VI of the Civil Rights Act of 1964 and all other civil rights requirements, regulations promulgated by the U. S. Department of Housing and Urban Development (HUD), the Annual Contributions Contract between the Housing Authority and HUD, and State and local laws, with respect to admission and occupancy of the Low Rent Public Housing Program.

This Policy governs admission and occupancy of Public Housing administered by the Housing Authority of Grapevine, Texas hereafter called the Authority. It is the intent of the Authority to ensure decent, safe and sanitary housing for families of limited income in all Public Housing units owned or operated by the Authority under the United States Housing Act of 1937, as amended. In order to provide safe and sanitary housing the Authority will provide non-smoking units as they become available starting January 1, 2000. It is the intent of the Authority to provide a suitable living environment, which fosters economic and social diversity and upward mobility. The Authority will periodically review this Policy to assure compliance with housing legislation and civil rights requirements.

II. COMPLIANCE WITH CIVIL RIGHTS LAWS

A. Nondiscrimination

1. It is the policy of the Housing Authority of City of Grapevine to comply with all applicable laws relating to Civil Rights, including
 - a. Title VI of the Civil Rights Act of 1964 (*24 CFR 1*)
 - b. Title VIII of the Civil Rights Act of 1968, as amended by The Community Development Act of 1974 and the Fair Housing Amendments Act of 1988. (*24 CFR 100*)

- c. Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 (24 CFR 8)
 - d. Age Discrimination Act of 1975 (24 CFR 146)
 - e. Title II of the Americans with Disabilities Act, to the extent that it applies; otherwise, Section 504 and the Fair Housing Amendments govern.
 - f. Any applicable state laws or local ordinances
 - g. Any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted (24 CFR 960.203)
2. The Authority will not discriminate because of race, color, sex, religion, age, familial status, disability, or national origin in the leasing, or other disposition of housing or related facilities, including land, that is part of any project under the Authority's jurisdiction covered by a contract for annual contributions under The U. S. Housing Act of 1937, as amended, or in the use or occupancy thereof. (24 CFR 100.5)
3. The Authority will not, on account of race, color, sex, religion, age, familial status, disability, or national origin:
- a. Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
 - b. Provide housing which is different from that provided others, unless the housing has been specially adapted for use by persons with disabilities, where applicable and/or required;
 - c. Subject a person to segregation or disparate treatment;
 - d. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
 - e. Treat a person differently in determining eligibility or other requirements for admission;
 - f. Deny a person access to the same level of services (*services must be accessible to disabled persons, whether services are offered by the Authority or by another service provider on the Authority's property*); or
 - g. Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

4. The Authority will not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., a family with children born to unmarried parents, elderly families with a pet, or families whose head or spouse is a student). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine. (24 CFR 960.205).
5. The Authority will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 and the Fair Housing Amendments Act of 1988 the Authority will make structural modifications to its housing and non-housing facilities (24 CFR 8.21, 8.23, 8.24, and 8.25), make reasonable accommodations (24 CFR 100.204), or combinations of the two to permit people with disabilities to take full advantage of the housing program.
 - a. In making reasonable accommodations or structural modifications to existing housing programs (see 24 CFR 8.24) or in carrying out Other Alterations (see 24 CFR 8.23(b)) for otherwise qualified persons with disabilities, the Authority is not required to:
 - 1) Make each of its existing facilities accessible or make structural alterations when other methods can be demonstrated to achieve the same effect (24 CFR 8.24);
 - 2) Make structural alterations that require the removal or altering of a load-bearing structural member (24 CFR 8.32 (c));
 - 3) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level (24 CFR 8.26);
 - 4) Take any action that would result in a fundamental alteration in the nature of the program (24 CFR 8.24 (a)(2)); or
 - 5) Take any action that would result in an undue financial and administrative burden on the Authority. (24 CFR 8.24 (a)(2)).

- b. When the Authority is making substantial alterations (defined in 24 CFR 8.23 as Comprehensive Modernization or work in developments with 15+ units, work whose value exceeds 75% of the replacement cost of the facility) to an existing housing facility, Authority is not required to:
- 1) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below grade level (24 CFR 8.26);
 - 2) Make structural alterations that require the removal or altering of a load-bearing structural member (24 CFR 8.32(c)); or
 - 3) Make structural alterations to meet minimum accessibility requirements where it is structurally impractical. Structural impracticability is defined as: Changes having little likelihood of being accomplished without removing or altering a load-bearing structural member and/or incurring an increased cost of 50% or more of the value of the element of the building or facility involved. (24 CFR 8.32

Note that the undue burden test is not applicable to housing undergoing substantial alteration.

6. The Authority will not permit these policies to be subverted to do personal or political favors. The Authority will not offer units in an order different from that prescribed by this Policy, since doing so violates the Policy, federal law and the civil rights of the other families on the Waiting List. [24 CFR 906.204 (a) (3) (ii)]
7. The Authority will not discriminate in the assignment of managers and other staff responsible for the administration of the dwelling units.

B. Accessibility and Plain Language

1. Application and management offices, hearing rooms, community rooms, laundry facilities, craft and game rooms and other common areas of the Authority will be available for use by residents with a full range of disabilities. If these facilities are not already accessible and located on accessible routes, some must be made so, subject to the undue financial and administrative burden test. (24 CFR 8.20 and 8.21)
2. Documents intended for use by applicants and residents will be made available in formats accessible for those with vision and

hearing impairments (24 CFR 8.6). The documents will be written simply and clearly to enable participants with learning or cognitive disabilities to understand as much as possible. (24 CFR 912.5(a) requires that any notice or document relative to citizen or eligible immigration status, where feasible, be provided to an applicant or resident in a language that is understood by the individual if the individual is not proficient in English).

3. Some of the concepts that must be described relative to eligibility, rent computation, applicant screening, reasonable accommodations and lease compliance are complicated, but Authority staff will offer examples where possible to help applicants/residents understand the issues involved. In writing materials to be used by applicants/residents, the Authority staff will keep in mind that mental retardation, learning disabilities and cognitive disabilities may affect the applicant's ability to read or understand, so rules and benefits may have to be explained verbally, perhaps more than once. (24 CFR 8.6)
4. The Authority staff will determine or ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative, advocate) accompany the applicant to receive, interpret and explain housing materials. (24 CFR 8.6)
5. Some applicants will not be able to read (or to read English), so intake staff must be prepared to read and explain anything that they would normally hand to an applicant to be read and filled out. Applicants who read or understand little English may furnish an interpreter who can explain what is going on. (PHAs are not required to pay the costs associated with having a foreign language interpreter as they are for a sign language interpreter for the hearing impaired [24 CFR 8.6] because the Fair Housing law makes no such requirement)
6. At a minimum, the Authority will provide the following information in plain-language accessible formats:

Informational material

III. MARKETING

- A. It is the policy of the Authority to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts will take into consideration:
 - 1. The number of vacant units
 - 2. Availability of units through turnover
 - 3. Waiting List Characteristics
- B. The Authority will periodically assess the factors in order to determine the need for and scope of any marketing efforts.
- C. All marketing and informational materials will :
 - 1. comply with the Fair Housing Act requirements with respect to the Equal Housing Opportunity logo and use of nondiscriminatory language *[24 CFR 109.30 (a)]*;
 - 2. describe the housing units, application process, Waiting List, priority system and eligibility accurately;
 - 3. will be in plain language.
 - 4. will target agencies that serve for potential applicants;
 - 5. will make clear who is eligible.
 - 6. will make clear that it is the Authority's responsibility to provide reasonable accommodations to people with disabilities.

IV. DEFINITIONS

Accessible Dwelling Units

When used with respect to design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered or adapted can be approached, entered, and used by individuals with physical handicaps. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR Section 8.32 and Section 40 (the Uniform Federal Accessibility Standards) is "accessible" within the meaning of this paragraph.

Accessible Facility

All or any portion of a facility *other than* an individual dwelling unit used by individuals with physical handicaps (24 CFR 8.21)

Accessible Route

For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility. (24 CFR 8.3 & 40.3.5)

Adaptability

Ability to change certain elements in a dwelling unit to accommodate the needs of handicapped and non-handicapped persons; or ability to meet the needs of persons with different types and degrees of disability (24 CFR 8.3 & 40.3.5)

Adjusted Income

Adjusted income (income upon which rent is based) means Annual Income less the following deductions and exemptions: (24 CFR 5.611)

Non-elderly/Non-disabled Families

1. **Child Care Expenses:** a deduction of amounts anticipated to be paid by the family for the care of children under 13 for the period for which Annual Income is computed. Allowed ONLY when such care is necessary to enable a family member to be gainfully employed, to actively seek employment or to further his/her education. Amounts deducted must be non-reimbursed expenses and shall not exceed:
 - a. amount of employment income included in the Authority's computation of annual income
 - b. an amount determined to be reasonable by the Authority when the expense is incurred to permit education or to actively seek employment.
2. **Dependent Deduction:** an exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-In Aide, foster adult or foster child) who is under eighteen (18) years of age or who is eighteen (18) or older and disabled, handicapped or a full-time student.

3. **Disability Assistance Expense Deduction:** (for families not considered a "disabled family" but which have a member, other than the head or spouse, who is disabled) a deduction of the cost of all non-reimbursed expenses for Disability Assistance less three percent (3%) of Annual Income, provided the amount so calculated does not exceed the employment income earned.

For Elderly and Disabled Families Only (families whose head, co-head, spouse or sole member is elderly or disabled)

1. **Elderly/Disabled Household Exemption:** An exemption of \$400 per household.
2. **Medical Deduction and/or Disability Assistance Expense Deduction (medical expenses of all family members counted)**
 - a. ***For Elderly /Disabled Families with Medical Expenses but without Disability Assistance Expenses:*** total non-reimbursed medical expenses less three percent (3%) of Annual Income.
 - b. ***For Elderly/Disabled Families with both Medical and Disability Assistance Expenses:***
 - 1) If total of all non-reimbursed disability assistance expense is equal to or greater than three percent (3%) of Annual Income, deduction equals the amount of Disability Expenses less 3% of Annual Income, PLUS actual non-reimbursed Medical Expense.
 - 2) If total of all non-reimbursed Disability Assistance expense is less than 3% of Annual Income, then the deduction equals the amount by which the sum of Disability Assistance expenses plus Medical Expenses exceeds 3% of Annual Income.

Alteration

Any change in a facility or its permanent fixtures or equipment. Does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to the mechanical systems.

Annual Income

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional adult family member. It includes all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income.

To annualize full-time employment, multiply as follows:

- a. Hourly wages by 2080 hours
- b. Weekly wages by 52
- c. Bi-weekly wages by 26
- d. Semi-monthly wages by 24
- e. Monthly amount by 12

Income includes but is not limited to: (24 CFR 5.609)

1. full amount before any payroll deductions, of wages and salaries overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services
2. net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business.
3. interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness will not be used as deductions in determining net income. An allowance for the straight line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

Where the family has net family assets greater than \$5,000, annual income shall include the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by the HUD field office, whichever is greater.

4. full amount of *periodic* payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum amount or prospective monthly amounts for the delayed start of a periodic amount for other than social security or SSI
5. Payments in lieu of earnings, such as unemployment, disability compensation, worker's compensation and severance pay
6. All welfare assistance payments received by or on behalf of any family member
7. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members
8. All regular pay, special pay and allowances of a family member in the Armed Forces.

Does not include: (24 CFR 5.609)

1. Income from the employment of children (including foster children) under the age of 18
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone)
3. 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 property losses
4. Amounts received by the family that are specifically for, or in reimbursement of the cost of medical expenses for any family member
5. Income of a live-in aide, provided the person meets the definition of a live-in aide (24 CFR 5.403)
6. Full amount of student financial assistance paid directly to the student or the educational institution
7. Special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

8. Certain types of income related to training:
 - a. amounts received under HUD funded training programs (such as step-up; excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training)
 - b. amounts received by a person with disabilities that are disregarded for a limited time for purposes of SSI and benefits that are set-aside for use under a Plan to Attain Self-Sufficiency (PASS)
 - c. amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program
 - d. a resident services stipend: a modest amount not to exceed \$200/month received by a public housing resident for performing a service for the Authority, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to fire patrol, hall monitoring, lawn maintenance and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time
 - e. Compensation from State or local employment training programs and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the Authority.
9. Temporary, non-recurring, or sporadic income, including gifts
10. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era?
11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse)
12. Adoption assistance payments in excess of \$480 per adopted child
13. Earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988 [section 22 of the 1937 Act (42 U.S.C. 1437t)], or any

comparable Federal, State or local law during the exclusion period; the following definitions apply (*for guidance, see PIH 98-2 in Addendum F*)(expires October 1, 1999)

- a. Comparable Federal, State or local law means a program providing employment training and supportive services that is:
 - 1) authorized by a Federal, State or local law
 - 2) funded by the Federal, State or local government
 - 3) operated or administered by a public agency
 - 4) to assist participants in acquiring employment skills
 - b. Exclusion period means the period during which the resident participates in a program described in this section PLUS 18 months from the date the resident begins the first job acquired by the resident after completion of such program that IS NOT funded by public housing assistance under the U. S. Housing Act of 1937, as amended. If the resident is terminated from employment without good cause, the exclusion period shall end.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
14. Deferred periodic payments of supplemental security income (SSI) and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the disabled family member at home.
17. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. Include:
- a. value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977
 - b. payments to volunteers under Domestic Volunteer Services Act of 1973 (RSVP, Foster Grandparents, Senior

Companion Program; and Older American Committee Service Program, VISTA, Peace Corps, Service Learning program, Special Volunteer Programs; Small Business Administration Programs such as National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).

- c. first \$2,000 of payments received under the Alaska Native Claims Settlement Act
- d. income derived from certain sub-marginal land of the U. S. that is held in trusts for certain Indian tribes
- e. payments or allowances made under Dept. of Health and Human Services Low-Income Home Energy Asst. Prog.
- f. payments received under programs funded in whole or in part under the Job Training Partnership Act
- g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians
- h. first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian Tribe by the Secretary of Interior
- i. amounts of scholarships funded under Title IV of Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs (Pell Grants, Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study and Byrd Scholarships.
- j. payments received from programs funded under Title V of the Older Americans Act of 1965 (Senior Community Services Employment Program, National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayors, National Council on Senior Citizens and Green Thumb)
- k. payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established in the In Re Orange product liability litigation.
- l. payments received under the Maine Indian Claims Settlement Act of 1980

- m. the value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990.
 - n. Earned Income Tax Credit refund payments received on or after January 1, 1991.
 - o. Amounts earned by temporary census employees, provided the terms of employment do not exceed 180 days.
18. The first twelve (12) months of additional income due to employment, starting on the date of employment for a family (replaces 13b after 10/1/99)
- a. whose income increased as a result of employment of a family member who was previously unemployed for one or more years. *(For purposes of this section, "previously unemployed" includes a person who has earned, in the previous twelve months, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage).*
 - b. whose income increased during the participation of a family member in any family self-sufficiency or other job training; or
 - c. who, within 6 months, was assisted through TANF (temporary assistance for needy families), as verified by the local TANF agency, and earned income increased.

Anticipated Annual Income

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period. This method would be used for teachers who are paid for only nine (9) months, or for residents receiving unemployment compensation.

Applicant

A person or a family that has applied for admission to housing.

Application

A written form, to be signed and dated by an adult member of the family, which includes information the Authority needs to determine whether the family may be admitted in accordance with Section V of this Policy.

Area of Operation

The municipality for which the authority is created and the area that is within five miles of the territorial boundaries of the municipality and is not within the territorial boundaries of another municipality. To operate in another jurisdiction requires a resolution from the governing body of that jurisdiction. (*Texas Local Government Code 392*)

Assets

Cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets **do not** include the value of personal property such as furniture, automobiles and household effects or the value of business assets.

Auxiliary Aids

Services or devices that enable persons with impaired sensory, manual or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities. (*24 CFR 8.3*)

Care Attendant

A person who regularly visits the unit of an Authority resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by the Authority, must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.

Ceiling Rent

A maximum total tenant payment amount established by the Authority, which may be tied to one or more individual projects, sites or unit sizes.

Child Care Expenses

A deduction of amounts anticipated to be paid by the family for the care of children under 13 for the period for which Annual Income is computed. Allowed **ONLY** when such care is necessary to enable a family member to be gainfully employed, to actively seek employment or to further his/her education. Amounts deducted must be non-reimbursed expenses and shall not exceed:

1. the amount of employment income included in the Authority's computation of annual income.
2. an amount determined to be reasonable by the Authority when the expense is incurred to permit education or to

actively seek employment. The Authority will use the average of rates obtained from four **(4)** local child care facilities to determine a reasonable maximum childcare expense.

3. when there is an unemployed adult household member in the family, child care expenses will not be allowed, unless family can provide proof that the available adult member is not physically or mentally capable of providing child care.

Co-head of Household

A household where two persons are held responsible and accountable for the family.

Community Service

The performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Voluntary political activities do not satisfy requirements.

Dependent

A member of the household (other than head, spouse, sole member, foster child, foster adults, or Live-in Aide) who is under 18 years of age, or 18 years of age or older and disabled, handicapped, or a full-time student. *(24 CFR 5.603)*

Designated Family

The category of family for whom a housing authority elects (subject to HUD approval of an Allocation Plan) to designate a project (e.g., elderly family in a project designated for elderly families) in accordance with 1992 Housing Act. *(24 CFR 945.105)*

Designated Housing

A project(s) or portion of a project designated for elderly only or for disabled families only in accordance with 24 CFR 945.105.

Disability Assistance Expense

Amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member or family members, including the disabled person, to be employed. Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the handicapped or disabled family member. Also

included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities. (24 CFR 5.603)

Disabled Family

Families whose head/ co-head/ spouse or sole member is a person with disabilities. The term includes two or more persons with disabilities living together, and one or more such persons living with one or more persons including live-in aides determined to be essential to the care and well being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly. (24 CFR 5.403 and 945.105)

Disabled Person

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act [U.S.C. 6001(7)].

1. **Section 223:** disability defined as inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months, or in the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial gainful activity requiring skills or ability comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.
2. **Section 102(7):** developmental disability defined as a severe chronic disability that:
 - a. is attributable to a mental or physical impairment or combination of the two
 - b. is manifested before the person attains age twenty-two (22)
 - c. is likely to continue indefinitely
 - d. results in substantial functional limitation in three or more of the following areas of major life activity: self care, receptive and responsive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency.

- e. reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.

Also includes:

1. A person having a physical or mental impairment that:
 - a. is expected to be of long, continued and indefinite duration
 - b. substantially impedes the person's ability to live independently
 - c. is of such a nature that such ability could be improved by more suitable housing conditions.
2. For purposes of housing programs, the term does not include any individual who
 - a. is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others; or
 - b. has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to participate in the program or activity in question (*24 CFR 8.3*); or
- 3 The 504 definition of handicap does not include homosexuality, bisexuality, or transvestitism. (*these characteristics do not disqualify an otherwise disabled applicant/resident from being covered*).

Displaced Person

A person displaced by government action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise recognized pursuant to Federal disaster relief laws.

Divestiture Income

Imputed income from assets, including business assets, disposed of by applicant or resident in the last two years at less than fair market value.

Domestic Violence

Actual or threatened physical violence of a recent or continuous nature directed against one or more members of the applicant's family by a spouse or other family member.

Due Process Determination

A determination by HUD that specified procedures for judicial eviction under State and local law require that a tenant be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the unit. *(24 CFR 966.53)*

Elderly Family

A family whose head, co-head, spouse or sole member is at least 62 years of age. It may include two or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly. *(24 CFR 5.403)*

Elderly Person

A person who is at least 62 years of age *(24 CFR 5.100)*

Elements of Due Process

The court procedures for eviction under State and local law require all of the following before eviction from a unit: *(24 CFR 966.53)*

1. the opportunity for a hearing on the existence of serious or repeated lease violations or other good cause for eviction
2. advance notice of the hearing, and of the alleged reasons for eviction
3. hearing before an impartial party
4. the opportunity to be represented by counsel
5. the opportunity to present evidence and question witnesses
6. a decision on the reasons for eviction before the occupants are evicted

Eligibility Income

This is the applicant's **Annual Income** amount. This figure is compared to the HUD-approved income limits (issued annually) to

determine if an applicant family is eligible for admission.

Extremely Low Income Family

A Family whose Annual Income is equal to or less than 30% of Area Median Income, adjusted for family size, as published by HUD.

Eviction

Forcing the occupants to move out of the unit.

Family

Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law who will live together in Authority housing; OR two or more persons who are not so related, but are regularly living together, can verify shared income or resources who will live together in Authority housing.

“Family” also includes: Elderly Family, Near Elderly Family, Disabled Family, Displaced Person, Single Person, the remaining member of a tenant family, a foster care arrangement, or a kinship care arrangement. Other persons, including members temporarily absent (e.g., a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family’s household if they are living or will live regularly with the family
(24 CFR 5.403)

Family Self Sufficiency

Any approved program established by the Authority to promote self-sufficiency among participating families, including the provision of supportive services, toward the goal of the families’ no longer needing public assistance.

Flat Rents

Total Tenant Payments set by the Authority, that are based on market rate rents and comparable to rents in the private sector for similar type and size units.

Foster Child/Adult

A child/adult placed in the care of a Foster Family by a licensed Child Placement Agency or Adult Placement Agency.

Fraud

Fraud as defined under any Federal or State civil or criminal statute, or any other deliberate misrepresentation to this Authority by any member of an applicant or resident family. (24 CFR 966.2)

Full-Time Student

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institutions include but are not limited to: colleges, universities, secondary schools, and vocational schools or trade school (24 CFR 5.603)

Hardship Waiver (Minimum Rent)

A family may apply for a waiver of the minimum rent if one of the following situations occurs:

1. Family has lost eligibility for or is awaiting approval of federal, state, or local assistance
2. Family's income has decreased because of changes in circumstances, including loss of employment (proof of date of termination required)
3. A family member has died

Hate Crimes

Actual or threatened physical violence or intimidation of a recent or continuing nature that is directed against a person or his property that is based on the person's race, age, color, religion, sex, national origin, disability or familial status.

Head of Household

Head of household is the family member (identified by the family) who is held responsible and accountable for the family.

Household

The tenant and other persons who live in a unit with written approval of the Authority. (24 CFR 966.2)

Income Limits

The income limits for each county in the state are determined and published by HUD annually. Income limits are based on 30%, 50% and 80% of median for the area. The Authority's income limits are contained in Addendum B.

Income-Based rent

Total Tenant Payment that is based on the family's income.

Kinship Care

An arrangement in which a relative or non-relative becomes the care giver for a child or children but is not the biological parent of the child or children. The primary care giver need not have legal custody of such child or children to be a kinship care giver under this definition.

Live-In Aide (24 CFR 5.403)

1. A person who resides with an elderly person(s), near elderly person(s) or person(s) with disabilities and who
 - a. is determined by the Authority to be essential to the care and well being of the person(s)
 - b. is not obligated to support the family member
 - c. would not be living in the unit except to provide the necessary supportive services
 - d. has passed all Grapevine Housing Authority screening procedures
2. A Live-In Aide is not listed on the lease and cannot become a remaining family member for continued occupancy purposes.
3. A Live-In Aide's income is not counted in determining the family's income.

Low Income Family

A family whose annual income does not exceed 80 per cent of the median income for the area as determined by HUD with adjustments for smaller and larger families.

Medical Expense

Medical expenses include but are not limited to:

1. services of physicians and other health care professionals
2. services of health care facilities

3. health insurance premiums, including cost of Medicare
4. prescription and non-prescription medicines
5. transportation to and from treatment
6. dental expense
7. eyeglasses
8. hearing aids and batteries
9. attendant care (unrelated to employment of family members)

These are expenses that are anticipated during the period for which annual income is computed and that are not covered by insurance (24 CFR 5.603)

Medical Expense Allowance

For purposes of calculating adjusted income for elderly or disabled families only, medical expense allowance means the medical expense in excess of **3%** of Annual Income, where these expenses are not compensated for or covered by insurance (24 CFR 5.611)

Minimum Rent

A family will pay whichever is highest: **10%** of annual (or gross) income; **30%** of adjusted income, or a \$ **50** minimum rent established by the housing Authority. This minimum rent is the total tenant payment, which is reduced by an allowance for utilities where the tenant pays part or all of the utilities.

Minor

A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. Some minors are permitted to execute contracts, provided a court has declared them “emancipated.”

Mixed Population Project

A public housing project for elderly and disabled families. The Authority is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan.

Mixed Family

A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible

immigration status. (24 CFR 5.504)

Monthly Income

One-twelfth of Annual Income (24 CFR 5.603)

Monthly Adjusted Income

One-twelfth of Adjusted Income (24 CFR 5.603)

Multifamily Housing Project

For purposes of 504, means a project containing five or more dwelling units (24 CFR 8.3)

Near-Elderly Family

A family whose head, spouse, or sole member is a near-elderly person (at least 50 but less than 62 years of age). The term includes two or more near-elderly persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well being of the near-elderly person or persons. A near-elderly family may include other family members who are not near elderly. (24 CFR 5.403)

Near-Elderly Person

A person who is at least 50 years of age but below 62, who may be a person with a disability. (24 CFR 5.603)

Negative Rent

See Utility Reimbursement

Net Family Assets (24 CFR 5.603)

1. The net cash value, after deducting reasonable costs (e.g., brokerage or legal fees, settlement costs, penalties for early withdrawal) that would be incurred in disposing of:
 - a. Real property (land, houses, mobile homes)
 - b. Savings (CD, IRA or KEOGH accounts, checking and savings accounts, precious metals)
 - c. Cash value of whole life insurance policies
 - d. Stocks and bonds (mutual funds, corporate bonds, savings bonds)
 - e. Other forms of capital investments (business equipment)

excluding interests in Indian trust lands and excluding equity accounts in HUD home ownership programs

2. In the case of a trust fund not revocable by or controlled by any members of the family or household, the value of the trust fund will not be considered an asset as long as the fund continues to be held in trust. Any income from the trust shall be counted as income.
3. If a family disposed of an asset within the two years preceding the date of the application or re-certification at less than fair market value, the difference between what they received and what they would have gotten, had they received the fair market value is counted as an asset for purposes of determining net family assets.
4. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms.

Non-citizen

A person who is neither a United States citizen nor a national of the United States (*24 CFR 5.504*)

Over-income Family

An individual or family who is not a low-income family at the time of initial occupancy.

Portion of project

Includes one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects (*24 CFR 945.105*)

Project (504 Definition)

Means the whole of one or more residential structures and appurtenant structures, equipment, roads, walks and parking lots that are covered by a single contract for federal assistance or application for assistance, or are treated as a whole for processing purposes, whether or not on a common site (*24 CFR 8.3*)

Public Assistance

TANF or other payments to families and individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or

local governments.

Reasonable Accommodation

Reasonable accommodation is making alterations or adaptations to provide access to otherwise qualified individuals with disabilities in the use of the program and facilities, without causing undue financial and administrative hardship or substantially altering the program or activity.

Re-certification

Also called re-examination or redetermination. The checking of family circumstances and income at least annually to determine if family composition or income changes would require a change in rent or unit size.

Service Provider

A person or organization qualified and experienced in the provision of supportive services, that is in compliance with any licensing requirements imposed by State or local laws for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis (*24 CFR 945.105*)

Single Person

A person who lives alone or intends to live alone and is not an elderly person, a person with disabilities, a displaced person or the remaining member of a resident family (*24 CFR 945.105*)

Spouse

Spouse means the husband or wife of the head of household.

TANF

Temporary Assistance to Needy Families. The term that replaced AFDC.

Tenant Rent

The amount payable monthly by the family as rent to the Authority. Where all utilities (except telephone) and other essential housing The Authority supplies services, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the Authority and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance (*24 CFR 5.603*)

Total Tenant Payment (TTP)

1. Income-Based: Total Tenant Payment is the greater of 30% of the Monthly Adjusted Income (as defined in this Policy) and 10% of the Monthly Annual Income (as defined in this Policy), but never less than the Minimum Rent (except for Hardship Waivers) or greater than the Ceiling Rent, if any.
2. Flat Rent: Total Tenant Payment will be the Flat Rent if the family chooses Flat Rent instead of Income-based rent. (See ***Flat Rent***)

If the tenant pays the utilities, the amount of the Utility Allowance is deducted from the TTP. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

Uniform Federal Accessibility Standards

Standards for the design, construction and alteration of publicly owned residential structures to insure that physically handicapped persons will have ready access to and use of such structures. Standards are in Appendix A to 24 CFR 40.

Utilities

Water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone service is not considered a utility.

Utility Allowance (24 CFR 5.603)

If the cost of utilities (except telephone) for an assisted unit is not included in the Tenant Rent but is the responsibility of the family, an amount equal to the estimate made, as approved by the Authority or HUD, of the monthly costs of a reasonable consumption of such utilities for the unit, consistent with the requirements of a safe, sanitary and healthful living environment. Schedule of Utility Allowances are incorporated into this Policy as Addendum E.

Utility Reimbursement (24 CFR 5.615)

The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit. In such a case, the amount will be reimbursed to the family on a monthly basis, or if the family and utility company consent, the amount may be paid to the utility company and family

jointly or directly to the utility company.

Very Poor Family

See “Extremely Low Income Family”

Very Low Income Family

Family who’s Annual Income does not exceed fifty (50) percent of the median income for the area.

V. ELIGIBILITY FOR ADMISSION

- A. It is the Authority’s policy to admit only qualified applicants.
- B. An applicant is qualified if he or she meets all of the following criteria:
 - 1. Is a family as defined in Section IV of this Policy;
 - 2. Is a family that meets the HUD requirements on citizenship or immigration status; *(24 CFR 5.500 - 5.528)*
 - a. A family is not eligible for full housing assistance unless every member of the family in the unit is determined to be either a U. S. citizen or have eligible immigrant status as defined by the regulations.
 - b. A Mixed Family (in which one or more family members is determined to be ineligible on the basis of immigration status) may be eligible for prorated assistance.
 - 3. Has an Annual Income at the time of admission that does not exceed the low-income limits for occupancy established by HUD, and available for review in the Authority office.
 - 4. Provides a documented Social Security number for all family members, age 6 or older, or certifies that they do not have Social Security numbers *(24 CFR 5.216)*
 - 5. Meets or exceeds the Applicant Suitability Screening set forth in Section XI of this Policy *(24 CFR 960.205)*, including attending and successfully completing an Authority pre-occupancy orientation.

VI. APPLICATIONS FOR ADMISSION

A. General Conditions

1. Under no circumstances will anyone be denied the right to request or submit an application for housing, unless the Authority has publicly announced the temporary closing of all or part of the Waiting List (see Section IX)
2. Applications will be accepted at 131 Starr Place, Grapevine, Texas 76051.
3. A completed written application form, signed by Head, Co-Head or Spouse of the applicant family, will be obtained from all applicants seeking admission to housing. All applicants over the age of 18 years must provide a social security card, driver's license or state issued identification card to be photocopied and attached with application.
4. No application will be accepted by mail, unless special arrangements are requested and approved by the Authority, based on a person's disability or other extenuating circumstance that would prevent him/her from coming into the office to fill out the application. Applications received by mail will be dated as of the date of the next regular business day. On that date the applicant will then be placed on the Waiting List.
5. At the time the applicant comes to the office to make application, the Authority staff will brief the applicant by explaining the application, verification and screening process for admittance into the program.
6. At the initial visit, the family will complete and sign the application form. It is important at the first visit that enough information is obtained to make a preliminary determination of eligibility.
7. The Authority will work on the assumption that the facts certified to by the applicant in the application are correct, although all those facts will be subject to verification later in the application process.
8. As soon as the Authority has a completed, signed application form, the application will be marked with the date, time and income priority and immediately placed on the Waiting List, which is

subdivided according to number of bedrooms and type (elderly/non-elderly). **Every applicant who submits a completed, signed application form with proper identification will be placed on the Waiting List.**

- B. The Waiting List will reflect for each application the following information and will be consistent with Title VI objectives and other requirements:
1. the date and time of receipt; race and ethnicity of head of household
 2. Income priority status
 3. the determination by the Authority as to preliminary eligibility or ineligibility
 4. date determined eligible or ineligible
 5. the unit size(s) for which eligible
 6. the date, location, identification and circumstances of each vacancy offered and accepted or denied.
- D. Time Table for Final Verifications
1. When an applicant is approximately within thirty (30) days of being at the top of the Waiting List, Authority staff will begin the applicant screening process, according to Section XI.
 2. If there is no one on the Waiting List, verifications and screening will begin immediately after all completed application paper work has been submitted by the family.

VII. ADMISSION PRIORITIES AND SPECIAL CIRCUMSTANCES

- A. The Local Preference, the Grapevine Housing Authority has adopted is as follows:
1. Residents of Grapevine, Texas and/or applicants either employed in Grapevine, Texas or applicants who have been notified that they are hired to work in Grapevine, Texas, who are either elderly/disabled or veterans.

Applicant must be 62 years old or older, or disabled or a Veteran.

2. Residents of Grapevine, Texas, and/or applicants who are employed in Grapevine, Texas or have been notified that they are hired to work in Grapevine, Texas who are victims of domestic violence and whose children have been referred by the Texas Department of Human Services or Protective Services Department.

Grapevine Housing Authority shall determine that domestic violence has occurred and/or is a continuing situation. Police report may be required.

3. Residents of Grapevine, Texas whose head of household, or spouse is employed in Grapevine, Texas or has been notified that they are hired to work in Grapevine, Texas or who have alternative means of self employment (i.e. housecleaning, babysitting-must be a minimum of 20 hours per week), TANF, child support. Subject to periodic review. Documentation required.
4. Residents of Grapevine, Texas who are applicants in job training programs. Documentation required.
5. A non-resident elderly, disabled, or a veteran whose immediate family member is a Grapevine resident.

Ranking of other local preference is as follows:

6. Non Residents who are elderly/disabled or veterans. Documentation required.
7. Non Resident Victims of domestic violence, and families whose children have been referred by the TX. Dept. of Human Services, Protective Services Dept. Documentation Required.
8. Non Resident who is employed (Head/Spouse) Part-time 20 hours per week or full-time 40 hours per week. Documentation required.
9. Non-Resident applicants who are in job training programs. Documentation required.
10. Unable to claim a local preference.

An applicant will be required to provide documentation in order to claim a

preference. In unable to provide documentation the Grapevine Housing Authority will notify applicant in writing that they do not qualify for a local preference.

The applicant will be informed that they have (10) ten working days to request a review of the Agency's decision.

Date of Application for applicants who are able to claim a non-residence preference, will be assisted after two years, according to the date and time of making application. After all applicants who were able to claim a preference are assisted, the Grapevine Housing Authority will then assist other applicants or families who are unable to claim preference according to date and time or making application.

B. **Deconcentration and Income Targeting**

In its assignment of units, the Authority will, to the maximum extent possible, avoid concentration of the most economically and socially deprived families in any one or all of its developments, in an attempt to achieve a broad range of incomes.

1. Applicants will be grouped according to the following priorities based on income ranges:
 - a. Priority 1: Families with incomes between 0% and 30% of the area median income
 - b. Priority 2: Families with incomes between 31% and 80% of the area median income (target is 60% of admissions)
2. As required by the ***Quality Housing Responsibility Act of 1998***, at least **40 percent** of the families admitted during the fiscal year **must be** admitted from Priority 1. In order to ensure that at any given time the Authority has not fallen below the required 40%, the following test (see worksheet in Addendum B) will be performed prior to each new admission:
 - a. Determine total number of admissions since start of the fiscal year
 - b. Add one to this total (the applicant about to be housed)
 - c. Determine number of families housed to-date with incomes at or below 30% of median
 - d. Divide line three (3) by (2) on the Authority's Income Targeting form.

- 1) if the result is .40 or greater, next admission may have an income greater than 30%
 - 2) If the result is less than .40, the next admission must have an income at or below 30% of median.
3. In order to prevent or correct concentrations of the lowest income families in any one project or portion of project, the Authority may skip over a Priority 1 family on the Waiting List in order to house a Priority 2 family with higher income.
- C. When selecting a family for a unit in housing designated for elderly families, the Authority will give a priority to elderly and near elderly; in housing designated for disabled families only disabled families will be admitted.
- D. When selecting a family for a unit with accessible features, the Authority will give priority to families that include disabled persons who can benefit from the unit's features.
- E. If no family needing accessible features can be found for a unit with accessible features, the Authority will house a family not needing the features, subject to the procedures described in the Tenant Selection and Assignment plan described in Section XIII Under this Policy. A non-disabled family in an accessible unit will be required to move so that a family needing the unit features can take advantage of the unit and no grievance may be lodged.
- F. Over-Income Families (for PHAs under 250 units). If there are vacant Units and there is no one on the waiting list
1. the Authority will post the availability of the unit for 30 days.
 2. a family wanting to lease the unit may do so on a month to month basis until an eligible family applies.
 3. if an over-income family becomes available to fill the unit before the advertising period is up; the Authority may move the family into the unit.
 4. A market rate rent will be charged for the unit.
 5. When an eligible family becomes available, the over-income family will be given 30 days notice to vacate

- G. If determined necessary to increase security within a project, the Authority may rent a unit to a police officer who is not otherwise eligible.
 - 1. Rent and terms of the lease will be negotiated between the Authority and the officer.
 - 2. Officer must be employed full-time as a professional officer licensed by a federal, state or local government agency.

VIII. OCCUPANCY STANDARDS

- A. It is the Authority’s policy that units should be occupied by families of the appropriate size. This policy maintains the usefulness of the units while preserving them from excessive wear and tear.
- B. The following minimum and maximum number of persons per unit guide will govern the number of bedrooms required to accommodate a family of a given size and composition:

Occupancy Guidelines		
Number of Bedrooms	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6

- C. Families may choose to be placed on the waiting list for a unit one bedroom size smaller than that designated on the chart. A family that chooses to occupy a smaller size unit can not request a transfer until their family size changes.
- D. Under the minimum-number-of-persons-per-unit standard, generally two people will share a bedroom, except that units will be so assigned that:
 - 1. It will not be necessary for persons of different generations or opposite sex, other than husband and wife, to occupy the same bedroom **except at the request of the family.**
 - 2. Exceptions to these standards may be made in the case of reasonable accommodations for a person with disabilities.
 - 3. An unborn child will not be counted as a person in determining unit size. A single pregnant woman may be assigned to a one

bedroom unit.

4. In determining unit size, the Authority will consider a child who is temporarily away from home because of placement in foster care, kinship care or away at school.
 5. Two children of the opposite sex will not be required to share a bedroom **except at the request of the family.** Two children of the same sex is expected to share a bedroom, regardless of their ages.
 6. The living room or dining room will not be considered as a bedroom when determining the minimum size unit for which a family qualifies.
 7. A single head of household parent will not be required (but may choose) to share a bedroom with his/her child.
 8. A live-in attendant may be assigned a bedroom.
 9. For verified reasons of medical or health problems, a separate bedroom may be provided for an individual family member.
 10. A single person who is not elderly or disabled may not be placed in a larger than one bedroom unit.
- E. At the discretion of the Authority, families may be permitted to exceed the maximum as shown on the chart when the family requests such occupancy, and when the Authority determines that the unit in question is large enough.
- F. In any case, no larger unit will be held vacant due to lack of appropriate sized family on the Waiting List, if it is not financially feasible to do so.
- G. In assigning unit sizes, the Authority will take into account different cultural standards, length of time the family would have to wait for smaller versus larger units, and the age, relationship and sex of family members. *(related language recommended by HUD)*

IX. THE WAITING LIST

A. General Management

1. It is the policy of the Authority to administer its Waiting List as required by the regulations at 24 CFR 960.
2. The Authority, at its discretion, may restrict application intake, suspend application intake, and close Waiting Lists in whole or in part. The Authority may open or close the list by unit size or type available.
3. At the time of initial intake, the Authority will advise families of their responsibility to notify the Authority when their circumstances, mailing address or phone numbers change.

B. Closing the Waiting List

1. Decisions about closing the Waiting List will be based on
 - a. the number of applications available for a particular size and type of unit,
 - b. the ability of the Housing Authority to house an applicant in an appropriate unit within a reasonable period of time
2. Decisions to close the Waiting List, restrict intake or open the Waiting List will be posted at the GHA Administrative Office.
3. During the period when the Waiting List is closed, the Authority **will not** maintain a list of individuals who wish to be notified when the waiting list is re-opened
4. When the waiting list is closed or re-opened, a 30 day notice of intent to close will be posted in a public place. The sign will indicate which parts of the Waiting List are affected (program, type and bedroom size).

C. Removal of Applications from Waiting List

1. The Authority will remove an applicant's name from the Waiting List under the following circumstances:

- a. The applicant requests that the name be removed.
 - b. The applicant has failed to advise the Authority of his/her continued interest in being on the Waiting List. The Authority requires applicants to notify the Authority of continued interest on a six **(6) month** basis (*subject to reasonable accommodation for persons with disabilities—see Section IV B 4 b*) This includes advising the Authority of any changes in family status, priority status, or in physical or mailing address.
 - c. The Authority has made reasonable efforts to contact the applicant to schedule interviews or obtain information necessary to complete the application process and the applicant has failed to respond. In this case, the Authority will notify the applicant in writing or by telephone that he/she has ten **(10) working days** within which to reschedule the interview or provide the needed information. If applicant fails to respond within that period, the application will be withdrawn.
 - d. The applicant has failed to pay an outstanding balance owed to the Authority.
 - e. The Authority has notified the applicant of its intention to remove the applicant's name because the applicant was determined ineligible based on preliminary information on the application or pursuant to the verification process. In this case, the applicant may request an Informal Hearing for Denials (see Section XII), if he/she responds within five **(5) working days** of receipt of the written notification.
2. The Authority will consider mitigating circumstances such as disabilities, health problems or lack of transportation in determining if the application should be withdrawn.

X. VERIFICATIONS

- A. Verification is required for all information related to admission, annual re-examination, interim re-examination, transfer and any other

changes in occupancy. To the maximum extent possible, the Authority will use the forms in **Addendum A** for obtaining verifications.

B. Applicants must cooperate fully in obtaining or providing the necessary verifications. As families approach the top of the Waiting List, no earlier than **45 days** prior to offer, the Authority will begin to verify the following items:

1. Family Composition and type
2. Annual Income
3. Assets and Asset Income
4. Deductions from Income
5. Social Security Numbers of all Family Members Age 6+
6. Information used in Applicant Screening
7. Citizenship or eligible immigration status

C. The Authority's first choice is a **written third party** verification to substantiate applicant or resident claims. All family members for whom deductions or other claims are being made by the family must sign verification forms to be sent to the appropriate source. The Authority may also use:

1. phone verification with the results recorded in the file, dated, and signed by Authority staff
2. review of documents, and
3. if no other form of verification is available, applicant certification. Each file will be documented to show that the Authority staff attempted to obtain third-party written documentation before relying on a less acceptable form of information.

D. Forms of Verification may include:

1. Checklists completed as part of the interview process and signed by applicant

2. Verification forms completed and signed by third parties
 3. Reports of interviews
 4. Letters
 5. Notes of telephone conversations with reliable sources, dated and signed
- E. Verification of citizenship or eligible immigration status will be carried out in accordance with 24 CFR 5.500 - 5.528, the HUD Non-citizen Guidebook and the Immigration and Naturalization Service's (INS) SAVE system manual (**Addendum K**)
1. Each family member, regardless of age, must submit the following:
 - a. Citizens
 - 1) Signed declaration form (for a child, the responsible party signs)
 - 2) Proof of U. S. Citizenship (US birth certificate, US passport, Social Security Number, Voter Registration or other appropriate documentation).
 - b. Non-citizens claiming legal status
 - 1) Signed declaration form indicating kind of legal immigration status (for a child, the responsible party signs)
 - 2) Applicable INS documents
 - 3) Signed verification consent form (for a child, the responsible party signs)
 - c. Non-citizens 62 or older (applying for assistance on or after September 30, 1996)
 - 1) Signed declaration of eligible immigration status indicating kind of status
 - 2) Proof of age
 2. In the case of a "Mixed Family" applicant, a member who is a

non-citizen not claiming to have eligible status must sign, or must have another family member sign, a certification that they do not have eligible status.

3. Verification Process

a. Primary verification

- 1) Primary verification of the immigration status of a person is conducted through the INS automated system [INS Systematic Alien Verification for Entitlements (SAVE)].
- 2) If INS SAVE system does not confirm eligible immigration status, secondary verification must be performed

b. Secondary verification

- 1) A manual search by the INS of its records to determine an individual's immigration status will be requested by the Authority within 10 days of receiving the results of the primary verification if primary verification does not confirm eligible status
- 2) To request the search, the Authority will send, to a designated INS office for review, photocopies of both sides of the original INS documents required for the immigration status being declared and the INS document verification request form G-845S (available from local INS office), or such other form specified by the INS .
- 3) If secondary verification fails to confirm eligible status, Authority will notify family of its right to appeal to the INS or request an informal hearing with the Authority.

4. Restrictions on Denial, Delay or Termination of Assistance.

Assistance **may not** be denied or delayed (or in case of re-examinations, reduced or terminated) on the basis of immigration status if:

- a. primary and secondary verifications were submitted in a timely manner but INS has not been completed the procedure

- b. the family member for whom required evidence has not been submitted has moved from the assisted unit (*applicable to re-examinations*)
 - c. the family member who is determined not to be eligible following verification process has moved from the assisted unit (*applicable to re-examinations*)
 - d. the INS appeals process has not been completed (*24 CFR 5.514*)
 - e. Assistance is prorated according to 24 CFR 5.520 for a mixed family (see Section XX and Addendum F)
 - f. Assistance for a mixed family is continued in accordance with 24 CFR 5.516 and 5.518 (*applicable to re-examinations*)
 - g. Deferral of termination of assistance is granted in accordance with 24 CFR 5.516 and 5.518 (*applicable to re-examinations*)
 - h. Informal hearing process has not been completed (*24 CFR 5.514*)
5. Denial or Termination of Assistance.

Assistance **shall be** denied (or in the case of existing residents, terminated) if

- a. Evidence of citizenship and eligible immigration status is not submitted by the family within the required time frame or within any extension granted.
 - 1) Extensions may be granted, in writing, for no more than 30 days
 - 2) Denial of extensions will also be in writing, with reasons provided.
- b. Evidence of citizenship and eligible immigration status was timely submitted but INS verifications do not verify eligible immigration status and
 - 1) family does not pursue INS appeal or informal

hearing rights, or

- 2) INS appeal and informal hearing rights are pursued but final decisions are against the family
 - c. Authority determines that a family member has knowingly permitted another ineligible individual to reside on a permanent basis in the assisted unit (without the Authority's knowledge and without the assistance having been prorated because of this individual) *In such case, termination will be for at least 24 months.*
6. Notice of Denial (or termination). Notice shall state:
- a. that assistance will be denied or terminated and give the reason
 - b. that family may be eligible for prorated assistance
 - c. in case of existing resident, the criteria and procedures for obtaining relief under the provisions for preservation of families.
 - d. that family has right to appeal the INS verifications and submit additional documentation supporting the appeal
 - e. that family has right to request an informal hearing with the Authority either upon completion of INS appeal or in lieu of INS appeal.
 - f. for applicants, that assistance may not be delayed until the conclusion of the INS appeal, but may be delayed during the pending of the informal hearing process.
7. Appeal to INS
- a. After the Authority notifies family of the results of the INS verification, the family has 30 days to send to INS for an appeal:
 - 1) a cover letter indicating their request for an appeal of the verification results

- 2) any additional documentation supporting the appeal and a copy of the verification request form used to process the secondary verification
 - b. Family must provide the Authority with a copy of the written request and proof of mailing.
 - c. Within 30 days of receipt of the request, INS will render a decision or notify the family of the reasons for any delay.
 - d. Upon receipt of INS decision, the Authority will notify the family of its right to request an informal hearing on the ineligibility determination.
8. Informal Hearing
- a. Family may request a hearing in lieu of an INS appeal or following it.
 - b. Family must request the hearing within 30 days of the notice of ineligibility determination based on immigration status by the Authority, if it does not wish to appeal to INS; if it has appealed to INS, then the family must request the hearing within 30 days of the INS appeal decision.
 - c. The hearing will be conducted according to the Authority's informal hearing procedure as outlined in Section XII.
 - d. The Authority will provide the family with a written final decision and the reasons for that decision, based solely on the facts presented at the hearing, within fourteen (14) days of the date of the informal hearing.
9. Retention of documents. The Authority will retain for a minimum of 5 years all of the documents related to the INS appeal or informal hearing process. (24 CFR 5.514)

F. Social Security Numbers (24 CFR 5.210)

- 1. Families are required to provide a Social Security Number for all family members prior to admission.

G. Age of Verifications

1. Only verified information that is less than **120** days old may be used for certification or re-certification.
2. Verified information obtained after the application intake that is less than **90** days old need not be re-verified.
3. Verified information not subject to change, such as birth dates, need not be re-verified.

XI. APPLICANT SUITABILITY SCREENING

A. It is the Authority's policy that all applicants will be screened in accordance with HUD regulations (*24 CFR 960*) and sound management practices. Otherwise eligible applicants will be screened and those who meet the screening criteria will be considered suitable for housing, as follows:

1. Past performance in meeting financial obligations, particularly rent, is satisfactory
2. No record of disturbance of neighbors, destruction of property, or living or housekeeping habits which adversely affect the health, safety or welfare of other residents (*this includes alcohol abuse where the abuse results in behavior which interferes with the health, safety, or right to peaceful enjoyment of premises by other residents*)
3. No history of criminal activity of any kind, or any acts that adversely affect the health, safety or welfare of themselves or other residents.

B. Methods of screening; Authority will:

1. complete a credit check and rental history check on all applicants.
2. complete a criminal background check on all applicants 18 years of age or older. Criminal check will be conducted according to the Authority's One Strike Policy (**Addendum N**)
3. conduct personal interviews

C. Persons convicted for any drug activity including but not limited to the

manufacture of methamphetamine (Speed) are permanently barred from Admission to the Authority's housing.

- D. Persons who have been evicted from Public Housing, Indian Housing, Section 23 or Section 8 housing because of criminal activity are ineligible for admission to public housing. This may be waived by the Authority if circumstances leading to the eviction no longer exist, e.g., the individual involved in the drug-related activity is no longer in the household because the person is incarcerated.
- E. In the event of receipt of any unfavorable information regarding conduct of the applicant, the Authority will give consideration to the time, nature and extent of applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects in determining eligibility of the applicant. Factors to be considered will include:
1. evidence of rehabilitation;
 2. evidence of applicant family's participation or willingness to participate in social service or other appropriate counseling service programs and the availability of such program;
 3. evidence of the applicant's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
- F. Persons with Disabilities: The Authority may not compel any applicant to reveal information about the nature and extent of an applicant's disability as a routine part of the application process. However, the Authority may.
1. ask all applicants whether they need any special features in their units or any special processing (reasonable accommodation) because of a disability (*to qualify for the special unit features or reasonable accommodation, the applicant must document that the family includes someone who needs the unit features or the reasonable accommodation*)
 2. ask all applicants whether the head or spouse is a person with a disability for the purposes of qualifying the family for
 - a. the \$400 disabled family deduction from income
 - b. if a non-elderly family, the deduction of non-reimbursed medical expenses (*unless the head or spouse is documented to be a*

person with a disability, the family cannot receive this deduction)

3. ask all applicants claiming work-related disability expenses to provide documentation of the presence of a person with a disability.
- G. **Misrepresentations:** If misrepresentations on the Application for Admission result in housing an ineligible or unsuitable family, the family may be required to vacate even though currently eligible. If misrepresentation or failure to provide facts has resulted in payment of a lower Total Tenant Payment than should have been paid, the family will be required to pay the difference between the Total Tenant Payment paid and the amount which should have been paid within the time established by GHA Board Members. In justifiable cases, the Authority may take such other action as deemed reasonable.

XII. INFORMAL HEARING FOR DENIALS

- A. All applicants who are denied by the Authority will receive a letter that informs them of their right to request, within **five (5) business** days of receipt of the denial letter, a hearing with the Executive Director or his/her designee.
- B. A hearing may be requested as a result of denial based on preliminary application information or on results of the final verification and screening process.
- C. Upon receipt of the applicant's written request, the Authority and applicant will agree on a time for an informal hearing, which should occur within the 14-day period following the denial date.
- D. During the hearing, the applicant will be afforded an opportunity to present evidence rebutting the grounds for denial.
- E. The hearing will conform to the following procedures:
 1. If the decision to deny admission is based on allegations by a third party, the Authority **will attempt** to have documentation.
 2. The Authority staff person who made the decision must be present to provide available facts and to be questioned.
 3. The decision must be based solely on evidence presented at the hearing.

4. The applicant has a right to inspect his/her file.
- F. If, as a result of information presented by the applicant at the Informal Hearing, the Authority reverses its decision to deny the applicant, no new application is required and the applicant will be returned to the appropriate spot on the Waiting List.
- G. If the applicant does not request a hearing within the designated period, he/she waives his/her right to a hearing.

XIII. TENANT SELECTION AND ASSIGNMENT

A. Policy

It is the Authority's policy that each applicant will be assigned his/her appropriate place based upon local preference on one Community-Wide Waiting List in sequence based upon date and time the application is received, type and size of unit needed. Exceptions will be permitted only to comply with Court Orders or Settlement Agreements involving GHA as a plaintiff or defendant, or when approved in advance by Fair Housing and Equal Opportunity.

B. Method of Applicant Selection

1. The Authority will first match the characteristics of the applicant to the unit available, including size, type and special features of the unit (e.g., accessible) and any priorities for admission required for designated or mixed population housing.
2. Further, in the selection of a family for a unit with accessible features the Authority will give priority to families that include a person with disabilities who can benefit from the unit features. (24 CFR 8.27)

C. Assignment Plan

1. The selection and assignment of applicants to suitable housing will assure equal opportunity and nondiscrimination on grounds of race, color, sex, religion, age, familial status, national origin, or disability.
2. Each qualified applicant first in sequence on the Waiting List will be made **one** offer of a unit of appropriate size. If more than one unit of the appropriate size is available, the first unit offered will be the one that will be ready for occupancy first.

3. The applicant has three **(7)** working days from the date the offer is made (by phone, mail or the method of communication agreed by GHA and by the applicant) to accept the offer.
4. If the applicant chooses not to accept the offer, he/she will be removed from the Waiting List.
5. If an applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents to the satisfaction of the Authority, clear evidence (“**good cause**”) that acceptance of the offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, religion, or national origin, the applicant will not be dropped from the Waiting List. If an applicant is unable to accept after 3 offers, they will be removed from the waiting list.
6. Examples of good cause reasons for refusal of an offer include, but are not limited to:
 - a. inaccessibility to source of employment, education, job training, day care, special schools for disabled children, etc.
 - b. a doctor verifies temporary hospitalization or recovery from an illness or need for a live-in aide to care for the principal household member
 - c. unit is inappropriate for applicant’s disabilities, or the family does not need the accessible features offered by the unit; does not want to be subject to a 30-day notice to move
 - d. applicant is under lease with current landlord.

E. Dwelling Units with Accessible/Adaptable Features

1. Before offering a vacant accessible unit to a non-disabled applicant, the Authority will offer such units:
 - a. First, to a current occupant of another unit of the same development, or other public housing development under the Authority’s control, having a disability that requires special features of the vacant unit (transfer)
 - b. Second, to an eligible applicant on the Waiting List having a disability that requires the special features
2. When offering an accessible/adaptable unit to a non-disabled applicant, the Authority will require the applicant to sign an

agreement to move to an available non-accessible unit within thirty **(30) days** when either a current resident or an applicant needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant.

- F. Initial intake, Waiting List management, screening and offers of housing will be made from the Authority office.
- G. Transfers will be permitted according to the Authority's transfer policy described in Section XIV.

XIV. TRANSFERS

- A. The Authority will maintain a list of families (by number of bedrooms) that need to be transferred.
- B. The family name shall be placed on this list on the day the Authority becomes aware of family composition change or other circumstances requiring a change.
- C. Families that are under housed will be given priority over families that are over housed.
- D. Families needing special consideration because of a disability will be accommodated before over housed families, whenever possible.
- E. Emergency and certain administrative transfers will take priority over new admissions, as follows:
 - 1. condition of the unit poses an immediate threat to the resident's life, health or safety, as determined by the Authority. Examples are:
 - a. defects hazardous to health or safety need to be repaired
 - b. verified medical problems of a life-threatening nature need to be alleviated
 - c. threat assessment by a law enforcement agency that a family member is in danger of attack by criminal element or subject to hate crimes in a particular property or neighborhood
 - 2. unit is slated for modernization
 - 3. individuals needing an available unit that is accessible or adapted for use by handicapped or disabled

ADMINISTRATIVE PLAN FOR THE HOUSING AUTHORITY OF GRAPEVINE SECTION 8 VOUCHER PROGRAM

This Administrative Plan provides the guidelines for the operation of the Section 8 Housing Choice Voucher and Certificate Programs for the city of Grapevine by the Grapevine Housing Authority.

HUD pays rental subsidies so eligible families can afford decent, safe, and sanitary housing.

This Plan is designed with the objective of encouraging the freedom of housing choice. Its purpose is to establish discretionary policies for matters which are not covered under Federal Regulation for the Section 8 Housing Choice Voucher and Certificate Programs. These programs should allow very low-income families the opportunity for obtaining community wide housing, by improving their living conditions while providing affordable rent payments. The goal of this Housing Authority (hereinafter referred to as 'PHA') is to assist as many very low-income families as possible, therefore providing them the opportunity of improving their lifestyles and becoming more self-sufficient.

The Administrative Plan must be in accordance with HUD regulations and other requirements. The PHA must revise the Administrative Plan if needed to comply with HUD requirements. The PHA must give HUD a copy of the Administrative Plan. The PHA must administer the program in accordance with this Administrative Plan. The Administrative Plan will be approved by the Board of Commissioners.

The PHA Administrative Office is located at: 131 Starr Place; Grapevine, TX. 76051.____

The PHA office is open Monday – Friday and hours are posted on door. Application for assistance can be obtained during normal working hours.

SECTION 1 SELECTION AND ADMISSION OF APPLICANTS FROM THE PHA WAITING LIST, INCLUDING ANY PHA ADMISSION PREFERENCES, PROCEDURES FOR REMOVING APPLICANT NAMES FROM THE WAITING LIST, AND PROCEDURES FOR CLOSING AND REOPENING THE PHA WAITING LIST

I. Eligibility. (982.201)

- (a) When applicant is eligible: general. The PHA will only admit an eligible family to the program. To be eligible, the applicant must be a

'family', must be income-eligible, and must be a citizen or a noncitizen who has eligible immigration status as determined in accordance with 24 CFR part 5.

(b) Income

(1) Income-eligibility. To be income-eligible, the applicant must be a family in any of the following categories:

- (i) A 'very low income' family;
- (ii) A low-income family that is 'continuously assisted' under the 1937 Housing Act;
- (iii) A low-income family that meets additional eligibility criteria specified in the PHA Administrative Plan. Such additional PHA criteria must be consistent with the PHA plan and with the consolidated plans for local governments in the PHA jurisdiction;
- (iv) A low-income family that qualifies for Voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for Public Housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project. (Section 8(o)(4)(D) of the 1937 Act (42 U.S.C. 1437f(o)(4)(D));
- (v) A low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in 248.101 of this title;
- (vi) A low-income family that qualifies for Voucher assistance as a non-purchasing family residing in a project subject to a resident homeownership program under 248.173 of this title.

(2) Income-targeting.

- (i) Not less than 75 percent of the families admitted to a PHA's tenant-based Voucher Program during the PHA fiscal year shall be targeted to families whose annual income does not exceed the following amounts as determined by HUD:
 - (A) 30 percent of the area median income, with adjustments for smaller and larger families; or

- (B) A higher or lower percent of the area median income, if HUD determines that a higher or lower percent is necessary because of unusually high or low family incomes.
 - (ii) Conversion of assistance for a participant in the PHA Certificate Program to assistance in the PHA Voucher Program does not count as an 'admission,' and is not subject to targeting under paragraph (b)(2)(i) of this section.
 - (iii) Admission of families as described in paragraphs (b)(1)(ii) or (b)(1)(v) of this section is not subject to targeting under paragraph (b)(2)(i) of this section.
 - (iv) If two or more PHAs that administer Section 8 tenant-based assistance have an identical jurisdiction, such PHAs shall be treated as a single PHA for purposes of targeting under paragraph (b)(2)(i) of this section. In such a case, the PHAs shall cooperate to assure that aggregate admissions by such PHAs comply with the targeting requirement. If such PHAs do not have a single fiscal year, HUD will determine which PHA's fiscal year is used for this purpose.
- (3) The annual income (gross income) of an applicant family is used both for determination of income-eligibility under paragraph (b)(1) of this section, and for targeting under paragraph (b)(2)(i) of this section.
 - (4) The applicable income limit for issuance of a Voucher when a family is selected for the program is the highest income limit (for the family unit size) for areas in the PHA jurisdiction. The applicable income limit for admission to the program is the income limit for the area where the family is initially assisted in the program. The family may only use the Voucher to rent a unit in an area where the family is income eligible at admission to the program.
- (c) Family composition.
 - (1) A 'family' may be a single person.
 - (2) A 'family' includes a family with a child or children.
 - (3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly

or disabled persons living with one or more live-in aides is a family. The PHA determines if any other group of persons qualifies as a 'family'.

A single person family may be:

- (i) An elderly person**
- (ii) A Displaced person**
- (iii) A Disabled person**
- (iv) Any other single person**

(4) A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

(d) Continuously assisted family--An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the certificate or voucher program.

The PHA must establish policies concerning whether and to what extent a brief interruption between assistance under one of these programs and admission to the voucher program will be considered to break continuity of assistance under the 1937 Housing Act.

Cannot issue voucher on zero (0) HAP payment.

(e) When PHA verifies that applicant is eligible. The PHA must receive information verifying that an applicant is eligible within the period of 60 days before the PHA issues a Voucher to the applicant. After 60 days, Verification must be re-processed.

(f) Decision to deny assistance.

(1) Notice to applicant. The PHA must give an applicant prompt written notice of a decision denying admission to the program (including a decision that the applicant is not eligible, or denying assistance for other reasons). The notice must give a brief statement of the reasons for the decision. The notice must also state that the applicant may request an informal review of the decision, and state how to arrange for the informal review. Per Federal Regulations, a PHA cannot issue a voucher on zero income.

(2) The PHA may at any time deny program assistance for an applicant, or terminate program assistance for a participant family for any of the following grounds:

- (i) If the family violates any family obligations under the program (see 982.551 & 982.552 b). See 982.553 concerning denial or termination of assistance for crime by family members.
- (ii) If any member of the family has ever been evicted from Public housing or Section 8 housing.
- (iii) If a PHA has ever terminated assistance under the program for any member of the family.
- (iv) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act.
- (v) If the family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or Public Housing assistance under the 1937 Act.
- (vi) If the family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease or any other landlord.
- (vii) If the family breaches an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA. (The PHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner by a PHA. The PHA may prescribe the terms of the agreement.)
- (viii) If a family participating in the FSS program fails to comply, without good cause, as determined by PHA management with the family's FSS contract of participation.
- (ix) If the family member or guest has engaged in or threatened abusive or violent behavior toward PHA personnel, or other tenants as documented by PHA or other authorities.
- (x) If the family fails to fulfill its obligations under the Section 8 welfare-to-work voucher program.

II. How applicants are selected: General requirements. *(982.202)*

- (a) Waiting list admissions and special admissions. The PHA may admit an applicant for participation in the program either as a waiting list admission or a special admission.

- (b) Prohibited admission criteria.
 - (1) Where family lives. Admission to the program may not be based on where the family lives before admission to the program. However, the PHA may target assistance for families who live in Public Housing or other federally assisted housing, or may adopt a HUD-approved residency preference.
 - (2) Where family will live. Admission to the program may not be based on where the family will live with assistance under the program.
- (c) Applicant status. An applicant does not have any right or entitlement to be listed on the PHA waiting list, to any particular position on the waiting list, or to admission to the programs. The preceding sentence does not affect or prejudice any right, independent of this rule, to bring a judicial action challenging a PHA violation of a constitutional or statutory requirement.
- (d) Admission policy.

The PHA must admit applicants for participation in accordance with HUD regulations and other requirements, and with PHA policies stated in the PHA Administrative Plan and the PHA Annual Plan.

III. Waiting list: Administration of waiting list. *(982.204)*

- (a) Admission from waiting list. Except for special admissions, participants must be selected from the PHA waiting list. The PHA must select participants from the waiting list in accordance with admission policies in the PHA Administrative Plan.
- (b) Organization of waiting list. The PHA must maintain information that permits the PHA to select participants from the waiting list in accordance with the PHA admission and occupancy policy. The waiting list must contain the following information for each applicant listed:
 - (1) Applicant name;
 - (2) Family unit size (number of bedrooms for which family qualifies under PHA occupancy standards);
 - (3) Date and time of application;
 - (4) Qualification for any local preference; and

- (5) Racial or ethnic designation of the head of household.
- (c) Removing applicant names from the waiting list.
 - (1) The PHA removes names of applicants from the waiting list who do not respond to PHA requests for information or updates.
 - (2) A PHA decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation in accordance with 24 CFR part 8. If the applicant did not respond to the PHA request for information or updates because of the family member's disability, the PHA must reinstate the applicant in the family's former position on the waiting list.
- (d) Family size.
 - (1) The order of admission from the waiting list may not be based on family size, or on the family unit size for which the family qualifies under the PHA occupancy policy.
 - (2) If the PHA does not have sufficient funds to subsidize the family unit size of the family at the top of the waiting list, the PHA may not skip the top family to admit an applicant with a smaller family unit size. Instead, the family at the top of the waiting list will be admitted when sufficient funds are available.
- (e) Funding for specified category of waiting list families. When HUD awards a PHA program funding for a specified category of families on the waiting list, the PHA must select applicant families in the specified category.
- (f) Number of waiting lists. A PHA must use a single waiting list for admission to its Section 8 tenant-based assistance program. However, the PHA may use a separate single waiting list for such admissions for a county or municipality.

IV. Waiting list: Different programs *(982.205)*

- (a) Merger and cross-listing.
 - (1) Merged waiting list. The PHA may merge the waiting list for tenant-based assistance with the PHA waiting list for admission to another assisted housing program, including a federal or local program. In admission from the merged waiting list, admission for each federal program is subject to federal regulations and requirements for the particular program.