

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

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# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004  
(Standard Plan)

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

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Titusville

**PHA Number:** FL-025

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2004

**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

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

Main business office of the PHA

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2004 - 2008**  
[24 CFR Part 903.5]

**A. Mission**

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.

**B. Goals**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: as NOFA's are announced, the HACTV will make application accordingly. Information is unavailable to quantify at this time.
  - Reduce public housing vacancies: reduce move-outs by 10% during FY 2004.
  - Leverage private or other public funds to create additional housing opportunities: FY 2003 begin process to build/acquire additional affordable housing units for families; FY 2004/2005 review past experiences, review needs assessments for future affordable housing planning.
  - Acquire or build units or developments
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 88
  - Improve voucher management: (SEMAP score) 100
  - Increase customer satisfaction:
  - Renovate or modernize public housing units: FY 2004 modernize FL 25-2; FY 2005 continue FL25-02, FY 2006, 2007 and 2008 modernization of FL25-03 and start modernization of FL 25-04.
- PHA Goal: Increase assisted housing choices  
Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
- Coordinate with local and county governments to set up programs under the First Time Homebuyers (HOME) programs.

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: increase households with higher incomes through flat rent program marketing; FY 2003 increase higher income by 10% while maintaining waiting list regulations.
  - Investigate ways to implement public housing security improvements.
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities, continue to expand the Assisted Living Program at FL 25-6)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families: meet with unemployed and under-employed residents and develop an employment strategy to bring them to an improved self-sufficient position.
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

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



**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

**Standard Plan**

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

[24 CFR Part 903.7 9 (r)]

The Housing Authority of the City of Titusville will be accepting the challenges of the following housing initiatives:

1. Maintaining a complete and timely Capital Fund program that addresses physical and social needs of the residents and the properties. Continue to improve the appearance of all developments with modernization efforts. In 2004, modernization work will begin on FL025-02, Maxwell Court Apartments. This development was built 50 years ago, and has not been substantially modernized since that time. Since beginning autonomous operations in 1998, the Housing Authority of the City of Titusville (HACTV) has aggressively pursued funding to reduce the \$12 million in needed repairs and improvements that were identified at that time. Maxwell Court Apartments have accurately been identified as “Severely Distressed” housing, and the improvements will greatly benefit the HACTV’s stock of public housing. The City of Titusville has been generous in its support of improving Maxwell Court Apts. with a CDBG grant of \$75,000 to replace the roofs, facia and soffits of the 7 duplexes (14 units) that comprise Maxwell Court Apts.
2. Address the problem of high move-out rates combined with decreasing waiting lists for public housing. Improve the caliber of the vacant units, installing ceiling fans, vertical blinds, improving landscaping.
3. Institute the flat rent program to address: 1.) the working resident who can start to save monies for future home purchases while paying a rent that is more equitable than the 30%; 2.) flat rent will be much more competitive with the private market than the 30% of a working family’s income; flat rents will be more attainable to the working resident with limited hours (part-time) yet who has a plan to improve income without increasing rents and desire less involvement with the housing staff (i.e. re-examinations reduced to three year requirements).
4. In accordance with the County’s housing needs assessment, attempt to develop additional elderly apartment complexes through multiple financing opportunities, which could offer affordable rents and assisted living accommodations, a need that is largely unfilled and growing sharply in Brevard County.
5. Review results of the new census and the 2005-2010 Consolidated Plan for Brevard County to ascertain housing needs that require action by the Authority.
6. Develop improved relationships with current residents; make office and training space available to the community for meetings, employment training, etc.

7. Explore all options for expanding the number and quality of affordable housing options available to residents of Titusville, FL.
8. Increase communication with residents by continuing to encourage and support membership from all developments in the Resident Advisory Board.
9. Continue to increase safety and security in all developments through modernization efforts and communication with the local police department.

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

[24 CFR Part 903.7 9 (r)]

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<input checked="" type="checkbox"/> PHA Management Organizational Chart (Attachment "C")	53
<input checked="" type="checkbox"/> FY 2004 Capital Fund Program 5 Year Action Plan (Attachment "D")	54
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**Supporting Documents Available for Review**

<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	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
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	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy (Chapter 11)	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	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
X	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

<b>Housing Needs of Families in the Jurisdiction by Family Type (pgs 21, 36&amp;49, Consolidated Plan, Brevard County)</b>							
Family Type	Overall	Afford-ability	Supply	Qualit-y	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6,961	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	6,856	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	5,853	N/A	N/A	N/A	N/A	N/A	N/A
Elderly (55+--City of Titusville, <i>only</i> )	10,852	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity White (Brevard Co.)	145,959	N/A	N/A	N/A	N/A	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction by Family Type (pgs 21, 36&amp;49, Consolidated Plan, Brevard County)</b>							
Family Type	Overall	Afford- - ability	Supply	Qualit y	Access- ibility	Size	Loca- tion
Race/Ethnicity Black (non-Hispanic) (Brevard County)	10,160	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Hispanic (all races) (Brevard County)	3,851	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Native American (non Hispanic) (Brevard County)	636	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Asian and Pacific Islanders (non- Hispanic) (Brevard County)	1,306	N/A	N/A	N/A	N/A	N/A	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.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2005

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	212		
Extremely low			

<b>Housing Needs of Families on the Waiting List</b>			
income <=30% AMI	194	92	
Very low income (>30% but <=50% AMI)	9	4	
Low income (>50% but <80% AMI)	8	4	
Families with children	89	42	
Elderly families	40	19	
Families with Disabilities	30	8	
Race/ethnicity Black	76	36	
Race/ethnicity White	131	62	
Race/ethnicity Indian/Alaskan	3	1	
Race/ethnicity Asian	2	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	129	61	
2 BR	54	25	
3 BR	23	11	
4 BR	5	2	
5 BR	1	1	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**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:**

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

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

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

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

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

- Adopt rent policies to support and encourage work

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

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

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

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: Begin the process to increase the availability of elderly units by developing additional units under the Authority's affordable housing program through multiple financing sources. Expand operations of an assisted living facility in FL 25-6, Titusville Towers.

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

**Strategy 1: Target available assistance to 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

**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:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

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

- 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 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

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

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

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	\$585,838	
b) Public Housing Capital Fund	321,759	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,916,612	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	75,000	New roofs, facia and soffits at FL025-02
i) HOME	-0-	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		



Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	423,036	
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	3,322,245	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

When families are within a certain time of being offered a unit: (60 days)

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

Criminal or Drug-related activity

Rental history

Housekeeping

Other: local preferences as contained in Admissions and Continued Occupancy Policy

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

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

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

**(2)Waiting List Organization**

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

Community-wide list

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

PHA main administrative office

- 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? 0

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)? N/A

- 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)

Three

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)

c. Preferences

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

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

Former Federal preferences:

Victims of domestic violence

Other preferences: (select below)

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

Actual or threatened physical violence from a household member who lives in the unit.

Elderly applicants needing the services of an assisted living facility.

Single applicants who are elderly, disabled, homeless or displaced will be given a selection priority over all "Other Single" applicants regardless of preference status.

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

#### 1 Date and Time

Former Federal preferences:

1 Victims of domestic violence

Other preferences (select all that apply)

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

Actual or threatened physical violence from a household member who lives in the unit.

Single applicants who are elderly, disabled, homeless or displaced will be given a selection priority over all "Other Single" applicants regardless of preference status.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

#### **(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): Resident Manuals

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

Any time family composition changes

**(6) Deconcentration and Income Mixing**

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

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

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

The Authority has adopted a Deconcentration Policy, as required, in case the need to deconcentrate should arise.

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

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

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

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

List (any applicable) developments below: all developments except FL 25-6

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

## **B. Section 8**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Other (list below): Family and Income Verification
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Other (describe below): Family composition and share of rent; landlord required to do his/her own qualifying.

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

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

### **(3) Search Time**

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

If yes, state circumstances below:

A family may submit a written request for an extension of the Voucher time period. All requests for extensions must be received prior to the expiration date of the Voucher.

Extensions are permissible at the discretion of the PHA up to a maximum of an additional 60 days primarily for these reasons:

- a. Extenuating circumstances such as hospitalization or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.
- b. The family was prevented from finding a unit due to a disability, accessibility requirements, or large size, four (4) bedroom unit requirement. The search record is part of the required verification.
- c. If the vacancy rate for rental housing in the jurisdiction is less than five (5) percent, extensions will be granted automatically on request up to a total of 60 days.

The PHA extends in one or more increments. Unless approved by the Section 8 Manager, no more than one (1) extension of sixty (60) days or less will be granted and never for a total of more than an additional sixty days.

#### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

Former Federal preferences

- Victims of domestic violence

Other preferences (select all that apply)

Other preference(s) (list below):

Elderly who need the services of an assisted living program.

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

1 Date and Time

Former Federal preferences

1 Victims of domestic violence

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

Date and time of application (only qualifier)

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)

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements.

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

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

The Section 8 Administrative Plan

Briefing sessions and written materials

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

Through published notices

Other (list below): Radio announcements, contact with local support groups and organizations.



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

[24 CFR Part 903.7 9 (d)]

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

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

a. Use of discretionary policies: (select one)

- 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)

- \$50, Flat rent

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

3. If yes to question 2, list these policies below: See admission policy—Chapter 6—Determination of Total Tenant Payment—pages 6-2, 6-3, 6-4.

Criteria for Hardship Exemption—pg. 6-3

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

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

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

Flat rents offered based on market study.

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

- For increases in earned income  
 For household heads

For other family members

e. Ceiling rents

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

No

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

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

N/A

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)

Any time the family experiences an income increase

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

The section 8 rent reasonableness study of comparable housing

Survey of similar unassisted units in the neighborhood

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

**(1) Payment Standards**

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

100% of FMR

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

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

## **(2) Minimum Rent**

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

- \$0

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)]

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

(select one)

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

**B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	255	148
Section 8 Vouchers	317	40
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	75-- Section 8 Vouchers for Non-Elderly Persons with Disabilities in Support of Designated Plans	9
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

**C. Management and Maintenance Policies**

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

- 504 Policy
- Admissions and Continued Occupancy Policy
- After-hours Emergency Response
- Capital Fund Guidelines
- Defective Paint Response
- Dwelling Lease
- Environmental Protection Agency Strategy for Reducing LBP
- Grievance Procedures
- HQS Policy
- Income Limit Policy
- Lead Base paint Test Policy
- Modernization Standards
- Monthly Pest Control Service Policy
- Occupational Safety and Health Standards
- Pay Scale
- Personnel Policy
- Procurement Card Policy
- Procurement Policy
- Property Control Procedures
- Resident A/C Installation Policy
- Resident Cable TV Policy

Resident Charge Policy  
Resident Dryer Installation Policy  
Resident Lawn Equipment Policy  
Resident Painting Policy  
Resident Phone Installation Policy  
Resident Security Alarm Policy  
Resident Storage Shed Policy  
Resident Substitute Carpeting Policy  
Tenant Advisory Board By-Laws  
Travel Policy  
Utility Allowance Schedules

(2) Section 8 Management: (list below)

Administrative Plan  
Grievance Procedure

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

### **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

### **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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

Select one:

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

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

- 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): 2004 Capital Fund Program 5-Year Action Plan (Attachment D)

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Affordable Housing

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

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

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

b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Titusville Towers
1b. Development (project) number:	FL 25-6
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(20/05/2002)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan
6. Number of units affected:	120
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Total development



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

[24 CFR Part 903.7 9 (j)]

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

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

2. Activity Description

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

<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)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:	

<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:     )
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:     )
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:

<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

1. Cooperative agreements:

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

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

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

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies  
 Public housing admissions policies  
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

b. Economic and Social self-sufficiency programs

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

### **Services and Programs**

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

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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

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

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

**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)]

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- 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

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).

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

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

All developments

**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)

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
Fencing and security cameras

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

all developments

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

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

all developments affected, an authority-wide program

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

**Not applicable—The PHDEP is no longer in effect.**

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

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

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **PET POLICY – ELDERLY/DISABLED PROJECTS [24 CFR Part 5, Subpart C]**

**and**

### **PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS [24 CFR Part 960, Subpart G]**

## **INTRODUCTION**

This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

## **ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability.

## **A. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by the PHA management.

The pet owner must submit and enter into a Pet Agreement with the PHA.

## **Registration of Pets**

Pets must be registered with the PHA before they are brought onto the premises. Registration includes:

- Certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.



**Dogs and cats must be spayed or neutered.**

**Current license for the pet in compliance with local ordinances and requirements.**

Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet.

**Registration must be renewed and will be coordinated with the annual recertification date.**

**Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

### **Refusal To Register Pets**

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

### **B. STANDARDS FOR PETS**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals who assist persons with disabilities.

## **Persons With Disabilities**

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;**
- That the animal has been trained to assist with the specified disability; and**
- That the animal actually assists the person with the disability.

### Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

**Tenants are not permitted to have more than one *type* of pet.**

1. Dogs

**Maximum number: (1)**

**Maximum adult weight: 25 pounds**

**Must be housebroken**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats

**Maximum number (1)**

**Must be declawed**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be trained to use a litter box or other waste receptacle**

**Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds

**Maximum number (2)**

**Must be enclosed in a cage at all times**

4. Fish

**Maximum aquarium size (20 gallons)**

**Must be maintained on an approved stand**

5. Rodents (Rabbit , guinea pig, hamster, or gerbil ONLY)

Maximum number (1)

\* **Must be enclosed in an acceptable cage at all times**

\* **Must have any or all inoculations as specified now or in the future by State law or local ordinance**

6. Turtles

Maximum number (1)

\* **Must be enclosed in an acceptable cage or container at all times.**

**C. PETS TEMPORARILY ON THE PREMISES**

**Pets which are not owned by a tenant will not be allowed.**

**Residents are prohibited from feeding or harboring stray animals.**

This rule excludes visiting pet programs sponsored by a humane society or other nonprofit organization and approved by the PHA.

**State or local laws governing pets temporarily in dwelling accommodations shall prevail.**

**D. ADDITIONAL FEES AND DEPOSITS FOR PETS**

The resident/pet owner shall be required to pay a refundable deposit of \$300.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

**An initial payment of \$150.00 on or prior to the date the pet is properly registered and brought into the apartment, and;**

**Monthly payments in an amount no less than \$50.00 until the specified deposit has been paid.**

**The PHA reserves the right to change or increase the required deposit by amendment to these rules.**

**E. ALTERATIONS TO THE UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

F. **PET WASTE REMOVAL CHARGE**

A separate pet waste removal charge of \$25.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

**The cost of repairs and replacements to the dwelling unit;**  
Fumigation of the dwelling unit.

**If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

**If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.**

**The expense of flea deinfestation shall be the responsibility of the resident.**

**G. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes. This area includes the Titusville Towers dog walk area.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

**H. NOISE**

**Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.**

## **I. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements.** All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

**Removal of Waste From Other Locations.** The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

## **J. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

## **K. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

## **L. INSPECTIONS**

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

#### **M. PET RULE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has **7 calendar days** from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

**If the pet owner requests a meeting within the 7 calendar day period, the meeting will be scheduled no later than 5 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.**

#### **N. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within **ten (10) calendar** days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

#### **O. TERMINATION OF TENANCY**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**P. PET REMOVAL**

If the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, (includes pets who are poorly cared for or have been left unattended for over 24 hours), the situation will be reported to the responsible party designated by the resident/pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

**If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

**Q. EMERGENCIES**

The PHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

**If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.**

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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



1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? Comment received from a resident, and discussion by the RAB.
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name) Attachment "E"
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments
 

List changes below: Page 45 of the Annual Plan. Under item "C. Statement of Consistency with the Consolidated Plan" (page 44) and continuing on to page 45, item #2 "The PHA has taken the following steps to ensure consistency of the PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)---4<sup>th</sup> checked box "Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

e.g.: development of affordable housing projects; ~~increase in housing opportunities for the elderly~~  
(Wording struck, as noted. See Attachment E.)
  - Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot: (select all that apply)
    - Candidates 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) We actively solicit membership throughout the year, asking for volunteers. We now have representatives from Section 8 participating, although the original Board was elected by the residents, however, membership consists primarily of residents from the elderly high rise. Efforts need to be increased to include more members from the family properties.
  - b. Eligible candidates: (select one)
    - Any adult recipient of PHA assistance
  - c. Eligible voters: (select all that apply)
    - Representatives of all PHA resident and assisted family organizations

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

1. Consolidated Plan jurisdiction: Brevard County

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

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

e.g.: development of affordable housing projects

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

The City of Titusville supports affordable housing opportunities by setting out four priorities to address in the five years covered by the Consolidated Plan (2000-2005)

(pg. 201):

- “1. Preserve, provide, and expand affordable housing opportunities.
2. Provide public services, such as, social; educational; recreational; technological and health services and to encourage self-sufficiency among children, adults, families and the elderly.
  3. Provide infrastructure & neighborhood improvements in the low/moderate income target areas that will improve the overall quality of life and enhance the aesthetic character of the areas.
  4. Create economic development activities that will result in job opportunities for low/moderate income persons.”

In addition, the City of Titusville has been generous in its support of improving Maxwell Court Apts. with a CDBG grant of \$75,000 to replace the roofs, facia and soffits of the 7 duplexes (14 units) that comprise Maxwell Court Apts.

#### **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.

## Attachment A

### Deconcentration of Poverty Program Policy

The Housing Authority of the City of Titusville will comply with U. S. Department of Housing and Urban Development guidelines for deconcentration of poverty (24CFR, part 903). As required by HUD guidelines, THA's admission policy includes directives to promote deconcentration of poverty and income-mixing in an effort to reduce disparities in income from development to development and reduce generational poverty.

Titusville Towers (FL 25-6), is a development that houses only elderly persons and persons with disabilities, and is exempt from the deconcentration guidelines.

All other developments operated by THA are currently occupied by residents whose incomes fall at or below 30% of the area median income. Currently, no THA-operated developments fall into the "higher income development" category, so that no income-mixing is feasible or possible.

A report of resident incomes in covered developments will be generated on an annual basis and reviewed for compliance. Past trends and future indications suggest that it is unlikely that there will be any deviation from the 30% or less of median income status of the residents of THA-operated properties. The need to implement steps to promote income-mixing among developments will be reviewed and determined at the time that THA submits its annual and 5-year plans.

In the unlikely event that resident incomes show a disparity in income levels from development to development that requires a change in policy, methods such as those listed below may be utilized to promote income-mixing:

#### **Skipping a family on the waiting list to reach another family in an effort to further the goals of the PHA's deconcentration policy:**

**If a unit becomes available at a development below the EIR, the first eligible family on the waiting list with income above the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list with income above the EIR will be offered the unit. The process will continue in this order. For the available unit at the development below the EIR, if there is no family on the waiting list with income above the EIR, or no family with income above the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list in preference order regardless of income.**

**If a unit becomes available at a development above the EIR, the first eligible family on the waiting list with income below the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list with income below the EIR will be offered the unit. The process will continue in this order. For the available unit at the development above the EIR, if there is no family on the waiting list with income below the EIR, or no family with income below the EIR accepts the**

**offer, then the unit will be offered to the first eligible family on the waiting list in preference order regardless of income.**

**Skipping of families for deconcentration purposes will be applied uniformly to all families.**

**A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy. However, the PHA shall uniformly limit the number of offers received by applicants, described in this Chapter.**

### **Deconcentration Compliance**

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the PHA will be considered to be in compliance with the deconcentration requirement.

### **Preservation of Fair Housing Requirements**

Beyond the basic requirement of nondiscrimination, PHA shall affirmatively further fair housing to reduce racial and national origin concentrations.

The PHA shall not require any specific income or racial quotas for any development or developments.

A PHA shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

## Attachment B

### CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:</b> <b>Summary</b>					
<b>PHA Name: HOUSING AUTHORITY OF THE CITY OF TITUSVILLE</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P02550104 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2004
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	75,000			
2	1406 Operations	64,350			
3	1408 Management Improvements	51,900			
4	1410 Administration	32,175			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	37,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	127,334			
11	1465.1 Dwelling Equipment—Nonexpendable	7,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2,000			
14	1485 Demolition				
15	1490 Replacement Reserve				

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

<b>PHA Name: HOUSING AUTHORITY OF THE CITY OF TITUSVILLE</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P02550104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2004</b>
--	--	----------------------------------

**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	321,759			
22	Amount of line 21 Related to LBP Activities	10,000			
23	Amount of line 21 Related to Section 504 compliance	20,000			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF TITUSVILLE		Grant Type and Number Capital Fund Program Grant No: FL14P02550104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1. HA-WIDE	OPERATIONS	1406		64,350				
2. HA-WIDE	A. FORCE ACCOUNT	1408	2	36,900				
	B. MAINTENANCE VEHICLE	1408	1	15,000				
3. HA-WIDE	A. MOD. COORDINATOR	1410	1	25,000				
	B. E.D. & ASSISTANT	1410	2	5,000				
4. FL025002	A. A/E SERVICES	1430		25,000				
MAXWELL	B. LBP ABATEMENT SERVICES	1430		10,000				
COURT	C. ADVERTISING & PRINTING	1430		2,000				
	D. REPLACE ROOFS AND LBP		14 UNITS	OTHER				CDBG
	ABATEMENT							
	E. REPLACE PORCHES, UTL.RMS. AND UNIT WINDOWS	1460	14 UNITS	127,334				
	F. REPLACE WATER HEATERS	1465	14 UNITS	7,000				
5. HA-WIDE	COMPUTER HARDWARE	1475		2,000				
			<b>TOTAL</b>	<b>321,759</b>				

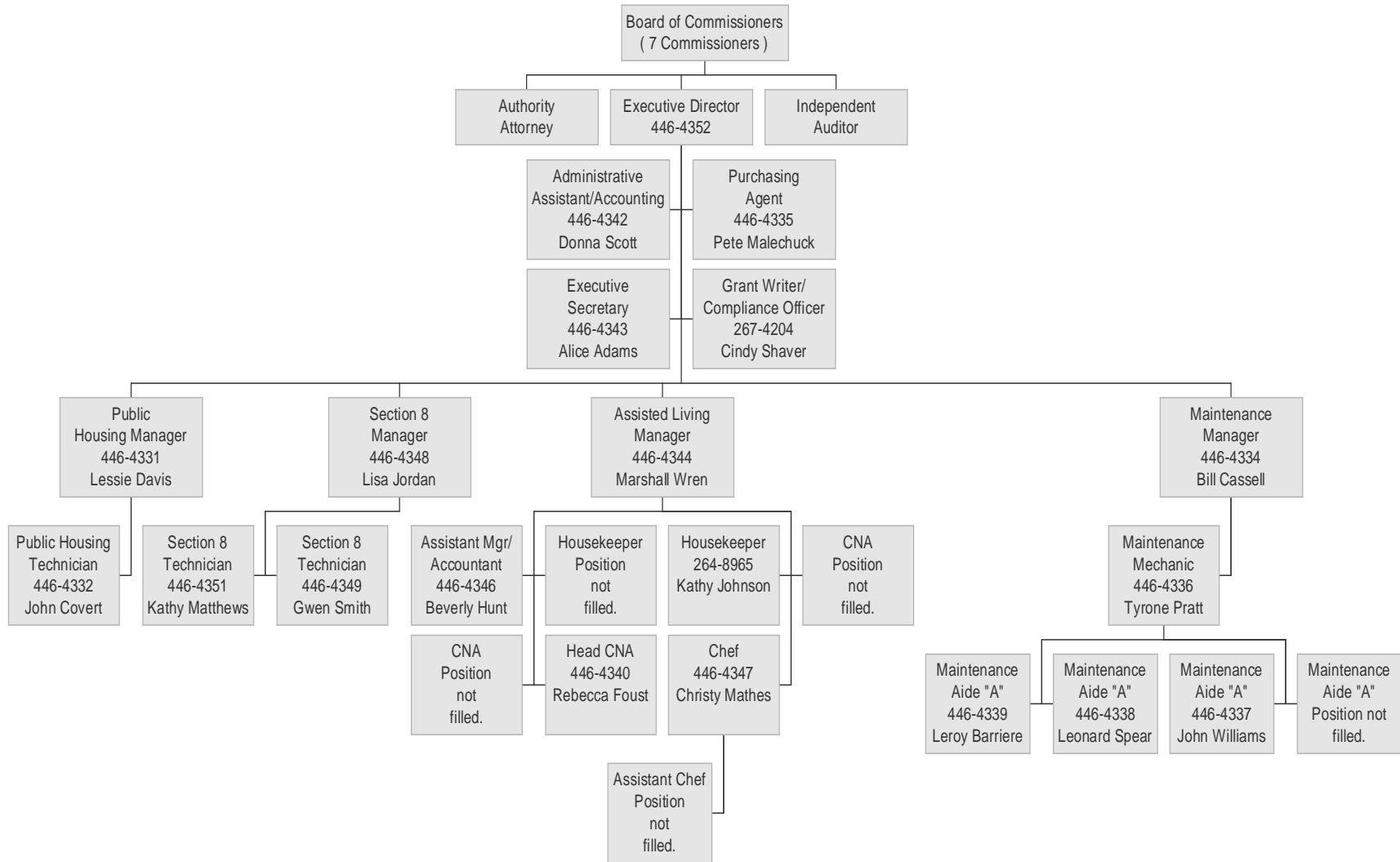


**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHA Name: HOUSING AUTHORITY OF THE CITY OF TITUSVILLE		Grant Type and Number Capital Fund Program No: FL14P02550104 Replacement Housing Factor No:					Federal FY of Grant: 2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1. HA-WIDE	12/31/04			03/30/05			
2. HA-WIDE A.	03/30/05			06/30/05			
B.	12/31/04			03/30/05			
3. HA-WIDE A & B	03/30/05			03/30/06			
4. FL025002	A 12/31/04			03/30/06			
MAXWELL COURT	B 12/31/04			03/30/06			
	C 12/31/04			03/30/06			
	E 06/30/05			03/30/06			
	F 06/30/05			03/30/06			
5 HA-WIDE	03/30/05			06/30/05			

Attachment C (Page 53)

# Housing Authority City of Titusville Organizational Chart



**Attachment D**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name HOUSING AUTHORITY OF THE CITY OF TITUSVILLE				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
25-2 Maxwell Court		298,000	248,000		
25-3 no name			50,000	90,000	25,000
25-4 no name				148,000	48,000
25-5 no name				60,000	100,000
25-6 Titusville Towers					125,000
HA-WIDE		2,000	2,000	2,000	2,000
CFP Funds Listed for 5-year planning		300,000	300,000	300,000	300,000
Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>  2  </u> FFY Grant: 2005 PHA FY: 03/2005			Activities for Year: <u>  3  </u> FFY Grant: 2006 PHA FY: 03/2006		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	FL025002	GUT REHAB	298,000	FL025002	GUT REHAB	248,000
Annual	MAXWELL COURT			MAXWELL COURT		
Statement						
				FL025003 NO NAME	ROOF SYSTEM	35,000
	HA-WIDE	Computer hardware	2,000		SITE DRAINAGE	15,000
				HA-WIDE	Computer hardware	2,000
	<b>Total CFP Estimated Cost</b>		\$ 300,000			\$ 300,000

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 03/2007			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 03/2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
FL025003 NO NAME	WINDOWS	40,000	FL025003 NO NAME	KITCHENS	6,000
	ROOF SYSTEM	50,000		BATHS	12,000
				WINDOWS	7,000
FL025004 NO NAME	ROOF SYSTEM	150,000			
			FL025004 NO NAME	ROOFS	25,000
FL025005 NO NAME	LBP ABATEMENT	23,000		KITCHENS	6,000
	ACM ABATEMENT	17,000		BATHS	10,000
	KITCHENS	28,000		WINDOWS	7,000
HA-WIDE	Computer hardware	2,000	FL025005 NO NAME	KITCHENS	50,000
				BATHS	30,000
				HVAC	20,000
			FL025006	BATHS	20,000
			TITUSVILLE	WINDOWS	20,000
			TOWERS	ROOF SYSTEM	70,000
				KITCHENS	15,000
			HA-WIDE	Computer hardware	2,000
<b>Total CFP Estimated Cost</b>		\$300,000			\$ 300,000

## Attachment E

### Comment Received from a Resident and Discussion by the RAB

On October 7, 2003, staff members from the Housing Authority of the City of Titusville (HACTV) met with the Resident Advisory Board to present this year's 5-Year and Annual Plan. A brief overview was given, and no comments were received at that time.

On November 4, 2003, staff members met again with the RAB. Questions from RAB members were answered, and the Grant Writer was informed that the membership of the RAB has changed since the writing of the Draft PHA Plan. The Secretary of the RAB promised to provide an updated list of RAB members. (Updated 11/12/2003)

One comment was received from Yolanda Cook, a RAB member on November 4, 2003. Ms. Cook stated that she would like to see additional wording on page 45 of the Annual Plan. Under item "C. Statement of Consistency with the Consolidated Plan" (page 44) and continuing on to page 45, item #2 "The PHA has taken the following steps to ensure consistency of the PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)---4<sup>th</sup> checked box "Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

e.g.: development of affordable housing projects; increase in housing opportunities for the elderly"

Ms. Cook would like the PHA to insert wording here to indicate that elderly persons and persons with disabilities should be considered priority populations for the development of affordable housing opportunities. No other comments were received at this meeting.

On December 2, 2003, staff members again met with the RAB. Staff made a point of distinction for the RAB that Ms. Cook's statement was documented and considered a "Comment by a Resident". In order to be a comment by the RAB, a vote would take place and a resolution would be passed. The RAB discussed Ms. Cook's comments, and decided among themselves that it would be best to leave the wording "affordable housing" in place and remove the target population of elderly, and not to add disabled persons or families as a target population. The reason for this decision is so that the needs of all public housing residents will not potentially be slighted for the needs of one or another target population. In other words, if funding is available for family housing, such funding would not go unused due to the needs of elderly and disabled populations not being specifically addressed first. In leaving the words, "affordable housing", the Housing Authority will maintain the flexibility of being able to serve all populations simultaneously as funding is available within the framework of the needs that exist, as addressed in this plan. The RAB came to agreement upon this wording. No vote was taken and no resolution was passed.

**Attachment F**

**Chapter 15**

**COMMUNITY SERVICE**

**[24 CFR Part 960 Subpart F and 24 CFR 903.7(l)]**

**INTRODUCTION**

The Quality Housing and Work Responsibility Act of 1998 mandates PHAs to require that adults living in public housing comply with community service requirements. On March 29, 2000, the Changes to Admission and Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Program Final Rule was published in the Federal Register. Community Service requirements are effective October 1, 2000 for PHAs with fiscal years that start on or after 10/1/00.

**A. REQUIREMENT**

Each adult resident of the PHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

## **B. EXEMPTIONS**

The PHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes.



### **C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM**

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The PHA will give residents the greatest choice possible in identifying community service opportunities.

The PHA will consider a broad range of self-sufficiency opportunities.

#### **D. ANNUAL DETERMINATIONS**

For each public housing resident subject to the requirement of community service, the PHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

#### **E. NONCOMPLIANCE**

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the PHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The head of household and the noncompliant adult must sign the agreement to cure.

#### **Ineligibility for Occupancy for Noncompliance**

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

**F. PHA RESPONSIBILITY**

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

**G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT**

**The PHA will provide to residents a brochure of community service and volunteer opportunities available throughout the community.**

**Attachment G**

**Membership of the Resident Advisory Board  
(Revised 11/12/2003)**

President: Franzi Peek  
Secretary: Elizabeth Cole  
Christine Cooper  
Yolanda Cook  
Gloria Jackson  
Gloria Demar  
Robin Cavalera  
Joan Gray  
Alice Eno  
Annie Ross  
Arethia Marlow

**Attachment H**

**Resident Membership of PHA Governing Board**

Ms. Joan Gray serves on the Housing Authority of the  
City of Titusville Board of Commissioners.

## Attachment I

# Statement of Progress in Meeting the 5-Year Plan Mission and Goals

### Mission

The Housing Authority of the City of Titusville (HACTV) is meeting its goal (the same goal of DHUD) in promoting “adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.”

By maintaining and improving its stock of 255 units of public housing and affirmatively promoting fair housing, the HACTV is meeting its mission. The City of Titusville is improving the downtown business district and identified CDBG target areas to improve economic opportunities in distressed neighborhoods.

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

PHA Goal: Expand the supply of assisted housing:

Seventy five Section 8 vouchers were awarded to HACTV to provide housing assistance to families who would otherwise be dislocated as a result of the Williams Apartments foreclosure.

An additional 75 vouchers were awarded to HACTV for Rental Assistance for Non-Elderly Persons with Disabilities in Support of Designated Housing Plans.

The acquisition or development of additional affordable housing units is under study, according to plan.

PHA Goal: Improve the quality of assisted housing

Efforts to improve PHAS and SEMAP scores are on-going and consistent with the high standards of management. A complete modernization of Carpenter Homes was completed in 1999, and improvements to Titusville Towers (FL025-006) have made dramatic improvements.

With the completion of modernization and physical conversion activities at FL 25-06 in September-2003 (total cost, approx. 1.2 million dollars), and the implementation of Assisted Living Facility services, resident satisfaction is expected to improve dramatically. An Assisted Living Facility license has been secured from the State of Florida Agency for Health Care Administration. All appropriate health department and fire department inspections have been performed and passed.

Planning is underway to modernize FL025-02, Maxwell Court Apartments. This development is accurately characterized as “severely distressed” public housing.

When the Housing Authority of the City of Titusville began autonomous operation in 1998, \$12 million in needed repairs/modernization were identified. Maxwell Courts will finally receive the modernization it so badly needs (over several years), beginning in FY 2004. Capital improvements will continue as funding permits. The City of Titusville is generously assisting this effort by awarding the Housing Authority with \$75,000 of CDBG funding to replace the roofs, facia and soffits of the 14 units (7 duplexes) that make up Maxwell Court Apartments.

PHA Goal: Increase assisted housing choices

Voucher mobility counseling and outreach efforts to potential voucher landlords are ongoing, with individual counseling of voucher-holders, and classes for prospective landlords. The recently-acquired vouchers for people with disabilities are being leased up as quickly as possible and residents of Williams Apts. have all received vouchers. The City of Titusville and Brevard County have homebuyer programs and the Authority makes referrals to the appropriate agencies.

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

PHA Goal: Provide an improved living environment

A Deconcentration Policy was developed and has been implemented. Security improvements are added as a part of modernization, and on-going meetings with the City of Titusville police department address known criminal problems, such as drug trafficking.

The designation of Titusville Towers (FL025-06) as elderly only occurred in 2002, and the conversion of FL025-06 to an Assisted Living Facility is underway at the time of this writing.

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

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

The conversion of Titusville Towers (FL025-06) to an Assisted Living Facility is bringing support services on-site, thereby greatly improving the quality of life for elderly residents.

Self sufficiency employment programs will be taken under consideration when funding permits. Due to the severely distressed nature of some of the family housing, modernization of facilities has been identified as a higher priority at this time. The Community Service requirement is being enacted in accordance with HUD guidelines.

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



PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Equal opportunity in housing is assured by observing fair housing laws and Housing Authority policies and procedures. In addition, once yearly the Housing Authority hosts and pays for Fair Housing training. Section 8 staff members assist persons with disabilities in locating accessible housing, and help owners by letting them know how they can make their rental units accessible. Space Coast Center for Independent Living specializes in accessibility issues, and clients and owners can be referred to this resource for further assistance. Public housing units are made accessible as a result of modernization efforts, which are being completed as rapidly as funding streams permit.

# Certification of Payments to Influence Federal Transactions

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

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Applicant Name

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Program/Activity Receiving Federal Grant Funding

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The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official	Title
Signature	Date (mm/dd/yyyy)

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, \_\_\_\_\_ the \_\_\_\_\_ certify  
that the Five Year and Annual PHA Plan of the \_\_\_\_\_ is  
consistent with the Consolidated Plan of \_\_\_\_\_ prepared  
pursuant to 24 CFR Part 91.

\_\_\_\_\_

Signed / Dated by Appropriate State or Local Official

---

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans***

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the small PHA streamlined Annual Plan for PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7( c)( 1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis -Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number

\_\_\_\_ Standard PHA Plan for Fiscal Year: 20\_\_

\_\_\_\_ Standard Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

\_\_\_\_ Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

X



Attachment "O"  
Public Meeting Resolution Number 1

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A Resolution Approving Submission of Annual and Five-Year Plan  
Update

**WHEREAS:** the Board of Commissioners has reviewed the Annual Plan and Five-Year Plan updating beginning in FY 2004, and...

**WHEREAS:** the Resident Advisory Board has reviewed the Annual Plan and Five-Year Plan updating, and...

**WHEREAS:** Staff has provided answers to inquires and provided information for the basis of the Annual Plan and Five-Year Plan update, and...

**WHEREAS:** the public meeting for public discussion of the Annual and Five-Year Plan update was properly advertised in the local newspaper, The Florida Today, and...

**WHEREAS:** the Board of Commissioners and the Resident Advisory Board were provided copies of the plan in advance in order to review prior to the public meeting, and...

**WHEREAS:** the Board of Commissioners has properly advertised, scheduled and held a public meeting to review the Annual Plan and Five-Year Plan prior to submission to HUD

**NOW THEREFORE BE IT RESOLVED:**

1. The executive Director is authorized to submit the Annual Plan and Five-Year Plan update to the Department of Housing and Urban Development.

Following discussion and consideration, Commissioner Kenyon-Hull moved the above resolution. Motion received a second from Commissioner Portlock, and upon a proper Roll Call vote, was approved unanimously. The Chairman declared the resolution adopted.

ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2003

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Executive Director

ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2003

**Attachment P**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Titusville		Grant Type and Number Capital Fund Program Grant No: FL14P02550101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:09/30/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	419,693	435,000	435,000	395,000
2	1406 Operations	89,046	89,046	89,046	89,046
3	1408 Management Improvements	60,492	52,492	52,492	52,492
4	1410 Administration	17,295	17,295	17,295	17,295
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	52,000	52,342.17	52,342.17	52,342.17
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	226,398	234,398	234,398	197,380.59
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

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

<b>PHA Name:</b> Housing Authority of the City of Titusville	<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P02550101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: 3)
  Performance and Evaluation Report for Period Ending:09/30/2003
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	445,231	445,231	445,231	408,555.76
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	97,000	97,000		
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	9,000	9,000		
26	Amount of line 21 Related to Energy Conservation Measures	19,000	19,000		

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

PHA Name: Housing Authority of the City of Titusville		Grant Type and Number Capital Fund Program Grant No: FL14P02550101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1. HA-WIDE	OPERATIONS	1406		89,046	89,046	89,046	89,046	completed
2. HA-WIDE	a. Staff training to obtain efficient PHAS score and maintain Maint. technology	1408		6,000	6,000			defer
	b. Resident Management & Capacity	1408		2,000	2,000			defer
	c. Resident Employment & Training	1408	2	38,000	38,000	38,000	38,000	completed
	d. Maintenance Service Vehicle	1408	1	17,000	14,492	14,492	14,492	completed
3. HA-WIDE	Modernization Coordinator	1410	@50%	17,295	17,295	17,295	17,295	completed
4. HA-WIDE	A/E services, advertising & contract costs	1430		52,000	52,342.17	52,342.17	52,342.17	completed
5. FL 25-6 Titusville Towers	a. Replace fire pump, hose reels, piping	1460						
	b. Replace exterior doors, railings & hatches	1460						
	c. Replace exterior lighting & landscape	1460						
	d. Concrete & stucco repairs	1460						
	e. Construct new accessible laundry	1460						
	f. Remodel ground floor & entrances	1460						
	g. Make rear of building accessible	1460						
	h. Replace 3 remaining original ground floor wastewater mains & HVAC	1460						
	<b>Total 1460 a.-i</b>			226,398	234,398	234,398	197,380.59	ongoing
	<b>GRAND TOTAL</b>			<b>445,231</b>	<b>445,231</b>	<b>445,231</b>	<b>408,555.76</b>	

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

PHA Name: Housing Authority of the City of Titusville		Grant Type and Number Capital Fund Program No: FL14P02550101 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1. HA-WIDE OPERATIONS	3/31/02		12/31/01	03/31/03		12/31/01	
2. HA-WIDE MANAGEMENT IMPR.	06/30/03		06/30/03	09/30/03		06/30/03	completed
3. HA-WIDE ADMINISTRATION	09/30/02		9/30/2002	03/31/03		06/30/03	Delay in contract
4. HA-WIDE FEES & COSTS	03/31/02		03/31/02	06/30/03		03/30/03	completed
5. FL 25-6 TITUSVILLE TOWERS	09/30/02		9/30/02	06/30/03	12/31/03		Contract close-out paperwork in process

Attachment Q

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Titusville		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14P02550102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	82,888	82,888	82,888	82,888.00
3	1408 Management Improvements Soft Costs	46,700	17,366.78	17,366.78	17,366.78
	Management Improvements Hard Costs	15,810	14,610	14,610	14,610
4	1410 Administration	40,125	30,125	30,125	30,125
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000	25,730	25,730	20028.78
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	208,915	243,718.22	243,718.22	189,233.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				

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

PHA Name: Housing Authority of the City of Titusville		Grant Type and Number Capital Fund Program Grant No: FL14P02550102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	414,438	414,438	414,438	354,251.58
	Amount of line XX Related to LBP Activities	9,300			
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	1,960			
	Amount of line XX Related to Energy Conservation Measures	16,740			
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the City of Titusville		Grant Type and Number Capital Fund Program Grant No: FL14P02550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
1. HA-WIDE	OPERATIONS		1406		82,888	82,888	82,888	82,888	completed
2. HA-WIDE	MANAGEMENT IMPROVEMENTS								
	a. Training for HA staff to maintain or Improve PHAS scores and maintenance Technical skills		1408		7,300	0			defer
	b. Force Account Labor		1408	2	36,900	17,366.78	17,366.78	17,366.78	complete
	c. Resident Management Capacity Blg.		1408		2,500	0			defer
	d. Management Vehicle		1408	1	15,810	14,610	14,610	14,610	complete
3.HA-WIDE	Modernization Coordinator @ 75%		1410	1	30,125	20,125	20,125	20,125	complete
	E.D.@4k- Asst @1,688- HPM@1.5K		1410	1 ea	10,000	10,000	10,000	10,000	complete
4. FL25-6	LBP/ACM consultant & testing		1430	120 units	20,000	25,730	25,730	20,028.78	ongoing
Titusville Towers	1.Exterior Renovations and abatement		1460	120 units	208,915	243,718.22	243,718.22	189,233	ongoing
5. FL25-2	a. Replace site plumbing, parking, Electrical and landscaping		1450	4 units					defer
Maxwell Court	b. dwelling units gut rehab		1460	4 units					defer
	c. HVAC and water heaters		1465.1	4 units					defer
	d. Relocation costs		1495.1	4 units					defer
	Grand Total				<b>414,438</b>	<b>414,438</b>	<b>414,438</b>	<b>354,251.58</b>	



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

PHA Name: Housing Authority of the City of Titusville		Grant Type and Number Capital Fund Program No: FL14P02550102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
1. HA-WIDE	12/31/2002		9/30/2002	03/30/2003		09/30/2002	complete	
2. HA-WIDE	06/30/2003	09/30/2003	9/30/2003	12/30/2004		09/30/2003	complete	
3. HA-WIDE	06/30/2003	09/30/2003	9/30/2003	03/30/2004		09/30/2003	complete	
4. FL025006								
Titusville Towers								
Fees & Costs	03/30/2003	09/30/2003		09/30/2003	12/31/2003		Revised to contract changes	
1. Exterior Renovations	12/31/2002	09/30/2003		09/30/2003	12/31/2003		Revised due to abatement costs	
5. FL025002								
Maxwell Court								
Fees & Costs	06/30/2003			06/30/2005			Defer	
a. Site	09/30/2003			12/31/2005			Defer	
b. Dwelling	09/30/2003			12/31/2005			Defer	
c. Dwelling Equip.	09/30/2003			12/31/2005			Defer	
d. Relocation	06/30/2003			12/31/2005			Defer	