

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

**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: Panama City Housing Authority

PHA Number: FL018

PHA Fiscal Year Beginning: 10/2004

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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 83
 - Improve voucher management: (SEMAP score) 100
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan. Attachment (fl018e01)

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration (fl018d01)
- X Capital Fund Program Annual Statement (fl018b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- X PHA Management Organizational Chart (fl018a01)
- Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (fl018c01)
- X Executive Summary of the Annual PHA Plan (fl018e01)
- Community Service Requirement (fl018f01)
- Resident Advisory Board (fl018g01)
- Resident Commissioner (fl018h01)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
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
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by

completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4009	5	5	2	2	4	2
Income >30% but <=50% of AMI	2155	3	5	2	2	3	2
Income >50% but <80% of AMI	773	2	2	2	2	2	3
Elderly	1019	5	5	5	5	5	5
Families with Disabilities	310	5	2	3	1	1	1
Race/Ethnicity 1	1123	5	4	3	1	1	3
Race/Ethnicity 2	2165	5	4	3	1	1	3
Race/Ethnicity 3	0	5	4	3	1	1	3
Race/Ethnicity 4	80	3	3	3	2	3	4

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input 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	194		178
Extremely low income <=30% AMI	168	87	
Very low income (>30% but <=50% AMI)	21	11	
Low income (>50% but <80% AMI)	5	3	
Families with children	103	53	
Elderly families	15	8	
Families with Disabilities	55	28	
Race/ethnicity	112	58	
Race/ethnicity	77	40	
Race/ethnicity	1	17	
Race/ethnicity	4	2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	91	47	54
2 BR	63	32	67
3 BR	32	16	52
4 BR	6	3	9
5 BR	2	1	1
5+ BR	0	0	0

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	204		125
Extremely low income <=30% AMI	169	83	
Very low income (>30% but <=50% AMI)	30	15	
Low income (>50% but <80% AMI)	1	2	
Families with children	77	38	
Elderly families	8	4	
Families with Disabilities	56	27	
Race/ethnicity	92	45	
Race/ethnicity	106	52	
Race/ethnicity	6	3	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 10			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	725,880	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,929,755	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 98726 461053	559,779	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	452,682	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	3,668,116	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (5)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

- c. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X 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)

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- X Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

- X Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

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

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

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

- X PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Tight market – inability to locate adequate housing.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- X Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

X For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - X Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
Hardship – no minimum rent charged.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (FL018A01)

- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	450	20
Section 8 Vouchers	418	45
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**PANAMA CITY HOUSING AUTHORITY
OPERATIONS AND MANAGEMENT**

ORGANIZATIONAL PLAN

The Panama City Housing Authority of the City of Panama City is a chartered housing authority under the laws of the State of Florida for the primary purpose of providing and administering affordable housing for lower income citizens of the Panama City/Bay County area. Since its incorporation, but within its charter, the Housing Authority has expanded to provide other related services to the citizens of Panama City and specified areas. Due to the expansion and the scope of the responsibility of each individual program administered, the organizational structure of the Authority has changed and is set out herein by area of responsibility and function.

A. Organizational Functions

The primary function of the Housing Authority of Panama City is to provide and administer management of low rent income housing, and associated programs for the citizens of the Panama City/Bay County area. Pursuant to a Certificate of Incorporation issued by the State of Florida, the Housing Authority receives policy guidance and operational approval from the Housing and Urban Development department of the United States. A governing board of commissioners appointed for the purpose of administering and maintaining a low rent housing program are eligible residents and applicants, and administering other designated and authorized programs as specified by the Department of Housing and Urban Development.

B. Secretary of the Board of Commissioners

The Secretary of the Board of Commissioners is the Chief Operating Officer of the Housing Authority and is titled the Executive Director. The Executive Director is responsible to the Board of Commissioners and the U.S. Department of Housing and Urban Development (HUD) for the efficient operation of the Authority and overall management of the housing programs and other designated programs as approved by the Board of Commissioners.

C. Administrative Functions

Administrative functions of the Housing Authority include providing recommendations and advice to the Board of Commissioners on matters relating to:

1. Housing management and planning for low rent housing and other designated programs.
2. Financial and physical expenditures and receipts of all Housing Authority funds.
3. Administrative and physical responsibilities with the United States Department of Housing and Urban Development.

Further, through the office of the Executive Director, administrative responsibilities are delegated by the Executive Director a supervisory staff who is charged with a specific direction of applicable programs, projects and housing authority employees.

By delegation, responsibilities of such selected staff members are:

1. To establish and maintain effective personnel administration within prescribed policies and regulations to include maintenance of individual personnel records, employment procedures, compensation programs, employee benefit programs, job analysis and evaluation, employee performance appraisal systems and such other activities relevant to personnel management as may be deemed necessary in accordance with established Panama City Housing Authority policy direction.
2. To execute policies and direction of the Board of Commissioners through the Executive Director in respect to the overall administrative and operational functional responsibilities of the Panama City Housing Authority. To oversee the maintenance of the central administrative files and master regulatory reference files.
3. To develop in conjunction with the Executive Director and department heads, an effective public relations program including working with civic clubs, religious groups, news media, etc... to ensure favorable public relations for the overall Housing Authority programs.
4. To assist, participate and coordinate special project plans as directed by the Board of Commissioners. To keep thoroughly informed on Federal, State, and local laws and policies, procedures, requirements and philosophy for project plan activities.

D. Housing Management Division

Primary responsibility of Housing Management personnel is the administration of housing policies involving responsibility for the economical and efficient management of several housing projects and other programs, to include: resident occupancy housing standards and controls, collection of rents, inspection of units, and determining overall residential needs.

Major functions of housing management are:

1. To apply federal law and authority policy in establishing operating procedures in order to efficiently discharge the responsibilities of all aspects of the management of low rent housing.
2. To establish standards and criteria for the physical conditional of housing units for occupancy.

3. To participate in the development and maintenance of a well planned and comprehensive occupancy program.
4. To maintain and implement the Housing Authority occupancy procedures to include, but not to be limited:
 - a. Determination of applicable rents of tenant families and conduct annual reexamination of rents.
 - b. Conduct housing applicant interviews and maintain applicant records.
 - c. Verify applicant income, financial status, family composition and other pertinent data relative to acceptability standards for housing assistance from the Authority.
 - d. Counseling of occupants on social, economic and domestic related items.
 - e. Coordinate with the administrative staff and maintenance division on occupancy and rental matters.
5. To conduct housing inspections and coordinate with the maintenance division in providing an effective and economical overall maintenance program.
6. To perform other related functions as directed by the Executive Director of the Panama City Housing Authority.

E. Maintenance Division

The primary responsibility of the maintenance division is the efficient and economical operation of the Authorities Maintenance activities within prescribed policies and regulation.

Major functions of the maintenance division are:

1. To establish and maintain operating procedures in order to efficiently and effectively discharge the responsibility of the Authorities maintenance division.
2. To coordinate with the Housing Management Division relative to the overall maintenance program and scheduling concerning inspection, rental and occupancy of housing units.
3. To establish and conduct an ongoing preventive maintenance program whereby a routine inspection schedule is maintained to make minor ordinary repairs.
4. To establish and conduct a thorough and complete grounds maintenance and care program.

F. Section 8 Existing Housing Division

The primary function of this division is the administration of the Section 8 existing housing assistance program conducted by the Panama City Housing Authority. The responsibilities and functions are:

1. To take and process applications from prospective participant households.
2. To verify incomes reported and household size to determine eligibility.

3. To inspect proposed housing units if they meet HUD Section 8 minimum Housing Standards that are requirements of this program.
4. To monthly administer assistance payments to program participants.
5. To periodically re-exam participants to assure continued eligibility as well as to conduct housing inspections.

G. Administrative Staff

The Administrative Staff consists of the Executive Director, Assistant Director and Executive Assistant. The primary function of this staff is to see that all functions of all divisions are coordinated to efficiently conduct the business of the Housing Authority in accordance with policy guidelines as set out by the Board of Commissioners, and in accordance with regulations of the U.s. Department of Housing and Urban Development. Functions of individual positions are as follows:

1. Executive Director
To act as Chief Executive Officer of the Housing Authority and as Secretary to the Board of Commissioners. The primary function of this position is to ensure responsibility for the general management and operation of all functions and areas of Housing Authority operations.
2. Assistant Director
To act in behalf of the Executive Director in his/her absence and to execute all directions of the Executive Director.
3. Maintenance Supervisor
This is a supervisory position responsible to the Executive Director for the general supervision and operation of the overall maintenance function of the Housing Authority relative to the maintenance, repair and upkeep of all housing units, appliances, offices, buildings and grounds, in accordance with Housing Authority policy, City/Bay County Code Standards and Requirements and Directives of the U.S. Department of Housing and Urban Development.
4. Executive Assistant
The Executive Assistant serves as a direct assistant to the Executive Director and the Assistant Director in all matters relating to the conduct of Housing Authority business. The Executive Assistant is also responsible for the areas of public relations and inter-agency relations on behalf of the Executive Director and the Assistant Director and performs all clerical responsibilities relative to this function.

H. Position Classifications and Descriptions

In order to carry out the functions of the Panama City Housing Authority, the organizational chart included herein has been established and approved by the Board of Commissioners. This chart indicates the responsibility structure of the Housing Authority. This classification plan broadens the previous section by detailing functions, responsibilities and qualifications for each position and area of the Authority. The job descriptions are all

directly related to each job function. The classification plan consists of the grouping of positions by area of responsibility within the overall framework of the Authority and a detailed description of each position as to specific responsibility, qualification and basic function is also included.

1. Basic Qualifications

Basic Qualifications are required for all employees in the different classes, such as acceptable physical condition, honesty, sobriety and industry, shall be deemed to be implied as qualification requirements for employment or entrance to each class and position even though they may not be specifically mentioned in the position description. The Panama City Housing Authority is a drug free workplace; therefore, all employees are subject to an initial passing of a drug screen before employment and subject to random drug screens as so described by the Executive Director.

2. Temporary Appointment

The Executive Director may create a temporary position within the classification schedule when he/she deems such action is necessary, and the action is in conformance with other HUD regulated and approved budget classifications; however, such position and the resulting appointment will not exceed six (6) months and may not be renewed without the approval of the Board of Commissioners.

3. Employee Definitions:

Regular Full Time Employee: Any employee of the Authority working a standard work week of not less than 40 hours per week. A regular full time employee will be eligible to be enrolled with Authority medical insurance coverage as outlined by the applicable plan and documented. A regular full time employee will be enrolled in the retirement program. A regular full time employee will accrue annual and sick leave as outlined in the Authority's personnel policy and will be subject to all the Authority's rules and regulations covering annual and sick leave.

The Authority's Personnel Policy affects the regular full time employee where applicable. All employees of the Panama City Housing Authority are subjected to the Authority's Personnel Policy.

Regular Part-Time Employee: Any employee of the Authority working a standard work week of not more than 30 hours.

A regular part time employee will be eligible to be enrolled with current Authority medical insurance coverage as outlined by the applicable plan document. A regular part time employee will be enrolled in the retirement program.

A regular part time employee will accrue annual and sick leave as outlined in the Authority's Personnel Policy and will be subject to all Authority's rules and regulations covering annual and sick leave.

The Authority's Personnel Policy affects the regular part time employee where applicable.

Temporary Full Time Employee: Any employee enrolled on a provisional status, statutory status, working a standard work week of not less than 40 hours.

Temporary full time employees are not in a bonafide position of a regular nature and are not subject to, or eligible to, receive a probation period, evaluation or any type of medical coverage.

Temporary full time employees are not eligible to be enrolled in the employee retirement program and do not participate in any accrued annual and/or sick leave.

The Authority's Personnel Policy affects the Temporary Full Time Employee where applicable.

Temporary Part Time Employee: Any employee enrolled on a provisional status, statutory status, working a standard work week of not more than 30 hours.

Temporary Part Time Employees are not in a bonafide position of a regular nature and are not subject to, or eligible to, receive a probation period, evaluation or any type of medical coverage.

Temporary Part Time Employees are not eligible to be enrolled in the employee retirement program and do not participate in any accrued annual and/or sick leave.

Temporary Part Time Employees and their positions can be eliminated by: (a) the return to work of the regular employee; (b) the termination of elimination of the job position(s), or; (c) the ending of a scheduled personal job or seasonal activity.

The Authority's Personnel Policy affects the Temporary Part Time Employee where applicable.

Individual Position Job Descriptions: The individual job descriptions for all jobs of the Panama City Housing Authority are included in the Personnel Policy.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

GRIEVANCE PROCEDURE

PANAMA CITY HOUSING AUTHORITY

RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

DEFINITIONS

For the purpose of the Grievance Procedure, the following definitions are applicable:

A. **“Grievance”** shall mean any dispute which a resident may have with respect to the Panama City Housing Authority’s action or failure to act in accordance with the individual resident’s lease or HA regulations which adversely affect the individual resident’s rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the HA concerning a termination of tenancy or eviction that involves any activity that threatens the health, safety or right to peaceful enjoyment of the HA’s public housing premises by other residents or employees of the HA; or any violent or drug-related criminal activity on or off such premises; or any activity resulting in a felony conviction. Nor shall this process apply to disputes between residents not involving the Panama City Housing Authority or to class grievances.

B. **“Complainant”** shall mean any resident whose grievance is presented to the Panama City Housing Authority or at the development management office in accordance with section 3.0 and 4.0 of this procedure.

C. **“Elements of Due Process”** shall mean an eviction action or a termination of tenancy in a State of local court in which the following procedural safeguards are required.

1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
2. Right of the resident to be represented by counsel;
3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
4. A decision on the merits.

D. **“Hearing Officer”** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.

E. **“Resident”** shall mean the adult person (or persons) other than a live-in aide:

1. Who resides in the unit and who executed the lease with the Panama City Housing Authority as lessee of the premises, or, if no such person now resides in the premises;
2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.

F. **“Resident Organization”** includes a resident management corporation.

G. **“Promptly”** (as used in section 3.0 and 4.0 (D)), shall mean within the time period indicated in a notice from Panama City Housing Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, wither orally or in writing, to the Panama City Housing Authority office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the HA's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

PROCEDURES TO OBTAIN A HEARING

REQUEST FOR HEARING

The resident shall submit a written request for a hearing to the HA or the development office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

SELECTION OF A HEARING OFFICER

A grievance hearing shall be conducted by an impartial person appointed by the Panama City Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The Panama City Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations, from this list, a hearing officer shall be selected. The Panama City Housing Authority shall consider any comments or recommendations by a resident organization.

FAILURE TO REQUEST A HEARING

If the resident does not request a hearing in accordance with this section, then the Panama City Housing Authority's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident or the right thereafter to contest the Panama City Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

HEARING PREREQUISITE

All grievances shall be promptly presented in person, wither orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

ESCROW DEPOSIT

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Panama City Housing Authority claims is due, the resident shall pay to the Panama City Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Panama City Housing Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Panama City Housing Authority may waive these requirements. Unless so waived, the failure to make payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the

resident may have to contest the Panama City Housing Authority's disposition of his/her grievance in any appropriate judicial proceeding.

SCHEDULING OF HEARINGS

Upon the resident's compliance with this section, the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Panama City Housing Authority. A written notification specifying time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any HA documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Panama City Housing Authority does not make the document available for examination upon request by the resident, the Panama City Housing Authority may not rely on such document at the grievance hearing;
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the HA or development management, and to confront and cross examine all witnesses upon whose testimony or information the Panama City Housing Authority or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Office determines that the issue has been previously decided at another hearing.

If either the resident or HA fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Panama City Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities.

- A. The Panama City Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS

The participant family may request that the Panama City Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participating family must make this request within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefore, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the cha. The HA shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained o file by the Panama City Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Panama City Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Panama City Housing Authority's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

A. The grievance does not concern Panama City Housing Authority action or failure to act in accordance with or involving the resident's lease or HA regulations. Which adversely affect the resident's rights, duties, welfare or status;

B. The decision of the Hearing Officer is contrary to applicable Federal, State of local law, HA regulations, or requirements of the Annual Contributions Contract between the HA and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Panama City Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Section 8

INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

The Panama City Housing Authority will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the Panama City Housing Authority decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. When an Informal Review is not Required

The Panama City Housing Authority will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the Panama City Housing Authority subsidy standards.
2. A Panama City Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
3. A Panama City Housing Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A Panama City Housing Authority determination that a unit selected by the applicant is not in compliance with HQS.
5. A Panama City Housing Authority determination that the unit is not in accordance with HQS because of family size or composition.

6. General policy issues or class grievances.
7. Discretionary administrative determinations by the Panama City Housing Authority.

C. Informal Review Process

The Panama City Housing Authority will give an applicant an opportunity for an informal review of the Panama City Housing Authority decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the Panama City Housing Authority other than the person who made or approved the decision under review or a subordinate of this person.
2. The applicant will be given an opportunity to present written or oral objections to the Panama City Housing Authority decision.
3. The Panama City Housing Authority will notify the applicant of the Panama City Housing Authority decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Panama City Housing Authority will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the Panama City Housing Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of

request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision to request the review.

INFORMAL HEARINGS FOR PARTICIPANTS

A. When a Hearing is Required

1. The Panama City Housing Authority will give a participant family an opportunity for an informal hearing to consider whether the following Panama City Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Panama City Housing policies:

- a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
- b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Panama City Housing Authority utility allowance schedule.
- c. A determination of the family unit size under the Panama City Housing Authority subsidy standards.
- d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Panama City Housing Authority subsidy standards, or the Panama City Housing Authority determination to deny the family's request for an exception from the standards.
- e. A determination to terminate assistance for a participant family because of the family's action or failure to act.
- f. A determination in paragraphs 16.3(A)(a)(d), (e), and (f), of this Section, the Panama City Housing Authority will give the opportunity for an informal hearing before the Panama City Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the Panama City Housing Authority will give the opportunity for an informal hearing before the Panama City Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not Required

The Panama City Housing Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the Panama City Housing Authority.
2. General policy issues or class grievances.
3. Establishment of the Panama City Housing Authority schedule of utility allowances for families in the program.
4. A Panama City Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
5. A Panama City Housing Authority determination not to approve a unit or lease.
6. A Panama City Housing Authority determination that an assisted unit is not in compliance with HQS. (However, the Panama City Housing Authority will provide the

opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)

7. A Panama City Housing Authority determination that the unit is not in accordance with HQS because of the family size.

8. A determination by the Panama City Housing Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. In the cases described in paragraphs 16.3 (A) (1) (a), (b), and (c), of this Section, the Panama City Housing Authority will notify the family that the family may ask for an explanation of the basis of the Panama City Housing Authority's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.

2. In the cases described in paragraphs 16.3 (A)(1)(d), (e), and (f), of this Section, the Panama City Housing Authority will give the family prompt written notice that the family may request a hearing within ten (10) business days of the notification.

This notice will:

- a. Contain a brief statement of the reasons for the decision; and
- b. State this if the family does not agree with the decision, the family may request an informal hearing on the decision within ten (10) business days of the notification.

D. Hearing Procedures

The Panama City Housing Authority and participants will adhere to the following procedures:

1. Discovery

a. The family will be given the opportunity to examine before the hearing any Panama City Housing Authority documents that are directly relevant to the hearing. The family will be allowed to copy any such documents at the family's expense. If the Panama City Housing Authority does not make the document(s) available for examination on request of the family, the Panama City Housing Authority may not rely on the document at the hearing.

b. the Panama City Housing Authority will be given the opportunity to examine, at the Panama City Housing Authority's offices before the hearing, any family documents that are directly relevant to the hearing. The Panama City Housing Authority will be allowed to copy any such document at the Panama City Housing Authority's expense. If the family does not make the document(s) available for examination on request of the Panama City Housing Authority, the family may not rely on the document at the hearing.

Note: The term **document** includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

a. The hearing will be conducted by any person or persons designated by the Panama City Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person.

b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the Panama City Housing Authority hearing procedures.

4. Evidence

The Panama City Housing Authority and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within fourteen (14) calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The Panama City Housing Authority is not bound by a hearing decision:

a. Concerning a matter for which the Panama City Housing Authority is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the Panama City Housing Authority hearing procedures.

b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State or local law.

c. If the Panama City Housing Authority determines that it is not bound by a hearing decision, the Panama City Housing Authority will notify the family with fourteen (14) calendar days of the determination and of the reasons for the determination.

E. Considering Circumstance

In deciding whether to terminate assistance because of action or inaction by members of the family, the HA may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The HA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The HA may permit the other members of a participant family to continue receiving assistance.

If the HA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the HA provides notice to the family of the HA determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Panama City Housing Authority will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

F. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Panama City Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within thirty (30) days of receipt of the *Notice of Denial or Termination of Assistance*, or within thirty (30) days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to thirty (30) days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision.

A. Public Housing

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

B. Section 8 Tenant-Based Assistance

1. X Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-

based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) FL018B01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (FL018C01)

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

- a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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? 07/11/2001

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes X 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: 06/30/04)
Public Housing		
Section 8	44	53

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

Massalina, Dickinson, and Kirkland

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

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

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

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

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
 Massalina, Dickinson, and Kirkland

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PANAMA CITY HOUSING AUTHORITY

PET RULES

1. Behavior/Disposition of Pets: Unruly, vicious, dangerous or noisy pets are not permitted.
2. Complaints About Pets: All complaints about pets must be written, signed and submitted to the Panama City Housing Authority, 804 East 15th Street, Panama City, Florida 32405.
3. Damage Caused by Pets: Destructive pets are not permitted. Owners of pets that damage dwelling units, grounds or buildings will be charged for repair of the damage and will be issued Notices of Pet Rule Violation. Pet owners are liable for any damage to neighbors' property caused by pets.
4. Density of Pets: Only one (1) pet is permitted in each dwelling unit.
5. Deposit for Pets: A resident who owns and keeps a pet must deposit with the Panama City Housing Authority a Pet Deposit in the amount of \$300.00. The pet owner may pay \$50.00 of the Pet Deposit or the amount of the pet owner's monthly rent, if such rent is less than \$50.00, upon registration of the pet with the Housing Authority and \$25.00 per month thereafter, until the balance of the \$300.00 is paid. The Pet Deposit is refundable if there is no "pet caused" damage to his/her dwelling unit or outside area of responsibility when the pet owner moves or when he/she no longer keeps a pet. Pet owners must pay Pet Deposits in addition to the regular Panama City Housing Authority Security Deposit.
6. Failure to Comply with Pet Rules: A pet owner who fails to comply with the Panama City Housing Authority Pet Rules will receive a Notice of Pet Rule Violation. If the violation is not corrected within ten (10) days after the owner receives the Notice of Pet Rule Violation, the pet owner will receive a Notice for Pet Removal. If the pet is not removed within seven (7) days after the owner's receipt of the Notice for Pet Removal, the pet owner will receive a Notice of Lease Termination, giving the pet owner thirty (30) days to vacate the dwelling unit.
7. Inoculation of Pets: Pets must be inoculated in accordance with applicable State and Local laws and regulations prior to their being brought onto Housing Authority premises.
8. Licensing of Pets: Pets must be licensed in accordance with applicable State and Local laws prior to their being brought onto Housing Authority property.
9. Neutering: All pets of Panama City Housing Authority residents must be neutered.
10. Registration of Pets with the Panama City Housing Authority: A pet owner must register his/her pet with the Housing Manager and must make, at least, initial payment of the Pet Deposit (see #5, Deposit for Pets) before the pet is brought onto Housing Authority premises; and the owner must update the registration annually. The following items must be submitted to the Housing Manager to register a pet:
 - A. Registration form, completed and signed by pet owner. Registration forms are available at the Administrative Office.
 - B. Certificate that the pet is neutered, signed by a licensed veterinarian or a State or local authority empowered to neuter animals (or a designated agent of such an Authority). If the pet is too young for neutering at the time of registration, the pet owner must sign a statement that the procedure will be performed as soon as the veterinarian determines that the pet is old enough.

- C. Certificate that the pet has received all inoculation required by State and Local law, signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or a designated agent of such an authority).
- D. Copy of pet license.
11. Restraint of Pets: A pet must be on a leash and under the control of a responsible individual at all times while outside the dwelling unit of the pet owner.
12. Sanitary Standards: Pets may be exercised and may deposit waste ONLY along the property-line fence behind the buildings. Pet owners must remove and properly dispose of all removable pet waste. (Pet owners must take suitable containers to the exercise area, collect their pet's waste, take the waste to their apartments, and place it in their garbage containers.) Litter in litter boxes, if litter boxes are used, must be changed at least twice a week. Solid waste must be removed from litter boxes daily. Under no circumstances will pets be permitted to deposit waste in flowerbeds, on sidewalks, on streets or in lawn areas. No fleas, pet dirt or pet odor, whatever, will be permitted. If maintenance personnel clean up pet waste, the offending pet's owner will be charged \$10.00 and he/she will be issued a Notice of Pet Rule Violation.
13. Size and Type of Pet: Only common household pets, such as dogs, cat, birds, guinea pigs, hamsters, rabbits, fish and turtles are permitted. Pets may not exceed twenty-five (25) pounds in adult weight. Reptiles, except turtles, and wild animals, such as squirrels, skunks, opossums, ferrets and raccoons are not common household pets.
14. Temporary Accommodation of Pets: Residents are not permitted to board or keep pets on a temporary basis.
15. Unattended Pets: Pets may be left unattended in dwelling units for a reasonable period of time, not to exceed twelve (12) hours, ONLY if the pets cause no disturbance and if adequate food, water, ventilation and sanitary facilities are provided by the owners.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

Standard PHA Plan PHA Certifications of Compliance

**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 standard 5-

Year Plan and Annual Plan for the PHA fiscal year beginning October 1, 2004, 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 (24CFR 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.

Panama City Housing Authority FL018

PHA Name PHA Number/HA Code

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)

John T. Bruce, Sr.-Chairman

Signed/Dated by PHA Board Chairman

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
X Development-based accounting
X Comprehensive stock assessment
 Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
X Attached at Attachment (FL018E01)
 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.
X The PHA changed portions of the PHA Plan in response to comments See attachment (FL018E01)
 Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: (City of Panama City)

- 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)

- X 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.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number FL29P01850104 FFY of Grant Approval: (09/2004)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	28,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10,000
8	1440 Site Acquisition	
9	1450 Site Improvement	22,000
10	1460 Dwelling Structures	516,493
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	576,493
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Housing Inspector	1408	28,000
18-2	Bathroom renovation	1460	246,600
18-5	Bathroom renovation	1460	127,800
18-6	Bathroom renovation	1460	142,093
HA Wide	Architect	1430	10,000
18-1	Parking Improvements	1450	22,000
	Total		576,493

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA Wide	9/30/2006	9/30/2008
18-2	9/30/2006	9/30/2008
18-5	9/30/2006	9/30/2008
18-6	9/30/2006	9/30/2008
18-1	9/30/2006	9/30/2008

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL018	Panama City Housing Authority	25	5.61	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Renovation of Bathrooms			253,800	2005
2. Replace 2 Maintenance Vehicles			35,000	2005
3. Security Locks			90,000	2005
4. Replace Refrigerators			25,000	2005
5. Housing Operations			556,290	2005
Total estimated cost over next 5 years			960,090	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-1	Fletcher Black	1	1	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<ol style="list-style-type: none"> 1. Reroof all units 2. Security Fence 			132,000	2005
			74,350	2005
Total estimated cost over next 5 years			206,350	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-2	Massalina	10	7
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Raised slab and rear porch cover		187,500	2006
2. Carpet all units		84,000	2005
3. Site improvements		205,250	2006
Total estimated cost over next 5 years		476,750	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-3	Oakland Gardens	2	4	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Off Street Parking			19,200	2006
2. Security Upgrade			115,250	2007
3. Refrigerators			22,000	2007
4. Carpet			30,000	2007
Total estimated cost over next 5 years			186,450	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-4	Asbell	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Site Sign			2,500	2008
2. Energy Upgrade			18,680	2007

3. Site Improvements	137,500	2007
Total estimated cost over next 5 years	158,680	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-4	Gardner Dickinson	3	8	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Upgrade and refurbish siding			91,000	2008
2. Security Screens			50,000	2008
3. Garbage site upgrade			22,000	2007
4. Site improvement			34,500	2009

Total estimated cost over next 5 years	197,500	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-4	Henry Kirkland	7	9
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Upgrade and refurbish siding		91,052	2008
2. Garbage site upgrade		29,100	2009

Total estimated cost over next 5 years	120,152	

Optional Public Housing Asset Management Table

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

Public Housing Asset Management

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

PANAMA CITY HOUSING AUTHORITY

ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

EXECUTIVE DIRECTOR

ASSISTANT DIRECTOR

CONTROLLER

ACCOUNTING ASSISTANT

RECEPTIONIST

SENIOR HOUSING MANAGER
HOUSING INSPECTOR
HOUSING MANAGERS
RENTAL CLERK

SECTION 8 COORDINATOR
SECTION 8 ASSISTANT
FSS COORDINATOR

MAINTENANCE SUPERVISOR
MAINTENANCE CLERK
MECHANICS
MAINTENANCE AIDES
PAINTERS
LABORERS

NORTHGATE
MAINTENANCE
HOUSING MANAGER

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01850101 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: 4) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" 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				
3	1408 Management Improvements				
4	1410 Administration	11220.44	13477.28	13477.28	13477.28
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21300.00	19043.16	19043.16	19043.16
8	1440 Site Acquisition				
9	1450 Site Improvement	82537.00	82537.00	82537.00	82537.00
10	1460 Dwelling Structures	581021.56	581021.56	581021.56	581021.56
11	1465.1 Dwelling Equipment—Nonexpendable	31000.00	31000.00	31000.00	31000.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	9900.00	9900.00	9900.00	9900.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

PHA Name: Panama City Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P01850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 4)
 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
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	736979.00	736979.00	736979.00	736979.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
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: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01850101 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	
HA-Wide	Non Tech Salaries/Advertising	1410		11220.44	13477.28	13477.28	13477.28	
18-2	Fees & Cost	1430		21300.00	19043.16	19043.16	19043.16	
18-2	Parking lot	1450	1	82537.00	82537.00	82537.00	82537.00	
18-1	Cabinets	1460	60	131217.00	131217.00	131217.00	131217.00	
18-1 / 18-2	Vanities	1460	200	38057.00	38057.00	38057.00	38057.00	
18-4	Replace Bifold doors	1460	153	64269.44	64269.44	64269.44	64269.44	
18-1 / 18-3	Install AC	1460	110	217000.00	217000.00	217000.00	217000.00	
18-4	Carpet	1460	153	87068.94	87068.94	87068.94	87068.94	
18-4	Replace Hot Water Heaters	1460	153	28322.69	28322.69	28322.69	28322.69	
18-2	Sinks/ Range Hoods	1460		9948.54	9948.54	9948.54	9948.54	
18-2	Install AC drain lines	1460	74	5137.95	5137.95	5137.95	5137.95	
18-4	Replace Ranges	1465	153	31000.00	31000.00	31000.00	31000.00	
HA-Wide	Maintenance Pickup	1475	1	9900.00	9900.00	9900.00	9900.00	

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

PHA Name: Panama City Housing Authority	Grant Type and Number Capital Fund Program No: FL29P01850101 Replacement Housing Factor No:	Federal FY of Grant: 2001
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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	
HA-Wide	9/30/2003			9/30/2005		9/30/2003	
18-1	9/30/2003			9/30/2005		12/31/2002	
18-2	9/30/2003			9/30/2005		9/30/2003	
18-3	9/30/2003			9/30/2005		12/31/2002	
18-4	9/30/2003			9/30/2005		3/31/2003	

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

PHA Name: Panama City Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P01850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 3/31/2004 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				
3	1408 Management Improvements	5531.00	5531.38	5531.38	5531.38
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	195000.00	161033.52	86800.00	86800.00
10	1460 Dwelling Structures	442683.00	487395.10	487395.10	487395.10
11	1465.1 Dwelling Equipment—Nonexpendable	20000.00	3350.00	3350.00	3350.00
12	1470 Nondwelling Structures	58466.00	64370.0	64370.00	64370.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
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)	721680.00	721680.00	647466.48	647466.48
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Panama City Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P01850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 3/31/2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
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	71543.71	71543.71	71543.71	71543.71

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

PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01850102 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
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Inspector	1408	1	5531.00	5531.38	5531.38	5531.38	
18-2	Parking lot	1450	1	74000.00	83000.00	83000.00	83000.00	
18-1	Concrete Work	1450	60	121000.00	78033.52	78033.52	3800.00	
18-1	Windows	1460	60	71544.00	71543.71	71543.71	71543.71	
18-4	Toilet Pressure Tanks	1460	47	0.00	11312.31	11312.31	11312.31	
18-4	Cabinets & Vanities	1460	153	371139.00	369649.08	369649.08	369649.08	
HA-Wide	Pressure Washing	1460	450	0.00	34890.00	34890.00	34890.00	
HA-Wide	Refrigerators	1465	10	20000.00	3350.00	3350.00	3350.00	
HA-Wide	Maintenance Shop	1470	1	58466.00	64370.00	64370.00	64370.00	

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

PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program No: FL29P01850102 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		
HA-Wide	6/17/2004			6/17/2006				
18-1	6/17/2004			6/17/2006				
18-2	6/17/2004			6/17/2006				
18-3	6/17/2004			6/17/2006				
18-4	6/17/2004			6/17/2006				

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

PHA Name: Panama City Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P0150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 3/31/2004 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				
3	1408 Management Improvements	28000.00	0.00	0.00	0.00
4	1410 Administration	0.00	805.00	805.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0.00	10000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	153493.00	7820.00	7820.00	6020.00
10	1460 Dwelling Structures	360000.00	536837.00	58588.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	35000.00	21031.00	21031.00	21031.77
14	1485 Demolition				
15	1490 Replacement Reserve				
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)	576493.00	576493.00	88244.00	27051.77
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
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: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
HA-Wide	Inspector	1408	1	28000.00	0.00	0.00	0.00	
HA-Wide	Advertising	1410	1	0.00	805.00	805.00	0.00	
HA-Wide	A & E Fees	1430	1	0.00	10000.00	0.00	0.00	
18-1	Fence	1450		153493.00	7820.00	7820.00	6020.00	
18-1	Doors	1460	120	58588.00	58588.00	58588.00	0.00	
HA-Wide	Bathroom remodel	1460	240	301412.00	478249.00	0.00	0.00	
HA-Wide	Computer System	1475	1	35000.00	21031.00	21031.00	21031.77	

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

PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program No: FL29P01850103 Replacement Housing Factor No:					Federal FY of Grant: 2003
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	
HA-Wide	9/16/2005			9/16/2007			
18-1	9/16/2005			9/16/2007			

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

PHA Name: Panama City Housing Authority	Grant Type and Number Capital Fund Program Grant No:FL29P01850203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no1)
 Performance and Evaluation Report for Period Ending 3/31/2004 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				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	54893.00	16168.00	0.00	0.00
10	1460 Dwelling Structures	60000.00	98725.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	114893.00	114893.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
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: Panama City Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01850203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
18-1	Concrete Work	1450		54893.00	16168.00	0.00	0.00	
HA-Wide	Bathroom Remodeling	1460		60000.00	98725.00	0.00	0.00	

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

PHA Name: Panama City Housing Authority		Grant Type and Number Capital Fund Program No: FL29P01850203 Replacement Housing Factor No:					Federal FY of Grant: 2003	
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		
HA-Wide	2/13/2006			2/13/2008				
18-1	2/13/2006			2/13/2008				

**TENANT MEETING
CAPITAL FUND MEETING**

DATE: JUNE 11, 2004

PLACE: MAIN OFFICE (804 EAST 15TH STREET)

TIME: 2:00 P.M.

RE: 5-YEAR PLANNING

RESIDENTS PRESENT AT THE MEETING:

ELGIE CARPENTER-----1405-E MERCEDES AVENUE

SANDY WAGONER-----809-B FRANK NELSON DRIVE

TAMMIE WILLIAMS-----1405-C MERCEDES AVENUE

ALBERT CARTER, JR-----1405 B MERCEDES AVENUE

ALBERTA FLEMINGS-----802-E FRANK NELSON DRIVE

LANIE GRIFFITH-----803-G FRANK NELSON DRIVE

J.T. THOMAS-----807-D WEST 11TH STREET

THE RESIDENTS WERE PLEASE WITH ALL THE IMPROVEMENTS AT MASSALINA AND FLETCHER BALCK APARTMENTS. THEY LIKED THE NEW CABINETS, WINDOWS AND PARKING AREA.

THEY WOULD LIKE THE WALLS TO BE PAINTED AROUND THE CABINETS. THEY DID NOT FINISH THE REPAIRS AROUND THE WALLS IN THE KITCHEN.

803-G FRANK NELSON DRIVE: NEEDS THE BASE BOARDS COMPLETED WHERE THEY REMOVED THE HEATER.

803-G FRANK NELSON DRIVE: CHECK THE PILOT LITES ON THE STOVE THEY WON'T STAY ON.

RESIDENTS SAY THAT THEY SMELL GAS ODORS IN THE APARTMENT SINCE THEY REMOVED THE HEATERS.

807-D WEST 11TH STREET: NEED TO CHECK THE BACK BEDROOM AND LIVINGROOM WALLS AND BASEBOARDS FOR TERMITE DAMAGES.

RESIDENTS AT MASSALINA WANTS TO KNOW IF ALL OF THE HEATERS ARE GOING TO BE REMOVED. THEY SEE ROACHES COMING OUT OF THEM.

ALL THE REPAIRS LISTED WILL BE TURNED OVER TO THE MAINTENANCE DEPARTMENT.

NEW THINGS THEY WOULD LIKE TO HAVE FOR THE SITES ARE:

- 1. CARPET FOR ALL THE APARTMENTS*
- 2. LANDSCAPING*
- 3. REPAINTING ALL THE APARTMENTS INSIDE FOR THE ONES WHO HAVE BEEN HERE FOR 5 YEARS OR MORE.*
- 4. THEY WOULD LIKE TO INSTALL BORDER PAPER IN THE APARTMENTS.*

MEETING WAS ADJOURNED.

***ATTENTION ALL RESIDENTS
AT
JAMES R. ASBELL APARTMENTS
JUNE 3, 2004***

ON TUESDAY, JUNE 8, 2004 THERE WILL BE A TENANT'S MEETING IN THE MEETING ROOM AT 1:30 P.M.

WE WILL BE DISCUSSING THE FIVE YEAR PLAN AND ASKING FOR TENANT'S INPUT ON IDEAS FOR IMPROVEMENTS.

PLEASE PLAN TO ATTEND IF POSSIBLE. THIS IS YOUR COMPLEX AND WE ARE INTERESTED IN YOUR IDEAS FOR IMPROVEMENTS.

PLEASE FEEL FREE TO CONTACT ME AT 785-6762, PRIOR TO THE MEETING IF YOU CAN NOT ATTEND WITH ANY IDEAS.

*CHERYL WALDEE
MANAGER*

TENANT MEETING

RE: FIVE – YEAR PLAN

DATE: JUNE 8, 2004

MEETING CAME TO ORDER AT 1:30 P.M.

RESIDENTS PRESENT AT MEETING: GEORGE MOZLEY B-4, LOUISE SAVAGE C-8, LOUIS BECK C-10, RUBY VOGLER D-2, GEORGIANNA DAVIS E-2, DOROTHY GESTER E-5, MARY WILSON E-6, AND KATRINA ABLES F-3.

DISCUSSED FIVE-YEAR PLAN – IMPROVEMENTS FOR ASBELL.

TENANTS COMMENTS:

ALL PARTIES PRESENT BROUGHT UP THE SUBJECT OF HAVING ALL VENTS AND DUCTS TO THE A/C UNITS CLEANED. SOME WERE SAYING BLACK DUST WAS COMING OUT OF THE VENTS. MAYBE THIS MATTER CAN BE TURNED OVER TO A/C MAINTENANCE. NEW STOVES AND REFRIGERATORS WAS BROUGHT UP. THEY WOULD ALL LIKE NEW TILE PUT DOWN. SEVERAL OF THE BUILDINGS HAVE A WATER PROBLEM WHEN RAINING, ESPECIALLY THE A BUILDING – SUGGESTED INVERTED SPEED BUMPS, WHICH WOULD HELP AID THE WATER RUN INTO THE DITCH ACROSS THE ROAD. THE DITCH RUNNING BEHIND THE A,B,C,D,E, BUILDINGS NEEDS CLEANING OUT. SUGGESTED NEW WASHERS AND DRYERS IN LAUNDRY ROOM. SUGGESTED PAINTING INSIDE THE APARTMENTS.

AFTER DISCUSSING THE FIVE-YEAR PLAN, THE RESIDENTS WANT TO HAVE A COOK-OUT (FISH FRY OR HOTDOGS AND HAMBURGERS). TALKED ABOUT MAKING A CALENDAR OF EVENTS.

MEETING WAS ADJOURNED AT 2:30 P.M.

**CHERYL WALDEE
ASBELL APARTMENTS**

GARDNER DICKINSON – THE MEETING WAS HELD ON MONDAY, JUNE 7TH AT 2:00 PM IN THE COMMUNITY ROOM ON SITE.

THE FOLLOWING TENANTS WERE PRESENT:

ANGELA KWIATKOWSKI 1025 N EVERITT AVE I-3

CLAUDE RHONE 1025 N EVERITT AVE G-3

I EXPLAINED THE REASON FOR THE MEETING AND WENT OVER THE PRIORITY LIST FROM 2003 AND THE CONTRACTS IN PROGRESS. I THEN OPENED THE MEETING TO THE FLOOR FOR INPUTS TO THE 2004 LIST.

ITEMS SUGGESTED WERE:

1. NEW REFRIGERATORS

2. PAINT INTERIOR DOORS THAT HAVE ONLY BEEN PRIMED

WE THEN DISCUSSED A FEW OF THE PROBLEMS/COMPLAINTS IN AND AROUND THE SITE. WE ALSO DISCUSSED THE PROBABILITY OF HAVING A BACK TO SCHOOL PARTY AND GIVE OUT PENCILS, NOTEBOOKS, PENS, BACKPACKS, ETC. (SUPPLIES DONATED BY THE MERCHANTS IN THE LOCAL AREA)

THE MEETING WAS CONCLUDED AT 2:30

HENRY KIRKLAND – THE MEETING WAS HELD ON TUESDAY, JUNE 8TH AT 2:00 PM IN THE COMMUNITY ROOM ON SITE.

NO ONE ATTENDED

*NANCY A. WILLIAMS
HOUSING MANAGER*

**ATTENTION RESIDENTS
GARDNER DICKINSON APARTMENTS**

*IT IS TIME AGAIN FOR THE ANNUAL TENANT MEETING
CONCERNING THE COMP GRANTS. THIS MEETING WILL BE HELD
ON MONDAY, JUNE 7, 2004 AT 2:00 P.M. IN THE COMMUNITY ROOM
IN BLDG L.*

*WE WILL BE DISCUSSING CURRENT AND FUTURE PLANS FOR
UPGRADES OF THE APARTMENTS. NOW IS YOUR CHANCE TO HAVE
AN INPUT TO ANY UPGRADES YOU WOULD LIKE TO SEE
ACCOMPLISHED IN YOUR APARTMENT.*

*NANCY A. WILLIAMS
HOUSING MANAGER*

**ATTENTION RESIDENTS
OAKLAND GARDEN APARTMENTS**

*IT IS TIME AGAIN FOR THE ANNUAL TENANT MEETING
CONCERNING THE COMP GRANTS. THIS MEETING WILL BE HELD
ON TUESDAY, JUNE 8, 2004 AT 11:00 A.M. IN THE COMMUNITY
ROOM IN BLDG 1918 MACK LEWIS DRIVE.*

*WE WILL BE DISCUSSING CURRENT AND FUTURE PLANS FOR
UPGRADES OF THE APARTMENTS. NOW IS YOUR CHANCE TO HAVE
AN INPUT TO ANY UPGRADES YOU WOULD LIKE TO SEE
ACCOMPLISHED IN YOUR APARTMENT.*

*NANCY A. WILLIAMS
HOUSING MANAGER*

**ATTENTION RESIDENTS
HENRY KIRKLAND APARTMENTS**

IT IS TIME AGAIN FOR THE ANNUAL TENANT MEETING CONCERNING THE COMP GRANTS. THIS MEETING WILL BE HELD ON TUESDAY, JUNE 8, 2004 AT 2:00 P.M. IN THE COMMUNITY ROOM IN BLDG E (OFFICE).

WE WILL BE DISCUSSING CURRENT AND FUTURE PLANS FOR UPGRADES OF THE APARTMENTS. NOW IS YOUR CHANCE TO HAVE AN INPUT TO ANY UPGRADES YOU WOULD LIKE TO SEE ACCOMPLISHED IN YOUR APARTMENT.

*NANCY A. WILLIAMS
HOUSING MANAGER*

**NOTES FROM THE 2004 ANNUAL CAPITAL FUNDS MEETINGS
FOR OAKLAND GARDENS, GARDNER DICKINSON AND HENRY
KIRKLAND APARTMENTS**

OAKLAND GARDENS – THE MEETING WAS HELD ON TUESDAY, JUNE 8TH AT 11:00 AM IN THE COMMUNITY ROOM ON SITE.

*PRESENT AT MEETING GLENDA RHODES 1903-A MACK LEWIS DR
FAYE KIRKLAND 1914-B MACK LEWIS DR
LORETTA SADY 1319-B FORTUNE AVE
MATTIE GLENN 1915-B W 14TH STREET*

I EXPLAINED THE REASON FOR THE MEETING AND WENT OVER THE PRIORITY LIST FROM 2003 AND THE CONTRACTS IN PROGRESS. I THEN OPENED THE MEETING TO THE FLOOR FOR INPUTS TO THE 2004 LIST.

ITEMS SUGGESTED WERE:

- 1. NEW STOVES*

2. *DRIVEWAYS ON MACK LEWIS DR.*
3. *CARPET/NEW TILE*
4. *NEW SCREEN DOORS*
5. *PAIN T OUTSIDES OF BUILDINGS (WHITE)*
6. *PRESSURE WASH EAVES ESPECIALLY BACK OF UNITS*
7. *NEW/PAIN T CLOTHESLINE POLES & INSTALL NEW LINES*
8. *SECURITY LIGHTS ON BACKSIDE OF MACK LEWIS DRIVE*
9. *LANDSCAPING (IE, GRASS)*

WE THEN DISCUSSED A FEW OF THE PROBLEMS/COMPLAINTS IN AND AROUND THE SITE.

THE MEETING WAS CONCLUDED AT 11:40

PANAMA CITY HOUSING AUTHORITY
DECONCENTRATION POLICY

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Authority adopt policies and procedures governing the deconcentration of very-low income families and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. To implement this requirement, the Authority will compare the relative incomes of each development occupied predominantly by families with children. A development with more than 50% of its occupants being families with children shall be considered to fall under this policy.

The goal of this policy is to create mixed-income communities and lessen the concentration of very low-income families within the Authority's public housing developments through admissions practices designed to bring in higher income tenants to lower income developments and lower income tenants into higher income developments.

The Deconcentration Policy is intended to work in conjunction with the Authority's annual income targeting requirements that require that 40% of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30% of the Area Median Income. This income-targeting requirement is separate from the Deconcentration Policy, which is comparative in nature.

DEFINITIONS

The following definitions are provided in order to clearly define the affected developments and families under this Deconcentration Policy.

PHA-Wide Average Household Income: The average annual household income of all residents of all developments with more than 50% of its occupants being families with children.

Development Average Household Income: The average annual household income of all residents of a specific development with more than 50% of its occupants being families with children.

Higher Income Development: A development where the Development Average Household Income is greater than 120% of the PHA-Wide Average Household Income.

Lower Income Development: A development where the Development Average Household Income is less than 80% of the PHA-Wide Average Household Income.

Higher Income Family: A family whose annual household income is greater than 120% of the PHA-Wide Average Household Income.

Lower Income Family: A family whose annual household income is less than 80% of the PHA-Wide Average Household Income.

TESTING

In order to achieve and maintain deconcentration, the Authority will calculate the PHA-Wide Average Household Income for all developments with 50% or more of its occupants being families with children on at least an annual basis. At the same time, the Authority will calculate the Development Average Household Income for each development with 50% or more of its occupants being families with children. The results shall be documented as follows:

A. If the Development Average Household Income for a particular development is greater than 120% of the PHA-Wide Average Household Income, then that development shall be identified as a High-Income Development.

B. If the Development Average Household Income for a particular development is less than 80% of the PHA-Wide Average Household Income, then that development shall be identified as a Low-Income Development.

Testing can be run more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

CORRECTIVE ACTION

Once a development has been identified as a High-Income Development or a Low-Income Development, the Authority will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the Authority to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self sufficiency; therefore, the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed though steering in any way reducing the choice in residence of the individual family.

In order to correct a concentrated development, the Authority will, to the greatest extent possible, provide incentives to promote a Lower-Income Family to select a Higher-Income Development and to promote a Higher-Income Family to select a Lower-Income Development.

Procedures to be employed in the development of a corrective action plan may include:

- A. Incentives to select particular developments.
- B. Payment Plans for deposits.
- C. Flexibility in move-in dates.

Since it is impossible to design a policy that will address every scenario, the Authority will, upon the identification of a need to deconcentrate, develop a specific Action Plan that will be included in the Annual Plan update.

De Concentration Analysis

DEVELOPMENT	TOTAL UNITS	AVERAGE INCOME	BELOW 30%	30150	% ABOVE 50%
FL 018-1 Fletcher Black	60	\$ 9,175.00	24%	76%	0%
FL 018-2 Massalina	140	\$ 5,974.00	30%	61%	0%
FL 018-3 Oakland	50	\$ 8,139.00	16%	45%	39%
FL 018-4 Asbell	47	\$ 7,768.00	Elderly & Disabled		
FL 018-5 Dickinson	75	\$ 6,204.00	39%	61%	0%
FL 018-6 Kirkland	78	\$ 5,473.00	44%	56%	0%

THE PANAMA CITY HOUSING AUTHORITY

EXECUTIVE SUMMARY

2004 ANNUAL PLAN

The Panama City Housing Authority has prepared this Annual Plan in accordance with the requirements of Section 511 of the Quality Housing and Work Responsibility Act (QHWRA).

Through the planning process and drafting of the Annual Plan, the authority have used the opportunity to evaluate the needs of its residents and the affordable housing needs of the community to establish goals and policies to better service both residents of the Panama City Housing Authority and the local community as a whole.

The Panama City Housing Authority is a medium sized PHA and is rated a standard performer for the first time in many years. The Panama City Housing Authority is located in Panama City, Florida and we operate 450 units of public housing at six different development sites. The PCHA also controls a section 8 program with 418 vouchers.

Due to the Department of Housing and Urban Development economic restraints the Panama City Housing Authority did not accomplish all it sat out to do during 2003. Just about in all cases of our funding formula there has been a reduction. Our capital funds were reduced by approximately 20% from \$721,680 to \$576,493. however, it is felt that a great deal was accomplished even though our funding has been reduced.

The Panama City Housing Authority was notified that it was a standard performer after years of high performance.

The staff at the Panama City Housing Authority is an extremely hard working group and proud of our past accomplishments. For whatever reason, all of our scores remain high except in the category of physical indicator. We lost 10-points which was the most that we have ever been deducted. The housing authority still maintains a score of 83% out of 100% and it is felt that through no fault of its own, we were reduced to a standard performer.

Nevertheless, we have taken the report from the REAC inspection and eliminated all noted items that were deductions. We cannot change the fact that the preponderance of our inventory is over 50-years old. If in fact, we are going to be repeatedly deducted for items beyond our control our hands are tied behind our backs before we even start.

The Panama City Housing Authority's Agency Plan and, more specifically, the Five-year Action Plan clearly define the missions and goals of the Panama City Housing Authority. The Annual Plan for 2004 clearly defines the direction the housing authority intends to take in the immediate future. The Agency Plan, along with a Five-year Plan, will be updated annually to reflect changes in fast moving industry.

The items that were indicated for work during 2003, which were not completed will be moved over into 2004. However, we had aggressively planned to revamp all the bathrooms in our 450 units and this will be difficult since we are unsure of our Capital Funding at this point. It is expected that the renovation of the bathrooms of all units will exhaust all of our funding for approximately 2-years. We are presently working with the architects to draw up plans and specifications which will be available sometime in September 2004.

The occupancy level at the Panama City Housing Authority continues to improve. The overall operations are reflected in our PHAS scoring. Our occupancy level at the present time is ninety-five percent (95%). The maintenance department continues to support and make improvements to the turnaround time. The maintenance department of the Panama City Housing Authority has improved their unit turnaround days to the point at the present time we are now being able to go out and do the little things that, on a day to day basis we have not been able to handle. The curb appeal of the complexes is improving drastically. It is the goal of the Panama City Housing Authority to maintain this objective in coming years.

The PCHA has worked together with local officials and it assures that our housing strategy complies with the State of Florida's Consolidated Plan. The purpose of the Agency Plan is to empower and equip the Panama City Housing Authority staff to exercise optimum flexibility in meeting local housing needs with the community, while meeting its own needs. The Panama City Housing Authority through a series of meetings with residents and officials in the community have established assessed housing needs for Bay County and the surrounding Panama City area. It has been determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a medium sized agency.

The Panama City Housing Authority still maintains that a tremendous need for elderly/handicapped units in the area. The goal of the Panama City Housing Authority within the next 5-years is to erect a 75 to 150-unit elderly/handicap complex.

The Panama City Housing Authority has conducted meetings with the Residents and Advisory Board (RAB) and consulted with all the attendees of our meetings for suggestions to expand our Capital Funds money that is awarded annually. The meetings have been held with all our staff and housing managers along with the maintenance department to determine what improvements can be made to more efficiently run the Panama City Housing Authority. The PCHA has included a physical needs assessment in the agency plan along with its modernization requirements and has developed an annual Five-year Action Plan to address these capital improvements.

The Annual Town Hall meeting was been conducted on July 6, 2004. The results of that meeting are including in Annual Plan. It is difficult to get participation in the Panama City area as very few is any people show up at our meetings.

The Panama City Housing Authority that it has and will continue to adhere to all civil rights requirements and will firmly further Fair Housing in Bay County area. In addition, the housing authority of Panama City has included a copy of its most recent fiscal year audit report as part of the documentation made available for public review.

The Panama City Housing Authority is proud that we are on firm financial grounds and continues to make strides in this effort in the last several years. We also look forward to a very promising future. We are actively seeking land at the present time to expand our elderly service to the Bay County area

To: All Panama City Public Housing Residents
From: William J. Woods, Executive Director
Subject: Reinstatement of the Community Service and Self-Sufficiency Requirement
Date: July 28, 2003

The 1998 law passed by congress concerning the Quality Housing and Work Responsibility Act contained a community service and self-sufficiency requirement that every adult resident of public housing contribute eight hours of community service each month, or participate in an economic self-sufficiency program for eight hours each month. Although, this law was enacted in 1998, it has been on temporary hold until recently.

The community service and self-sufficiency requirement is intended to assist adult public housing residents a greater stake in their communities. The community service and self-sufficiency requirement allows residents an opportunity to “give something back” to their communities and facilitates upward mobility.

Some public housing tenants are exempted from the community service and self-sufficiency requirement, a list of these exemptions will be posted in the Administrative Office, located at 804 East 15th Street. Each individual resident will be contacted within the next ninety (90) days to implement this requirement.

If there are any questions please contact your housing manager for an explanation.

Sincerely,

William J. Woods
Executive Director

November 7, 2003

On July 28, 2003, we notified all residents of a law passed by Congress concerning the Quality Housing and Work Responsibility Act which contained a community service and self-sufficiency requirement. This law requires every adult resident of public housing to

contribute eight hours of community service each month unless exempt under certain circumstances.

This letter is to inform you, that you have been identified as having to fulfill this requirement. Please contact your manager to receive the required paperwork to document your service no later than November 21, 2003. You may complete this requirement by assisting local churches, schools, libraries, Rescue Mission, Salvation Army, nursing or retirement homes, or the Panama City Housing Authority. You will be required to turn in a signed documentation form to your manager every month showing where and when your hours were accomplished. This requirement will begin December 1, 2003.

If you feel that your circumstances will not enable you to fulfill this requirement, contact your manager to discuss the situation.

William J. Woods
Executive Director

**ATTENTION ALL
RESIDENTS**

MARCH 17, 2004

SUBJECT: Mandatory Meeting (Community Service Hours)

WHEN: Thursday, March 25, 2004 at 2:00 p.m.

WHERE: Main Office, Conference Room

WHO MUST ATTEND: All residents 18 years of age and over who do not meet the following criteria:

1. Over 62 years of age
2. Receive SS,SSI,VA, or Disability for themselves.
3. Are employed
4. Receive TANF (Cash Assistance)
5. Attend school full time or are in a job training program
6. Have not turned in medical release form

This will be a short meeting, approximately 20 to 30 minutes.

If you can not attend, you must contact the office prior to this meeting and talk with your manager.

Cecilia Burch
Assistant Executive Director

NOTICE TO CURE

Dear _____,

On July 28, 2003, we notified all residents of a law passed by Congress concerning the Quality Housing and Work Responsibility Act which contained a community service and self-sufficiency requirements. This law requires every adult resident of public housing to contribute eight (8) hours of community service each month unless exempt under certain circumstances.

The requirements began December 1, 2003, as of this date, _____,
You have not completed the eight (8) hours for _____ months.

You need to contact your housing manager concerning this violation. If you do not comply your Lease could be terminated.

You need to pick up the form to be filled out for the community service hours.

Sincerely,

Cecilia Burch, PHM
Assistant Director/Public Housing Manager

Panama City Housing Authority
804 E 15th Street
Panama City, Fl 32405
(850) 769-2358 Fax (850) 785-1322

Date: _____

I hereby certify that _____, who resides at _____ has fulfilled the requirement to contribute a minimum of eight (8) hours of community service for the month of _____.

Name: _____

Address: _____

Phone #: _____

Signature of certifying official: _____

The community service hours were provided on the following dates:

Date: _____ # Hours: _____

Date: _____ # Hours: _____

Date: _____ # Hours: _____

Date: _____ # Hours: _____

Resident Advisory Board

The Panama City Housing Authority has a total of 450 units distributed over six apartment complexes. These complexes are geographically located in all areas of the city limits.

The following are representatives of each:

Massalina Memorial Homes

Velvet Wilcox

James R. Asbell Memorial Apartment

Ruby Vogler

Oakland Garden Apartments

Virgil Watson

Henry T. Kirkland Garden Apartments

Carolyn Hutchins

Gardner E. Dickinson Memorial Homes

Angela Kwiathowski

Fletcher Black Memorial Homes

No Representative

Resident Commissioner

During 2003, the Resident Commissioner for Panama City Housing Authority, Ms. Patricia Allen resigned. The Resident Council which is made of members from all housing sites was examined for potential replacement. Five members were recommended by residents and Panama City Housing Managers. These five candidates were interviewed by the present Housing Authority Board of Commissioners and a Mr. Claude Rhone of Gardner Dickinson Memorial Homes was selected after a vote of the four other Commission Members. This resident, Claude Rhone, was presented to the Mayor of Panama City as our recommended Resident Commissioner. The Mayor appointed Mr. Rhone on November 2003.