

Dallas County Housing Voucher Program

Housing Choice Voucher Administrative Plan

Section I. Introduction

This Administrative Plan has been prepared by the Dallas County Housing Agency in conformance with the requirements of **24 CFR 982.54**. Certain procedural elements of the Housing process are described in administrative procedures referenced in this Plan. This Plan does not duplicate the requirements of the regulations cited below under which the program is administered. Rather, the plan indicates how the Dallas County Housing Agency is administering those aspects of the program left by HUD to the HA's discretion.

The plan sets forth PHA's policies for the administration of the program in accordance with the requirements of the U. S. Department of Housing and Urban Development (HUD). Those requirements are incorporated by reference and not duplicated herein, as follows:

24 CFR 5 Definition of Income, Income Limits, Rent, and Regular Re-examination of Family Income for the Section 8 Housing Assistance Payments Program and other Related Programs

24 CFR 982 Section 8 Tenant-Based Assistance: Housing Choice Voucher Program

24 CFR 984 Section 8 and Public Housing Family Self-Sufficiency Program

24 CFR 985 Section 8 Management Assessment Program (SEMAP)

The Plan is presented in the sequence in which events usually occur in the Housing process. It is intended only to establish local policies for administration of the program, and should not be considered an exhaustive treatment of the procedures by which these policies are implemented. The Plan is to be implemented using separate standard operating procedures which may be referenced in the Plan.

A. EQUAL OPPORTUNITY

1. FAIR HOUSING

It is the policy of the HA to comply fully with all Federal, State, and local nondiscrimination laws, including but not limited to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national origin, familial status, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any HA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the HA will provide Federal/State/local information to applicants for and participants in the Housing Program regarding unlawful discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the HA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The HA will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The HA will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

2. Reasonable Accommodation

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the HA housing programs and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the HA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the HA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

Section II. Applications and Waiting List Management

A. Accepting Applications

1. HA's waiting list for the Housing Choice Program will remain closed until the HA determines that the number of applicants remaining on the list is insufficient to provide all the applicants needed for the next 12 months. The number needed will be based on the number of vouchers available or expected to become available over the next twelve months, the experience of the HA regarding the number of applicants who are expected to successfully complete the process of establishing their eligibility, and the number of eligible applicants who are expected to successfully lease units under the Housing Program. The HA's goal is to keep its utilization rate as high as possible.
2. Applications for the Housing Program can be made by mail, telephone, or in person, according to the method described in HA's advertisement, to HA's office during the dates advertised. As a reasonable accommodation, even when general applications are accepted only by mail or telephone, applicants with disabilities can apply in person or by telephone on the same days mail applications are accepted.
3. Applicants are placed on the waiting list based on the date and time of receipt of a completed application.
4. Any decision to close the waiting list, or to reopen the waiting list, will be recommended by HA's Executive Director.
5. At such time as HA determines that the list is to be reopened, public notice of the opening will be made in the local newspaper of general circulation, and through such other media as are determined necessary to reach potentially eligible households not otherwise likely to apply. The public notice will state the dates and times and the method by which applications will be accepted.

B. Establishing the Waiting List

1. All applicants determined eligible will be placed on the waiting list by application number and the preferences, if any, that are claimed.
2. Receipt of all applications will be acknowledged by letter or postcard. The letter will inform the applicant whether, on the basis of the information provided, s/he has been determined eligible for the Housing program.
3. Applicants determined eligible will be advised of their application number and any preferences certified.

4. The letter will further advise applicants that it is their responsibility to notify HA of any change in address or in preference status. If this notice, a preference query, or an appointment letter to the applicant is returned as undeliverable, the applicant will be withdrawn from the waiting list.
5. Applicants determined ineligible will be notified of the reason for the determination and of their right to request an informal hearing to contest the ineligibility determination.
6. If, as a result of the review, the applicant is determined eligible, his/her name will be added to the waiting list in order of application number of the original application.
7. The HA will, from time to time, contact applicants to determine whether they are still interested in receiving Housing assistance and/or to update information on their application. Applicants who fail to respond to such inquiries will be withdrawn from the waiting list.
8. Applicants who are withdrawn from the waiting list for failing to respond to any inquiry from HA will not be reinstated, unless the reason for their failure to respond is verified to be related to their disability.

C. Applicant Selection

1. Notwithstanding an applicant's application number, the HA will select applicants from the waiting list in such a way as to ensure that at least 75% of the applicants admitted to the Housing Choice Voucher Program during any fiscal year are at or below the Extremely Low Income (ELI) limit -- 30% of the median income for the Metropolitan Statistical Area—at the time of admission.
2. This will be accomplished through the use of local preferences based on income tiers:
 - At least 75% of the units leased through the voucher program in any fiscal year shall be provided to families with incomes below 30% of area median income; and
 - Up to 25% of the units leased during the same period may be to families with incomes between 31% and 50% of area median income.

The following families are considered special admissions and or non waiting list admissions:

- Families requiring relocation from PHA public housing as a result of redevelopment or modernization;

- Families displaced by government action, a formally declared natural disaster, or domestic violence.
3. Within each preference category, applicants will be selected in order of the application number of their application.
 4. Single applicants will be selected based on preference.
 5. This income tier targeting requirement does not apply to a low-income family that is “continuously assisted” under the 1937 Act, or to a low-income or moderate income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on project-based eligible low-income housing.

Section III. Eligibility and Verification of Family Circumstances

A. Scheduling the Eligibility Interview

1. When Housing Choice Vouchers become available, eligibility interviews will be scheduled for the applicants at the top of the waiting list.
2. Prior to sending the appointment letter, the HA will check the applicant names against its log of Housing Program reimbursement agreements and the Public Housing accounts payable system to determine whether the applicant has past due balances owed to the HA. No applicant will be admitted to the Housing program who owes money to any HA. A letter will be sent to the applicant advising that the balance must be paid in full. After the balance is paid in full, the applicant can re-apply to the program when the waiting list is opened.
3. Intake appointments for eligibility interviews will be scheduled by letter. The letter will direct the applicant to call for another appointment if the time scheduled is not convenient. If the applicant does not appear for the interview or telephone to request another interview, the applicant’s name will be withdrawn from the waiting list.
4. Applicants with disabilities may request that the interview be conducted in their homes or at some other convenient location if the nature of their disability is such that they cannot reasonably be expected to come to the Housing Program office.
5. The appointment letter will advise the applicant to bring all documents necessary to document their eligibility, family composition, income, citizenship or eligible immigrant status and deductions. Applicants must also be prepared to execute releases so that third party written verifications of information they submit can be obtained.

B. Conducting the Eligibility Interview

1. Applicants will complete an application form, providing all information required on the HUD-50058 and 50059. The application will be signed by all adult members of the household.
2. Applicants will be required to provide third-party documentation of the family composition (e.g. birth certificates, evidence of naturalization, etc.). HA considers that the following qualify as a "family":
 - A. Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law who will live together in HA housing; **OR** two or more persons who are not so related, but are regularly living together, can verify shared income or resources who will live together in HA housing;
 - B. The term family also includes: elderly family, near elderly family, disabled family, displaced person, single person, the remaining member of a tenant family, a foster care arrangement, or a kinship care arrangement. Other persons, including members temporarily absent (e.g. a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family's household if they are living or will live regularly with the family **(24 CFR 5 and 960)**;
 - C. Live-in aides may also be considered part of the applicant family's household. However, live-in aides are not family members and have no rights of tenancy or continued occupancy;
 - D. Foster Care Arrangements include situations in which the family is caring for a foster adult, child or children in their home who have been placed there by a public child placement agency, or a foster adult or adults placed in the home by a public adult placement agency;
 - E. For purposes of continued occupancy: the term family also includes the remaining member of a resident family with the capacity to execute a lease.
3. Single persons who do not otherwise qualify as a family may apply, but will not receive assistance until all single applicants who are elderly, displaced or disabled have been housed.
4. Applicants will be required to provide third party verification of their income using third party verification forms which are to be mailed or

faxed directly from the income source. Or utilize computerized award letters for income received from government sources, such as Temporary Assistance to Needy Families (TANF), court-ordered child support, Social Security, Supplemental Security Income, and Unemployment Compensation. Applicants will sign a release for third party verification of income from employment. The release will be sent to the employer by HA, and the information returned to HA by mail.

5. Applicants who wish to receive deductions for medical expenses, reasonable childcare and/or disability assistance expenses, will be required to provide sources from whom the HA can obtain third-party verification of the expenses.
6. Dependents include persons with disabilities and full-time students other than family head or spouse. Full time students include those attending traditional educational institutions as well as those pursuing full-time vocational training.

C. Determining Eligibility

1. Generally, eligible applicants must verify that their incomes are at or below the Extremely Low-Income limit or the Very Low-Income limit, and that their family does not include an adult who has been involved in violent criminal activity or drug-related criminal activity during the past three years. In addition, any applicant who is on the national register of sexual predators or who has been convicted of manufacture of methamphetamines in assisted housing is ineligible for assistance.
2. As a part of the eligibility determination, HA shall run a criminal record check on all adult family members. When the applicant has lived in Dallas County for the past three years, the record check shall involve the Dallas County Police Department. If any adult member of the applicant family has not lived in Dallas County for the previous three years, records to be checked may include the police department of the localities where the applicant lived as well as the records of the National Crime Information Center. Applicants are required to sign releases for such criminal record checks.
3. Eligibility and income Tiers

No more than 25% of the families admitted in any fiscal year may have incomes that exceed 30% of the median income for the area (Extremely Low Income). Generally, these families may have incomes between 31% and 50% of the area median (Very Low Income). Certain families may, at the time of admission, have incomes between 51% and 80% of the area

median (Low Income) because they do not count against the 25%-75% income targeted requirement. These include:

- A. Families continuously assisted in Public Housing or Section 8;
 - B. Families physically displaced by rental rehabilitation;
 - C. Non-purchasing tenants of certain homeownership programs;
 - D. Tenants displaced from certain Section 221 and 236 projects;
 - E. Low-income families residing in certain HUD-owned projects.
4. At least one member of an eligible family must have either citizenship or eligible immigration status. Applicants will be required to complete a certification of citizenship status for each member of the family. HA will require third party verification of the applicant's certification documentation (i.e., U.S. Passport, resident alien card, social security card or other appropriate documentation. If 62 years of age or older, signed declaration of eligible immigration status and proof of age document.), in accordance with Section 592 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

The HA will not require an applicant to establish and verify eligibility in relation to citizenship before providing financial assistance to an individual or family. However, HA must verify eligibility status no later than the date of the family's annual re-examination.

A pro-rata reduction in housing assistance will be made for all persons in the participant family who do not have either citizenship or eligible immigration status.

5. If, within 30 days of the eligibility interview, the applicant has failed to submit the required documentation or to complete the required forms and certifications, the family will be determined to be ineligible. The applicant will be notified in writing, and will be given the opportunity to request an informal hearing.
6. Families determined eligible to receive assistance will receive a Housing Choice Voucher.

D. Grounds for Denial

The PHA will deny assistance to applicants who:

- 1. Do not meet any one or more of the eligibility criteria;
- 2. Fail to complete any aspect of the application or lease-up process;

3. Have any household member with a history of criminal activity occurring within the last 5 years, involving crimes of physical violence against persons or property, and/or other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property;
4. Have an adult family member who is currently engaged in the illegal use of a drug, or whose pattern of illegal drug use may threaten the health, safety or right to peaceful enjoyment of the premises by other residents. Or if any household member has ever been convicted of manufacture or production of methamphetamines on the premises of federally assisted housing. Or any household member who is subject to a lifetime registration requirement under a State sex offender registration program;
5. Currently owes rent or other amounts to any housing authority in connection with the public housing or housing programs;
6. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
7. Have a family member who was evicted from public housing within the last five years;
8. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
9. Have engaged in or threatened abusive or violent behavior towards any HA Housing staff or residents.

E. Informal Hearings

1. When an applicant for Section 8 assistance is determined ineligible for assistance, PHA will notify the applicant in writing. The notice will state the reason for PHA's decision, and that the applicant may request an informal hearing, in writing, within 10 working days of the date of the notice.
2. When an applicant requests an informal hearing, PHA will schedule the hearing promptly and notify the applicant of the time and place that the hearing will be held. The hearing will be conducted in accordance with PHA's procedure on Informal Hearings. The applicant may present his/her case in writing, and may provide additional information to support his/her claim. Within 10 days of the review, PHA will notify the applicant in

writing of its final decision, including a brief statement of the reasons for the final decision.

Section IV. Issuing Housing Choice Vouchers

A. Subsidy Standards

1. Eligible families will be issued Housing Choice Vouchers based on the PHA's subsidy standards. Units shall be occupied by families of the appropriate size.

Minimum and Maximum-Number-of-Persons-Per Unit Standard

<u>Number of Bedrooms</u>	<u>Min Persons/Unit</u> <u>(Largest Unit Size)</u>	<u>Max Persons/Unit</u> <u>(Smallest Unit Size)</u>
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10

The following principles govern the size of voucher that a family will be issued. Generally, two people are expected to share each bedroom, except that vouchers will be assigned so that:

- (a) It will not be necessary for persons of different generations or opposite sex, other than husband and wife, to occupy the same bedroom, although they may do so at the request of the family;
- (b) Exceptions to the largest permissible voucher may be made in case of reasonable accommodations for a person with disabilities;
- (c) Two children of the opposite sex will not be required to share a bedroom, although they may do so at the request of the family;
- (d) An unborn child will not be counted as a person in determining voucher size. A single pregnant woman may be

assigned to a one-bedroom unit. In determining unit size, PHA will count a child who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school;

- (e) A single head of household parent shall not be required to share a bedroom with his/her child over age five, although they may do so at the request of the family;
 - (f) A live-in attendant may be assigned a bedroom. Single elderly or disabled residents with live-in attendants will be assigned one or two bedroom units.
2. The Local Housing Code or two persons per bedroom will be used as the standard for the smallest voucher a family may be assigned. The HA must make the case that such occupancy levels will not have the effect of discriminating on the basis of familial status.
 3. Other than as a reasonable accommodation for someone with a disability, the largest unit size that a family may be offered would provide no more than one bedroom per family member, taking into account family size and composition.
 4. Under the voucher program, the family may select a smaller unit, provided that the unit has at least one living/sleeping room for every two people. The family may also choose to select a larger unit, although they will be subsidized based on the cost of the smallest unit for which they qualify.

B. Issuing Housing Choice Vouchers

1. When all necessary verifications have been received, and HA has determined that the family is eligible to receive a voucher, a notice will be sent to the family advising them of the dates of the next participant briefing sessions. In order to receive a voucher, the applicant must attend one of these sessions. If, at the conclusion of the session, the applicant has not received his/her voucher, and has not contacted PHA to schedule an alternate time for the briefing, the application will be withdrawn.
2. For families headed by persons with disabilities, the participant briefing maybe conducted at the applicant's home, or at some other accessible location. Applicants requiring this accommodation must request it at the time they receive the briefing notice.
3. Before receiving a voucher, all applicants are required to attend a briefing session, during which the operation of the program and the responsibilities of the family and the owner will be explained. The briefing

will include an explanation of where a family can live, and how portability works. All families will receive Mobility Counseling explaining the advantages of moving to an area that does not have a high concentration of poor families.

4. All voucher holders will receive a Family Packet, which includes all information required by **24 CFR 982.301 (b)**.

C. Term of the Housing Choice Voucher

1. Vouchers are issued for an initial term of 60 days.
2. If, at the end of 60 days, the voucher holder has not submitted a Request for Approval of Tenancy (RAT) the voucher will expire unless the family has requested and received approval for an extension. Extensions will be approved only for good cause, including, but not limited to, illness or hospitalization during the initial 60 days, difficulty in locating units suitable for large families or persons with disabilities, or accommodating special needs of the family. Extensions are for 30 days only. A maximum of 2 extensions will be given unless the request for further extension is verified to be related to a disability which has prevented the applicant from using the voucher sooner.
3. The HA will provide a full 120 days for applicants with disabilities to utilize their vouchers to find suitable housing before they will expire. No further extensions will be given except as a reasonable accommodation to an applicant with a verified disability.
4. The HA practices "tolling", or the suspension of the term of the voucher upon receipt of the RAT. RATs are accepted at any time during the initial 60-day term. If, after the initial or follow-up inspection, the unit is approved, a HAP contract is executed on behalf of the family. If the unit is not approved, consideration will be given as to whether there is sufficient time remaining under the initial term for the family to locate another unit, or whether a 30-day extension is needed.

D. Assistance to Families Subjected to Illegal Discrimination

1. Families who believe that they have been subjected to illegal discrimination during their search for housing are directed to report the occurrence to the PHA. The PHA, in conjunction with the local city or state Fair Housing representatives, will investigate the complaint and take whatever action is determined appropriate.

2. Families who have been determined subjects of illegal discrimination will be eligible to receive an extension to the maximum 120 days.

Section V. Leasing Units

A. Owner Requests for Information

1. The HA shall give each family a statement of the policy on providing information to owners. The statement shall be included in the information packet that is given to a family selected to participate in the program.
2. The HA will inform owners of their responsibility for screening the voucher holders to determine their suitability for tenancy. Factors such as payment of rent and utility bills, care of a leased unit, criminal activity, and respect for the rights of others may be considered.

B. Request for Approval of the Tenancy

1. When the voucher holder finds a unit that is suitable, and the owner has agreed to lease the unit to the family, the family and the owner will complete the Request for Approval of the Tenancy and submit it to HA. The HA will determine whether the unit is within its jurisdiction, and, if so, will schedule a Housing Quality Standards (HQS) inspection of the unit.
2. The HA may, at its administrative discretion, refuse to enter into a new Housing Assistance Payment (HAP) contract with an owner because:
 - A. The owner refuses (or has a history of refusing) to evict families for drug related or violent criminal activity, or activity that threatens the health, safety or right of peaceful enjoyment of premises by tenants, HA employees, or owner's employees, or of residents by neighbors;
 - B. The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act;
 - C. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
 - D. The owner has engaged in drug trafficking;
 - E. The owner has a history or practice of non-compliance with the UPCS for units leased under the tenant based programs or with applicable housing standards for units leased with project based assistance or leased under any other federal housing program;

- F. The owner has not paid State or local real estate taxes, fines or assessments;
 - G. The owner fails to report that the participant vacated the unit and/or continues to receive housing payments;
 - H. The owner fails to comply with HA's Landlord Certification.
3. The HA will not approve a unit owned by a specific owner under the following circumstances:
- A. If the PHA has been informed by HUD or otherwise that the owner has been debarred, suspended or subject to a limited denial of participation **(24 CFR 24)**;
 - B. If directed by HUD because the federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
 - C. If directed by HUD because of a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

If the owner is disapproved, notification will be made, including reason, to the owner and the subsidy holder. The owner will be given an opportunity to rectify any deficiencies.

If an owner cannot rectify any deficiencies, the voucher holder will be given a time extension to find a different unit.

C. Housing Types

- 1. Generally, for inclusion in the voucher program, the unit must have a living room, a kitchen, and a bathroom for the exclusive use of the family, and must be able to be used and maintained without unauthorized use of other private properties.
- 2. The HA will not approve the use of shared housing, congregate housing, group homes, or single room occupancy units in its voucher program.

D. Rents - Housing Choice Voucher Program

1. Generally, the HA will set its Housing Choice Voucher Payment Standard between 100 and 110% of the HUD-published fair market rent (FMR). Within those limits, HA may set higher or lower payment standards for certain areas within the jurisdiction as appropriate. The payment standard(s) will be based on information collected by HA regarding rents in each area, and the rent burdens incurred by program participants.
2. A family renting a unit at or below the payment standard pays as gross rent the highest of 30% of the monthly adjusted income, 10% of the monthly gross income, or the established minimum rent. A family renting a unit above the payment standard pays the highest of 30% of the monthly adjusted income, 10% of the monthly gross income, or the established minimum rent, plus any rent above the payment standard.

A family renting a pre-pay unit will be responsible for the greater of the 30% of the monthly adjusted income or the pre-pay amount.

The initial rent for any unit leased under the voucher program must not require that a family pay more than 40% of adjusted income for rent. This maximum initial rent burden (MIRB) is applicable each time a participant moves to a new unit. The rent can exceed the MIRB if the family renews a lease for the same unit.

3. HA requires all participants to pay a minimum rent not less than \$25.00 per month rent. If, based on the family's income and expenses, the TTP is calculated to be less than \$25.00; PHA will set the family's TTP at \$25.00.
4. The HA will not approve for inclusion in the voucher program units whose rents exceed the rents for comparable unassisted units in the market area (rent reasonableness).

The HA will conduct an annual survey of private market rents in its jurisdiction to be used in its determination of rent reasonableness. The survey will include typical contract and gross rents (contract rents plus HA's allowance for tenant-paid utilities, if any) for a representative sample of units of each housing type and size, in each of the areas within its jurisdiction that HA has determined constitutes a distinct market area.

In establishing the reasonable rent for a unit proposed for inclusion in the program, HA will also consider the quality and age of the unit to be leased, and the amenities, housing services, and maintenance provided by the owner.

The process used to determine rent reasonableness will be documented in each tenant file.

E. Unit Inspections

1. The HA or its contractor will inspect each unit for compliance with HUD's Housing Quality Standards (HQS), as soon as possible, but in no instance later than fifteen calendar days after the receipt of the Request for Approval of Tenancy.
2. All units proposed for inclusion in the Housing program must be in compliance with HQS prior to the beginning of the Housing Assistance Payments Contract (HAP).
3. If the proposed unit does not meet HQS, HA will advise the owner, in writing, what repairs must be made to bring the unit into compliance. The owner will be advised that the repairs must be completed within 30 days, and will be advised of any earlier date by which the repairs must be made to be added to the program rolls for the first of the following month. If the owner is present at the initial inspection, s/he will also be told what repairs must be made, and the time frame in which they must be completed.
4. The HA will schedule re-inspections as soon as possible after the owner notifies the PHA that the work is complete.
5. If the repairs are not made within 30 days, the unit will not be approved for inclusion in the program, and the certificate or voucher holder will be advised to look for another unit.

F. Portability

1. Any applicant family living in a HA's jurisdiction when applying for the Housing Choice Voucher Program will be permitted to port out when they first receive a voucher, or so long as they are compliant with program requirements, any time they would be permitted to move with continued assistance. If the HA into whose jurisdiction the family moves cannot or will not absorb the porting family, the receiving HA must bill preceding HA for the HAP payment and the approved percentage of the administrative fee.
2. Families who apply for the housing choice voucher program from a location outside of PHA's jurisdiction must live in PHA's jurisdiction for one year before they will be eligible to port out.
3. When a family wishes to move into the jurisdiction of PHA with a voucher issued by another housing authority, HA will absorb the participant into the program if there is sufficient budget authority available. If the budget authority is insufficient, HA will administer the unit for the originating housing authority until budget authority is available, at which time the participant will be absorbed into the HA's program.

Section VI. Annual Functions

A. Re-certification of Family Eligibility

1. At least annually, sixty to ninety days prior to the anniversary date of the HAP contract, participant families will be required to attend a re-certification interview. This interview to advise HA of any changes in the family's size or circumstances, and documentation is resubmitted to HA regarding the family's income and allowable deductions. Any change in the family's payment that results from this reexamination will become effective on the anniversary date of the HAP contract.
2. An interim re-examination shall occur when there is at least a 15% change in gross monthly income and/or change in income sources(s). A reduction in benefits caused by the families' non-compliance will not reduce the families' share of rent.
3. Families whose income decreases may request an interim re-certification any time during the year. Once verified by HA, the change in the family's payment resulting from the decrease in income will be effective the first of the month following the participant's notification to HA. An interim re-examination shall also re-occur when a change in family composition occurs. A change in family composition must be reported as soon as it becomes effective. The family composition change will become effective at the next annual re-certification.
4. A family's rent will not be decreased as a result of a reduction in welfare benefits based on welfare fraud by a member of the family. Nor as a result of the family's failure to comply with the welfare program requirements for work activities or participation in an economic self-sufficiency program if verified by the welfare agency. If a reduction in welfare income results from the expiration of a lifetime limit on benefits or a loss of benefits because of a lengthy time limit on welfare benefits despite compliance, PHA will reflect the reduced income in determining the family's annual income.
5. If the annual re-examination results in a zero HAP, the family may continue as a program participant for six months from the date of the re-examination effective date. During that period, the HAP contract between the HA and the owner remains in effect. If the family circumstances change during the six month period, and the family again needs assistance, the HA will conduct an interim re-examination and reinstate assistance. At the end of six months, if the subsidy has not been restored, the HAP contract will terminate. The HA must provide the family and the owners at least 30 days advance

notification of the proposed termination and an opportunity to request an informal hearing.

B. Annual Inspection of Units

1. At least once a year, prior to the anniversary date of the HAP contract, HA will conduct an inspection of each assisted unit. If PHA determines that the unit is not in compliance with inspection standards, notice will be sent to the owner advising him/her of the repairs needed. 30 days will generally be allowed for the owner to make the repairs, except for repairs needed to correct a condition determined by PHA to be life-threatening, which must be made within 24 hours. PHA will re-inspect the unit after the time allowed, or at such earlier time as the owner notifies PHA that the repairs have been made. If the repairs have not been made after 30 days, the HAP payment will be abated until the repairs are made or until the anniversary date of the contract. If repairs are not made by the anniversary date of the HAP contract, the HAP contract will be terminated and the family advised to look for another unit.
2. No retroactive payment will be made for the period after the first 30 days during which the unit was not in compliance with HQS.
3. HA will bar owners from future participation in the Housing program who have three units abated or terminated for non-compliance with HQS.
4. If the unit fails HQS for reasons attributable to the family's care or use of the unit, the family will receive written notification of the actions to be taken and a copy of the notice will be sent to the owner. Such failure may occur when the family fails to pay for utilities that are to be paid by the family, fails to provide or to maintain in working order any appliances that are provided by the family, or when a member or guest of the family causes damages to the unit beyond normal wear and tear. The family will be given 30 days to correct the defect or 24 hours if the resulting condition is determined by PHA to be life threatening. If the defect is not corrected by the family during the time allowed, the HAP contract and the family's participation in the program will be terminated.
5. The family or the owner may request an inspection at any time during the year if a deficiency exists and if efforts to have the deficiency corrected by the responsible party—owner or family—have failed. The inspection and PHA's follow-up will be handled as described in B 2 and B 4, above.

C. Rent Increases

1. The owner may request a rent increase at any time that an increase is allowed under the lease. This request must be in writing. PHA's approval of the increase will be subject to its determination that the resulting rent will not exceed rents for comparable unassisted units in the market area (rent reasonableness). At no time during the assisted tenancy will the rent to the owner exceed the reasonable rent as determined by PHA.

D. Rent Reasonableness

1. Procedures for Determining and Certifying Rent Reasonableness

The Housing Supervisor will disapprove a lease for rent that is not reasonable, based on the rent charged for comparable rental units in the immediate area. The Housing Supervisor will exercise this authority for Voucher holders, where the rent requested by the Landlord plus utility allowance for the unit is not reasonable or exceeds the Fair Market Rent and for Voucher holders, where families are not able to negotiate reasonable rental rate with the landlord. A rent reasonableness study is performed for each unit to ensure requests are comparable to unassisted units in the same area. DCHA will examine the following for the purpose for determining rent reasonableness:

- a. rents in the immediate area or neighborhood or in similar nearby neighborhoods if comparable is unavailable; and
- b. rental information obtained from classified advertisement in the newspapers, the Dallas Apartment Association, adjacent apartment complexes, and from other sources.

Section VII. Changes in Family Size, Family Separations, Absences, and Moves

A. Changes in Family Size

1. If the family size increases while the family is receiving assistance under the voucher program, and the family becomes eligible for a larger unit, at the anniversary date of the current HAP Contract, HA will issue the larger voucher at the family's request.
2. If the increase in family size results in the assisted unit failing HQS space standards, PHA will issue the larger certificate or voucher at the family's request, but in any case no later than the anniversary date of the current HAP contract, and the family will be required to find a

larger unit. The HAP contract for an overcrowded unit will be terminated as of the anniversary date of the contract.

3. If the family size decreases while the family is receiving assistance under the voucher program, and the family becomes ineligible for the unit size it currently occupies, HA will issue the smaller voucher. The participant can remain in the unit as long as the Total Tenant Payment does not exceed 40% of the monthly adjusted income. However, if the Total Tenant Payment does exceed 40% of the adjusted income, the voucher will be down graded and the family will be required to relocate or voucher will be terminated.
4. If the HA proposes to terminate a HAP contract under the provisions of Section VII A. (2) or (3), it will notify the family of allowable exceptions to the HA's occupancy standard (i.e., age, health, or handicap of an elderly or disabled family member), as well as the process by which the family can request an exception.
5. HA will not terminate a HAP contract under the provisions of Section VII A. (3) above if it has determined that there is no acceptable unit available for rent by the family in the jurisdiction of PHA.

B. Family Separations

If a family separates while it is receiving Housing assistance, HA will determine who retains the assistance as follows:

1. First consideration will be given to a family member forced to leave the household as a result of actual or threatened violence by a spouse or other family member;
2. Second consideration will be given to an adult family member with custody of minor children;
3. Third consideration will be given to an adult family member with custody of ill, elderly, or disabled family members; and
4. If none of the above apply, the adult member initially designated as head of household will retain the Section 8 assistance.

C. Family Absences from the Assisted Unit

1. An assisted family that finds it necessary to be absent from the unit for a more than 30 consecutive days is required to notify the owner and HA of their absence, and the date by which they expect to return. During the family's absence, if the unit will be occupied by a caretaker not considered a part of the household, the tenant must secure the owner's

permission for the arrangement, and notify HA. If HA finds the assisted unit unoccupied, or occupied by someone other than the designated head of household or other adult member of the family, it will assume that the family has vacated the unit and will terminate the HAP contract.

2. Under no circumstances may the family be absent from the assisted unit for more than 180 consecutive days. If the family's absence exceeds 180 days, HA will terminate the HAP contract.
3. If the family has given the notice required in C 1, above, the family will be eligible to receive a new voucher within 180 days of the termination of the HAP contract if assistance is available under the voucher program. For purposes of determining eligibility, these families will be considered as having been continuously assisted under the 1937 Act, and the very-low income limitation will not apply.
4. If the required notice has not been given, or if more than 180 days have elapsed since the termination of the HAP contract, the family will not be eligible to resume assistance, and must reapply when applications are being accepted.

D. Family Moves with Continued Assistance

1. An assisted family in good standing may move to a new unit at any time with continued assistance if: the HAP for the old unit has been terminated due to the owner's breach; the tenant has given the owner notice consistent with the terms of the lease; or if there is a mutual agreement between the owner and the family that the lease can be terminated.
2. The HA does not limit when or how often an assisted family may move under the conditions described in D 1, above.
3. Amounts paid for vacancy loss, tenant damages, and/or unpaid rent under an old form of the HAP contract must be repaid by the family prior to HA's issuance of a new voucher.
4. Assistance will be terminated and the family will not be able to move to a new unit with continued assistance if: the owner has evicted the tenant for serious or repeated violation of the lease for criminal activity in or around the assisted unit; or if the HAP has been terminated because of the tenant's failure to meet his/her family obligations under the Housing program.

Section VIII Evictions and Owner Claims

A. Evictions

1. An owner may evict a Housing Program tenant at any time for: serious or repeated violations of the lease; violation of local, State, or federal laws applicable to the tenant's occupancy of the unit; violent criminal behavior by the tenant, a household member, or guest that threatens other residents or persons residing near the unit; or drug-related criminal activity.
2. After the first year, an owner may give notice of lease termination to a Housing Program tenant for other good cause, including: unwillingness by the family to accept a new lease or revision to the lease; the owner's desire to use the unit for personal or family use, or for a purpose other than as a residential unit; or a business or economic reason for termination of the tenancy.
3. The owner must give the tenant a written notice of intention to terminate the lease, and the grounds for the termination, and must give a copy to the HA. If the lease is being terminated for business or economic reasons, the owner is required to give the tenant 90 days notice.
4. A Housing Program tenant who is evicted for: serious or repeated violations of the lease; violation of local, State, or federal laws applicable to the tenant's occupancy of the unit; violent criminal behavior by the tenant, a household member, or guest that threatens other residents or persons residing near the unit; or drug-related criminal activity, will have his/her assistance terminated and will not be eligible to move to a new unit with Section 8 assistance.

B. Owner Claims

1. If the owner of a unit leased under a HAP contract providing for such payments files a claim for vacancy loss, tenant damages, and/or unpaid rent, the HA will review the claim and determine the amount payable. Prior to making the payment, the HA will give the family an opportunity to review the HA's calculations and the owner's claim, and present arguments why all or part of the claim should not be paid. Such arguments might include: proof of timely notice to the owner of the family's intent to move, and/or the owner's agreement to allow the family to move; proof that items claimed as tenant damage were defective at move-in or were the result of the owner's negligence; or proof that disputed rent payments were made. The HA will evaluate the family's claims, and calculate the amount, if any, to be paid to the owner.

2. The family will be required to enter into a repayment agreement with the PHA for amounts paid to the owner for vacancy loss, tenant damages, or unpaid rent. The standard payment under a repayment agreement will be ten percent of the family's adjusted monthly income. This amount can be modified by the HA if the family demonstrates to the satisfaction of the HA that it is not able to pay that amount.
3. If the family refuses to enter into a repayment agreement, or fails to make three consecutive payments of the amount agreed to by the PHA under an existing repayment agreement, the family's participation in the Housing program will be terminated.

Section IX. Terminations and Informal Hearings

A. Terminations

1. The HA will permanently terminate assistance to Housing Program participants who:
 - are required to register under a State Sex Offender Registration Program;
 - have been convicted of drug-related criminal activity for the manufacturing or production of methamphetamines on the premises of federally assisted housing.
2. HA will terminate assistance to Housing Program participants for a period of five years for the following violations:
 - any member of the family has engaged in drug related criminal activity, or violent criminal activity as defined in 24 CFR, 982;
 - have an adult family member who is currently engaged in the illegal use of drugs or whose pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
 - any member of the family commits fraud, bribery, or any other corruption in connection with any Federal Housing Program;
 - the family subleases their unit, (a promissory note will be issued to recoup paid rent);
 - the family own or has interest in the unit;
 - a member of the family has been evicted from federal assisted housing in the last 5 years;

- a participant engages in or threatens abusive or violent behavior towards any HA staff or resident.
3. HA will terminate assistance to Housing Program participants until the next open enrollment with the understanding that they have met all obligations for the following violations:
- The family violates any family obligations under the Housing Choice Voucher Program;
 - The family fails to make three consecutive payments under an existing repayment agreement with any housing agency;
 - The family abandons their unit without giving notice;
 - A family member has a pattern of abuse of alcohol and/or drugs that threaten the health, safety, or right to the peaceful enjoyment of the premises by other residents;
 - Any family member fails to sign and submit consent forms required for obtaining information on family status
 - Any family member fails to declare citizenship or provide documentation of eligible non-citizen status within the prescribed time frame;
 - The family is evicted from housing assisted under the program for a serious or repeated violation of the lease;

B. Informal Hearings

1. The HA will provide the opportunity for an informal hearing to program participants who are being terminated from the program. The HA will send written notice of the reason(s) for the proposed action, and advise the participant that if he/she does not agree with the decision, he/she may request an informal hearing, in writing, within 10 working days of the notice. If the participant requests a hearing, the assistance will not be terminated until the final decision is made.
2. When a participant requests a hearing, the HA will schedule the hearing promptly and notify the participant of the date and time of the hearing. Prior to the hearing, the participant will be given an opportunity to examine and copy any documents pertinent to the family's termination.
3. The hearing will be conducted in accordance with the HA's Informal Hearing Procedure. The family may be represented by a lawyer or other representative, at its own expense. The family will be given the opportunity to present evidence, and to question any witness. The

hearing officer will issue a written decision within 10 working days, stating the reasons for the decision.

4. An informal hearing will also be provided for participants who believe that their annual or adjusted income, utility allowance, or allowable unit size has not been determined in accordance with the law, HUD regulations, or the HA's policies. These participants will first be given an explanation of the basis for the HA's determination. If the family still does not agree with the determination, an informal hearing will be scheduled as above.

Section X. Program Management

A. Leasing Units

1. The HA will take all actions necessary to reach and maintain a utilization rate of at least 95%.
2. The HA will prepare a monthly report showing the number of certificate and voucher units under lease, and the number of certificates and vouchers outstanding by race, ethnicity, age and disability of applicants and participants.

B. Revising Utility Allowance Schedules

1. At least annually, the HA will obtain and analyze utility rate data for all utility providers in the local jurisdiction, and will determine whether there has been a change of 10% or more in the rate for any utility since the last revision of the Utility Allowance Schedule.
2. If there has been a change of 10% or more, an appropriate adjustment to the schedule will be made. No adjustment will be made for any increase calculated to be less than \$1 per unit month.

C. Revising Voucher Payment Standards

1. At least annually, the HA will determine whether the payment standard is adequate to allow families to find housing. The PHA will analyze data on current voucher program participants, and will determine whether the number of voucher program participants paying more than 40% of their Adjusted Gross Income for rent and utilities is significant.
2. If HA determines that a significant number of voucher program participants are paying more than 40%, data on the rent and utility cost of units in the market area will also be examined to determine whether there is an adequate supply of rental units of all sizes

available at or below the payment standard families who do not choose to accept an excessive rent burden.

3. The payment standard for each unit size will be set at a level adequate to allow families to lease units under the voucher program. However, under no circumstances will the voucher payment standard be set at less than 100% or more than 110% of the published Fair Market Rent without HUD approval, unless the reason for the increase is based on increased cost of utilities, in which case the payment standard may be raised to 120% of FMR without HUD approval.

D. Administrative Fee Reserve

1. The HA maintains an administrative fee reserve for the Housing program. the HA credits to the administrative fee reserve the total of:
 - The amount by which program administrative fees paid by HUD for a fiscal year exceed PHA's program expenses for the fiscal year, plus
 - Interest earned on the administrative fee reserve.
2. If funds in the administrative fee reserve are not needed to cover the HA's Housing Program administrative expenses, HA may use these funds for other housing purposes permitted by State and local law. However, HUD may prohibit use of the funds for certain purposes.
3. HA may establish a Petty Cash Fund not to exceed \$250.00 for emergency miscellaneous housing related items. The Petty Cash disbursement will follow General County Procedures.

E. Fraud Recovery

If the HA determines that the family committed willful and intentional fraud, the HA will require the family to repay the entire amount in full or have assistance terminated. If the family's assistance is terminated and the repayment has not been made, the money will still be owed and the HA will take action to collect the amounts owed.

Before taking action against a family for any perceived fraud, the HA will carefully review documentation and calculations to ensure there are no errors.

If the HA determines that there was no willful intent to defraud and/or the family willingly supplied information regarding a violation, the HA will

enter into a Repayment Agreement with the family while the family remains a participant in the program.

1. Rescheduling Repayment agreement

- If the financial status of a participant changes for the worse and the HA is notified, the HA will change the schedule of the repayment agreement
- After three delinquent payments, the account will go into default and payment will be required, in full.
- If the family has defaulted on a previous repayment agreement, the HA may: execute another Repayment Agreement combining all amounts owed; require payment in full of all other outstanding debts prior to executing another Repayment Agreement; require payment in full of all debts owed to the HA; and process termination in addition to collecting the amounts owed. Determination regarding the execution of additional Repayment Agreements will be based on the family's history of repayment and willingness to satisfy the debt.

2. Certification of Repayment Agreement, Deposits, and Requirements for Administrative Fee Retention.

- HA staff will certify each case to determine if the participant intentionally committed fraud.
- The HA must be the principal party initiating the action to recovery funds from the family in order to retain any portion of the recovery.
- The HA will retain 50% of the fraud recovery amount, actually collected, less any HUD expenses related to the fraud recovery.
- A copy of the Repayment Agreement form, the HA's Recovery Report, and a cashier's check or money order will be submitted to Financial Administration at which point, the Financial Administration will determine the appropriate account.

3. Repayment agreement

- The payment amount is to be determined by calculating 10% of the family's most recent adjusted monthly household income. Exceptions are approved by the Housing Supervisor;
- The first payment will be due within 30 to 45 days. The participant can decide on the payment date.
- Payments are to be made payable to Dallas County Department of Health and Human Services.
- Payments are to be submitted to the HA's Program Monitor.

Section XI. Family Self Sufficiency Program Financial Management

The HA will establish and maintain an escrow account that accrues funds for participants of the FSS Program. The HA will credit the applicable portion of the family's rent to the escrow account on a monthly basis. A statement containing the cumulative FSS contribution amounts, including interest earned on the amount (as provided by the Dallas County Auditors Office), will be issued to each participant on an annual basis. The amount of a participant's FSS accrued funds will be disbursed upon completion of program objectives. FSS funds in a participants account may be forfeited if the HA determines that the "Contract of Participation" is violated in any manner or terminated due to reasons specified in the contract. FSS forfeited funds will be credited to the housing assistance payment budget.

Section XII. Home Ownership Program Financial Management

The HA will establish and maintain an escrow account to facilitate housing mortgage payments for clients in the program. The housing assistance payment will be credited to the escrow accounts each month. The funds will be disbursed to the lender as necessary.

Section XIII. Expanding Housing Opportunities Through Mobility Counseling

A. Housing Opportunities

The HA is committed to providing its housing participants with the broadest possible range of housing choices. Actions to be taken will include:

1. Providing a thorough explanation to voucher holders of where they can move, using maps showing the various areas in and outside of HA's jurisdiction, and the location of key facilities and services. Discussing the advantages of living outside areas of low-income concentration;
2. Providing a thorough explanation of portability under the Housing program, and including in the packet a listing of the names and phone numbers of contact persons at neighboring housing authorities;
3. Providing certificate and voucher holders and participants who wish to move with listings of units throughout Dallas County currently available

for housing participants, and of owners and organizations operating outside of areas of low-income concentration;

4. Recruiting landlords in neighborhoods of the county where there are low concentrations of minorities and persons of low income;
5. Evaluating the need for, and seeking HUD approval if necessary, for payment standards exceeding 110% of the published Fair Market Rent for areas with lower concentrations of low-income families (applying for sub-market fair market rents); and
6. Conducting outreach to owners of rental housing in Dallas County and surrounding jurisdictions in areas with lower concentrations of low-income families. Outreach efforts will include periodic advertisements in the newspaper of general circulation, semi-annual meetings with current and potential owners, and the distribution to owners of informational materials about the Housing program.

Section XIV. Definitions

Absorption - In portability, the point at which a receiving HA stops billing the initial HA for assistance on behalf of a portability family. The receiving HA uses funds available under the receiving HA consolidated ACC.

Administrative plan - A document that describes the HA policies for administration of the tenant-based program.

Admission - The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

Applicant (applicant family) - A family that has applied for admission to a program, but is not yet a participant in the program

Citizen - Citizen/national of the United States.

Contiguous MSA - In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial HA is located

Continuously assisted - An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

Disabled person – One who is under a disability as specified in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102(b)(5) of the Developmental Disabilities Services and Facilities construction Amendments of 1970 (42 U.S.C. 6001(7)). (Any family member who is disabled qualifies that family as a disabled family.)

Displaced person – One who is displaced by governmental action, or one whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.

Drug-related criminal activity – Term means: (1) Drug-trafficking; or (2) Illegal use, or possession for personal use, or a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-trafficking- The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute, or a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly person - A person who is at least 62 years of age.

Fair market rent (FMR)- The rent including the cost of utilities (except for telephone), that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMR for existing housing are established by HUD for housing units of varying sizes (number of bedrooms), and are published in the **Federal Register** in accordance with 24 CFR part 888.

Family - One or more persons who share goals and values, have commitments to one another, and reside usually in the same place. (1) A “family” may be a single person or a group of persons. (2). A “family” includes a family with a child or children. (3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. (4) a single person family may be (i) an elderly person, (ii) a displaced person, (iii) a disable person and, (iv) any other single person. (5) A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

Family Unit Size - The appropriate number of bedrooms for a family.

FMR – Fair market rent

HA- Housing Agency

HAP contract - Housing assistance payments contract.

Housing Agency (HA)-A state, county, municipality or other governmental entity or public body authorized to engage in or assist in the development or operation of low-income housing.

Housing Assistance Payment (HAP) - The monthly assistance payment by an HA. The total assistance payment consists of: (1) a payment to the owner for rent to owner under the family’s lease. (2) An additional payment to the family if the total assistance payment exceeds the rent to owner. In the certification program, the additional payment is called a “utility reimbursement”.

Housing Assistance Payments contract (HAP Contract) - A written contract between an HA and an owner, in the form prescribed by HUD headquarters, in which the HA agrees to make housing assistance payment to the owner on behalf of an eligible family.

Housing Quality Standards (HQS)- The HUD minimum quality standards for housing assisted under the tenant-based programs.

HUD - The United States Department of Housing and Urban Development.

HUD requirements- HUD requirements for the Housing Choice Voucher programs. HUD requirements are issued by HUD headquarters, as regulations,

Federal Register notices or other binding program directive.

Initial contract rent- The contract rent at the beginning of the initial lease term

Initial lease term - The initial term of the assisted lease. The initial term must be for at least one year.

Initial rent to owner- The rent to owner at the beginning of the initial lease term

Jurisdiction- The area in which the HA has authority under State and local law to administer the program.

Lease - A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payment under a HAP Contract between and the HA.

Lease addendum- An addition to the lease between the tenant and the owner, the lease language by HUD.

1937 Housing Act program- Any of the following programs:

- (1) The public housing program or Indian housing program
- (2) Any program assisted under Section 8 of the 1937 Act including assistance under a Section 8 tenant-based or project-based program.
- (3) The Section 23 leased housing and housing assistance programs.

Noncitizen- A person who is neither a citizen nor a national of the United States

Owner- Any person or entity with the legal right to lease or sublease a unit to a participant.

Participant (participant family) - A family that has been admitted to the HA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the HA for the family.

Payment standard - In the voucher program, an amount used by the HA to calculate the housing assistance payment for a family. Each payment standard amount is based on the fair market rent. The payment standard is the maximum monthly subsidy payment.

PHA - Public housing agency (Public housing agency and housing agency mean the same thing.)

Portability- Renting a dwelling unit with Housing Choice tenant-based assistance outside the jurisdiction of the initial HA

Premises- The building or complex in which the dwelling unit is located, including common areas and grounds.

Program- The Housing Choice Voucher Program

Reasonable rent- A rent to owner that is not more than either: (1) rent charged for comparable units in the private unassisted market; or (2) rent charged by the owner for a comparable assisted or unassisted unit in the building or premises.

Receiving HA- In portability, an HA that receives a family selected for participation in the tenant-based program of another HA. The receiving HA issues a certificate or voucher, and provides program assistance to the family.

Rent to owner- The monthly rent payable to the owner under the lease. Rent to owner includes payment for any services, maintenance and utilities to be provided by the owner. Rent to owner includes payment for any services, maintenance and utilities to be provided by the owner in accordance with the lease.

Special admission- Admission of an applicant that is not on the HA waiting list, or without considering the applicant's waiting list position.

Suspension- Stopping the clock on the term of a family's certificate or voucher, for such period as determined by the HA, from the time when the family submits a request for HA approval to lease a unit, until the time when the HA approves or denies the request.

Tenant- The person or persons (other than a live-in aide) who execute the lease as lessee of the dwelling unit

Tenant rent- The amount of rent to be paid by the tenant

Unit- Dwelling unit

Utility reimbursement- The amount, if any, by which any utility allowance for family-paid utilities or other housing services exceeds the total tenant payment.

Violent criminal activity- Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another

Voucher (rental voucher) - A document issued by an HA to a family selected for admission to the voucher program. The voucher describes the program and the procedures for HA approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Voucher holder- A family holding a voucher with unexpired search time.

Voucher program- Housing Choice Voucher Program.

Waiting list admission- An admission from the HA waiting list.

Exhibit A

Landlord Briefing Packet

Housing Choice Voucher Existing Program

Dallas County Housing Agency Responsibilities

Owner Responsibilities

Family Responsibilities

Eligible and Ineligible types of Housing

Housing Quality Standards Inspections

Rent Reasonableness

Contractual Relationships in the Housing Choice Voucher Program (Chart)

When Assistance is paid by DCHA

Steps to Leasing Property on DCHA Housing Choice Voucher Program

Fair Market Rents and Payment Standards

Area of Jurisdiction

Housing Voucher (Sample)

Housing Assistance Payments Contracts (Sample)

- Voucher Program

Lease Addendum (HUD-52535.3) (Sample)

Lease Addendum (Drug Free) (Sample)

Inspection Form (HUD-52580-A) (Sample)

Request for Lease Approval (Sample)

Landlord Packet (Sample)

Exhibit a (con't)

Utility Schedule (Sample)

Fair Housing Booklet

Exhibits B

Income Limits

Number of Persons in Family	Maximum Annual Income Limit
1	Lower Income - \$ 37,250 Very Low Income- \$ 23,300
2	Lower Income - \$ 42,550 Very Low Income- \$ 26,600
3	Lower Income - \$ 47,900 Very Low Income- \$ 29,950
4	Lower Income- \$ 53,200 Very Low Income- \$ 33,250
5	Lower Income- \$ 57,450 Very Low Income- \$ 35,900
6	Lower Income- \$ 61,700 Very Low Income- \$ 38,550
7	Lower Income- \$ 65,950 Very Low Income- \$ 41,250
8	Low Income- \$ 70,200 Very Low Income- \$ 43,900

Exhibit C

Briefing Package Contents

1. Voucher
 - How to obtain an extension on Rental Voucher
2. How the Housing Assistance Payment is computed
3. How to determine the Maximum Rent on a unit
4. Factors every family should consider when leasing a unit
5. Information on Portability
6. HUD lease Addendum
7. What information about family will be shared with Landlord
8. Fair Market Rent and Subsidy Standards
9. Request for Lease Approval with attachments
10. HUD Brochure – How to select a unit
11. Lead-Based Paint Notice
12. Information on Fair Housing
 - HUD Form 903, Housing Discrimination Complaint
 - HUD Form 1260-FHEO (2), Fair Housing, Its Your Right
13. Landlords List
 - List of HUD assisted properties
 - List of Rental Properties
14. List of Accessible Units
15. Family Obligation Under the Program
16. Termination of Family Assistance
17. Informal Hearing Procedures

**DALLAS COUNTY
HEALTH AND HUMAN SERVICES**

**HOUSING CHOICE VOUCHER
PROGRAM
ADMINISTRATIVE PLAN**

**Dallas County Housing Agency
2377 North Stemmons Freeway, Suite 700
Dallas, Texas 75207-2710**

Administrative Plan Dallas County Housing Choice Voucher Program

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Administrative Plan

Dallas County Housing Choice Voucher Program

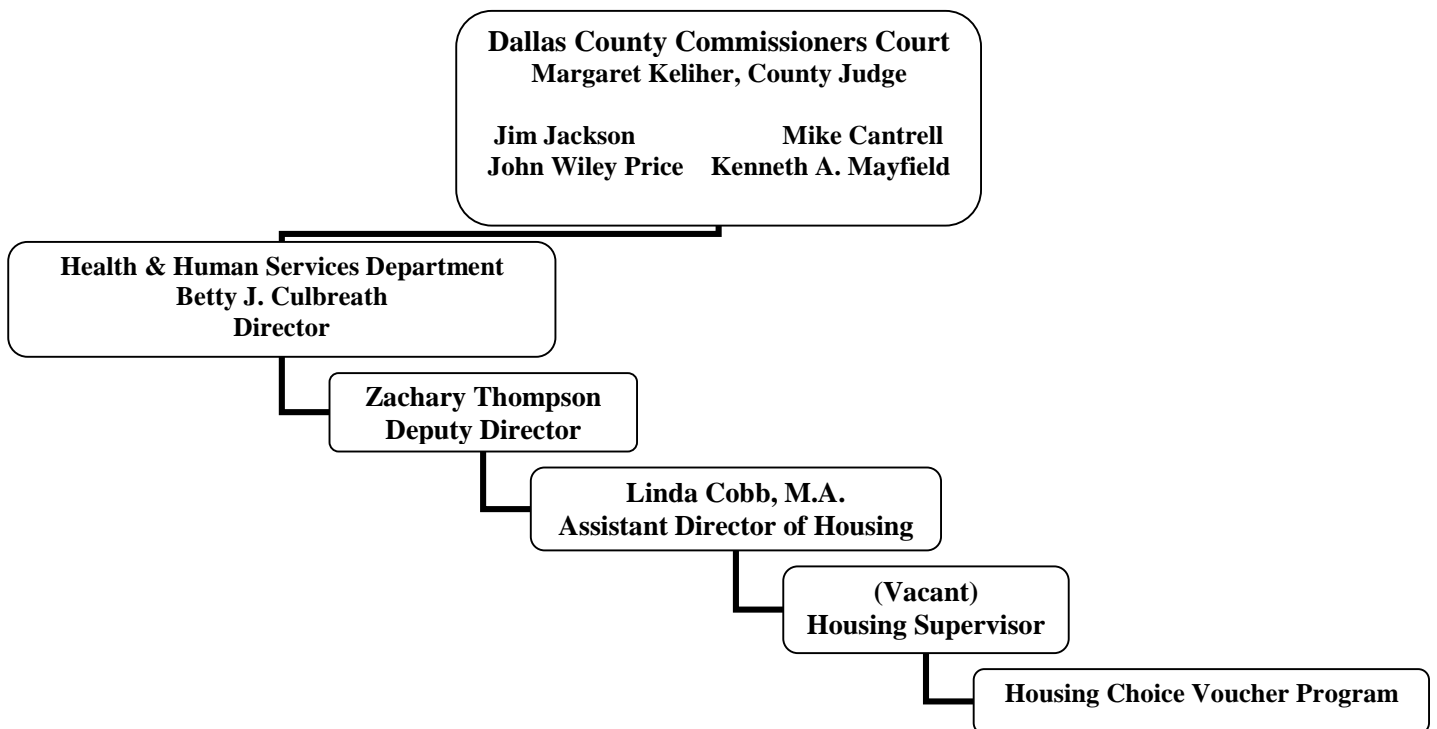
This Administrative Plan provides the guidelines for the operation of Dallas County's Housing Choice Voucher Program. Administration of this program is in compliance with the Department of Housing and Urban Development (HUD) regulations as specified in 24 CFR, HUD directives, Dallas County policy and this Plan. Dallas County complies with all Federal, State and local housing regulations.

Goal

The goal is to provide decent, safe and sanitary housing to very low-income families otherwise incapable of obtaining adequate housing. The number of families served is limited only by the funding available through local, state and national programs, Dallas County's budget and the availability of adequate housing.

Organization Chart

Dallas County Housing Agency (DCHA) is part of the Dallas County System governed by the Dallas County Commissioners Court. DCHA is located within the Human Services Division of the Dallas County Health and Human Services Department. DCHA is managed by Assistant Director of Housing, who is accountable to the Deputy Director.



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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 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: Dallas County Housing Agency

PHA Number: TX559

PHA Fiscal Year Beginning: October 2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: The mission of the Dallas County Housing Agency is to provide the low and moderate income citizenry of Dallas County an opportunity to access decent, safe, and sanitary housing at an affordable cost. The County is committed to addressing the needs of both renters and homeowners while providing good stewardship of public resources and confidence. In doing so, the County will promote affordable quality housing through a comprehensive multiple programs approach involving community input, education, assessment, counseling, referrals, financial assistance and the enforcement of regulations and standards.

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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- Increase voucher utilization percentage.
- PHA Goal: Improve the quality of assisted housing
Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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:
 - 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:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Dallas County Housing Agency has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the ensuring HUD requirements. The Annual Plan provides information about the agency's immediate operations, program participants, programs and services, and the agency's strategy for addressing operational concerns, clients and needs.

In concert with the Dallas County Five-Year Consolidated Plan, Dallas County Agency has five priority needs:

- **Increase home ownership for low and moderate income first time home buyers,**
- **Decrease substandard rental housing,**
- **Increase rental assistance to low and moderate income households,**
- **Increase the level of affordable housing and,**
- **Increase affordable housing units for the elderly.**

In addition, other important challenges to be met by the Agency are:

- **Compliance with regulatory requirements of SEMAP and,**

- **To understand and take advantage of opportunities in the new laws and regulations to better serve our clients and the community.**

The Annual PHA Plan exemplifies the commitment of the Dallas County Housing Agency to meet the housing needs of the low-income residents. The Agency, in partnership with agencies from all levels of government, the business community and residents will use this plan as a guide to improve the quality of life for Dallas County residents.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions
 - 4. Rent Determination Policies
 - 5. Operations and Management Policies
 - 6. Grievance Procedures
 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety
 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
 - 17. Asset Management
 - 18. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement
- 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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	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
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved 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
	Approved or submitted applications for demolition and/or	Annual Plan: Demolition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	disposition of public housing	and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion

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	71,590	5	3	2	1	3	1
Income >30% but <=50% of AMI	59,376	5	3	2	1	3	1
Income >50% but <80% of AMI	96,861	5	3	2	1	3	1
Elderly	26,472	5	3	2	1	2	3
Families with Disabilities							
Black/Non-Hispanic	52,644						
White/Non-Hispanic	125686						
Hispanic	32,567						

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1945		
Extremely low income <=30% AMI	1848	95%	
Very low income (>30% but <=50% AMI)	78	4%	
Low income (>50% but <80% AMI)	19	1%	
Families with children	1595	82%	
Elderly families	117	7%	
Families with Disabilities	233	12%	
Black Non Hispanic	1575	81%	
White Non Hispanic	272	14%	
Hispanic Non White	79	4%	
Other	19	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 9 months

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) Adopt admission preference for elderly families

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below) Adopt admission preferences for persons and families 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: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[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 2002 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$23,351,156	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$23,351,156	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time) After open enrollment.
- 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).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
Income Eligibility Screening
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

If yes, state circumstances below: Difficulty locating affordable units, unable to locate a unit due to medical difficulties and/or circumstance beyond the tenants control.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- 1 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 your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 3&4 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)
 - 1 Elderly
 - 2 Disabled and/or Elderly Household

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

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	N/A	
Section 8 Vouchers	3507	180
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of

pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

- Section Administrative Plan
- Section 8 Briefing Packet
- Section 8 Landlord Briefing Packet

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- 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.

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. 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: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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: _____)

- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. 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)]

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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Child Care Assistance		Referral	DCCA & The Child Care Group	Section 8
Budget Management Training		Referral	FSS, CCCS & The Women’s Resource Center	Section 8
Care Exploration and Job Training		Referral	FSS, DISD, Bill J. Priest Institute, El Centr & Richland Colleges, TWC, Workforce for Dallas County, Project Literacy	Section 8

GED Preparation		Referral	DISD, Bill J. Priest Institute, Richland College	Section 8
Life Skills/Parenting Training		Referral	The Women's Resource Center, Project Literacy	Section 8
Home Ownership Preparation		Referral	FSS, Dallas County Home Loan Counseling Center	Section 8
Nutritional Education		Referral	The Women's Resource Center	Section 8
Crime Prevention/Personal Safety		Referral	Dallas County Human Services Network, Salvation Army, Project Literacy	Section 8

(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	27	27

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

(NOT APPLICABLE. Agency does not have a Resident Advisory Board).

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

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

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

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

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

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

(NOT APPLICABLE. Agency does not have a Resident Advisory Board).

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

- Dallas County unincorporated areas and fourteen cities: Balch Springs, Cedar Hill, Cockrell Hill, Glenn Heights, Lancaster, Sachse, University Park, Coppell, Duncanville, Farmers Branch, Hutchins, Rowlett, Seogovill, and Willmer.

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Increase home ownership opportunities for low and moderate income first time home buyers,
 - Increase rental assistance for extremely low and low income renters,

- Increase affordable housing for low income elderly.

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - Strategy to operate a Section 8 program in Dallas County,
 - Strategy to provide assistance to low income first time home buyers.

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.

PHA Plan Table Library

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)

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				

Optional Public Housing Asset Management Table

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

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