

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

## **PHA Plan Agency Identification**

**PHA Name:** Tallahassee Housing Authority

**PHA Number:** FL073

**PHA Fiscal Year Beginning:** (mm/yyyy) (07/2000)

### **Public Access to Information**

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

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

### **Display Locations For PHA Plans and Supporting Documents**

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

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

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

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



## 5-YEAR PLAN

### PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

#### **A. Mission**

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

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

x The PHA's mission is: (state mission here)

It is the mission of the Tallahassee Housing Authority to enhance and expand the quality of life, by providing decent, safe and sanitary housing for low income families by successfully providing well maintained, safe housing units; assisting in the procurement of decent, safe and sanitary rental housing, encouraging and providing an educational atmosphere, which allows upward mobility in work and social settings; and assuring these resources are made available to only qualified individuals and/or families.

The Tallahassee Housing Authority shall provide opportunities to persons who experience barriers to housing because of income, disability or special needs in an environment which preserves personal dignity and in a manner which maintains the public trust.

Accomplishing this mission will assure quality housing and a wholesome environment, in which our residents can become more productive, self-supporting members of society.

#### **B. Goals**

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

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

x PHA Goal: Expand the supply of assisted housing

Objectives:

x Apply for additional rental vouchers:

- x Reduce public housing vacancies:
  - x Leverage private or other public funds to create additional housing opportunities:
  - x Acquire or build units or developments
  - ☐ Other (list below)
- x PHA Goal: Improve the quality of assisted housing
- Objectives:
- x Improve public housing management: (PHAS score)
  - x Improve voucher management: (SEMAP score)
  - x Increase customer satisfaction:
  - x Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - x Renovate or modernize public housing units:
  - x Demolish or dispose of obsolete public housing:
  - x Provide replacement public housing:
  - x Provide replacement vouchers:
  - ☐ Other: (list below)
- x PHA Goal: Increase assisted housing choices
- Objectives:
- x Provide voucher mobility counseling:
  - x Conduct outreach efforts to potential voucher landlords
  - x Increase voucher payment standards
  - x Implement voucher homeownership program:
  - x Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

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

- x PHA Goal: Provide an improved living environment
- Objectives:
- x Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - x Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - x Implement public housing security improvements:

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

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

- x PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - x Increase the number and percentage of employed persons in assisted families:
  - x Provide or attract supportive services to improve assistance recipients' employability:
  - x Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☐ Other: (list below)

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

- x PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - x Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - x 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:
  - x Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

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

# Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

### **Streamlined Plan:**

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

☐ **Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**This Agency Plan includes all required documentation as well as development changes as it relates to the capital improvement activities. Section 3 , FSS Programs and Deconcentration/Income Targeting section proposed plans include resident incentive awards.**

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

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- X Admissions Policy for Deconcentration - FL073ao5
- X FY 2000 Capital Fund Program Annual Statement – FL073d05
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- X PHA Management Organizational Chart – FL073b05
- X FY 2000 Capital Fund Program 5 Year Action Plan – FL073e05
- X Public Housing Drug Elimination Program (PHDEP) Plan – FL073c05
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans



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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	737	4	2	N/A	N/A	2	2
Income >30% but <=50% of AMI	N/A						
Income >50% but <80% of AMI	N/A						
Elderly	5	1	1	1	1	1	1
Families with Disabilities	5	1	2	2	2	2	2
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

x Consolidated Plan of the Jurisdiction/s  
Indicate year: 1998-99

- x U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- X Other sources: (list and indicate year of information)  
Griffin Heights Apartments – Year 2000  
Holifield Arms Apartments – Year 2000  
Leon Arms Apartments – Year 2000  
Springwood Apartments – Year 2000  
Bainbridge Club Apartments – Year 2000

## 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		
x	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	447		122
Extremely low income <=30% AMI	361	81%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	27	6%	
Low income (>50% but <80% AMI)	59	13%	
Families with children	420	94%	
Elderly families	20	4%	
Families with Disabilities	7	1.6%	
Race/ethnicity(1)	14	3%	
Race/ethnicity(2)	427	96%	
Race/ethnicity(3)	1	1%	
Race/ethnicity(4)	5	1.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	149	33%	5
2 BR	233	52%	53
3 BR	56	13%	47
4 BR	6	1.3%	7
5 BR	5	1.0%	9
5+ BR			
Is the waiting list closed (select one)? x No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? x No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

The Authority is in the process of making the units more marketable. Air conditioning is being installed at one of our large developments.

We have applied for a Section 8 YouthBuild Program in an effort to bring local substandard units up to code and have them available through the City of Tallahassee for Public Housing and Section 8 residents.

The Authority has also received Board approval for the application of a Community Housing and Development Organization (CHDO) which is endorsed by the City of Tallahassee, Department of Neighborhood and Community Services.

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- x Apply for special-purpose vouchers targeted to the elderly, should they become available
- x Other: (list below)  
The Section 8 Department will apply for the HUD Mainstream Vouchers for Persons with Disabilities. This is an collaborative effect involving the Wakulla County Housing Authority, City of Tallahassee and Leon County. The two city government offices will obligate money to increase the population to be served.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)  
The Authority will seek funds through HUD as NOFA are made available.

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

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

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below)  
The Authority is working with the two Universities in an effort to develop a more effective marketing approach to non-minorities .

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing



- x Extent to which particular housing needs are met by other organizations in the community
- x 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
- x Community priorities regarding housing assistance
- x Results of consultation with local or state government
- x Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	1,344,284	
b) Public Housing Capital Fund	1,203,831	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,345,510	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	150,892	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>Fss Section 8 Coordinator</b>	38,640	Increase FSS enrollment and awareness.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) 707 Comp.</b>	43,937	A/E fees, comp. Grant management, furances and air conditioning
<b>3. Public Housing Dwelling Rental Income</b>	815,575	Operations
<b>Excess utilities</b>	55,000	Assist in Utility Cost
<b>4. Other income (list below)</b>		
interest	12,000	Included in Operation budget.
<b>miscellaneous</b>	31,250	Included in Operation budget
<b>5. Non-federal sources (list below)</b>		
Non-dwelling rents	3,600	Included back into Operations budget
Wages-Training	6,100	Included back into Operations budget
Laundromat Revenues	1,080	Included back into Operations budget
<b>Total resources</b>		

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

Other: (describe)

**(No designated time only when families approach the top of the waiting list)**

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

x Criminal or Drug-related activity

x Rental history

x Housekeeping

☐ Other (describe)

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

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

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

## **(2)Waiting List Organization**

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

x Community-wide list

☐ Sub-jurisdictional lists

☐ Site-based waiting lists

☐ Other (describe)

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

x PHA main administrative office

☐ PHA development site management office

☐ Other (list below)

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

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

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- ☐ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☐ Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (Select one)
- ☐ One  
☐ Two  
x ☒ Three or more
- b.x 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:
- x Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- x ☒ Emergencies

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

c. Preferences

- 1.x 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:

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

Other preferences: (select below)

- x 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
- x Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- x 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)

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

## 1 Date and Time

### Former Federal preferences:

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

### Other preferences (select all that apply)

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

### 4. Relationship of preferences to income targeting requirements:

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

## **(5) Occupancy**

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

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

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

At an annual reexamination and lease renewal

- x Any time family composition changes  
☐ At family request for revision  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:

x Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
Ebony Gardens, Springfield Apartments and Orange Avenue Apartments.

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

☐ Other (list policies and developments targeted below)

d. x 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

x Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

- x Adoption of rent incentives to encourage deconcentration of poverty and income-mixing  
☐ Other (list below)

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

☐ Not applicable: results of analysis did not indicate a need for such efforts

x List (any applicable) developments below:

Ebony Gardens, Springfield Apartments and Orange Avenue Apartments

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

x

(Pinewood Place)

## B. Section 8

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

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

### (1) Eligibility

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

x Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

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

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

d. x 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

x Other (describe below)



(Rental and Owner history)

**(2) Waiting List Organization**

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

- x      None  
☐      Federal public housing  
☐      Federal moderate rehabilitation  
☐      Federal project-based certificate program  
☐      Other federal or local program (list below)

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

- x      PHA main administrative office  
☐      Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

(Medical limitations prevent timely lease up, portability under another PHA jurisdiction, and unable to secure appropriate housing due to large family size.)

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- 1 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
- 1 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- 1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 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
- 1 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

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

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

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

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

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

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

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

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

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

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

- x Through published notices
- x Other (list below)

(Additional direct notice to social service and advocacy groups)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- Household has lost eligibility for a federal, state, or local assistance program

- Household has applied for a federal, state, or local assistance program and is waiting for a determination by program officials as to its eligibility for assistance.
  - Household would face eviction if forced to pay minimum rent
  - Household income has decreased or
  - When death has occurred in the family
- c. Rents set at less than 30% than adjusted income

1. ☐ Yes x 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)

x 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:

x For household heads

x For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

x Other (describe below)

1. Enrolled in a qualifief training program

2. Permission deductions for family members working 25 hrs. per week or more – deductions are fica, federal tax and medical insurance deductions.

e. Ceiling rents

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

☐ Yes for all developments

☐ Yes but only for some developments

x No

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

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

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

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

f. Rent re-determinations:

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

- ☐ Never
- ☐ At family option
- x Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

g.x 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.)
- x The section 8 rent reasonableness study of comparable housing
  - x Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- x 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)

(The Authority will continue to rely on the fair market rents per HUD/Federal Register relating to the 40<sup>th</sup> percentile)

## **(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**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**



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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	568	70 units
Section 8 Vouchers	496	50 vouchers
Section 8 Certificates	663	100 certificates
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	56	
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

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

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

The Public Housing Resident Guide is the “Admissions and Continued Occupancy Policy Manual”, Tenant Handbook and the Rules and Regulations Booket. The Maintenance Department also has an Manual that describes the general operation of that department as it pertains to personnel, work orders, unit turnaround and pest infestation procedures.

(2) **Section 8 Management: (list below)**

The Section 8 Department has a Administrative Management Plan that governs its operation. Clients are given packets annually at each recertification and new applicants as part of their briefing packet all HUD information as it relates to fair

housing, fair market rents, locating a good unit, security deposits, occupancy standards, etc. Landlords have a handbook that outlines their obligations of the program and it outlines fair housing policies and their obligations to screen their tenants.

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) (FL073d05)

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name FL073e05)

-or-

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

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

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

- ☐ Yes x No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - ☐ Revitalization Plan under development
    - ☐ Revitalization Plan submitted, pending approval
    - ☐ Revitalization Plan approved
    - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes x No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:
- ☐ Yes x No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:
- ☐ Yes x No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

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

[24 CFR Part 903.7 9 (k)]

Section 5(h) Homeownership Plan

**A. Public Housing**

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

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



PHAs completing streamlined submissions may skip to component 11B.)

## 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: Scattered Sites	
1b. Development (project) number: FI07316 & 18	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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:	<u>(DD/MM/YYYY) 21/01/1997</u>
5. Number of units affected 36.	Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.x 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 x 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

x 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:

1. First time mortgages
2. Minimum level of non-welfare income participants
3. Family must demonstrate that gross monthly income is at least two (2) times the voucher payment standard.
4. History of full-time employment
5. Must attend homeownership counseling sessions
6. Any head of household and any spouse of the head of household that has previously defaulted on a mortgage would be barred from receiving Section 8 homeownership assistance.

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

**10/21/98**

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

- x Client referrals
- x Information sharing regarding mutual clients (for rent determinations and otherwise)
- x Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- x 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)

- x Public housing rent determination policies
- x Public housing admissions policies
- x 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

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

### Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 3 Training</i>	6	<i>Notices</i>	<i>THA Main Office</i>	<i>Public Housing</i>
TANF/WAGES Training	4	Notices	THA Main Office	Public housing

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

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 04/16/00)
Public Housing	25	8
Section 8	43	25

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

If no, list steps the PHA will take below:

(Section 8 has just been awarded a grant to hire a full-time Section 8 Family Self-Sufficiency Coordinator)

## **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

x Informing residents of new policy on admission and reexamination

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- x Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- x Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - x High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - x High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - x Residents fearful for their safety and/or the safety of their children
  - x Observed lower-level crime, vandalism and/or graffiti
  - x People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - ☐ Other (describe below)
  
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
  - x Safety and security survey of residents
  - x Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - x Resident reports
  - ☐ PHA employee reports

- x Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

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

Springfield Apartments – 1700 Joe Louis Street

Orange Avenue Apartments – 2710 Country Club Drive

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

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

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

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

**Springfield Apartments – 1700 Joe Louis Street**

**Orange Avenue Apartments – 2710 Country Club Drive**

### **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)

- x Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- x Police provide crime data to housing authority staff for analysis and action
- ☐ 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
- x Police regularly meet with the PHA management and residents
- x Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

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

**Springfield Apartments**

**Orange Avenue Apartments**

**Ebony Gardens Apartments**

**Pinewood Apartments**

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

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

x Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

X Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes x No: This PHDEP Plan is an Attachment. (Attachment Filename:FL073co5)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Pet policy is applicable to elderly/disabled residents only

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.x Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)

2. x Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. Yes x No: Were there any findings as the result of that audit?

4. ☐ Yes No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?(\_Not Applicable)\_\_\_

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?(Not Applicable)

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1. x Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- 2 x. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- x Provided below:
- Residents met at public hearing with Legal Aid Staff and PHA personnel. Some concerns were the effects of deconcentration (income targeting) possible Hope VI application for one of our older development, social service programs and capital Improvements.
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:

- x Other: (list below)  
Responded in writing to concerns.

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

1. ☐ Yes x 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 x 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) This position is appointed by the Mayor of the City of Tallahassee

**b. Eligible candidates: (select one)**

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

**c. Eligible voters: (select all that apply)**

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)  
(Tallahassee/Leon County)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☒ 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)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan supports the Authority through interaction among various housing programs and the awarding of funds. The City of Tallahassee has committed funds under the CDGB program and endorsed the formulation of a “Community Housing Development Organization (CHDO) as well we are negotiating the transfer of street ownership at our developments to them.

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

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

## **Attachments**

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

## PHA Plan Table Library

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

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FL073501-00      FFY of Grant Approval: 10/2000

x Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$120,383
	1408 Management Improvements	\$50,000
4	1410 Administration	\$62,372
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$35,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$344,543
10	1460 Dwelling Structures	\$542,783
11	1465.1 Dwelling Equipment-Nonexpendable	48,750
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$1,203,831</b>
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	\$542,783

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

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

**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date) (12/31/99)	All Funds Obligated (Quarter Ending Date) (12/31/99)
FL29P073705A	1,704.782.84	1,654.515.86
FL29P073706	788.933.00	547,082.10
FL29P073707	727,734.00	78,614.81
FL29P073708	-0-	-0-
FL073501-00	-0-	-0-

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

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

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

**Optional Public Housing Asset Management Table**

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

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



**TALLAHASSEE HOUSING AUTHORITY**  
**Public Housing/Section 8 Policy**

**Deconcentration and Income Targeting**

The Tallahassee Housing Authority owns and operates 641 public housing units. At least forty percent (40%) (with incomes below 30 percent of median) in a fiscal year, of any new or available public housing apartments must be designated to extremely low-income people. The Authority shall provide more than seventy-five percent (75%) of newly available vouchers and certificates to very poor families.

The Tallahassee Housing Authority has a total of 1,181 Section 8 units. Seventy-five percent (75%) of the new or turned over Section 8 vouchers must be directed toward extremely low-income people. After the housing authority has met the income targeting requirements, it will select new admissions under its Local Preference Policy. On October 1, 1996, the Tallahassee Housing Authority, Board of Commissioners suspended the Federal Preferences and adopted Local Preferences for public housing and Section 8 programs. The new preferences were not ranked and are as shown below:

- Working families
- Families registered/enrolled in a recognized job training program
- Families of domestic violence
- Families involuntarily displaced

1. Working Families

- Working Families whose head of household or spouse work or families whose head of household or spouse have been given a bona fide offer of employment. Those who are in or have completed educational or training programs designed to prepare persons for the job market.
- Applicants households whose head, spouse, or sole member is age 62 or older or is receiving social security disability, supplemental security income disability benefits, or any other payments based on the individuals inability to work will be given the benefit of the working family preference.

2. Families Registered or Enrolled in Job Training Programs

- Families where the head of household or spouse is currently enrolled and participating in a job training program (this will also include WAGES participants) that prepares them for entering or re-entering the job market to include welfare to work certified programs and/or, those performing eight or more hours of community service work as included in Section 512©(g) of the U.S. Housing Act of 1937.

Documentation will be required from the institution where the head of the household or spouse is attending.

3. Domestic Violence

- “Domestic Violence” means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant’s household.
  - a. An applicant is considered a victim if:
    - they have vacated a housing unit because of domestic violence
    - they live in a housing unit with a person who engages in domestic violence
    - it must be determined that the domestic violence occurred recently or is of a continuing nature
    - the family must certify that the person who engaged in such violence will not reside with the applicant family unless the housing authority has given written approval based on certified counseling support documents.

4. Involuntary Displacement

- a. An applicant is involuntarily displaced if:
  - the applicant is a victim of fire
  - the applicant is displaced due to a natural disaster (fire, flood, or any other uncontrollable act)
  - the natural disaster must have extensively damaged or destroyed the dwelling the family had been living in and made it uninhabitable

All applicants must meet all other pre-background screening as other non-preference applicants do.

**Notice of Preference Denial**

When the housing authority determines an applicant does not qualify for a local preference, the housing authority will provide prompt, written notice of the determination. The notice will contain a brief statement of reasons for the determination and notice of the applicants right to an appeal. The applicant can appeal to the specified appeal officer as indicated in correspondence.

### **Skipping Policy**

Families on the waiting list for public housing will be under a Skipping Admissions Policy. This would mean the housing authority could uniformly skip a family on the waiting list, specifically to reach another family with a lower or higher income in order to help accomplish the deconcentration and income-mixing objectives as specified by HUD

The current waiting list for public housing is 473. Below is the breakdown as it relates to race and income:

<u>Race</u>	<u>Very Low Income</u>	<u>Low Income</u>
1(Caucasian) 18	18	N/A
2(Black) 11	444	11

The current waiting list for Section 8 is 776. Below is the breakdown as it relates to race and income:

<u>Race</u>	<u>Very Low Income</u>	<u>Low Income</u>
	492	284
1(Caucasian) 54		
1(Black) 720		
3(Other)		

The housing authority's targeting plan will conform with civil rights, fair housing and other federal laws that forbid discrimination on the basis of race, color, religion, sex, national origin, familial status or disability.

Both program waiting lists will be managed separately. Public Housing will not include site base waiting lists, but rather one centralized list.

The remaining sixty-percent (60%) of waiting list applicants for public housing will be selected according to the income needs of the development. This is based on the deconcentration plan required by the U.S. Department of Housing and Urban development (HUD) in order to achieve income-mixing, by bringing higher income residents into lower income public housing communities and bring lower income residents into higher income public housing communities.

### **Authority Incentives**

The Authority's four public housing communities, Springfield Apartments (1700 Joe Louis Street), Orange Avenue Apartments (2710 Country Club Drive), Ebony Gardens (1010 N. Macomb Street) and Pinewood Place Apartments (2940 Grady Rd.) are all geographically

located in low-income (poverty) areas of the city. Under our Comprehensive Modernization Grant, in October 1999, we will begin to replace furnaces at all the sites and install new gas energy efficient HVAC with air-conditioning features. Resealing of parking spaces has begun and will include re-striping. In the near future, installation of new energy efficient windows and higher R-Factor attic insulation will begin.

We have started an agency resident training program where we have contracted with the Area Big Bend Wages Coalition to screen and verify eligibility of our residents. Eight residents have also been employed by the Authority under the Section 3 Program, along with contractors awareness of preference given to residents on all work performed for the housing authority.

The resident council has a successful training program in which the local community college and vocational school develop goal-training classes for public housing participants. Therefore, internally we will be able to increase the skills of our residents so they may be more qualified to apply for jobs or higher positions and leave the Temporary Assistance to Needy Families (TANF) subsidy rolls.

At the Ebony Garden Apartments, we have installed a laundromat for the residents. Two residents will be hired to monitor the facility during the hours of operation. We suspect this will be an added attraction of curb appeal in soliciting for higher income-mixing at this development. Also, surrounding property is being purchased and sold in a city-side effort to create more affordable homeowner units in this census tract.

Public housing residents will be able to choose whether they would like to pay a flat rent or an income-based rent.

- An income-based rent will be based on 30% of adjusted income.
- Flat rents will benefit higher income families and residents whose incomes are going up.

Residents will have the choice of income-based or flat rent yearly at their re-examination time. However, if they experience financial hardship (loss of employment, death of income contributing family member or loss of governmental assistance) the THA may authorize a switch from flat rent to income-based.

Residents of the Authority's developments and participants of Section 8, who are WAGES enrolled, whose welfare assistance is reduced because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activity requirement will not be eligible for a rent reduction. Only if the welfare reduction is neither a result of the expiration of a lifetime on receiving benefits, or a situation where the family has complied with welfare program requirements, but cannot obtain employment with the authority, make the necessary rent subsidy increase. All others with a non-compliance verified document can request variance to the above

and community service sanctions with their respective department hearing officer (public housing and Section 8).

Permissive deductions incentives will be given to residents that are working a minimum of 25 hours per month. Incentives deductions that will be allowed are federal tax deductions, social security taxes and health insurance.

### **Self-Sufficiency Incentives**

The Authority will not increase a family's rent as a result of increased income due to employment during the 12-month period beginning on the date on which the employment is commenced:

1. Family income increases as a result of employment of a family member who was previously unemployed for one or more years. "Previously employed" includes a person who has earned, in the previous 12 months, no more than what would be received for ten hours of work per week for 50 weeks at the established minimum wage.
2. Whose employment income increases during the participation of a family member in any family self-sufficiency or other job training; or
3. Who is or was, when six months assisted under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the authority in consultation with the local TANF Agency and whose income increases.

### **Phase-in of Rent Increases**

Upon expiration of the 12-month period, the rent payable by a family may be increased due to the continued employment of a family member except that for the 12-month period following expiration of the 12 month disallowance, the increase may not be greater than 50 percent of the amount of the total rent increase.

### **Individual Savings Accounts**

The Authority may provide for individual savings accounts for public housing residents who pay an income-based rent. The family will have the option of having an amount that otherwise would have been applied to the family's rent payment as a result of employment. Amounts deposited in a savings account may be withdrawn only for the purpose of:

- Purchasing a home
- Paying education costs of family members

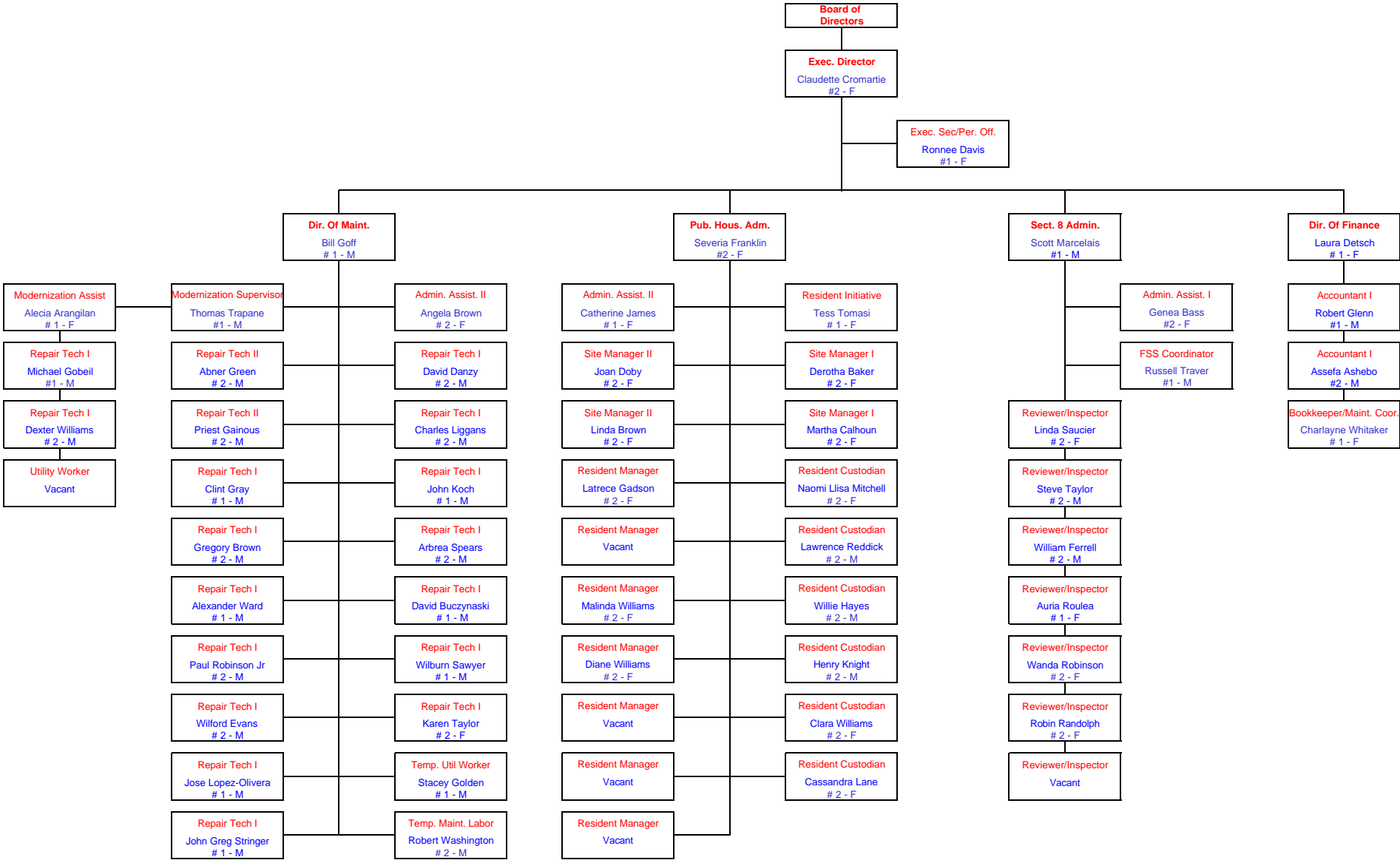
- Moving out of public or assisted housing
- Paying any other expense authorized by the authority for the purpose of promoting the economic self-sufficiency of residents of public housing.

The Authority will maintain the account in an interest bearing investment and will credit the family with the interest income; at least annually the Authority will provide the family with a report on the status of the account. Any balance in such an account when the family moves out is the property of the family, unless the family is not in compliance with the lease.

Deconcentratio1

# TALLAHASSEE HOUSING AUTHORITY

## Organizational Chart



# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 150,892
- B. Eligibility type (Indicate with an "x") N1 ☐ N2 ☐ R ☐
- C. FFY in which funding is requested 1999
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Tallahassee Housing Authority is focusing more on drug prevention among its valued asset (Youth). Several different programs are planned in an effort to curtail inappropriate community and school behavior, providing information as it relates to dealing with peer pressures, providing tutoring programs in academics and cultural activities.

Our Youth Alternative Program is designed to ward off drugs/alcohol and their deadly efforts. It is a known fact that the lack of constructive activities promotes crime and drug activities.

The measurement of activities we anticipate a lower truancy rate and an increased academic report along with the increased involvement among youth at our communities.

## **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Ebony Gardens	102	192
Orange Avenue Apartments	200	571
Springfield Apartments	195	528

## **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).



**6 Months**\_\_\_\_\_ **12 Months** x **18 Months**\_\_\_\_\_ **24 Months**\_\_\_\_\_ **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1999	\$137,023	FL29DEP0730199	105,559.63		02/2001
FY 1996	\$249,960	FL29DEP07396	0	03/31/99	
FY 1997	\$192,300	FL29DEP07397	0	12/31/99	

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY __99 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	46,980
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	85,009.90
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$150,890.00</b>

## A. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$34,550		
Goal(s)	Reduce drug activity/enhance citizen awareness						
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Patrol			03/00	02/01	46,980		Crime Statistics
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDDP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$46,440		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Establish a Volunteer Resident Patrol as part of “Youth Safe Haven Program”	25	14-21 yr.	02/00	02/01	20,040		Pre/Post Resident Surveys
2.Van for Transportation for Prevention Activities/Insurance		14-21 yr.	02/00	02/01	26,400		
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$2000.00		
Goal(s)	Comply with 911 Emergency Standards						
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Address-O-Lites			02/00	02/01	2,000		911 Compliance/Safety
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$54,033		
Goal(s)	Maintenance of prevention programs/intervention Programs						
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.GAMES/MAPS Programs	107	3-16 yr. Olds	02/00	02/01	21,000		Pre/Post Evaluations
2. Youth Alternative Program	200	5-12 yr.	07/00	02/01	24,570		Pre/Post Behavioral Results
3.Youth Basketball League	50	10-18	11/00	03/01	14,722		
4.Community Youth	50	13-18	11/00	03/01	3,036		
Prevention Program	50	6-18	02/01	05/01	9,193		
5.Baseball League	25	5-18	02/01	05/01	18,676		
6. Youth Drill Team	40	10-18	03/01	04/01	2,500		
7. Cultural Special	12	10-18	01-01	02/01	6,6720		
Events/Field Trips	25	5-adult	06/00	05/01	2,776		

8. National Conference on Crime Prevention							
9. Gardening Program							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110 –				
9120				
9130				
9140 –				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>		\$		\$

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## Summary

## Office of Public and Indian Housing

HA Name		Comprehensive Grant Number		FFY of Grant Approval	
[ ] Performance and Evaluation Report for Program Year Ending <b>2000</b>					
Final Performance and Evaluation Report		Total Estimated Cost		Total Actual Cost (2)	
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$84,073	\$120,383		
3	1406 Management Improvements	\$50,000	\$50,000		
4	1410 Administration	\$62,372	\$62,372		
5	1411 Audit	\$0	\$0		
6	1415 Liquidated Damages	\$0	\$0		
7	1430 Fees and Costs	\$35,000	\$35,000		
8	1440 Site Acquisition	\$0	\$0		
9	1450 Site Improvement	\$135,971	\$344,543		
10	1460 Dwelling Structures	\$424,572	\$542,783		
11	1465.1 Dwelling Equipment - Nonexpendable	\$48,750	\$48,750		
12	1470 Nondwelling Structures	\$0	\$0		
13	1475 Nondwelling Equipment	\$0	\$0		
14	1485 Demolition	\$0	\$0		
15	1490 Replacement Reserve	\$0	\$0		
16	1492 Moving to Work Demonstration	\$0	\$0		
17	1495.1 Relocation Costs	\$0	\$0		
18	1498 Mod Used for Development	\$0	\$0		
19	1502 Contingency (May not exceed 6% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities	\$0	\$0		
22	Amount of line 20 Related to Section 504 Compliance	\$0	\$0		
23	Amount of line 20 Related to Security	\$0	\$0		
24	Amount of line 20 Related to Energy Conservation Measures	\$424,572	\$542,783		
To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

Annual Statement /  
 Performance and Evaluation Report  
 (2000)

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

Development Activity	Activity Code	Activity Name	Activity Type	Total Estimated Cost		Total Actual Cost		Comments
				Estimated	Actual	Estimated	Actual	
PHA Wide	1406	<b>1406 Operations</b>	10%					
		Operations		\$84,073.00	\$120,383.00			
		<b>Total 1406</b>		<b>\$84,073.00</b>	<b>#####</b>			
PHA Wide	1408	<b>1408 Management Improvements</b>	LS					
		Staff training in HUD regulations		\$10,000.00	\$10,000.00			
		Maintenance Skills Training		\$5,000.00	\$5,000.00			
		Resident job and leadership training		\$35,000.00	\$35,000.00			
		<b>Total 1408</b>		<b>\$50,000.00</b>	<b>\$50,000.00</b>			
PHA Wide	1410	<b>1410 Administration</b>	5%					
		Executive Director		\$4,288.00	\$4,288.00			
		Executive Secretary		\$2,039.00	\$2,039.00			
		Maintenance Manager		\$23,910.00	\$23,910.00			
		Finance Director		\$3,015.00	\$3,015.00			
		Accountant I		\$6,240.00	\$6,240.00			
		Modernization Coordinator		\$22,880.00	\$22,880.00			
		<b>Total 1410</b>		<b>\$62,372.00</b>	<b>\$62,372.00</b>			
PHA Wide	1430	<b>1430 Fees and Cost</b>	LS					
		A & E Fees		\$35,000.00	\$35,000.00			
		<b>Total 1430</b>		<b>\$35,000.00</b>	<b>\$35,000.00</b>			
PHA Wide	1465	<b>1465 Dwelling Equipment</b>	100					
		Replace Ranges		\$37,500.00	\$37,500.00			
		Replace Refrigerators		\$11,250.00	\$11,250.00			
		<b>Total 1465</b>		<b>\$48,750.00</b>	<b>\$48,750.00</b>			
PHA Wide	1460	<b>1460 Dwelling Structures</b>	LS					
		(approx 125)		\$31,789.00	\$150,000.00			
		<b>Total 1460</b>		<b>\$31,789.00</b>	<b>#####</b>			
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement: Signature of Executive Director and Date				(2) To be completed for the Performance and Evaluation Report: Signature of Public Housing Director/Office of Native American Programs Administrator and Date				



## Annual Statement /

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

Development Project	Project Description	Units	Type	Total Estimated Cost		Total Actual Cost		Comments
				Estimated	Actual	Estimated	Actual	
FL073-1 & 3 Springfield	<b>1450 Site Improvements</b>	1450						
	spaces		LS	\$10,000.00	\$10,000.00			
	-Repair/replace curbing (phase 1)		626 lf	\$10,000.00	\$10,000.00			
	-Install railings at stairs		210 lf	\$7,004.00	\$7,004.00			
	-Repair concrete steps		200 lf	\$5,800.00	\$10,000.00			
	-General landscaping (phase 1)		10%	\$10,000.00	\$35,000.00			
	-General sidewalk repair (5 % replacement)		5%	\$11,508.00	\$11,508.00			
	Subtotal 1450			\$54,312.00	\$83,512.00			
	<b>1460 Dwelling Structure</b>							
	furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service	1460	25 DU	\$80,000.00	\$80,000.00			
	Service		32 units	\$22,400.00	\$22,400.00			
	Service		68 units	\$51,000.00	\$51,000.00			
	Service		56 units	\$45,483.00	\$45,483.00			
	Subtotal 1460			#####	#####			
	Total Cost for Springfield			#####	#####			
FL073-2 Orange	<b>1450 Site Improvements</b>	1450						
	-Install railings at stairs		100 lf	\$3,335.00	\$3,335.00			
	-Install additional playground equipment		1.00	\$0.00	\$21,872.00			
	-General sidewalk repair (5 % replacement)		5%	\$5,644.00	\$5,644.00			
	-General landscaping (phase 1)		11%	\$10,000.00	\$10,000.00			
	-Repair retaining walls		40 lf	\$1,800.00	\$1,800.00			
	-Repair 4' chain link fence		220 lf	\$2,255.00	\$2,255.00			
	-Install pole mounted site lighting (phase 1)		17%	\$3,500.00	\$3,500.00			
	Service		34 units	\$0.00	\$23,800			
	Service (phase 2)		64 units	\$0.00	\$48,000			
	Service		64 units	\$0.00	\$51,200			
	Service		32 units	\$0.00	\$28,800			
	Service		6 units	\$0.00	\$5,700			
	Subtotal 1450			\$32,334.00	#####			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.

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

## Annual Statement /

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

Development				Total Estimated Cost		Total Actual Cost		
Street	1460 Dwelling Structure							
	furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service	1460	25 DU	\$80,000.00	\$80,000.00			
	Subtotal 1460			\$80,000.00	\$80,000.00			
	Total Cost for Orange Avenue			#####	#####			
	-Install railings at stairs		100 l/f	\$2,500.00	\$2,500.00			
	-General sidewalk repair		400 l/f	\$2,100.00	\$2,100.00			
	-General landscaping (phase 1)		6%	\$10,000.00	\$10,000.00			
	-Repair retaining wall behind building D		1920 s/f	\$653.00	\$653.00			
	-Repair chain link fence around gas meters		40 l/f	\$500.00	\$500.00			
	Subtotal 1450			\$21,763.00	\$21,763.00			
	Total Cost for Macomb Street			\$21,763.00	\$21,763.00			
FL073-6 Pinewood Place	1450 Site Improvements							
	-General landscaping (phase 1)		16%	\$10,000.00	\$10,000.00			
	-General sidewalk repairs		106 l/f	\$1,162.00	\$1,162.00			
	Subtotal 1450			\$11,162.00	\$11,162.00			
	1460 Dwelling Structure							
	furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service	1460	21 units	\$63,000.00	\$63,000.00			
	Subtotal 1460			\$63,000.00	\$63,000.00			
	Total Cost for Pinewood Place			\$74,162.00	\$74,162.00			
FL073-15 Scattered Sites	1450 Site Improvements							
	Resurface drives	1450	2 DU	\$1,500.00	\$1,500.00			
	Repair septic tank drain fields	1450	4 DU	\$2,000.00	\$2,000.00			
	Landscaping	1450	4 DU	\$2,200.00	\$2,200.00			
	Subtotal 1450			\$5,700.00	\$5,700.00			
11) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.				12) To be completed for the Performance and Evaluation Report.				
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				

(1) To be completed for the Performance and Evaluation report or a Revised Annual Statement.

Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation report.

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

Annual Statement /  
 Performance and Evaluation Report  
 of the Department of Housing  
 and Urban Development

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

Development	Activity	Funding Source	Units	Total Estimated Cost		Total Actual Cost		Comments
				Estimate	Actual	Estimate	Actual	
FL073-15 Scattered Sites (continued)	<b>1460 Dwelling Structure</b>							
	Repair siding, repaint exteriors	1460	2 DU	\$1,950.00	\$1,950.00			
	Install Vinyl siding over T-111	1460	2 DU	\$6,300.00	\$6,300.00			
	Replace Roofing	1460	4 DU	\$4,200.00	\$4,200.00			
	Energy Efficiency Measures	1460	4 DU	\$2,000.00	\$2,000.00			
	Replace HVAC systems	1460	2 DU	\$11,000.00	\$11,000.00			
	<b>Subtotal 1460</b>			<b>\$25,450.00</b>	<b>\$25,450.00</b>			
<b>Total Cost for Scattered Sites (29-15)</b>				<b>\$31,150.00</b>	<b>\$31,150.00</b>			
FL073-16 Scattered Sites	<b>1450 Site Improvements</b>							
	Resurface drives	1450	2 DU	\$1,500.00	\$1,500.00			
	Repair septic tank drain fields	1450	4 DU	\$2,000.00	\$2,000.00			
	Landscaping	1450	4 DU	\$2,200.00	\$2,200.00			
	<b>Subtotal 1450</b>			<b>\$5,700.00</b>	<b>\$5,700.00</b>			
	<b>1460 Dwelling Structure</b>							
	Repair siding, repaint exteriors	1460	2 DU	\$1,950.00	\$1,950.00			
Install Vinyl siding over T-111	1460	2 DU	\$6,300.00	\$6,300.00				
Replace Roofing	1460	4 DU	\$4,200.00	\$4,200.00				
Energy Efficiency Measures	1460	4 DU	\$2,000.00	\$2,000.00				
Replace HVAC systems	1460	2 DU	\$11,000.00	\$11,000.00				
<b>Subtotal 1460</b>			<b>\$25,450.00</b>	<b>\$25,450.00</b>				
<b>Total Cost for Scattered Sites (29-16)</b>				<b>\$31,150.00</b>	<b>\$31,150.00</b>			
FL073-17 Trimble	<b>1450 Site Improvements</b>							
	General landscaping	1450	10%	\$5,000.00	\$5,000.00			
<b>Subtotal 1450</b>				<b>\$5,000.00</b>	<b>\$5,000.00</b>			
<b>Total Cost for Trimble Road</b>				<b>\$5,000.00</b>	<b>\$5,000.00</b>			
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.				
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				

**Annual Statement /  
Performance and Evaluation Report**  
**Part III: Implementation Schedule**  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1406	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
1408	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
1410	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
1430	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
1460	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
1465	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-1 & 3	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-2	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-4	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-6	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-15	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-16	03/31/2002	03/31/2002		09/30/2003	09/30/2003		
FL073-17	03/31/2002	03/31/2002		09/30/2003	09/30/2003		

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			