

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

**Housing Authority of the City of
Big Spring, Texas
TX485
FY 10/2003**

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Big Spring

PHA Number: TX485

PHA Fiscal Year Beginning: 10/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: *The BSHA is at a 100% lease-up with at least a two year Waiting List*
 - Reduce public housing vacancies: *In relation to Vouchers, reduce issue time to assist families faster*
 - Leverage private or other public funds to create additional housing opportunities: *The BSHA is actively working with our sister program, the Crossroads Housing Development Corporation, a State CHDO.*
 - Acquire or build units or developments: *This past year saw the opening of the Limestone Ridge, a new Low Income Housing Tax Credit (LIHTC) apartment complex. We partnered with our CHDO to accomplish this.*
 - Other: *The BSHA is currently Project Basing 50 Rental Vouchers at Hillside Properties, which were previously 'down' duplexes formerly used as military housing for WEBB AFB that closed in 1978. Our offer to Project Base offered a financial incentive to the investor and a lender which, besides creating needed housing, is revitalizing that community.*

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score) **No Public Housing**
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: *This is always an every day goal.*
 - Concentrate on efforts to improve specific management functions:
 - (1) *Quality Control, while being accomplished, needs better documentation for record tracking*
 - (2) *Financial Management, while already frugal, should be constantly assessed on each expenditure.*
 - (3) *Consider forming a Cooperative with another Housing Authority or realigning with the City of Big Spring should administrative fees become cut to 10% of the Housing Assistance Payment. Otherwise, this Housing Authority could fold due to financial incapacity. Our Fair Market Rents are already low due to being designated Rural and we also do family Interim Examinations in order minimize our HAP payments and to be a frugal guardian of the taxpayer dollar.*
 - (4) *Request from HUD an increase on 2 bedroom units. The Fair Market Rents allowed, while fair within other bedroom sizes, is extremely low compared to street market rates.*
 - (5) *Request an increase to 120% for the 50 Vouchers used for the Project Based Voucher Program only. Families leasing from Hillside Properties are paying a between 30% - 40% of a rent burden in order to live in the remodeled units. This becomes extreme in relation to the already low FMR of the two bedroom unit.*
 - Renovate or modernize public housing units: **No Public Housing**
 - Demolish or dispose of obsolete public housing: **No Public Housing**
 - Provide replacement public housing: **No Public Housing**
 - Provide replacement vouchers:
 - Other:
 - (1) *Removal of Substandard Housing.* *Look at ways to remove old standing houses on private properties that have become substandard and a visual blight within the City of Big Spring. The City is without a funding mechanism or physical plan of action for demolition. Many of these structures are inhabited by low end market renters who are living in housing of a last resort or without means to repair. The BSHA believes cheap housing does not necessarily constitute Fair Housing.*
 - (2) *Formation of a Public Tenant or Renter's Association.* *Hopefully, the Housing Resident Advisory Board will assist the Housing Authority by taking a leading role and also to get public support.*

- (3) **Homeownership Program.** *Already in program development and with a draft Administrative Plan, we want this be start 1 October, 2004.*

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: *Families are briefed.*
- Conduct outreach efforts to potential voucher landlords. *It is critical do be innovative in our approach to enlist the services of more housing providers. In 2000, the BSHA reported that we had more participating property owners than in prior years. However, as we've tightened our HQS Inspection criteria and because of Paint issues related to Title X relating to Lead Based Paint, we have decreased from 167 participating Property Owners to only 88. Not as many properties can pass HQS and non-participating property owners are not interested in property reinvestment when there is not an effective property codes enforcement by the City. The City is reactive and is primarily responsive only to citizen complaints.*
- Increase voucher payment standards:
- (1) *Request from HUD an increase on 2 bedroom units. The Fair Market Rents allowed, while fair within other bedroom sizes, is extremely low compared to street market rates on the two bedroom.*
- (2) *Request a HUD increase to 120% for at least the 50 Vouchers used for the Project Based Voucher Program only. Families leasing from Hillside Properties are paying a between 30%- 40% of a rent burden in order to live in the remodeled units. This extreme in relation the low FMR of the two bedroom unit*
- Implement voucher homeownership program: *Already in program development and with a draft Administrative Plan, we want this be begin 1 October, 2004.*
- Implement public housing or other homeownership programs: *We understand that HUD's intent is to promote Home Ownership. We have perceived that the intent is also to stop the loss of home-ownership. In 2001 we implemented a Homeownership preservation program as a pilot to assist five families and see if such preservation has merits. To date, we have assisted three families from losing their homes due to foreclosure.*
- Implement public housing site-based waiting lists: *We have a separate Site Based Waiting List for the Project Based Rental Voucher Program for Hillside Properties.*
- Convert public housing to vouchers: **No Public Housing**
- Other:
- (1) *Sponsor/Create a Public Tenant or Renters Association to encourage Fair Housing Compliance within the community and to discourage*

predatory lending or unethical landlord practices common within the Big Spring Community.

(2) Educating the Big Spring Community on the hazards of Lead Poisoning. The State Health Department in 1995 reported that Big Spring had the highest percentage of lead poisoned children in the State of Texas. And, our County of Howard ranked second.

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *Actually, to continue to encourage Rental Voucher Lease-Up in higher income areas. We have been able to encourage redevelopment with some success.*
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *While the BSHA does not have public housing, we do work within the S-8 program to encourage higher-end landlords to participate in the PHA Rental Voucher Program by having a strict code of administrative enforcement in relation to tenant obligations. This has been particularly encouraging as there are only two apartment complexes that do not participate. And, they are mid-end vice high end apartment complexes.*
 - Implement public housing security improvements: *While the BSHA does do not have public housing, we have worked closely with the local police department to spend time in areas where there is a high concentration of S-8 rental assistance and in a known problem area of town that usually receives less enforcement than is required.*
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities). *The BSHA does work closely with local programs and the social services, to include the VA Hospital, MHMR, Texas Rehabilitation Commission, and the State Hospital. Currently, about 34% of our Rental Assistance are the elderly and/or persons with disabilities.*
 - Other: *We continue to encourage the City to become more proactive on its Occupancy Codes Enforcement. Typically, our Housing Quality Standards (HQS) Inspections are more stringent. This has made it difficult to encourage property owners to reinvest in properties in order to participate in our Rental Voucher Program or an improved community Quality of Life.*

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families: *The BSHA does work closely with our local Texas Workforce Commission. This upcoming year FY 2004, we have also been working closely with the Texas Rehabilitation Commission. The Housing Board has made further consideration to add a 'working preference' but we haven't taken it this far as yet. We do also have a cooperative agreement with the Texas Workforce Commission and the Dept. of Human Services (DHS).*
- Provide or attract supportive services to improve assistance recipients' employability: *We use leverage when possible to encourage families to continue with their education. The leverage of allowing a family with continued participation on Rental Assistance when they have minor violations of Tenant Obligations in exchange for their going back to school has been somewhat successful!*
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. *The BSHA is a devoted partner with the Veteran's Hospital, the Texas Rehabilitation Commission, State Hospital, and MHMR, among other's, whose mission is to support these families. Additionally, we do work also closely with a local 202/811 program assisting persons with disability or the elderly. At time,s some of these occupants grow into having a need for greater independence. Cross referrals are also made.*
- Other:

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *The BSHA does strongly enforce these affirmative measures under law.*
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: *April is National Fair Housing Month. Each April, the PHA will continue to seek a City Resolution establishing and enforcing the importance of Fair Housing*

and Equal Opportunity in America, Texas, Howard County, and Big Spring. At issue, has been addressed improving, empowering, and enforcing current and established City Codes Enforcement. All citizens, on the PHA program or not, deserve to live in decent fair housing. This year, a probable local theme or logo will be “Cheap Housing Doesn’t Always Mean it’s Fair Housing!”

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *The BSHA does actively assist a families with a disability and the elderly to locate reasonable accommodations based on their needs.*

Other:
(1) Removal of Substandard Housing. The BSHA does continue to seek a way to remove old standing houses on private properties that have become substandard and a visual blight within the City of Big Spring. The City is without a funding mechanism or physical plan of action for demolition. Many of these structures are inhabited by low end market renters who are living in housing of a last resort. As noted above, “Cheap Housing does not by itself constitute Fair Housing.”
(2) Sponsor/Create a Public Tenant or Renters Association to encourage Fair Housing Compliance within the community and to discourage predatory lending or unethical landlord practices common within the Big Spring Community. Rent to Own property owners have not always applied ethics in their leasing tot own. We have become aware that many people aren’t aware of their rights or feel that they are without rights, even in the court system. According to West Texas Legal attorney's, the local small claim court system tends to lend favor toward the property owner since most have known each other personally for years.
(3) We believe that Executive Order 12892 requires enforcement in order for “affirmatively furthering of fair housing for all citizens”.

Other PHA Goals and Objectives: (list below)

The Big Spring Housing Authority has only been an autonomous Housing Authority with its own Board of Housing Commissioners since 10/1/1998. It had been a City Housing Agency from about 1978 until 30 September, 1978. Other BSHA goals include the whole gambit of taking any and all initiatives that will further affordable housing, lead families into home ownership and eventual economic sufficiency. We will seek opportunities that will enable repairs to homes for especially those citizens on fixed incomes that are living in substandard conditions, find ways to cause the removal of derelict properties, and become involved in ventures with other organizations and/or agencies that have a mission to further affordable and decent housing in the community. While we have been vocal concerning Codes Enforcement issues, we believe that we must formulate some positive initiatives to encourage and foster a more positive relationship with the City. Our concern is that 71% of all single family

dwellings were built prior to 1960, as compared to 27% statewide with over 90% of all homes being built prior to 1978, leading to Lead Poisoning Concerns as addressed under Title X Regulations. A more cooperative arrangement with the City and County to pursue Community Development issues and concerns are all related to this perspective.

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Big Spring Housing Authority (BSHA) has only been an autonomous Housing Authority with its own Board of Housing Commissioners since 10/1/1998. Prior it had been a City Housing Agency since 1978. In February 1997, the BSHA had been designated as a troubled housing authority after both a HUD and independent City audit. Under the administration of a new Housing Director, hired in February 1997, the Agency was removed from 'troubled' status and was given zero financial and management deficiencies. One of the HUD audit requirements was the formal appointment of its first Housing Board of Commissioners by the Mayor and the Board became responsible for the BSHA in April, 1998. Under the management of the Board, the City elected to terminate its HUD Annual Contribution Contract (ACC) and the BSHA was formed under Texas Housing Authority Law on October 1, 1998 after being relocated from a co-located City Office in July, 1998.

Since separation from the City, the BSHA has continued to function as the Municipal Housing Authority, but more aggressively so. The Board of Commissioners are active with the Executive Director in addressing community housing concerns that will further affordable housing, will eventually lead families into home ownership, increased economic sufficiency, and address Community Development issues.

The BSHA is also active in seeking opportunities that will enable repairs to homes for especially those citizens on fixed incomes that are living in substandard conditions and find ways to cause the removal of derelict properties.

We also believe that it is an obligation to become more vocal to ensure that code deficient properties are condemned while at the same time seeking to enter into cooperative arrangements with the City and County to address and pursue this vital Quality of Life concern.

The BSHA is a Housing Choice Voucher Section 8 Program having 366 Rental Assistance Vouchers. In order to designate housing toward families demonstrating greatest need, we do have a local preference program based on the former Federal preferences. The Board is considering the addition of adding Welfare to Work initiatives as a local preference.

The Big Spring Housing Authority received High Performer status on its last Section 8 Management Assessment Program (SEMAP) report card from HUD. We are at or very near 100% lease out of all 366 Vouchers. With all of the issues affecting this community in relation to affordable, decent, safe and sanitary housing stock availability, earning High Performer was an achievement. This was made possible through innovative management, good Board participation and guidance, and especially to a very qualified and professional staff.

It is well known that all housing authorities have the same work do and the same requirements by and from HUD to follow. This Annual Five Year Plan, Homeownership Plan, and virtually all other things to be done are examples. I wonder how many larger housing authority Executive Directors actually do their own Plan vice the employment of a Consultant to do the compilation and submission? And, the cost of doing business is rising, for example Health Insurance has increased 150% in the last three years. Smaller programs actually need an increase in funds that are higher than larger programs, since our resources are more limited and keeping staff at an adequate pay is important for retaining trained employees. We have had one 3% cost of living increase since 1998.

In HUD's ultimate wisdom on funding, there is a disparity of understanding on this serious matter and they actually fund housing authorities located within a Metropolitan Service Area (MSA) that have greater resources with a higher administrative fee than a housing authority not located within a MSA. For example, last year we received \$38.97 per leased voucher while the Midland County Housing Authority located 37 miles from us received \$51.00 per voucher. Or, Weatherford Texas with a population of about 16,000 is located about 30 miles from Ft. Worth is considered within a MSA and also receives about \$51.00 per voucher. Still, with a population of over 25,500 we are considered Rural and Weatherford is not. Nor, does either Midland or Weatherford have our serious issues. Big Spring also has a State Hospital, regional MHMR, regional VA Hospital and the Big City problems that are inherent to these clients served. They do not.

Amazingly, the new HUD consideration of funding at 10% of the total Housing Assistance Payment will reduce amounts earned even further and may cause the elimination of this housing authority. I have addressed these administrative funding

disparities to HUD Ft. Worth and to HUD Washington, with not even a response despite several follow-ups. However, I have heard from various HUD departments who are becoming less tolerant of my being routinely late on various submissions.

Along with the Big City issues mentioned above, a good quality of life in the community has been compounded by the closure of Webb AFB in 1978. Since March 1999, we have sought an exception to HUD policy for consideration for additional and direct Federal funding as a Participating Jurisdiction or as an Entitlement City. However, without Federal Legislation that is specific to addressing our needs, it has not been a realistic consideration. The reason for still trying to find some avenue of support for the community is vital, not normal for most any other City in the United States, and also is a political topic to avoid – Base Closure.

Without a doubt, the physical condition of Big Spring is a direct impact of the closure of the AFB 25 years ago. No one seems to disagree, but the same people also recognize it is a problem without a politically correct solution. It is not an issue that has been openly discussed by elected government officials, at least to date. We have gone through all government channels and basically there is agreement that the need does exist, and that there is probable cause. HUD Community Development officials have stated that it will take a Congressional Bill to change current laws. It also is a topic I have been advised to not address further.

The City of Big Spring needs consideration of direct CDBG and HOME funds in order to sure up its aging infrastructure. Once a vibrant military community, the closure of Big Spring's Webb AFB in 1978 decimated the City. Nor, have the incentives and assistance offered of more recent base closure's part of legislation of the time. Prior to the closure and expecting future growth, the City had annexed over 19 square miles of geography at about 40,000 persons in order to plan for a population to exceed 50,000 persons. Currently, there is a population of about 25,500 in a 19 square mile area, 190 miles of roadway, 150 miles of water mains, and 140 miles of sewage mains. With such a depleted tax base and loss of the expected base associated revenue caused by direct base and ancillary employment, the City has not been able to adequately maintain City infrastructure. The City of today is well forward in thinking and becoming innovative.

Related to City infrastructure is a very low standard of codes and occupancy enforcement within the City. Housing Quality Standards issues continue to be a problem in our ability to secure decent affordable housing stock, but it had been a major problem in 1997 when HUD had designated City's Housing Agency as a program that was 'troubled'. Part of the problem was the availability of old housing stock left over from the Base era that was being allowed to be rented under the City's Section 8 program of the time. Before separation from the City, not a single unit would base a minimal HQS Inspection. After separation from the City in 1998, we have slowly increased HQS enforcement each year until we are now within compliance and now able to formulate our Rent Reasonableness program where

there had never been a functional one prior. Granted, we have lost from 167 to 88 current participating property owners during this stricter enforcement phase.

One of the crowning points of Board accomplishments has been the sponsorship and creation of a sister organization. This began only ten months after the BSHA was separated from the City and taking only ten months to complete. Planning began in July, 1999 and the new organization received its official Certification as a State of Texas Department of Housing and Community Affairs (TDHCA) Community Housing Development Organization (CHDO) in May, 2000. Named the Crossroads Housing Development Corporation, the CHDO also has status of being formed as a Community Development Corporation (CDC) by the State of Texas and as a 501(c)(3) non-for-profit organization by the IRS.

Working with the CHDO in joint venture applications, the investment in the CHDO is already showing success. Big Spring, through the Texas Department of Housing and Community Affairs, competed and was awarded a Low Income Housing Tax Credit (LIHTC). The LIHTC was used to construct Phase I of the Limestone Ridge Apartments, a 64 unit income restricted income apartment complex. Phase I also included the construction of a community room and swimming pool at the complex.

If successful, Phase II will be another application for next year that will leverage the successes of Phase I. The Limestone Ridge Apartments began leasing in 2003 and we have 18 program families residing in these new and best apartments in town. This was the first apartment complex constructed since before the closure of the AFB in 1978. There are also other initiatives in the planning that will be in partnership with the CHDO.

We are also looking into having a formal Home-Ownership program with our sister CHDO organization. The CHDO has recently been Certified by the State of Texas as a Homebuyer Counselor and has been successful in receiving a State grant for Homebuyer Down Payment and Closing Costs that can help qualified families with up to \$5,000 toward the cost of homeownership. Homeownership is in the works!

The CHDO has also received \$200,000 in two matching grants for Project Fresh Start. Fresh Start is really a community supported initiative as it also has the support of the tax entities: City/City Council, County/County Commissioners, and School District/School Board. In reality, the CHDO's Board reflects having a Commissioner from each of those entities, as well as a banker, an attorney, and membership of the business and low-income community.

Fresh Start receives derelict and tax foreclosed properties from the local government in order to rehabilitate and/or reconstruct, and return the properties to the tax roles. In cooperation with our local community college, Howard College, and the Southwest College Institute for the Deaf, students are learning skills in the various trades necessary to do actual hands-on construction work projects. The properties being rehabilitated are being sold and returned to the tax roll. Some of these homes

will become potential for homeownership under our Section 8 Voucher Homeownership program. For the CHDO, any revenue will be returned to further program potential and future construction projects.

The BSHA cannot take credit for the work that the Crossroads Housing Development Corporation, our CHDO has or may accomplish, but we can take credit for being its sponsor and creating it. The Executive Director, Mr. Paul Pryor has been accomplishing the goals to further affordable housing for the community and his efforts and the effort of his Community Board are greatly appreciated. And, while there was a financial risk involved, we do expect a return on our investment, in the literally sense since there is a repayment agreement.

Having only been formed as a Housing Authority since October 1998, many ideas are still in the concept stage and there is yet much to do. We have been able to accomplish more within the last several years than in the prior 20 years.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- n/a Admissions Policy for Deconcentration
 n/a FY 2000 Capital Fund Program Annual Statement

n/a Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A only HCV Section 8	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A only HCV Section 8	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
N/A only HCV Section 8	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A only HCV Section 8	Schedule of flat rents offered at each public housing development <input 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
N/A only HCV Section 8	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
N/A only HCV Section 8	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A only HCV Section 8	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A only HCV Section 8	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A only HCV Section 8	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A only HCV Section 8	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A only HCV Section 8	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A only HCV Section 8	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A only HCV Section 8	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A only	Approved or submitted public housing homeownership	Annual Plan:

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- -ability	Supply	Quality	Access- -ibility	Size	Loca- -tion
Income <= 30% of AMI	5	5	5	5	5	3	2
Income >30% but <=50% of AMI	5	5	5	5	5	5	2
Income >50% but <80% of AMI	4	3	4	3	3	2	2
Elderly	5	5	5	5	5	5	2
Families with Disabilities	5	5	5	5	5	5	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- -ability	Supply	Quality	Access -ibility	Size	Loca- tion
Race/Ethnicity (White)	4	4	4	4	4	3	2
Race/Ethnicity (Black)	5	5	5	5	5	5	5
Race/Ethnicity(Hispanic)	5	5	5	5	5	5	2
Race/Ethnicity (Other)	3	3	3	3	3	3	2

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2000
- Other sources: (list and indicate year of information)

Local:

- Current Waiting List and Families Participating on the HCV Section 8 Program**
- National Low Income Housing Coalition/LIHIS, 2003**
- 2003 TDHCA Consolidated Plan Needs Assessment, April 2003**
- Housing Market Study for Big Spring/Howard County, August 2000**
- Hill-Donnelly Cross Reference Directory, November, 2003**
- Howard County Action Plan for 2000 – 2003, March, 1999**
- Comprehensive Five Year Plan Update, April, 1999**
- Big Spring Comprehensive Five Year Plan Implementation for 1995 and 1996, and Plan Revisited 2002 and 2003**
- Community Needs Assessment, January, 2002**
- Market Study for Elderly Apartments, March, 1996 and 2000**
- Overview of Master Plan Progress as Revisited 2002 & 2003**

The Big Spring Housing Authority also has many of the the same goals and objectives that are consistent with the State of Texas Annual Consolidated Plan:

- Goal 1:** Increase and preserve the availability of safe, decent and affordable housing for extremely low, very low, low and moderate income persons and families.
- Goal 2:** Target its housing-related resources for assistance to extremely low and very low income households.
- Goal 3:** Maximize the effectiveness of available funds by leveraging Federal/State/public/private resources.
- Goal 4:** Assist families in overcoming barriers to homeownership by developing a homeownership program consistent with barriers to affordable mortgage financing experienced by extremely low, very low, low, and moderate income households.
- Goal 5:** Increase the stock of affordable, decent, safe, and sanitary housing in Big Spring and Howard County.
- Goal 6:** Improve living conditions for the poor and homeless and ease the hardship of poverty of extremely low and very low income persons and families.
- Goal 7:** Plan for the implementation of a transitional and/or supportive housing program that will coordinate partnership services with local/state/federal social service and support agencies and other opportunities designed to move homeless persons and families into permanent housing.
- Goal 8:** Plan for the implementation of a housing program to address the needs of persons with special needs, disabilities, and increase the availability of affordable and accessible housing.
- Goal 9:** Plan for the implementation of a housing program to address the needs of the elderly independent living and the availability of affordable and accessible housing.
- Goal 10:** Plan for the implementation of a elderly housing program to support the development of non-institutional housing options and programs which enable the elderly to remain in their own homes and stay close to family and other support groups.
- Goal 11:** Forge Federal, State, City, County and Community social and agency partnerships.

Goal 12: Plan for strategies to provide housing for persons with AIDs are provided with Housing Opportunities for Persons with AIDs (HOPWA).

Goal 13: Plan for programs to better the Big Spring community by providing decent housing with a suitable living environment focusing on neighborhoods having principally (51%) of persons and families of extremely low, low and moderate incomes.

Goal 14: Target resources to economically distressed areas of Big Spring with a high concentration of substandard housing and inadequate infrastructure.

Goal 15: Work to better Big Spring communities by helping local governments to become more effective.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	310		52%
Extremely low income <=30% AMI	264	85%	
Very low income (>30% but <=50% AMI)	46	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	279	90%	
Elderly families	31	10%	
Families with Disabilities	171	55%	
Race/ethnicity (white)	183	59%	
Race/ethnicity (black)	28	9%	
Race/ethnicity (Hispanic)	99	32%	

Housing Needs of Families on the Waiting List			
Race/ethnicity (other)	0	0%	
Characteristics by Bedroom Size (Public Housing Only)	N/A Section 8 Program	N/A Section 8 Program	N/A Section 8 Program
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			
<i>The Waiting List is not presently closed but it may become necessary.</i>			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- n/a Employ effective maintenance and management policies to minimize the number of public housing units off-line
- n/a Reduce turnover time for vacated public housing units
- n/a Reduce time to renovate public housing units
- n/a Seek replacement of public housing units lost to the inventory through mixed finance development
- n/a Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. ***The BSHA has established the Payment Standard at 110% of the FMR and will be seeking HUD approval for an increase to the 120% of the FMR, especially for our Project Based Voucher Program.***
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. ***The BSHA already has taken such measures, and will continue to do so.***
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. ***The BSHA is currently leased at between 99% to 100%.***
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program. ***The BSHA does not screen to this level but encourage property owners to screen by providing prior renter data. Especially effect results have been through One-Strike anti-crime screening and enforcement. Housing Tenant Obligation and Contract enforcement has also had a positive effect. However, lifestyle, credit history, and prior residency screening is required of the landlord.***
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. ***We participate with the City and the Council of Governments in order to better address local needs.***
- Other:
We have Project-Based Section 8 Voucher Housing as a possibility to expand housing resources IAW January 2001 Federal Regulations permit Project Basing of up to 20% of allocated housing for up to 10 years. We have contracted for 50 units for 'up to' 10 years provided contractual obligations are continued to be met. (24 CFR 983)

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

Select all that apply

- Apply for additional section 8 units should they become available. ***We at near 100% lease-out our Rental Vouchers and with a near two year Waiting List. When made available, we will apply for the additional Vouchers.***
- Leverage affordable housing resources in the community through the creation of mixed - finance housing. ***We have partnered with our CHDO to take on such measures.***
- Pursue housing resources other than public housing or Section 8 tenant-based assistance. ***We at near 100% lease-out our Rental Vouchers and with a near two year Waiting List. When made available, we will apply for the additional Resources.***
- Other:
***(1) Apply for Mainstream Vouchers for Persons with Disabilities
(2) Partner with the CHDO, Veteran's Administration, MHMR and the Rape Crisis Center to provide Single Room Occupancy Vouchers***

- (3) *Ms. Rogers, Executive Director, Ft, Worth HUD issued a dictum challenging all housing authorities to use available resources to address innovative means to meet the needs of the growing number of the homeless. (This leads to below number 4 as one measure)*
- (4) *Conceive a means to meet with all local social services to ‘staff for the needs’ of individual families being assisted by them to better coordinate stabilized housing. The Health Department, Department of Human Services and the Veteran’s Administration Homeless Coordination office are considering being the lead coordinating agencies.*

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

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

Select all that apply

- n/a Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance. *The BSHA already has taken such measures, and will continue to do so for targeted admissions, as required.*
- Employ admissions preferences aimed at families with economic hardships. *The BSHA already has taken such measures, and will continue to do so. We use Local Preferences for Waiting List preference (former Federal Preferences*
- Adopt rent policies to support and encourage work *The BSHA already has taken such measures, and will continue to do so. If on new employment income is not counted for 60 days or the second month HAP is paid. Welfare to Work employment programs are is not counted IAW Workforce or Department of Human Services guidelines.*
- Other:
 - (1) *Consider to adopt an additional Local Preference in cooperation with the Texas Workforce Center, Texas Rehabilitation Commission, and Department of Human Services that is geared toward Welfare to Work initiatives.*
 - (2) *Consider to adopt an additional educational preference that will allow families committed to getting their GED’s and toward higher education in exchange for Waiting List preference.*
 - (3) *Consider building an internal Family Self Sufficiency (FSS) Program and then making application to HUD for the FSS Grant.*

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working. *Adopt an additional Local Preference in cooperation with the Texas Workforce Center, Texas Rehabilitation Commission, and Department of Human Services that is geared toward Welfare to Work initiatives.*
- Adopt rent policies to support and encourage work. *The BSHA already has taken such measures, and will continue to do so. If on new employment income is not counted for 60 days or the second month HAP is paid. Welfare to Work employment programs are is not counted IAW Workforce or Department of Human Services guidelines.*
- Other:
 - (1) *Consider to adopt an additional Local Preference in cooperation with the Texas Workforce Center, Texas Rehabilitation Commission, and Department of Human Services that is geared toward Welfare to Work initiatives.*
 - (2) *Consider to adopt an additional educational preference that will allow families committed to getting their GED's and toward higher education in exchange for Waiting List preference.*
 - (3) *Consider building an internal Family Self Sufficiency (FSS) Program and then making application to HUD for the FSS Grant.*

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- n/a Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available. *We will apply for Mainstream and Special Purpose Vouchers when they are made available to apply.*
- Other: *Encourage property owners to make needed units handicapped accessible for the growing number of the elderly and persons with disabilities.*

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- n/a Seek designation of public housing for families with disabilities
- n/a Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special purpose vouchers targeted to families with disabilities, should they become available. ***We will apply for Mainstream and Special Purpose Vouchers when they are made available to apply.***
- Affirmatively market to local non-profit agencies that assist families with disabilities. ***The BSHA already has taken such measures, and will continue to do so. The BSHA has a cooperative working relationship with the Texas Rehabilitation Commission, the regional West Texas Centers for Mental Health Mental Retardation, and the regional VA Hospital – all local to Big Spring. Additionally, we have partnered with our CHDO to further address the needs. Cooperative grant application initiative has been submitted by the Veterans Administration Homeless Coordination office and the CHDO is under review by HUD. Should the grant be approved, there will also be allocated billets for persons with disabilities and victims of domestic violence.***
- Other: ***Encourage property owners to make needed units handicapped accessible for the growing number of the elderly and persons with disabilities.***

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: ***The BSHA already has taken such measures, and will continue to do so. The BSHA has the cooperation of the local NAACP and LULAC.***

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units. ***The BSHA already has taken such measures, and will continue to do so. We have expanded our operating area to include all of Howard County, vice just the City of Big Spring. This offers further choices of housing within 3 other small townships and other outlying communities that are not yet incorporated.***
- Market the section 8 program to owners outside of areas of poverty /minority concentrations. ***The BSHA already has taken such measures, and will continue to do so. We encourage landlords to believe that they stand a better***

chance to have good tenants by working with the PHA Section 8 Voucher program. Landlords are given the right to evict for cause and the PHA, depending on the situation, may elect to terminate the family for up to three years as penalty for not maintaining the property, following the lease, and/or Contracts. At this time only two apartment complexes have not been participating, and they are neither the best or the worst, but of an unknown reasoning as to why they will not participate.



Other:

- (1) We have Project-Based Section 8 Voucher Housing to expand housing resources as allowed IAW January, 2001 Federal Regulations permitting Project Basing up to 20% of allocated housing for up to 10 years. We have Project Based 50 vouchers in an area not considered as poverty or minority. (24 CFR 983)*
- (2) The Limestone Ridge Apartments, the LIHTC Program, is located in an 'area' not consider poverty or minority. This has opened up better housing opportunities. We will continue to partner with them to encourage a Phase II application for LIHTC to double their capacity. Many operating apartment complexes are concerned about the competition so there may a political backlash because their lease-up is already down due to open market movement to the Limestone Ridge Apartments and to the Hillside Properties where we have also Project Based Vouchers. Hillside is now a mixed income community which was also a goal of Project Basing.*

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

(2) Reasons for Selecting Strategies

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



Funding constraints Neither the City of Big Spring or the BSHA are eligible for direct HOME or CDBG funds from HUD and must compete for small competitive grants from the Texas Department of Housing and Community Affairs. We do seek grants whenever possible. A MAJOR constraint is that the State's (Texas Department of Housing and Community Affairs) new funding formula is biased toward population and does not address the aging areas in the rural communities. Big Spring is in Region 12. Region 12, unfairly, is the largest geographical area and therefore reflects a smaller population as an area. Region 12 receives one of the least amounts of funding in the State of Texas. This has also just about nullified our investment with the CHDO as the CHDO, too, could not compete for funding and the State had not been allocating for CHDO Set-Asides as mandated. An application can be submitted, but there is little chance of approval due to the funding formula and the amounts allocated. Along with the CHDO, we have petitioned the State for review on this matter and subject.

- Staffing constraints. *The administrative fees received for just the Section 8 program is not sufficient to maintain current staffing levels. Additionally, key staff can seldom be kept in place without adequate funding to allow raises. Larger PHA's have greater fund returns due to the sizes of their programs and can employ larger and better paid staff. We have lost several staff to employment at larger PHA's because of salary disparities. Basically, if you don't have the program you don't have the staff as current staff even if they are already tasked to the maximum efficiency. In our case, there isn't enough to adequately fund salary and benefits. With a 52% Voucher turn over, it is a certainty that customer service and daily operations will have to become modified to reflect the constraint. Thereby, we can only take on new initiatives if and when there are staff resources available. THIS CONSTRAINT will significantly impact future endeavors as it will limit taking on new programs. If funding is limited to 10% of the HAP, as mentioned earlier, the program will not be able to function financially. Please be advised of this probability should HUD officiate this change.*
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community *Although they have been in the Big Spring Community for between 20 to 50 years, depending on the agency, there is virtually no transitional or supportive housing for persons being served by the institutions of the State Hospital, VA Hospital, Mental Health Mental Retardation (MHMR), or the Salvation Army homeless.*
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government *Especially concerning Codes Enforcement issues. Also, the State Survey was submitted indicating housing needs and funding.*
- Results of consultation with residents and the Resident Advisory Board. *The Resident Advisory Board has been consulted and offered their views toward the development of this Plan.*
- Results of consultation with advocacy groups. *The social services combined to formulate a needs assessment that indicated the needs as indicated to the State Survey.*
- Other: *The BSHA will continue with recruitment of owners and landlords. This in itself is a challenge in the small community of Big Spring where minimal HQS exceeds local supported or enforced occupancy codes. It will be necessary to convince owners that compliance, especially Lead Based Paint regulations, is for the improvement of the community, welfare of the families, and also protect personal liabilities.*

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	None	N/A
a) Public Housing Operating Fund	None	
b) Public Housing Capital Fund	None	
c) HOPE VI Revitalization	None	
d) HOPE VI Demolition	None	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,518,300 as Budgeted FY 2004	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	None	
g) Resident Opportunity and Self- Sufficiency Grants	None	
h) Community Development Block Grant	None	
i) HOME	None	
Other Federal Grants (list below)	None	
2. Prior Year Federal Grants (unobligated funds only) (list below)	None	
3. Public Housing Dwelling Rental Income	None	
4. Other income (list below)	None	
4. Non-federal sources (list below)	None	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total Resources	\$1,518,300 as Budgeted FY 2004	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

Statement:

The Big Spring Housing Authority does NOT administer Public Housing. . Go to page 26 for the Section 8 subcomponent.

(1) Eligibility

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

Statement:

The Big Spring Housing Authority DOES administer Section 8 only.

(1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation.
- Criminal and drug-related activity, more extensively than required by law or regulation. *The BSHA use Tenant Tracker, Inc. that checks records with the State Department of Public safety (DPS - Austin) and the National Crime Information Center (NCIC- Washington, D.C.).*
- More general screening than criminal and drug-related activity (list factors below) *The BSHA does work closely with the Area-Wide Drug Task Force, Local Police Department, and Sheriff's Department. In many cases, can pick up the phone and speak to each other, cutting time and red tape.*
- Other
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? *However, the BSHA does tend to use less local information than of the State & National data base since local only gives just that – local.*
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? *The BSHA does use Tenant Tracker, Inc. that checks records with the State Department of Public safety (DPS - Austin) and the National Crime Information Center (NCIC- Washington, D.C.).*
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) *The BSHA does e use Tenant Tracker, Inc. that checks records with the State Department of Public safety (DPS - Austin) and the National Crime Information Center (NCIC- Washington, D.C.).*
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity *The BSHA does NOT release the specific information but do release that termination/declination to assist is related to criminal activity under the Federal One-Strike program.*
- Other:
(1) The BSHA does release prior tenancy history such as instances that were resolved but had been a prior violation that had resolution. Unresolved tenants with violations are removed from further assistance for three years and up to five if there has been a continued history.
(2) The BSHA does release prior landlord addresses, resolved complaints, and anything else that is allowable under existing regulations.

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program ***The BSHA does use a Local Preference Waiting List System that is derived from the former Federal Waiting List format. The intent is to offer assistance to those families demonstrating the greatest need first. The format is as follows:***
 - 150 ***Displaced Due to Natural Disaster*** – Must be 3rd Party verified
 - 149 ***Displaced Due to Govt/HUD Action*** –Must be 3rd Party verified
 - 148 ***Displaced Due to Homeless*** – Must be 3rd party Verified
 - 147 ***Displaced Due to Family/Domestic Violence*** – Must be 3rd Party Verified
 - 146 ***Living is Substandard Housing*** – Must be HQS Inspection Verified by BSHA (and digital pictures taken)
 - 145 ***Rent Burden*** – Paying over 50% Income toward rent and utilities - Must be BSHA Verified (at least three months written receipts/proof required)
- ***The Waiting List is weighted as highest Preference Value and by date/time within that like Preference (if more than one of like Local Preference).***
- ***The list is further organized in the follow order:***
 - First Order: Families having a Local Preference***
 - Second Order: Families not having a Local Preference***

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

- PHA main administrative office : ***Big Spring Housing Authority***
711 E. 3rd St.
Big Spring, TX 79720
(915) 263-4090/4091
(fax) 263-4098
Email: cobs@crcom.net
- Other: ***Call for more information or for a mailed, faxed, or emailed application.***

(3) Search Time

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

If yes, state circumstances below: *Medical Hardships, Verifiable Family Emergencies, Persons with Disability seeking handicap accessible units, written proof that family has been seeking a unit but unable to locate, families seeking a 4 bedroom or larger unit. Extensions are granted only at 2 week intervals and renewed based on continued proof of need for the extension. Extensions can only be approved by the Executive Director after having a fact seeking interview with the applicant seeking the extension.*

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

Also, Refer to Waiting List Organization above

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) ***Under Health and/or Safety based on the request of a Referring Professional Agency***

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

By Date and Time

Former Federal preferences (further explained in B-2 above)

- 1 (150 points) ***Involuntary Displacement (Disaster)***
- 2 (149 points) ***Involuntary Displacement (Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)***
- 3 (148 points) ***Homelessness***
- 4 (147 points) ***Victims of domestic violence***
- 5 (146 points) ***Substandard housing***
- 6 (145 points) ***High rent burden***

Other preferences (select all that apply)

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

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

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

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

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

This may be addressed to the Board of Commissioners for approval and incorporation into a revised Administrative Plan and then submitted as a Revision to the Annual Five Year Plan. There would also be public notice advertised.

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

- The PHA applies preferences within income tiers
- Not applicable: The pool of applicant families ensures that the PHA will meet income targeting requirements. *The average income of all families is less than \$6,000 annual income.*

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other: *The Intake Application.*

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

- Through published notices
- Other: Informing area-wide Social Service Agencies. *For example, Midland and San Angelo Crisis Centers for Family Violence may refer families for assistance to get families into a safer area and housing away from the perpetrator.*

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

Statement:

The Big Spring Housing Authority does NOT administer Public Housing. Go to page 34.

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other (list below)
- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

Statement:

The Big Spring Housing Authority DOES administer Section 8 only.

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR

- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
HUD can be advised in this Plan that we will be seeking an increase to the 120% percentile for at least the Project Based Vouchers for families residing at Hillside Properties and that we will be asking for an increase to the Fair Market Rent for two bedroom units.

We have been advised by Ms. White, our HUD PHA, Ft. Worth, that we should apply for HUD variance for an approval to the 120% because we have a large number of persons paying a rent burden above the 30 percent. There are two reasons. One is that our FMR's for a two bedroom unit is well below the market rate. The second reason is that we have nearly 80 families residing at Hillside Properties, with fifty of them being Project Based Rental Vouchers and the rest non-Project Based. There is no difference between the vouchers use other than regulatory or for a commitment to assure that 50 Vouchers are allocated. The rent at Hillside Properties, while rent reasonable for the area, is higher because of the amenities and the rehabilitation to the units.

If approved a Plan Revision will be submitted.

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other: *For cases where a families requires a handicap accessible unit and only an increase of the Rent Standard is an option to secure the unit for Section 8 rental.*

Also:

HUD can be advised in this Plan that we will be seeking an increase to the 120% percentile for the Project Based Vouchers for families residing at Hillside Properties and that we will be asking for an increase to the Fair Market Rent for two bedroom units.

We have been advised by Ms. White, our HUD PHA, Ft. Worth, that we should apply for HUD variance for an approval to the 120% because we have a large number of persons paying a rent burden above the 30 percent. There are two reasons. One is that our FMR's for a two bedroom unit is well below the market rate. The second reason is that we have nearly 80 families residing at Hillside Properties, with fifty of them being Project Based Rental Vouchers and the rest non-Project Based. There is no difference between the vouchers use other than regulatory or for a commitment to assure that 50 Vouchers are allocated. The rent at Hillside Properties, while rent reasonable for the area, is higher because of the amenities and the rehabilitation to the units.

If approved a Plan Revision will be submitted.

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

- Annually: *Usually in the month of October*
 Other: *As necessary because of high energy costs*

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

- Success rates of assisted families
 Rent burdens of assisted families
 Other
(1) Rent Reasonableness and FMR as Compared to Market Rate
(2) MTCS data
(3) Computations of families paying above their 30% but below 40% (which has become statutory)

(2) Minimum Rent

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

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

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

(1) As required under the Quality Work and Housing Reform Act (QWHRA) of 1998.

(2) As required under other statutory programs such as Earned Income Exclusions

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

The Big Spring Housing Authority (BSHA) is a Housing Choice Voucher Section 8 Program having 366 Vouchers.

The BSHA has a Board of Housing Commissioners appointed by the Mayor, the Board employs the Executive Director and the Executive Director manages the BSHA program. Besides the Executive Director, there are only two fulltime and one part-time employees.

Mayor → Board → Executive Director → 2 and a half Employees = 1 Fulltime Section 8 Counseling Coordinator, 1 Fulltime Housing Quality Standards Inspector, and 1 Part time Financial Accounting Coordinator. The Executive Director is necessarily capable as both Section 8 Counselor and HQS Inspector and works within both capacities besides his administrative duties. In order to remain within budget, rising costs of administration such a medical insurance caused the lay-off of one long-term employee.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	366	<i><u>35% or 128 families</u> Primarily the turn over rate is caused by family violations related in order of frequency: drugs, fraud, criminal activities, domestic violence, damage to property, HQS Inspection failure and</i>

		<i>remain in unit, voluntarily dropping, alcohol abuse, other causes, and over income.</i>
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

Section 8 Management: *Our policies governing the Management of both the PHA Housing Program and Housing Quality Standards are located in Chapter 10 of the Administrative Plan. Specific to eradication of pest infestation (including cockroach infestation) can be found as follows:*

Extermination: *The owner is responsible for the extermination on any insects, rodents, or pests within the building or premises for move-in and at least quarterly for prevention.*

If it can be demonstrated by a “special inspection” that infestation was the cause for infestation is tenant fault, extermination will be the responsibility of the landlord but charged to the tenant. It is the responsibility for the landlord to collect from the tenant. (Landlords are encouraged to add this as a lease clause.)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

Section 8-Only PHAs are exempt from sub-component 6A.

The BSHA is a High Performer.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

Our PHA Complaints, Appeals, and Informal Review Procedures can be found in the Administrative Plan, Chapter 19.

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

Please skip to Page 45 as the between page 40 to 45 is related to Public Housing – only.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

Please skip to Page 45 as the between page 40 to 45 is related to Public Housing – only.

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

Please skip to Page 45 as the between page 40 to 45 is related to Public Housing – only.

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

Please skip to Page 45 as the between page 40 to 45 is related to Public Housing – only.

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

Please skip to Page 45 as the between page 40 to 45 is related to Public Housing – only.

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Please skip to Page 45 as the between page 40 to 45 is related to Public Housing – only.

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

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

The BSHA is in the process of implementing a Homeownership Plan using Section 8 Tenant Based Assistance beginning FY 2004. A draft plan has been completed and will be submitted to HUD Ft. Worth.

2. Program Description:

The Homeownership Plan will be IAW Federal Regulations and established policy.

A copy of the Homeownership Plan and related federal regulations and policy will be made available at the Housing Authority Office once approved by HUD Ft. Worth.

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

Possibility of Establishing a Maintenance Escrow Account:

If the payment standard based on the bedroom size allocated is less than the mortgage Housing Assistance Payment we hope to be able to establish an interest earning escrow account accessible only by the housing authority for the family that would be used only for home repair. If not used for home repair, the account could be used to pay down the principle reducing the length of the note and also the obligation of the housing authority. This may well be possible because our local economy has a number of available and decent homes that are affordable and will sell at \$20,000 to \$50,000. However, this will become solidified in the final draft of the Homeownership Plan before submission to HUD Ft. Worth for review and approval.

Additional Home Assistance: An Innovative Challenge for Homeless Prevention

Homeownership Loss Prevention Due to Medical or Economic Job Loss or NAFTA
Currently, the Big Spring Housing Authority as an Interim Policy located with the Administrative Plan that has expounded on the intent of HUD's decision to create homeownership and prevent homelessness. We have taken a step with the intent to prevent the loss of homeownership. Five Section 8 Vouchers were slotted as needed as a pilot test program in 2001 for this pilot test program. Other than basic program eligibility, there are two criteria, as noted below. To date, we have assisted five families from losing their homes, three homes have been successfully paid off and the families no longer receive assistance, and there are only two being assisted. For all families, the emergency causing them to nearly lose their homes have been due to a medical loss of employment and health related, such as limb amputation, major heart surgery, cancer and awaiting SSI/SS, or bedridden due to a terminal illness requiring home hospice. Also, in all cases, the mortgage assistance has been less than the approved HAP would have been. It would have cost more to have required the family to relocate out of their home and into a rental to otherwise assist them.

Criteria 1: *First, if the family must have less than 5 years remaining on the mortgage, and have lost employment due to a medical verifiable emergency and be two months in verifiable arrears. They must also be PHA program eligible, the house must pass a HQS inspection, and the mortgage be less than the Rent Standard, or manageable under other Section 8 Criteria (under the 1998 QWHRA Housing Reform). Churches and or the community have pitched in to help with HQS modifications/repairs as needed. The mortgage company must also accept payment, representing the function as landlord, an the HAP check must be sent direct to the mortgage company. The participant family must income re-certify under specified guidelines.*

Criteria 2: *Second, if a family has fallen victim to losing their jobs due to a company economic layoff due to the closure of a business (especially under*

NAFTA), closure due to oil field reductions, or closure to the drought. We had three fairly large companies close down, reorganize and/or relocate either to Mexico or a border town due to NAFTA. In this case, assistance is limited to 6 months and the family must work with the Texas Workforce Center for employment and/or employment training. For example, there is a possibility our local VA Hospital will close and take another 502 jobs with it and would likely also cause another 200 homes to flood the market. There are already too many homes on the market now for the majority of them to sale before homes become foreclosed.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? *15/04/2000*

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

- Client referrals: *DHS often refer their clients for assistance.*
- Information sharing regarding mutual clients (for rent determinations and otherwise). *This is a frequent occurrence. They also share information with the BSHA.*
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

The BSHA does not have a funded FSS Program but is very interested in putting a program into place. It is a goal for us. Please proceed to page 49.

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

Please skip to Page 52 as the between page 40 to 45 is related to Public Housing – only.

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

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

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

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Section 8-Only PHAs are exempt from having a pet policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit? **There was one commented finding related to last year over requisitioning funds over 5%. HUD retrieved the over requisitioned fund in April, 2002. FY 2003 cannot be audited until year end and this will not be an issue for 3003.**
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due? *To date, the issue has not been required as a need to respond item as we had actually responded by decreasing our FY 2003 requisition, then increasing our lease-up and having to submit for a budget revision by requesting and being granted an increase in the budget as an amendment.*

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Section 8-Only PHAs are exempt from responding to this component.

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:

The Resident Advisory Board (RAB) meets at the Big Spring Housing Authority office on a monthly or bi-weekly basis, depending on the needs or issues being discussed or developed.

Annually, letters are mailed to all residents inviting their participation on the RAB. Seven persons expressed a high interest in assisting with the Plan, attended and represented the following groups demographically:

Ethnicity:	White 4	Black 0	Hispanic 2
Sex:	Female 5	Male 2	
Elderly (2):	Female 2	Male 0	
Disabled (5):	Female 3	Male 2	
Veteran (1);	Male 1		
Employed (3):	Male 1	Female 2	
Former Homeless (3):	Male 1	Female 2	
Assisted to Program Under Local Preference (5):	Female 4	Male 1	

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

Section 8 Rental Assistance Homeownership - The recommendation to find a manner to cover long-term maintenance led to discussions concerning the addition of an interest bearing maintenance escrow account. Response -This will be done if feasible and within federal regulations at the time.

Formation of a Public Renter/Tenant Association - The RAB discussed that many people were not aware of their rental rights and that many property owners were in violation of Renter/Tenant rights under State Property Rental Laws. They also discussed that the local Claims Courts seemed to be biased in favor of the landlord as many landlords seemed to be long-time friends or acquaintances with the Justice of the Peace. It was further noted that in the absence of a strong and enforced City Occupancy Codes that many people not receiving Housing Authority Rental Assistance, where Housing Quality Standards was a compliance standard, were sometimes living in residential conditions that violated Renter/Tenant rights. Each person on the RAB acknowledged this problem and gave examples, some that

*happened while ON the program and some that happened to them BEFORE they came onto the program. They plan to initially open the office several afternoons a week but have a call-forwarding to their place of residence. Each of the volunteers has taken the interest to become knowledgeable on Renter Rights and Renter/Tenant Landlord State Law. Their position will be to offer information on the rights by finding and quoting law and not offer opinion. They will assist the complainant with what to do and how to do it, including what the complainant should have to help as evidence before considering taking the matter to court. They also hope that the Association may help in case arbitration and mediation and that Claims Courts can be avoided. Their final goal is to make it public that property owners are held accountable to following their leases and hopefully increase Renter/Tenant Quality of life within the whole community and not just on the Housing program. **Response - The Housing Authority is assisting the RAB in organizing a Public Renter/Tenant Association.** Their office will be lo-located within the Housing Authority space and will be managed independently by them without PHA interference. Assistance from West Texas Legal will be received and funding for office needs and advertising will come from a private contributor. The Association is hoped to become functional by 1 October, 2004 but no later than 30 November, 2004.*

Other:

Four persons of the seven returned to participate on the current Resident Advisory Board (RAB) who had also participated on the 2001 Annual Plan from the onset of writing the first Plan. They contributed in the understanding and layout explanations to the three newer members. The information and discussions provided to the participants led to their comments being addressed within the Plan and did contribute to the Plan and/or reaffirmed the participation in the prior Plans..

In most cases, comments from the Resident Advisory Board (RAB) were consistent to recommendations by the Housing Board of Commissioners, PHA goals, and the prior PHA Annual Plan.

Noted quite candidly below in topical issues, just as last year, the majority of the RAB wanted stiffer criteria, guidelines, and penalties for resident program abuses.. Generally, most important issues were the same as also noted in the FY 2000-2001 Plan: general housing program issues, employment and educational opportunities for younger and healthier program participants; adding a local preferences to include employment, education, and welfare to work; homeownership under the Section 8 Voucher Program; and accessible housing for the elderly and persons with disabilities. In all areas, they offered their sincere and honest comments and felt it important that their views become part of the Plan.

Resident Advisory Comments and Quotes

Resident Advisory Board Comments that are General to Section 8 Vouchers and Housing Assistance Programs

In the prior Plan there had been a concern that was noted in relation to HQS and Inspections. Five of Eight participants stated that there was concern that the Inspector had become too strict on both owners and tenants and that too stringent inspections were now becoming a barrier to locating decent affordable housing. Three persons stated that they were intimidated by the HQS Inspector and that the Director should monitor his actions more closely. However, all of them agreed that their quality of life had been improved because of the more stringent inspections.

In this Plan, it is discussed that they, along with other program participants, acknowledged that the more stringent HQS Inspections had been to their benefit and that their personal family quality of life had been improved as a result. It was discussed that it was unfortunate for the community at large that few people or even landlords were aware of Renter Rights or that many Renters were intimidated by the property owners. It was from this discussion that led to the beginning of the formation of their wanting to organize a Renter/Tenant Association. However, they still expressed concern about the availability of units that would pass the more stringent HQS Inspection and that more property owners seemed to no longer want to participate with the Housing Authority to provide Rental Housing.

The below comments are as close to quotes as possible. They are candid and reflect a responsible macro point of view of concerned citizens. Some comments identify needs, some offer suggestions, and some indicate that the Big Spring Housing Authority or the City could be doing a better job serving the community than it does. Nothing has been scrubbed from the comments no matter how pointed.

- *"We've been waiting almost two years for you to finally get the Homeownership program in place. There isn't a single one of us,...well, I take that back, that doesn't want to have a chance to own their own place. Is it going to happen. And, how will we get our credit issues resolved. Like, I mean, I have an old student loan...will there be a chance for even me?"*
- *"I had a really hard time finding a place to rent that would accept HUD when I moved. I had to convince my new landlady to take HUD because of my word to really do a lot of the work myself. She said that the HQS Inspector was asking for too much and that it would cost too much. Hardly any of the Landlords I spoke to want to participate. If you keep doing these hard inspections, and I know it's because you're supposed to, where will people live if they can't find a place or a landlord who will want to take HUD?"*
- *A lot of us don't WANT to be forced to live at Hillside Properties, the Barcelona Apartments or the new Limestone Ridge Apartments. Either we need to get the other landlords to take of their property or they should be renting to anyone in*

town. Like I only need a one bedroom, and, you know me, I don't think I can live in apartments. But if I call the landlord, they seem to think it's my fault if there's a problem. Ok, I do of my own work and people can really spruce up their places if they felt good enough about it and if they wanted to. Hey, I've always left my places better off than I found it."

- *"Just like last year, I'm still concerned about the number of homeless veterans we have here. So, where is the Shelter for the Vets we spoke of last year. The VA still doesn't have a program, either. Ok, they do, but no money." There are a lot of Vets around here."*
- *"Just like last year we talked about a battered women's shelter. Isn't there something that can be done to get a place for Big Spring? I think a shelter for battered women and children to stay at so that they don't have to leave town for help is more important, too. You know I spoke about this last year and you said we could work ion this. So far, you mentioned working with Mr. Pryor and the CHDO, right? What's he been able to do so far? Don't they know we have a HUGE problem here? We need a Safe House."*
- *"Last year and even this year, you said that maybe the City would soon get harder on enforcing it Codes because the City Council passed that new Universal? Occupancy or Building Codes and they warned everybody they would begin to enforce it. So far, I've seen nothing different. I've even called on a few places and they've done nothing. They say they will hold of the property owner but if they have, there's nothing been done. It does get frustrating. There are so many unethical landlords out there and the City is just letting them keep right on renting. Maybe if the City started fining people and did what they said they would? I don't know. It's a wonder that I still care."*
- *"Those new Limestone Ridge apartments probably won't help out because most the people I know won't be able to rent them because of bad credit. But it's a start. But why way out there because how are people going to get to the store and the kids to school? And, who can afford the deposit or the high rent that guy at Hillside wants to charge? I sure can't. That's just too far out for someone us who don't drive or can't get rides from family. We need some sort of transportation system. TRAX, gee, you have to schedule a week out I think."*
- *"Drugs are really getting bad out there and I don't think its getting better. We call the police, and I know of others who have, but it seems that they can't do anything. I wish they would have a get tough policy on drugs and those kids that are breaking into places. We've caught the same kids in people's homes and they just let them go. They were actually caught in people's homes. If we were rich people or lived in better neighborhoods maybe they'd think twice about it. But if we said something about it, I bet the cops would come after us. I've seen it happen. Why even call the police? It just causes problems for us and the people*

they don't do anything to, they find out who it is and come back and get us. I know it happens. We are all afraid they will do that."

- *"I think we've done some good and I know that some of the things we have talked about the last few years have happened, so I want to tell you that we have been able to do some good. I feel pretty good about being involved. I wish things could move faster, but we did have a say before it happened on Project Basing those voucher at Hillside, and we did have a word in bringing the new Limestone Ridge Apartments into town. And, the CHDO does have a grant with the VA to remodel the old Junior High into Veteran's Housing and some of it is also to be used to help family violence families. That's something and I hope the CHDO can make it happen. I've been following it in the newspaper. So, we do have some say and the CHDO used what we said on the grant for the Apartments AND in the grant with the VA."*

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.) ; **If no, skip to sub-component C.)** *We are a Section 8 Program only. As in the past, all families are sent a letter asking if they are interested in serving on the Board of Housing Commissioners. Jointly, between the Mayor and the PHA Secretary, all interested persons are spoken to and the Mayor then appoints his candidate of choice to the Board as Commissioner. We ask the Mayor to consider the appointment of Resident Commissioner if they are the Chair to the Resident Advisory Board.*

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: *Candidates registered with the BSHA and requested a place on ballot. Only a pool already participating actively with the Resident Advisory Board (RAB) is considered. We recommend that the Mayor appoint the chair to the RAB, who are elected by the RAB to the position, as his*

appointee as a Resident Commissioner. This has assisted in consistent participation.

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other: ***Section 8 Only Program. Membership will be selected from the working Resident Advisory Board. Plans are to maintain the Resident Advisory Board and to meet as needed, when needed.***

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: ***City of Big Spring and Howard County, Texas, Five Year Plan. The State of Texas Department of Housing and Community Affairs (TDHCA) statewide Consolidated Plan.***

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

Page	Ref Issue #	HOUSING	Priority		
			1	2	3
133	11.1	Lack of New Housing			X
135	11.1.1	Coordination of New Housing Effort	X		
135	11.2	Need for Incentives for Development	X		
135	11.3	Need Rebate for Infrastructure	X		

135	11.4	Need Incentives for Redevelopment	X		
136	11.5	Encourage Renters to Maintain Housing	X		
136	11.5.1	Neighborhood Improvement Organizations	X		
137	11.6	Develop Confidence in Economy	X		
137	11.6.1	Involve the Local Media	X		
138	11.7	Need Nicer and More Apartments	X		
138	11.7.1	Amend Zoning Ordinance to require Better Planed Multi-Family Projects	X		
139	11.8	Increase Income so People can Afford Houses	X		
139	11.9	Improvement/Beautification of Existing Neighborhoods	X		
140	11.9.1	Neighborhood Improvement and Beautification		X	
141	11.10	Lack of Retirement Homes	Na	Na	Na
142	11.11	Need Volunteer Home rehabilitation		X	
142	11.11.1	Volunteer Improvement Program		X	
143	11.12	Need for Urban Homesteading		X	
143	11.13	Develop Minority Involvement			X
144	11.14	Need Code Enforcement			X



Other:

Action Plan for 2000 – 2003, Texas Community Futures Forum (5/1999)

(Texas Agriculture Extension Service, Texas A & M University System)

The following has been directly quoted from the Action Plan:

The Extension Office facilitated the partnering of citizens, county and city government, state agencies, organizations and other groups through the Texas Community Futures Forum. This process gave residents the opportunity to identify and address the critical issues affecting themselves, their families and their communities.

Many agencies and organizations want input from local residents so that they can better focus their activities and resources. Working together, such groups can plan individual, joint, or coordinated actions to effectively address a community's Critical needs. The role of the Texas Agricultural Extension Service is to assist with this process and, where appropriate, develop programs to address community needs.

The Action Plan identified the following under "Quality of Life Issues" as Critical Community Needs:

Issue Name:	Quality of Life
Objective:	Healthy Social Life for Young Adults Create Support Channel for Single parent Families

	Community Housing and Infra-Structure Concerns
	Better Communication Between Organizations & Agencies
	Multi-Cultural Awareness
	Less Night Meetings – More Volunteers
	Form a Grant Writing Team
	Increase Students Graduating and getting Diploma's
	Increase Communication between Parents & educators
Planned Action:	Form a Community Development Corporation as a Community Housing Development Organization to Develop Housing and Remove Aging Structures
	Develop a Club for Young Adults
	Write Grants to Achieve Opportunities
	Plan Multi-Cultural Representation within Organizations
	Increase Money-Making Activities in order to Fund Opportunities for Children
	Seminars on Parenting
	Enforcement Consistent with Policies at All Levels
Resources:	Big Spring Housing Authority
	Howard College
	Texas Workforce Commission
	Texas Agricultural Extension Agency
	City of Big Spring
	Howard County
	Human Service Council
	Local School System
	Women for Progress
Time Frame:	3 to 5 Years

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: **The following Consolidated Plan Priorities are in Support of the PHA Plan:**

Page	Ref Issue #	HOUSING	Priority		
			1	2	3
133	11.1	Lack of New Housing			X

135	11.1.1	Coordination of New Housing Effort	X		
135	11.2	Need for Incentives for Development	X		
135	11.3	Need Rebate for Infrastructure	X		
135	11.4	Need Incentives for Redevelopment	X		
136	11.5	Encourage Renters to Maintain Housing	X		
136	11.5.1	Neighborhood Improvement Organizations	X		
138	11.7	Need Nicer and More Apartments	X		
138	11.7.1	Amend Zoning Ordinance to require Better Planned Multi-Family Projects	X		
139	11.8	Increase Income so People can Afford Houses	X		
139	11.9	Improvement/Beautification of Existing Neighborhoods	X		
140	11.9.1	Neighborhood Improvement and Beautification		X	
142	11.11	Need Volunteer Home Rehabilitation		X	
143	11.12	Need for Urban Homesteading		X	
143	11.13	Develop Minority Involvement			X
144	11.14	Need Code Enforcement			X

D. Other Information Required by HUD

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

Attachments

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

There are no additional attachments.

PHA Plan Table Library

The Big Spring Housing Authority is a Section 8 HCV Rental Assistance Program. This component applies to Public Housing.

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

The Big Spring Housing Authority is a Section 8 HCV Rental Assistance Program. This component applies to Public Housing.

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

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

