

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

PHA Plans

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

Public Comment Period begins May 4, 2003 and ends June 17, 2003
Public Hearing Thursday, June 26, 2003
Board Resolution and Adoption Thursday June 26, 2003

Electronic Transmittal to HUD Area Office: Wednesday, July 2, 2003

Certifications submitted via U.S. Mail on July 2, 2003
HUD -50070 - Certification of a Drug - Free Workplace
HUD -50071 - Certification of Payments to Influence Federal Transactions
Standard Form LLL - Disclosure of Lobbying Activities
PHA Certifications of Compliance with the PHA Plans and Related Regulations
Resolution No. 0.272 dated June 26, 2003
Certification by State or Local Official of PHA Plans Consistency with the Consolidated
Plan (original document from State of Texas)

Tx303v02 submitted 08/14/2003 to SA HUD FO
Financial Resources updated 08/14/2003
Capital Fund Program Budget FY 2003 revised 08/11/2003
CFP subsequent years revised 8/13/2003
Attachment "G" - Deconcentration Policy added
Attachment "H" - Condensed Statement on Pet Policy added
Components 12B & C and 17 'PHA Asset Mgmt.' Addressed.

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

**PHA Plan
Agency Identification**

PHAName: Housing Authority of the City of Seguin, Texas

PHANumber: TX303

PHAFiscalYearBeginning:(mm/yyyy) 10/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2003 -2007
 [24CFRPart903.5]

A.Mission

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

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

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 EACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEAR S.** (Quantifiable measures would include targetss such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space 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)
 Forming partnerships with other groups to attempt to create affordable housing opportunities through programs such as Low -Income Tax Credit Housing and Down Payment Assistance programs.
- PHA Goal: Improve the quality of assisted housing
 Objectives:
 - Improve public housing management: (PHAS score) 86
 - Improve voucher management: (SEMAP score) 100%
 - Increase customer satisfaction:
 - Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: With CFP 2002 & 2003 replacement of north wall exterior door units at elderly complex; exterior stucco repair &

paintingatfamilysites;provideairconditioningatonefamilysite;replacewaterlinecut offvalves;replacedamagedinteriordoors;landscapingforsite&curbappeal,etc.

- Demolishordisposeofobsoletepublichousing:
- Providereplacementpublichousing:
- Providereplacementvouchers:
- Other:(listbelow)

PHAGoal:Increaseassistedhousingchoices

Objectives:

- Providevoucher mobilitycounseling:
- Conductoutreacheffortstopotentialvoucherlandlords
- Increasevoucherpaymentstandards
- Implementvoucherhomeownershipprogram:
- Implementpublichousingorotherhomeownershipprograms:
- Implementpublichousing site-basedwaitinglists:
- Convertpublichousingtovouchers:
- Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

PHAGoal:Provideanimprovedlivingenvironment

Objectives:

- Implementmeasurestodeconcentratepovertybybringinghigherincomepublic housinghouseholdstolowerincomedevelopments:Byusingthe60%incometargetingobjectivefornewadmissionstoobtainhigherincomeresidentsin predominatelylowerincomedevelopments.
- Implementmeasurestopromoteincomemixinginpublichousingbyassuring accessforlowerincomefamiliesintohigherincomedevelopments:
- Implementpublichousingsecurity improvements:
- Designateddevelopmentsorbuildingsforparticularresidentgroups(elderly, personswithdisabilities)
- Other:(listbelow)

HUDStrategicGoal:Promoteself-sufficiencyandassetdevelopmentoffamiliesand individuals

PHAGoal:Promoteself-sufficiencyandassetdevelopmentofassistedhouseholds

Objectives:

- Increasethenumberandpercentageofemployedpersonsinassistedfamilies:
- Provideorattractsupportiveservicestoimproveassistancerecipients' employability:
- Provideorattractsupportiveservicestoincreaseindependencefortheelderlyor familieswithdisabilities.
- Other:(listbelow)

Provide local agency program to residents geared towards attaining self sufficiency -

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)
Through the Capital Fund Program update and maintain current housing stock to provide an above average living environment for residents.

Other PHA Goals and Objectives: (list below)

To maintain existing properties and provide a suitable living environment for all residents, regardless of income status.

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnual PlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

Thisisthe4thYearoftheAnnualPlansubmissionwithnomajorchangesinthepolicies and procedures of the local housing authority. The Capital Fund Program for FY 2001 was completed prior to March 31, 2003 with the Final P&E Statement for that program included. A P&E Statement is also included for the 2002 Capital Fund Program along with the submission for the FY 2003 Capital Fund Program. Proposed work items for years 2004 through 2007 are included. Utility Allowances were reviewed for all programsandwillcontinuetoremainthesameasinthepastyear.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocumentsavailable forpublicinspection .

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration – See Attachment “G” 61
- FY2002 Capital Fund Program Annual Statement See Attachment “A” tx303a01
- Most recent board -approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart 28
- FY2003 Capital Fund Program 5 Year Action Plan – Included as a Part of the Plan (Component #7) 31
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) See Component 18 Other Information #3 – Resident Adv. Board recommendations 47
- Other (List below, providing each attachment name & included in this submission)
 - Attachment “A” – P&E Statement for CFP 2002 tx303a01
 - Attachment “B” – Resident Member on Board 52
 - Attachment “C” – Resident Advisory Board Member Names 53
 - Attachment “D” – Follow Up Plan Resident Survey & Satisfaction 54
 - Attachment “E” – Statement of Progress 58
 - Attachment “F” – Community Service/Self -Sufficiency Policy 60
 - Attachment “H” – Condensed Pet Policy Statement 65

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
NA	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	980	NA	NA	NA	NA	NA	NA
Income > 30% but ≤ 50% of AMI	353	NA	NA	NA	NA	NA	NA
Income > 50% but < 80% of AMI	544	NA	NA	NA	NA	NA	NA
Elderly	412	NA	NA	NA	NA	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity White/Hispanic	1002	NA	NA	NA	NA	NA	NA
Race/Ethnicity White/NonHisp.	1198	NA	NA	NA	NA	NA	NA
Race/Ethnicity Black/Hispanic	0	NA	NA	NA	NA	NA	NA
Race/Ethnicity Black/NonHisp.	333	NA	NA	NA	NA	NA	NA

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 type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	71		196
Extremely low income <= 30% AMI	51	72	
Very low income (>30% but <=50% AMI)	17	24	
Low income (>50% but <80% AMI)	3	4	
Families with children	65	92	
Elderly families	4	6	
Families with Disabilities	1	1	

Housing Needs of Families on the Waiting List			
Race/ethnicity White/Hispanic	39	55	
Race/ethnicity White/Non-Hispanic	14	20	
Race/ethnicity Black/Hispanic	0	0	
Race/ethnicity Black/Non-Hispanic	18	25	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	13	
2BR	36	64	
3BR	12	21	
4BR	1	2	
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- 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 -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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.
Work in partnerships with other organizations to create additional housing through programs like the Low -Income Tax Credit Program.
- 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)
Outreach to families through personal contact with service -orientated agencies that assist extremely low -income families.

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

Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciesstosupportandencouragework
- Other:(listbelow)
Outreachtofamiliesthroughpersonalcontactwithservice -orientatedagencies thatassistverylow -incomefamilies.

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecomeavailable
- Other:(listbelow)
Outreachtolderlyindividualsandfamiliesthroughpersonalcontactwith service-orientatedagenciesthatassistelderlyindividuals.

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504Needs AssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,shouldthey becomeavailable
- Affirmativelymarketlocalnon -profitagenciesthatassistfamilieswithdisabilities
- Other:(listbelow)
Outreachtofamilieswithdisabilitiesthroughpersona lcontactwithservice - orientatedagenciesthatassistindividualsandfamilieswithdisabilities.

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicities withdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds
- Other:(listbelow)
Outreachtominorityorganizationstoin creaseawarenessofhousingservicesand opportunitiesavailable.

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)
Outreach to potential clients and landlords in all areas of the community to bring awareness of the right to live anywhere within the community free from discrimination.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	271,895	Operations
b) Public Housing Capital Fund	243,804	As stated in budget
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	1,021,221	Monthly HAP & operations
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)		
CFPFY 2002 as of 4/30/2003	169,716	As stated in budget
3. Public Housing Dwelling Rental Income		
Estimated FY 2003 Annual Rent	389,196	As stated in budget
4. Other income (list below)		
4. Non -federal sources (list below)		
Total resources	2,095,832	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A .

(1)Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Upon application and updates of current data prior to housing

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

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

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

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

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

(2)WaitingListOrganization

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

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

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 the list or are removed from the waiting list? (select one)

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 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

Highrentburden

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)
Applicant leasing in place and ready for assistance in approvable unit

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) development 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 development 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: PHA 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 program (vouchers, and until completely merged into the voucher program, -based section 8 assistance certificates).**

(1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)
 - Former public and/or assisted housing resident
 - Previous landlord, if known
 - If disqualified for program will advise reason(s)

(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:

Disability/mobility/reasonable accommodation

(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 assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**) -based

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 reprisal or hate crimes
- Other preference(s) (list below)
"First-come, first-served" applicants leasing in place with an approvable unit

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

1 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 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 reprisal or hate crimes
- Other preference(s) (list below)

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

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

5. If the PHA 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 preference to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
No special purpose Section 8 housing programs administered

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

Through published notices

Other (list below)

NospecialpurposeSection8housingprogramsadministered

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHA 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

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 space that best describes 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. Rentre -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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$400.00 per month
- 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: PHA 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

[24CFR Part 903.79(e)]

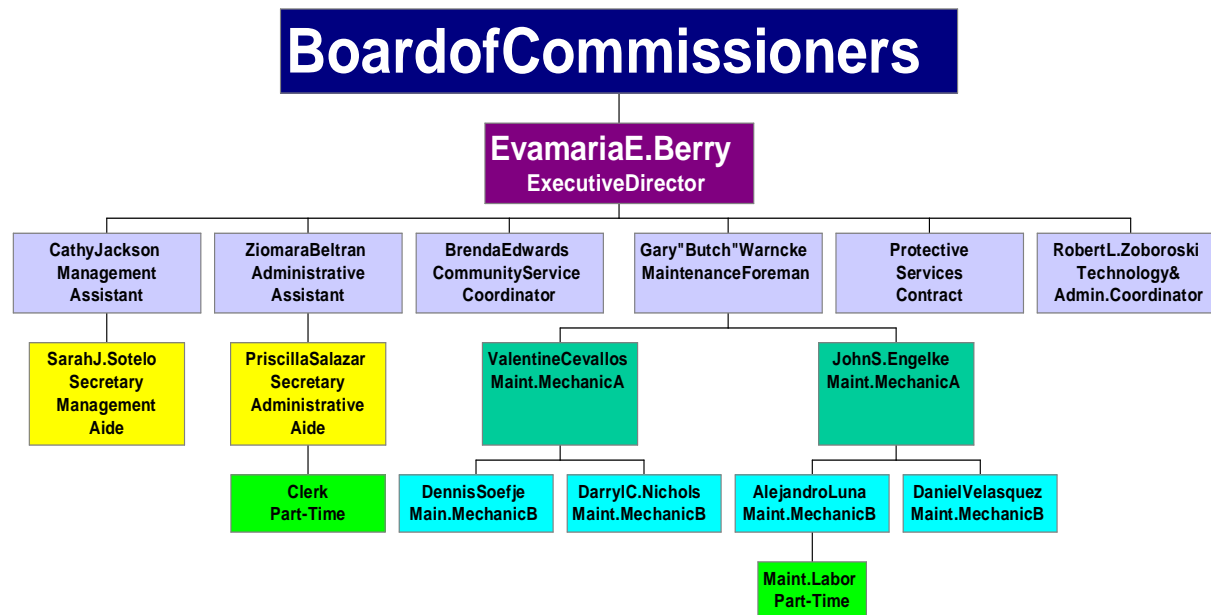
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.



- 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	188	64
Section 8 Vouchers	263	102
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs (list individually)		
Sec. 8 New Construction	94	30

C. Management and Maintenance Policies

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

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

- Admissions and Occupancy Policy
- Income Limit effective Feb. 20, 2003
- Dwelling Lease
- Security Deposit Policy
- Utilities Allowances rev. 5/2002; reviewed 3/2003
- Rent Calculation Policy rev. 5/2002
- Schedule of Other Charges rev. 6/2002
 - Rent Collection Policy
 - Grievance Procedure (Public Housing)
 - INSSAVE Manual
 - Eviction Policy
 - Lawn mowing Policy
 - One-Strike Policy rev. 5/2002
 - Community Service Policy
 - Housekeeping Policy rev. 6/2001
 - Maintenance Plan
 - Capitalization Policy rev. 8/2002
 - Procurement Policy rev. 8/2002
 - Affirmative Action Plan
 - Fair/Equal Housing Opportunity Plan

2. Section 8 Management: (list below)

- Admissions and Occupancy Policy for Section 8 New Construction
- Administrative Plan for Housing Choice Vouchers Program rev. 5/2002
 - The policies and plans listed above for public housing are also applicable to the Section 8 Management programs with the exception of the Grievance Procedure

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

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 addition to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list addition to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan 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 there)
Separate tab in review documents

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number TX303501003 FFY of Grant Approval: (10/2003)

- Original Annual Statement

Line No.	Summary by Development Account	Revised 08/11/2003 Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	9,000
3	1408 Management Improvements	2,500
4	1410 Administration	3,054
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	26,500
8	1440 Site Acquisition	
9	1450 Site Improvement	3,000
10	1460 Dwelling Structures	184,000
11	1465.1 Dwelling Equipment -Nonexpendable	7,750
12	1470 Non Dwelling Structures	
13	1475 Non Dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 -19)	243,804
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	180,000

AnnualStatement
CapitalFundProgram(CFP)PartII: SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
TX303001,003 PHAWide	Operations	1406	9,000
	ManagementImprovements	1408	2,500
	Administration	1410	3,054
	Fees & Costs	1430	26,500
	Site Improvements – landscape, sidewalks, soil erosion, water drainage – PHA wide	1450	3,000
	Install Central Heat & Air Conditioning at 45 units Site “G”	1460	180,000
	Interior Painting 10 units PHA wide	1460	8,000
	Replace damaged interior doors PHA wide	1460	4,000
	Replace 10 ranges	1465.1	3,750
	Replace 10 refrigerators	1465.1	4,000
	Total Cost for FY 2003		243,804
	Revised 08/11/2003		

**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)
TX303001,003 PHA Wide	09/30/2005	09/30/2007

(2) Optional 5 -Year Action Plan

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

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

b. If yes to question a, select one:

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

-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 there)

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX303001,003	Seguin Housing Authority	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations Management Improvements Administrative Costs A/E Professional Services Install Central Heat & Air Conditioning -43 Units Site "H" Interior Painting 5 units -PHA Wide Replace damaged interior doors -PHA Wide Replace 10 ranges Replace 10 refrigerators Replace Administrative Van Total Cost for FY2004 (Revised 8/03)			9,130 3,000 2,654 24,800 172,000 4,000 2,500 3,720 4,000 21,000 243,804	FY2004

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX303001,003	Seguin Housing Authority	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations Management Improvements Administrative Costs A/E Professional Services Site Improvements -land scapes sidewalks, etc., -PHA wide Replace kitchen cabinets 90 units Site "A" Replace 45 ranges Replace 10 refrigerators Total Cost for FY2005 (Revised 8/03)			0 1,000 2,329 27,100 1,000 196,000 12,375 4,000 243,804	FY2005

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX303001,003	Seguin Housing Authority	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			11,200	FY2006
Management Improvements			25,000	
Administrative Costs			9,604	
A/E Professional Services			13,500	
Site Improvements –landscape, sidewalks, etc., -PHA wide			10,000	
Replace exterior doors/frames/windows 45 units Site “G”			127,500	
Install 10’ x 10’ patios in backyards 45 units Site “G”			27,000	
Replace 1 Maintenance truck			20,000	
Total Costs for FY2006 (revised 08/03)			243,804	

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX303001,003	Seguin Housing Authority	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			24,000	FY2007
Management Improvements			20,000	
Administrative Costs			8,674	
A/E Professional Services			15,760	
Replace exterior doors/frames/windows 43 units Site “H”			121,850	
Install 10’ x 10’ patios in backyards 43 units Site “H”			25,800	
Replace 10 ranges			3,720	
Replace 10 refrigerators			4,000	
Replace 1 Maintenance Truck			20,000	
Total Cost for FY2007 (Revised 08/03)			243,804	

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 Plans 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 HOPEVI Revitalization grant in the Plan year?
- If yes, list development name/s below:

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

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete as 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 checked="" type="checkbox"/> Assessment results submitted to HUD (Nov. 26, 2001) <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 checked="" 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/Y YYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved:) <input checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input checked="" type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

a. How many of the PHA's developments are subject to the Required Initial Assessments? 1

1. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 0

2. How many Assessments were conducted for the PHA's covered developments? One

3. Identify PHA developments that may be appropriate for conversions based on the Required Initial Assessments:
 These developments are not appropriate for conversion per the survey conducted.

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: Assessment has been completed.

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 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"/> HOPEI <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

[24CFR Part 903.79(l)]

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

See Attachment “F” regarding the Community Service Program

NOT PARTICIPATING IN A UNIT DESIGNATED SELF-SUFFICIENCY PROGRAM(S)

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 support services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing 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 program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2,

Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the 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

See Attachment "F" – Community Service/Self-Sufficiency Policy for Conventional Low-Rent Public Housing – Addendum of the Public Housing Dwelling Lease

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(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.

EXEMPT – NOT PARTICIPATING IN PHDEP

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/antidrug programs
- Other (describe below)

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

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

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

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

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 - baselinelawenforcementserv ices
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 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 PHD EP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFRPart903.79(n)]

Revised Pet Policy was submitted and is a part of the 2002 Annual Plan. No revisions have been made during the past year. See Attachment "H" for a condensed version of the Pet Policy.

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(p)]

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

17. PHA Asset Management

[24CFRPart903.79(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?

1. 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:(listbelow)
In-houseassetmanagementasaddressedinthePHAPlan

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

18. Other Information

[24CFR Part 903.79(r)]

2. Resident Advisory Board Recommendations

Twenty persons, including the Seguin Housing Authority Board of Commissioners and staff members, attended the Public Hearing. A review of the previously listed comments and suggestions (see #2 & #3 for details) was given. No verbal comments were made regarding the Annual Plan or Capital Fund Program Action Plan during the Public Hearing.

See Attachment "C" for names of Resident Advisory Board Members

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

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

Attached at Attachment (Filename)

Provided below:

Resident Comments during the planning sessions and public comment period:

1. Install automatic push -button door opener at north side entrance of High Rise outdoor doors
2. Add additional lighting in living area at family sites

3. Add Central air conditioning/ceiling fans to family units

a. Install patio in back of unit at family sites

b. Have grass on yards

c. Interior wall painting

d. Repair cracks & separations in walls

e. New bathtubs at family sites

f. Medicine for ants at family sites

g. Doors

h. Children's programs

i. Crime watch team

j. Work incentive programs

k. Helping neighbors, especially the seniors

l. Possible volunteer to help on donation taken for special needs families.

m. Rotation as a volunteer

n. Suggestion box for ideas with P.S. -Excellent office staff & employees

- o. Raise the front sidewalk in front of apartments on Fair Walk (south side) due to flooding when it rains.
- p. Add dryer space in apartments @ family sites.
- q. Add handicap rails in bathroom @ family sites.
- r. Cement ramp on front & back of individual' s apartment
- s. Storage shed in back of apartment.
- t. Return mailbox to apartment mounted as was initially done.
- u. Add more color and greenery landscaping around the apartments and surrounding areas. Current design is drab and ugly and the site "is a site".
- v. To have more complex (site) meetings with parents and not children

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)
PHA responses to resident comments:

1. Could be done as a Maintenance Contract work item but there is no electric power available to service the location and there is a totally accessible automatic entrance on the south side of the building.
2. Capital Fund Program (CFP) 2003 & 2004 addresses bathroom renovations and the lighting in the living area could be added to the work by modifying the existing fixture to a fluorescent in the dining area and cover the wall outlet used for lamps in the living room to a wall -mounted/overhead fixture dependent on how the current wiring is run.
3. A/C & Heating system upgrade and installation in 2003 @ Pradera; 2004 @ Fairview
4. Install patios in back of family units in 2003 @ Pradera & 2004 @ Fairview
4. Landscaping is addressed in each year's CFP
5. Work item is addressed in each year's CFP
6. Referring to exterior walls is a work item for CFP 2002 @ both sites
7. Bathroom renovations to include tubs in 2003 @ Pradera & 2004 @ Fairview
8. This would be an on -going Maintenance work item
9. Exterior doors are a part of CFP 2006 & 2007; interior are on an annual basis
10. See the monthly newsletter for the day & time at each site. Parents are welcome at any events and your assistance and participation is always needed.
11. See the monthly newsletter for the day & time at each site. These are for adults also but none have come to the meetings.
12. This is handled through the Texas Workforce Commission. There have been meetings at your local site with the Texas Workforce Commission and only 2 people attended from the 3 sites when the meeting took place.
13. Individuals should take it upon themselves to help their neighbor(s).
14. This would be a tenant -initiated and worked project(s) with coordination of the Community Service Coordinator.
15. Individual basis or as a part of the tenant -initiated projects.
16. There used to be a suggestion box in the front lobby that received no comments or suggestions but due to the request it has been returned to that location

17. Repair work is planned as a part of the landscape work in 2002 CFP.
18. Clothesline are provided for each resident at the family sites and there is no available electric outlet in unit to accommodate 220 wiring,
19. This would be accomplished on an individual basis as a reasonable accommodation for the resident in the unit as not all residents/units would have needed of this feature.
20. This would be accomplished on an individual basis as a reasonable accommodation for the resident in the unit as not all residents/units would have need of this feature. There are handicap accessible and equipped apartments (1 & 2 bedroom) at the family sites. Consideration of transfer to the accessible unit could also be a solution to the requests.
21. The HUD definition of families residing in public housing is a "conservative family of modest means" so there shouldn't be a need for additional storage at the unit. Also, there is no available space to place another building in the yard area of the unit while trying to improve the curb appeal of the complex
22. U. S. Post Office requested that the individual boxes be removed and the "gang" type boxes that is currently installed. Due to the vandalism by children of residents the Post Office is threatening to remove the local mail service and have each resident secure a box at the main post office. Negotiations are being worked on to re-establish individual mail service at each apartment but no final decision has been made at this time.
23. Exterior painting of the units is planned as a part of CFP 2002 and colors are being addressed to enhance the curb appeal of the area. Landscaping is also a part of this funding cycle and work will be done to improve the yard areas.
24. Meetings have been planned and held with little or no parent participation. Attempts will be made to have the parents come to the meetings.

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) – Mayoral Appointment – See Attachment "A" for information on Board Member

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 assistance) -based
- 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: State of Texas

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)
- Other: (list below)

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

D. Other Information Required by HUD

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

No substantial deviations from FY2002 submission

Attachments

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

Attachment “A” Capital Fund Program Performance & Evaluation Statement for FY2002 as of March 31, 2003 see tx303a01.

Attachment “B” – Resident Member on Board

Attachment “C” – Resident Advisory Board Member Names

Attachment “D” – Follow Up Plan Resident Survey & Satisfaction

Attachment “E” – Statement of Progress

Attachment “F” – Component 12D – Community Service Requirement

Attachment “G” – Excerpt from Admissions Policy regarding Deconcentration Policy

Attachment “H” – Condensed Version of Pet Policy

Required Attachment "A": P&E Statement for CFP 2002 as of 3/31/2003

See tx303a01 for P&E Statement Workbook CFP 2002 -3 pages

Note: CFP 2001 was completed and certification submitted for period ending 3/31/2003

Required Attachment "B": Resident Member on the PHA Governing Board

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

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

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): 2 years expiring 09/30/2003

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

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

B. Date of next term expiration of a governing board member: 09/30/2003

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

Mark Stautzenberger - Mayor of the City of Seguin

REQUIRED ATTACHMENT “C” –Resident Advisory Board Member Names

Edna Friedeck, 516 Jefferson #304, Seguin	Public Housing
Janie Medina, 1776 N. Camp, Seguin	Sec. 8 HCV
Inez Villarreal, 755 Miller Walk, Seguin	Public Housing
Dorothy Elkins, 516 Jefferson #804, Seguin	Public Housing
Cato Perez, 516 Jefferson #205, Seguin	Public Housing
Mary Esther Mejia, 306 N. Crockett, Seguin	Sec. 8 HCV
Melanie Boone, 1360 C.H. Matthies Jr. #702, Seguin	Sec. 8 HCV
Niesha Bridgewater, 706 Stratton #103, Seguin	Sec. 8 HCV
Dorothy Wyatt, 210 S. King #201, Seguin	Sec. 8 NC
Audrey Davila, 605 E. Rosemary, Seguin	Sec. 8 NC
Rosa Thomas, 1562 Otha Walk, Seguin	Public Housing
Francis Mills, 516 Jefferson #810, Seguin	Public Housing
Esmeralda Shannon, 752 Fair Walk, Seguin	Public Housing
Patricia Dowers, 832 Braden, Seguin	Public Housing
Nanette L. Diaz, 749 Fair Walk, Seguin	Public Housing
Helen L. Thornton, 1565 Pradera Walk, Seguin	Public Housing
Angela Y. Fitzgerald, 1562 Pradera Walk, Seguin	Public Housing

REQUIRED ATTACHMENT "D" – Followup Plan Resident Survey & Satisfaction

RESIDENT SERVICE & SATISFACTION ASSESSMENT FOLLOW UP PLAN TX303 – SEGUIN HOUSING AUTHORITY

The following plan is designed to respond to the stated needs of the residents of the Seguin Housing Authority as a result of the fiscal year 2002 Resident Service & Assessment Survey conducted by the U.S. Department of Housing and Urban Development offices, Washington, D.C. Items to be specifically addressed have been highlighted.

Maintenance and Repair Section

Open meetings with residents so that they may express their views on the day-to-day operations of the housing authority.

Any deficiencies identified in the Physical Inspection Assessment of the residential areas will be addressed in forthcoming budgets associated with the Capitol Improvement Grant. Prior deficiencies were reviewed and work was begun in conjunction with the 2000 and 2001 Capital Fund Program.

Work Orders received on a daily basis are reviewed, prioritized, and completed within a 24-hour period barring any unforeseen emergency situations that would pre-empt normal routine activities. The Maintenance Plan Addendum (a part of the Admission & Occupancy Policy) addresses the procedures for efficient handling of all work orders.

Staff meetings will commend maintenance staff for their efficiency and prompt handling of resident requests. Additional training, as it is available, will enhance the knowledge and quality of work performed by all maintenance employees. Suggestions by staff to create a more efficient operation will be taken, reviewed, and implemented in order to provide good service to the residents of the authority.

Communication (required response)

An open-door policy is observed at the central office and when visiting the various complexes to allow residents the opportunity to express their views, comments, and suggestions regarding the operations of the housing authority and their day-to-day living environment.

Open meetings and activity planning with residents will provide a forum for comments and suggestions and shall be held on a regular basis. A suggestion box is being made available at the central office for resident input and comment when making monthly rental payments and subsequent visits during the month. Residents are requested to provide suggestions for improvements to their apartments, common areas, and neighborhood to enhance the quality of life for all family members and visitors. At social functions residents are encouraged to speak up and provide positive information and suggestions to make their complexes a better place to live. Door-to-door visitations will take place to provide residents a one-on-one private forum to discuss their needs and desires regarding the operation of the housing authority.

All policies have been reviewed with residents and their comments and suggestions have been taken into consideration with additional updating of the policy manual to meet the needs of the residents.

The format of the monthly newsletter has been revised for ease in reading and understanding with positive response from the residents. A monthly "calendar of events" is included as a part of the bulletin with additional news flyers provided during the month to remind residents of upcoming events.

The Resident Advisory Board was formed and meetings have been held. At the request of the members newsletters will be provided to the Section 8 Housing Choice Voucher Program residents and reminder flyers will be sent prior to scheduled meetings.

Notices will be posted on each floor of the multi-story buildings for residents' convenience.

Additional staff training, as it is available, will be given to enhance the communication skills of employees to eliminate negative and misunderstood conversations between staff and residents.

All scheduled maintenance improvements and annual inspection notices are provided to residents at least three (3) days prior to the event. Modernization work notification is provided prior to the start of any project with continued updates during the construction period.

Safety (required response)

Open meetings with residents are held in order for them to express their concerns regarding this matter.

Off-duty police officers continue to be contracted with to provide security for residents at all sites. Patrols are done at various times to avoid a pattern of routine visibility. Undercover police task force officers are a part of the provided security services at all complexes.

Additional police, sheriff, and task force officers have been employed to enhance the security of each of the housing complexes through the assistance of a grant. Officers regularly attend resident functions to create a friendlier atmosphere between and residents and children.

Residents are encouraged to contact local law enforcement centers whenever suspicious or unusual activities are taking place and request regular officer presence. Office space and meeting areas are provided to residents to discuss potential harmful situations with law enforcement personnel.

Elderly complexes are equipped with direct communication lines to the city police dispatcher via a telephone located in the elevators.

Crime watch meetings are held on a monthly basis at all sites. Maintenance personnel visit all sites after dark to ensure adequate security lighting for residents and lights are operational.

Services

Open meetings with residents requesting input and assistance in planning programs for the mutual benefit of all residents.

Partnerships have been created to bring a variety of life skills, self-improvement, parenting, medical, and educational programs to residents at all locations. Media flyers are distributed to all residents to remind residents of upcoming events within the complex and the community regarding career days, health and employment opportunities.

A reward program has been established for students attaining honor roll status at all levels of education.

First-time homebuyer courses are provided for interested residents at no cost. Applications for grants and loan programs on behalf of eligible residents are applied for with counseling available to secure mortgage financing for home ownership.

Public telephone booths accessible to general public outside of enclosed areas.

Transportation schedules and fees posted in common areas for resident information.

Neighborhood Appearance (required response)

Open meetings with residents for their comments are conducted on ways to enhance the appearance of their complexes and neighboring areas. During prior meetings with residents their thoughts on the neighborhood appearance segment of the survey includes all the surroundings subdivision privately owned homes in the area. Although it was explained that the survey relates directly to their housing complex they are still looking at all the areas in their neighborhood when giving their responses.

Disabled/abandoned vehicles are tagged with a warning for removal and if not done within three (3) days are removed from housing authority property at the tenant's expense.

Residents are warned that old furniture and other personal belongings left outside the unit need to be removed and given the opportunity to have them removed in a timely manner or will be charged a fee for the removal of said items.

Pest control is provided free of charge to each apartment on a semi-monthly basis.

Resident suggestions regarding smoking areas have been heard and action taken. Failure to residents to cooperate with rules may change current smoking areas to non-smoking areas at the request of the Resident Advisory Board.

Landscaping work and site improvements will be ongoing projects within the Capital Fund Program.

Resident suggestions regarding stairwells and balconies have been addressed with follow-up reminders in the monthly newsletters regarding proper placement of disposable items in provided containers and for balcony areas to be maintained in a visually accepted manner.

City brush and trash pickup services are provided through a Community Service Agreement for the disposal of large items in addition to privately contracted services.

Graffiti and other visual hazards are addressed in the Maintenance Plan Addendum.

Encourage residents to maintain their areas and foster a better curb appeal within the community by having "Yard of the Month" recognition at each site.

Residents are notified of community-wide cleanup days and encouragement to participate in these activities.

The 2002 Capital Fund Program is addressing the exterior of the family units with the repair and painting of the walls and trim. Landscaping is planned following the completion of the underground electrical system upgrades started in the 2001 Capital Fund Program.

REQUIRED ATTACHMENT "E" –Statement of Progress

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

After conferences and negotiations with private home builder groups the property owned by a non-profit organization of the Seguin Housing Authority has been sold and is now in the process of having additional infrastructure installed and homes built.

The Non-Profit Organization of the Seguin Housing Authority has joined in a collaborative effort to secure Down Payment Assistance for first-time home buyers through the Texas Department of Housing and Community Affairs. The application is in pending status at this time.

In the attempt to create additional multi-family housing units, specifically low-income tax credit units that would assist the housing authority in providing suitable housing and help to utilize the under contracted Section 8 Housing Choice Vouchers all applications have been turned down by the state.

PHA Goal: Improve the quality of assisted housing.

The PHA score was increased by a little even though the HA continues to strive to improve all facets of scoring. There have been a large number of turnovers in units and even with increased efforts to reduce turnaround time the move-outs are far exceeding a position of one or two per month. No units have been taken off the rent roll due to modernization work. Non-standard scoring by the independent subcontractors of REAC result in lower physical scores since each inspector seems to have his/her own agenda regarding units when they are on site to do inspections. Even with resident meetings and briefings the Resident Assessment Survey continues to result in a difference in interpretation of questions asked such as the neighborhood quality. We are advised that the HUD definition refers to the housing complex only whereas the residents look at this statement as the overall neighborhood consisting of privately owned and other rental properties in the area.

Public Housing Units are continuing to be renovated and modernized by use of the Capital Fund Programs. The 2001 Capital Fund Program with all work items has been completed and currently we are working solely in the 2002 Capital Fund Program budget. The HA is currently in the process of upgrading the electrical supply to family units to accommodate central air-conditioning in the near future with a portion of the 2002 Capital Fund Program funds as there was insufficient funding in 2001. Bids are being taken for 2002 work items.

Outreach to Section 8 landlords has resulted in several new property owners entering into the program. Although there was a shortage of available housing rental units at the beginning of the fiscal year we have reached and exceeded our baseline unit allocation by 15 units, which we are in the process of downsizing. Rental amounts and utility allowances have been significantly increased and this has attracted more units. At the present time we have approximately 23 families on the waiting list with a unit ready to be subsidized. The SEMAP score for FY 9/30/2001 was 80 pending appeal that did not result in a change of score. The Authority indicated that there would be an improvement in the next fiscal year and I am happy to report that the SEMAP score for FYE 9/30/2002 was 100%.

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

The Housing Authority continues to bring families with incomes above the extremely low -income guidelines into public housing although at times the family with the funds available and willing to accept a unit are housed to avoid keeping units vacant and off the market until a person meeting a specific income level can be housed. In the Section 8 Voucher program the goal is to house at least 75% extremely low -income families but due to the shortage of available housing and families not willing to go and look for a unit individuals with very low and lower -incomes are housed in order to try and fill the baseline requirement of units under contract.

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

The Seguin Housing Authority continues to promote self -sufficiency with programs at each family site to assist residents to gain a better knowledge of what is available to them in this area. Several agencies within the community are also promoting self -sufficiency and residents are given informational materials, along with meeting time and locations as well as possible transportation that may be available.

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

Affirmative measures are taken on a daily basis to make sure that each and every resident, applicant, and employee are given equal treatment regardless of their status.

Current family housing stock have all received new roofs as a part of the 2001 CFP program. The upgrade of the electrical utility distribution system at the family sites is nearing completion. This upgrade will provide the means of installing air conditioning in the family units in future CFP programs. Air Conditioning has not been available to the residents other than by their ownership of a window unit. Other upgrades and renovations are taken place within units such as interior painting and door replacements. The physical plant at the 8 -story high rise for the elderly is given routine and preventive maintenance to include the hot water and furnace systems.

Other PHA Goal and Objectives:

The Seguin Housing Authority continues to maintain its properties to provide a suitable living environment for all residents regardless of income status. Resident Advisory Board meetings are held and suggestions are taken orally and in writing from all residents regarding the development of future Capital Fund Programs and work items that may be accomplished by the local Maintenance Department and operating funds.

REQUIRED ATTACHMENT “F” – Community Service/Self -Sufficiency Policy – Conventional Low -Rent Public Housing - Addendum O to Public Housing Dwelling Lease (This attachment is in response to PIH Notice 2003 17(HA) issued on June 20, 2003 and received June 24, 2003.)

The above referenced policy was adopted on August 27, 1998 and has been in place since that time with the exception of the suspension of the policy during FY 2002.

This plan requires all adult residents (18 or older) to contribute eight (8) hours of community service per month unless they meet the exemptions as outlined in the Quality Housing and Work Responsibility Act of 1998 and this policy. Definitions of Community Service, Self Sufficiency Activities and Exempt Adults are clearly outlined in the policy and available for review at the Authority’s Central Office. Working adults have to be gainfully employed at least 20 hours per week.

Requirements of the Program include eight (8) hours per month of either volunteer work or self sufficiency program activities or a combination of the two. Individuals may not skip a month then double up the following month unless special circumstances warrant special consideration on a case -by-case basis. The Authority will be the determining factor for this consideration. Activities must be performed within the community.

Family members (18 and older) are required at time of their lease execution or re-examination to provide documentation that they are/are not exempt from Community Service and sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in no renewal of their lease. At the time of annual re-examination non -exempt family members must present a completed documentation form (as provided by the Authority) of activities performed over the previous twelve (12) months. The form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.

Changes in exempt/non -exempt status are the responsibility of the family member to report this change to the Authority and provide documentation.

The Authority to the greatest extent possible and practicable will provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations and provide in -house opportunities for volunteer work.

Review of non compliance by a family member will begin at least thirty (30) days prior to annual re-examination and/or lease expiration as well as review of the exempt/non -exempt status. Suitable arrangements will be made to make up the deficient hours over the next twelve (12) month period. Failure to comply with these arrangements will result in non -renewal of the dwelling lease for the family unless the non compliant member agrees to move out of the unit.

The Authority’s Grievance Procedure is available to protest the lease termination.

REQUIRED ATTACHMENT "G" – Admissions Policy for Deconcentration

Excerpt taken from Admissions & Occupancy Policy amended Nov. 2002

VII. ADMISSION PRIORITIES AND SPECIAL CIRCUMSTANCES

1. Deconcentration and Income Targeting

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

- a. Applicants will be grouped according to the following priorities based on income ranges. The Priority Categories will take preference over date and time in a given fiscal year for move-in only.
 - a. Priority 1: Families with between 0% and 30% of the area median income
 - b. Priority 2: Families with incomes between 31% and 80% of the area median income (target is 60% of admissions during a fiscal year)
- b. As required by the **Quality Housing Responsibility Act of 1998**, at least **40 percent** of the families admitted during the fiscal year **must be** admitted from Priority 1. In order to ensure that at any given time the Authority has not fallen below the required 40%, the following test (see worksheet in Addendum B) will be performed prior to each new admission:
 - a. Determine total number of admissions since start of the fiscal year
 1. Add on to this total (the applicant about to be housed)
 2. Determine number of families housed to date with incomes at or below 30% of median
 3. Divide 3) by 2)
 - a. if the result is .40 or greater, next admission may have an income greater than 40%
 - b. if the result is less than .40, then next admission must have an income at or below 30% of median
 - c. In order to prevent or correct concentrations of the lowest income families in any one project or portion of project, the Authority may skip over a Priority 1 family on the Waiting List in order to house a Priority 2 family with higher income.
 1. (Section 8 New Construction) Not more than 25% of units available for occupancy prior to October 1, 1981 shall be rented to low-income families, other than very low-income families.
 2. (Section 8 New Construction) Not more than 15% of units available for occupancy on or after October 1, 1981 shall be rent to low-income families, other than very low-income families.

3. (Section 8 New Construction) Tenant Selection Plans are to conform with statutory and program requirements. The owner's plan should include how he/she will apply the new income targeting requirements and must demonstrate that a reasonable effort will be put forth to ensure that the property is adequately marketed to families with incomes that do not exceed 30 percent (30%) of the area median income at the time they commence their lease.
4. (Section 8 New Construction) Owners should begin marketing to potential residents who have incomes that do not exceed 30 percent (30%) of the median income of the area. These units should be first made available for leasing to tenants who are already on the waiting list for the property who fit this new income targeting requirement.
5. (Section 8 New Construction) When the owner actively marketed at least 40 percent (40%) of the annually available units to "extremely low income" families but was unable to fill all of the units with families meeting the "extremely low income" requirement, the owner is permitted to rent to other eligible families after a reasonable marketing period has expired. An owner who is not able to fill these units must maintain records that demonstrate, to the satisfaction of the Department, that all reasonable steps were taken to fill these units with "extremely low income tenants". The Department of Housing and Urban Development (HUD) will monitor owner compliance of this requirement at its discretion.
6. (Section 8 New Construction) Owners must adhere to these requirements on an annual basis, starting with the first annual period beginning 10/1/99. Owners may prorate the remaining targeting requirements from the date of publication of this notice.
7. (Section 8 New Construction) The income limits detailed above do not apply to units that become available under project-based Section 8 contracts for the purpose of preventing displacement, or ameliorating (to make better) the effects of displacement.
8. (Section 8 New Construction) Owners may not select tenants in an order different from that of the waiting list for the purpose of selecting higher income families for residence. While higher income tenants may be skipped in order to achieve 40 percent (40%) extremely low income, lower income tenants may not be skipped in favor of others who have higher income.
9. Exceptions to Income Limits (Section 8 New Construction) In order for an owner to lease to a family that is not a very low income family, the owner must submit a request for an exception to the local HUD Field Office. The Field Office conducts review and approval of the request. The Field Office will regularly review the exceptions granted to an owner. If it is determined that the exceptions are no longer being used, the Field Office may withdraw permission to exercise the exceptions.

The request must state the basis for requesting the exception and provide supporting data. Bases for exceptions may include:

- a. The need to admit a broader range of tenants to preserve the financial and management viability of a project because there are an insufficient number of potential applicants who are very low -income.
 - b. The owner has a commitment, as evidenced in the application for development, to admit families with a broader range of incomes.
 - c. State financed projects, or projects where State Finance Agency is the contract administrator that has a policy requiring occupancy by families with a broad range of incomes.
 - d. Low-income families that otherwise would be displaced from a Section 8 project.
- B. When selecting a family for a unit in housing designated for elderly families, the Authority will give a priority to elderly and near elderly; in housing designated for disabled families only disabled families will be admitted.
1. When selecting a family for a unit with accessible features, the Authority will give priority to families that include disabled persons who can benefit from the unit's features.
- D. If no family needing accessible features can be found for a unit with accessible features, the Authority will house a family not needing the features, subject to the procedures described in the Tenant Selection and Assignment plan, described in Section XIII Under this Policy. A non -disabled family in an accessible unit will be required to move so that a family needing the unit features can take advantage of the unit.
- E. Over-Income Families (for PHA's under 250 units). If there are vacant Units and there is no one on the waiting list and this has been documented on the waiting list that there are no eligible applicants
- 1. the Authority will advertise the availability of the unit for 30 days in the local newspaper
 - 2. *a family wanting to lease the unit may do so on a month to month basis until an eligible family applies.*
 - 3. *if an over -income family becomes available to fill the unit before the advertising period is up, the Authority will move the family into the unit immediately.*
 - 4. A market rate rent will be charged for the unit.
 - 5. When an eligible family becomes available, the over -income family will be given 30 days notice to vacate

F. **Leasing to Police Officers and Security Personnel**

- 1. **Purpose and Applicability** : For the purpose of deterring crime in and around the property, owners may lease a unit to a police officer or security personnel who are over the income limits.
- 2. **Terms and Conditions for Occupancy** : To be considered eligible, police officers and security must be employed full time, i.e., not less than 35 hours per week by a governmental unit or private employer and compensated expressly for providing police

or security services. Note: An existing tenant must not be forced to move to make a unit available.

3. **Authorization:** Owners must submit a written plan to their local HUD Field Office or the Contract Administrator (where HUD is not the contract administrator) for authorization to lease a unit to over-income police officer or security personnel. The owner's application must include:
 - a. A statement detailing existing social and physical conditions of the property and its immediately surrounding area, including the total number of units in the property.
 - b. A detailed assessment of criminal activities in and around the project and how the safety of the tenants and security of the project is affected.
 - c. Qualifications of the police officer or security personnel and the length of residency.
 - d. Disclosure of any family relationship between the police officer or security personnel and the ownership entity (including principals).
 - e. The anticipated benefits that the presence of a police officer or security personnel will create at the property and in the community.
 - f. A description of the proposed rent for the unit and any special conditions for occupancy, including the rent that would ordinarily be charged for the unit and the owner's annual maintenance cost for the unit. The amount of the monthly housing assistance payment to the owner shall be equal to the contract rent minus the monthly amount paid by the police officer or security personnel. The housing assistance shall not be increased due to non-payment of rent by the police officer or security personnel. The owner shall not be entitled to vacancy payments for the period following occupancy by a police officer or security personnel.
 - g. The terms of the lease, including a provision that states the police officer or security personnel's right of occupancy is dependent on the continuation of the employment that qualified him/her for residency in the property under the Plan.
 - h. Other information as requested by HUD or the Contract Administrator
 - i. Signature of the owner or authorized agent.

4. The local HUD Office should notify the Owner of the approval or rejection of the plan within 30 days of its submission. Unless there are extenuating circumstances, as determined by the HUD Office, the local HUD Office should approve no more than one percent (1%) (or one unit if the property is less than 100 units) of the assisted units in the property for leasing to police or security personnel.

REQUIRED ATTACHMENT “H” –Condensed Version of Pet Policy

The current Pet Policy was adopted in May 2002 and excludes animals that assist the handicapped as certified by a physician or other certified health care professional.

Pets will be registered before they are brought onto the Authority premises. There is a requirement to have a certificate signed by a licensed veterinarian or other State/Local authority individual who is empowered to inoculate animals and complete the veterinarian's statement. Registration of pets is updated annually at the annual examination.

Residents are allowed only 1 pet at a time with the exception of 2 birds or one fish tank that does not exceed a 10-gallon capacity. There is a \$300.00 refundable pet deposit for a dog or cat. Ordinances concerning pets will be complied with. Stipulations are made regarding absence owners, pet enclosures, refuse containment, health and safety, etc.

City

There is a Pet Agreement that is entered into between the resident and the Housing Authority; A Resident Acknowledgement Form; and, a Pet Policy Certification.