

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

PASCO COUNTY HOUSING AUTHORITY
f1104v01

Submitted to HUD 7/14/04

**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: PASCO COUNTY HOUSING AUTHORITY

PHA Number: fl104

PHA Fiscal Year Beginning: (mm/yyyy) 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)

The Pasco County Consolidated Plan is also available at Community Development Office of County Government, West Pasco Government Center, 7530 Little Road, Suite 340, New Port Richey, FL 34654.

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[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)
The PCHA's mission is to provide low income families and elderly and disabled people with safe, decent and affordable housing as they strive to achieve self-sufficiency and improve the quality of their lives. The PCHA is committed to operating in an efficient, ethical and professional manner, and will create and maintain partnerships with its clients and with appropriate community service agencies in order to successfully accomplish this mission.

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: **The PCHA will apply for additional rental housing vouchers when available.**
 - Reduce public housing vacancies: **The PCHA will reduce public housing vacancies by purging each waiting list quarterly to ensure viable candidates remain on the lists.**
 - Leverage private or other public funds to create additional housing opportunities: **The PCHA Board is setting up a sub-committee to work with private and public sector to review and invest in affordable housing opportunities.**
 - Acquire or build units or developments: **The PCHA is looking into possibilities of building units and will do a needs assessment to determine the greatest housing needs.**

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) 88 : **The PCHA will work to further decrease the vacancy rate turnaround time to improve PHAS score.**

Maintain voucher management: (SEMAP score) 100%

Increase customer satisfaction: **The PCHA is providing a new tenant information booklet passed out at interview with resident.**

Concentrate on efforts to improve specific management functions:
**(1) The PCHA will train staff to provide more information to tenants;
(2) The PCHA will take more time with initial interviews;
(3) The PCHA will review tenant files regularly;
(4) The PCHA will use a new hand-held inspection system to assist with computerization of inspections in section 8.**

Renovate or modernize public housing units: **The PCHA will do repairs to bathroom and kitchen cabinets as per the Capital Fund Program requirements.**

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

(1) The PCHA will provide a new informational packet containing more information concerning voucher mobility.

(2) The PCHA has assigned one specialist to take care of portability.

Conduct outreach efforts to potential voucher landlords: **The PCHA will establish a series of landlord summits.**

Increase voucher payment standards

Implement voucher homeownership program: **Within 5 years.**

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
 - 1) **The PCHA will make efforts to get the Sheriff's sub-station in some communities.**
 - 2) **The PCHA will include additional lighting projects in the Capital Fund Program for some communities in accordance with environmental safety enhancement procedures.**
 - 3) **The PCHA will work with the Sheriff's Department on environmental safety landscaping which will be included in the Capital Fund Program .**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability: **The PCHA will provide computer learning in Ladoochee for Career Central.**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **The PCHA will maintain and provide a listing of supportive services for elderly and disabled in Pasco County.**
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
 - Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **The PCHA will maintain the measures it has instituted to**

review waiting lists monthly and ensure clients are contacted in sequence in both public and Section 8 housing lists.

- 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 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which brief 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.

In compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Pasco County Housing Authority has prepared this Agency Plan along with all requisite attachments to meet HUD requirements.

The mission statement of the Pasco County Housing Authority Board of Commissioners and the 5-year Goals and Objectives listed previously have all been adopted to guide the activities of the Housing Authority. The 5-Year goals and objectives relate to maintaining full compliance with all HUD regulations and to maintaining and improving the housing stock as well as service delivery to all residents. The Pasco County Housing Authority has based its Annual Plan on the premise that if these goals and objectives are accomplished, the PCHA will be working towards the advancement of our mission.

The Policies, plans, statements, budget summary and other supporting documents in this Annual Plan all lead towards the accomplishment of the goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Pasco County Consolidated Plan.

A few highlights of the Plan are as follows:

- The PCHA waiting lists now reflect a much higher percentage of extremely low income applicants than in prior years
- Public Housing residents in all developments had higher average incomes than prior years
- The PCHA will strive to regain a “High Performer” status as evaluated by HUD.
- The PCHA will continue to adapt available housing to the housing needs as identified in Pasco County, consistent with the Pasco County Consolidated Plan.
- The PCHA continues to mix its public housing populations ethnically, racially and by income as much as possible, in accordance with its Admissions and Occupancy Policy.
- The PCHA will continue to operate in full compliance with all Equal Opportunity laws and regulations and will continue to ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.

- The PCHA will continue to provide equal opportunity in hiring, promotion and work to all employees and prospective employees.
- The PCHA will continue to foster additional partnerships with local service providers to improve access for PCHA residents to services that support economic opportunity and quality of life.
- The PCHA shall strive to become a more customer-oriented organization, providing curb-appeal to its developments, encouraging resident feedback and providing services for residents to become more self-sufficient and improve their quality of life.

In summary, the Pasco County Housing Authority is on course to improve the condition of affordable housing in Pasco County.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	5
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	25
5. Operations and Management Policies	29
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	36
11. Homeownership	38
12. Community Service Programs	39
13. Crime and Safety	42
14. Pets (Inactive for January 1 PHAs)	44
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	45
17. Asset Management	45
18. Other Information	46
D. Other Information Required by HUD	48
1. Substantial Deviation & Significant Amendment Definition	48
2. Listing of Board of Commissioners	49
3. Listing of Resident Advisory Board members	49
4. Summary of Activities to Implement Goals & Objectives	49
5. Deconcentration Analysis for Site Based Wait Lists	51
6. Income Deconcentration Analysis	51

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (2004-2008) fl104 a01
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name) fl104b01 (P & E – 2003); fl104c01 (P & E – 2002) & fl104d01 (P & E – 2001)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	

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	-2,961	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	-4,134	5	5	5	5	N/A	N/A
Income >50% but <80% of AMI	709	3	3	2	2	N/A	N/A
Elderly	6,879	2	2	2	2	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1998-2002 *Note: New statistics not yet available*
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: 2000
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
UNIVERSITY OF FLORIDA, SHIMBERG CENTER FOR AFFORDABLE HOUSING – Year 1998

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: – **Bonnie Dale; Sunny Dale; Pasco Terrace; Citrus Villas, Cypress Villas I and II**

	# of families	% of total families	Annual Turnover
Waiting list total	697		76
Extremely low income <=30% AMI	635	91	
Very low income (>30% but <=50% AMI)	57	8	
Low income (>50% but <80% AMI)	5	1	
Families with children	322	46	
Elderly families	141	21	
Families with Disabilities	234	33	
Race/ethnicity-Hisp	124	17	
Race/ethnicity-Wh	604	86	
Race/ethnicity-BI	75	11	
Race/ethnicity-Indian/Alaskan	6	.8	
Race/ethnicity – Asian	0	0	
Race/ethnicity – Pacific Islander	7	.1	
Race/ethnicity – Mixed	4	.6	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	443	63.7	30
2 BR	209	29.9	35
3 BR	44	6.3	11
4 BR	1	.1	0
5 BR	0		0
5+ BR	0		0

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	273	320	
Extremely low income <=30% AMI	258	95	
Very low income (>30% but <=50% AMI)	15	5	
Low income (>50% but <80% AMI)	0	0	
Families with children	207	76	
Elderly families	24	9	
Families with Disabilities	42	15	
Race/ethnicity- Hisp	11	4	
Race/ethnicity – Wh	247	90	
Race/ethnicity – Bl	25	9	
Race/ethnicity – Indian/Alaskan	1	.3	
Race/ethnicity – Asian	0	0	
Race/ethnicity – Pacific Islander	0	0	
Race/ethnicity – Mixed	0	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
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)? 22 months			
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			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 –New Construction -Dade Oaks/Hudson Hills			
<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	511		157
Extremely low income <=30% AMI	465	91	
Very low income (>30% but <=50% AMI)	41	8	
Low income (>50% but <80% AMI)	5	1	
Families with children	337	66	
Elderly families	30	6	
Families with Disabilities	143	28	
Race/ethnicity – Hisp	114	22	
Race/ethnicity – Wh	403	78	
Race/ethnicity – Bl	94	18	
Race/ethnicity –	4	1	

Housing Needs of Families on the Waiting List			
Indian/Alaskan			
Race/ethnicity – Asian	1	0	
Race/ethnicity – Pacific Islander	4	1	
Race/ethnicity – Mixed	5	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

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)
Target more than 40% of all new admissions to public housing to families at or below 30% of median income.

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
- 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 2004-5 grants)		
a) Public Housing Operating Fund	338,349	
b) Public Housing Capital Fund	310,000	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,307,896	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	
3. Public Housing Dwelling Rental Income	296,922	PH Operations
4. Other income (list below)		
Excess Utilities	22,046	PH Operations
Other Misc Charges	10,783	PH Operations
Interest Income	592	PH Operations
4. Non-federal sources (list below)	-0-	
Total resources	10,286,588	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **Final verification is at time of availability. If verified information on file is more than three (3) months old, it is re-verified.**

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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 lists. They can apply for all complexes and wherever an opening occurs, they will be housed.**
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
Substandard housing
- 2 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
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) (See Step 4 at ‘903.2 (c) (1) (iv))	Deconcentration Policy (if no explanation) (see Step 5 at ‘903.2 (c) (1) (v))
None			

Project Designation Methodology

The PCHA determines and compares tenant incomes at all of its family PH developments. On analyzing its findings, the PCHA will apply the policies, measures and incentives listed herein to bring higher income families into lower income developments and lower income families into higher income developments.

Our goal is to have eligible families with higher incomes occupy dwelling units in projects occupied predominantly by eligible families having lower incomes, and eligible families with lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes. The waiting list statistics indicate there are sufficient extremely low income and very low income persons to balance incomes in developments designated higher income developments.

The PCHA uses the “Aggregate Average Method” to achieve its deconcentration objectives. The PCHA reviews the annual resident income of all of its sites. Using the incomes of all families in all developments as a baseline, the PCHA then determines the average income of all of its resident families, by development. This information is kept on file in the PCHA. The PCHA will designate higher income developments those with average income above the aggregate average and will designate lower income developments those with average income below the aggregate average.

The Pasco County Housing Authority has the following six family developments: Sunny Dale, Bonnie Dale, PascoTerrace, Citrus Villas and Cypress Villas I and II, being contiguous projects that will be treated as a single entity for purposes of this analysis.

HUD guidelines allow income deviations of plus/minus 15% between individual projects and the total for all projects. All developments within the PCHA meet these guidelines, with Pasco Terrace having the maximum positive deviation of 15% and Citrus Villas the maximum negative deviation of 14%.

The average unadjusted income for all these family PCHA Public Housing developments is \$8,112. The average unadjusted income for Sunny Dale compares at 95% to the total average income for all developments; Bonnie Dale compares at 92%; Pasco Terrace compares at 115%; Citrus Villas compares at 86% and combined Cypress Villas compares at 105%, all being within the HUD guidelines. (Income Deconcentration Analysis on file at the PCHA office.)

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

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

Information on previous landlord, if available.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

Applications may be picked up at all PCHA Complexes and One-Stop, Healthy Families, and Children and Family Services. Completed Applications must be submitted to the main office for consideration.

(3) Search Time

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

If yes, state circumstances below:

The PCHA makes evaluations of need regarding size of unit and area, including schools, employment, etc. The PCHA will give up to two (2) extensions in order to allow the interested person to search for something local to fit these needs.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

- 2 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
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below) **Special Purpose Regulations, as HOPWA (Housing Opportunities for Persons with AIDS); FUP (Family Unification Program); and FSS (Family Self-Sufficiency).**

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

- Through published notices
 Other (list below) **Through local service providers network.**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **Increase over \$50 gross per mo.**
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper

- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below) **When HUD issues new payment standards.**

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: **The Pasco County Housing Authority has a 5 member volunteer Board of Commissioners appointed by the Governor's office which sets policy and procedure and oversees all activities. A PCHA Resident is appointed to be a member of this Board that has Monthly meetings open to the public. A full time Executive Director is appointed by the Board and is responsible for the day to day administrative management. The current Executive Director has 12 years experience in the area of housing. The Community Managers report directly to a Manager Coordinator who has 7 years of experience in the area of housing.**

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	367 families	58
Section 8 Vouchers	1435	329
Section 8 Certificates		
Section 8 Mod Rehab	116	66
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)
 - Admissions and Continued Occupancy Policy, on file at the PCHA**
 - PCHA Mainenance Policy**
 - PCHA Pest Control Policy**

- (2) Section 8 Management: (list below)
 - Section 8 Administrative Plan, on file at the PCHA**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) fl104a01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)fl104a01

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
--

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: PASCO TERRACE 1b. Development (project) number: f1104 007
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(3011/03)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 50 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: CITRUS VILLAS 1b. Development (project) number: FL104 001
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(30/11/03)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 20 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date	

submitted or approved:

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

Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 4
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled development not general occupancy projects)? 2
- c. How many Assessments were conducted for the PHA's covered developments?
One overall assessment conducted on all covered developments.
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.
The assessment has been completed and is on file at the PCHA main office.

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

The PCHA will continue to apply for and administer Self-Sufficiency and Unification programs and provide residents access to local social service providers

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FSS Program in Section 8</i>	<i>160</i>	<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>Section 8 Participant</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 15/05/04)
FSS	166 SLOTS AVAILABLE	159 UTILIZATION

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

C. Welfare Benefit Reductions

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

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

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

SUMMARY OF ACTIVITY OF PCHA DURING 2003-2004 REGARDING IMPLEMENTATION OF THE COMMUNITY SERVICE REQUIREMENT

- **RESIDENT NOTIFICATION:** Residents were notified by mail and notices were posted in all developments to discuss at Resident Meetings the HUD revised requirements making participation non-voluntary for eligible residents.
- **COMMUNITY SERVICE ACTIVITIES MADE AVAILABLE:** Community Service activities available through several participating non-profit organizations were provided to residents so that they could participate in the program with approved organizations.
- **INTERNAL RECORD KEEPING:** The PCHA maintains internal record-keeping for community service records for tracking and reporting resident participation.
- **STAFF TRAINING:** The PCHA trained staff at each development to answer questions on the program and program updates and to monitor voluntary resident participation.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Cypress Villas I and II

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)

Cypress Villas I and II

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)

Cypress Villas I and II

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.

NOT APPLICABLE

- 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)]

The PCHA pet policy has been adopted per HUD requirements to include all developments. The full text of the policy is on file in the PCHA main administrative office. In summary, the Pet Policy provides for the following definitions and approval criteria:

- **Pets are defined as domesticated animals**
- **Owners must submit applications with a photo of the pet along with Vet certificates indicating the animal has current rabies shots; is spayed or neutered; and in good health.**
- **Pet must have current animal license, if applicable.**

- **Pet owner must bring the pet in to the PCHA to verify the pet complies with selection criteria and is well behaved and under control of owner.**
- **Management completes a “Pet Ownership Determination Form”**
- **All pets are re-registered annually.**
- **Pets not properly registered or not re-registered will not reside in the project.**
- **Management reserves the right to prohibit admission of any pet in cases where it determines the pet or pet owner will not be able to meet the requirements of the pet rules.**

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? Resident Advisory meeting 7/7/04. No comments were received.

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

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

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

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

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

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

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

3. Description of Resident Election Process

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

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

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: **PASCO COUNTY, FLORIDA**

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

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

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

The PCHA will provide housing to extremely low, very low, and low-income families in Pasco County, thereby reflecting the Pasco County housing needs assessment. The PCHA will add an admissions preference for “Homeless” in the Public Housing Admissions and Occupancy Plan as suggested by the County. The PCHA shared the results of its special needs survey regarding elderly housing needs with the County for the Pasco County Consolidated Plan.

D. Other Information Required by HUD

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

1. 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

In accordance with PIH notice 99-51 (HA) issued December 14, 1999, PHA’s must define “substantial deviation” of Annual Plans from the 5-Year Plan and “significant amendment or modification” of the Annual Plan. The Quality Housing and Work Responsibility Act of 1998 requires that PHA’s explain “substantial deviation” from the 5-Year Plan in their Annual Plans. The Act also provides that, while PHAs may change or modify their plans or policies described in them, any “significant deviation” to the plan would require PHAs to submit a revised PHA plan that has met full public process requirements.

The Pasco County Housing Authority’s definition of “substantial deviation” of Annual Plans from the 5-Year Plan and “significant amendment or modification” of the Annual Plan will consider the following to be significant amendments or modifications:

CRITERIA FOR DETERMINING SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION:

The Pasco County Housing Authority, after submitting its Annual Plan to HUD, may modify, amend, or change any policy, rule, regulation or other aspect of its plan. If any item does not significantly change the PCHA’s Mission Statement and Goals and Objectives, then it shall not be considered a substantial deviation from the Plan.

- A substantial change in Mission Statement or Goals identified in the Five-Year Plan.

Significant Amendment/Modification:

- A Significant modification would be a modification to major strategies to address housing needs and to major policies such as policies governing eligibility, selection or admissions and rent determination

A. Substantial Deviation from the 5 – year Plan: None

B. Significant Amendment or Modification to the Annual Plan: None

1. LISTING OF BOARD OF COMMISSIONERS OF PCHA

List of PCHA Board Members including Resident Board Member, as of 04/12/04

**Mrs. Margaret F. Mountain, Chairperson – Term Expires 9/2005
New Port Richey, FL 34652**

**Mr. Leonard Trubia, Vice-Chairman - Term Expires 9/2003
New Port Richey, FL 34655**

**Mr. Phillip N. Sanchez, Commissioner - Term Expires 8/2006
Dade City, FL 33523**

**Mrs. Regina M. Mirabella, Commissioner - Term Expires 8/2006
Hudson, FL 34669**

Tenant Commissioner: Currently Vacant

2. LISTING OF RESIDENT ADVISORY BOARD 2004

Listing of Members of the PCHA Resident Advisory Board, 5/13/03

CYPRESS VILLAS I

- 1 - Edgardo Benitez
- 2 - Miriam Velez
3. Angel Velez
3. Robert Stefansky

CYPRESS VILLAS II

- 1 - Gloria Jackson
- 2 - Katina Durant

4. SUMMARY OF PCHA ACTIONS DURING FY 2004 TO IMPLEMENT 5-YEAR GOALS & OBJECTIVES

- (1) **Management Issues:** The PCHA continued to work toward maintaining full compliance with all applicable statutes and regulations as defined by program audit findings. The PCHA continues to work to achieve financial self-sufficiency. Efforts were made as follows to improve management and operations: Report forms were developed and implemented to assist management to improve revenue in operations, maintain its high percentage of rents collected and sustain its high occupancy rate. Steps were taken to reduce the number of average days from vacancy to a new move-in by completing required retrofitting. Prior implementations, such as record keeping and scheduling, continued in

maintenance, warehouse, and inventory operations all of which continue to improve overall management of the agency.

- (2) **Expansion of the Stock Issues:** A report form was developed to assess housing demand for people with special needs in Pasco County. An assessment of a statistical survey of housing needs in Pasco County was reviewed which indicated there was a serious need for additional elderly housing for low income persons. Based on this need, the PCHA applied for and received from HUD “elderly only” designation for Pasco Terrace and Citrus Villas, totaling 70 units.
- (3) **Marketability Issues:** Continued to implement a plan to remove graffiti on properties within 24 hours and also developed a “curb appeal” report filed by Development Managers and Maintenance. This report is reviewed by management at regular staff meetings of maintenance and managers. Developed and implemented new outreach techniques to help fill vacant public housing units as residents move to Section 8 units.
- (4) **Security Issues:** Continued working with the PC Sheriff’s Office to share and analyze crime statistics and work together to reduce crime in public housing despite loss of Drug Elimination funding for additional law enforcement presence.
- (5) **Tenant-Based Housing Issues:** Initiated an outreach program to landlords to attract wider landlord participation in Section 8 programs. Developed a new Section 8 booklet for prospective tenants.
- (6) **Maintenance Issues:** Developed and implemented a comprehensive preventive maintenance program. Worked to maintain 24 hr. response time to emergency work orders and to reduce average turn-around time of a vacated unit. Continued to ensure that renovations done are in compliance with housing code. Performed required retrofitting of units.
- (7) **Equal Opportunity Issues:** Continued mixing public housing development populations ethnically, racially and income-wise as much as possible in accord with policies, taking into consideration the larger percentage of extremely low income applicants on waiting lists. Continued to provide equal opportunity in hiring, promotion and work to all employees and prospective employees, and worked to ensure that vendors were selected who promote adherence to EEO practices in concert with best bidder/lowest cost objectives.
- (8) **Fiscal Responsibility Issues:** Continued operating in a fiscally prudent manner so that income exceeded expenses. Developed and implemented an anti-fraud program covering maintenance contracting and purchasing and rent collection, and maintained sufficient operating reserves.
- (9) **Public Image Issues:** Spoke before various local organizations during FY 2004 to discuss mission and operations of the PCHA. Had a presence at the Pasco County Fair with a booth and a float and participated with a float in the New Port Richey Fair at which booklets with information on the PCHA and public housing and Section 8 housing were distributed.
- (10) **Supportive Service Issues:** Worked to promote higher utilization of resident services and assist residents in strengthening their resident organizations.

5. PUBLIC HOUSING DECONCENTRATION ANALYSIS: SITE BASED WAITING LISTS – FY 2004

ASSESSMENT OF DEMOGRAPHIC CHANGES IN PCHA PUBLIC HOUSING PROPERTIES WITH SITE-BASED WAITING LISTS -- May, 2003 to May, 2004

NARRATIVE SUMMARY

The Pasco County Housing Authority strives to maintain full rentals and to promote racial, ethnic and economic diversity in all of its low income rental properties.

During a 12-month period between May 2003 and May 2004, the sizes of the Pasco County Housing Authority waiting lists increased for both Public Housing and for Section 8 New Construction. The Public Housing wait lists increased by almost 100%, from 376 to 697. The Section 8 new construction wait list increased almost 300 % from 185 to 511. During this same period, the Section 8 Tenant Based list was closed to bring down the numbers from 876 in 2003 to 273.

The Pasco Terrace public housing development has had no percentile changes in race or ethnicity during the period from May 2003 to May 2004.

The Sunny Dale public housing development has seen a 2% increase in black households and a 2% decrease in white households, as well as a 1% increase in Hispanic households and a 1% decrease in Non-Hispanic households.

The Bonniedale public housing development saw no change in race by has seen a 4% increase in Hispanic and an 4% decrease in Non-Hispanic households, which is less than the 10% increase of the prior year.

The Citrus Villas public housing development saw an increase of 5% in black households and 5% decrease in Pacific Islanders/Asian households. There has also been a 4% increase in Hispanic households during this period.

In Cypress Villas I & II, there has been a 3% increase in American Indian/Alaskan Native households and a decrease of 3% in white households. The number of Hispanic households has increase by 4% over last year and the number of non-Hispanic households has decreased by 4%.

In summary, in the Pasco County Housing Authority Public Housing developments, most of the changes are statistically insignificant, resulting from a change of one or two households in relatively small sample sizes.

6) PCHA PUBLIC HOUSING INCOME DECONCENTRATION ANALYSIS - FY 2004

Housing Authorities with Public Housing developments having site based waiting lists are required to have the average income of each development fall within a range of 85% to 115% of the average income of all of the Public Housing developments combined. HUD does allow developments

which have different HUD identification numbers, but which are physically contiguous, to be considered as a single development.

The Pasco County Housing Authority has six Public Housing developments:

- SUNNYDALE
- BONNIEDALE
- PASCO TERRACE
- CITRUS VILLAS
- CYPRESS VILLAS I
- CYPRESS VILLAS II

Cypress Villas I and Cypress Villas II are contiguous to each other, and for the purposes of this deconcentration report, will be considered as a single entity.

The average income for all of the PCHA Public Housing developments is \$8,112 7,628 per household, up by 8.1 from May 2002 and up by another 6% from May 2003. The following lists the average unadjusted income for each development and compares this income as a percent to the total average income for all developments:

<u>DEVELOPMENT</u>	<u>AVERAGE HOUSEHOLD INCOME</u>	<u>% TOTAL AV INCOME/ALL DEVELOPMENTS</u>
SUNNYDALE	\$7672	95%
BONNIEDALE	\$7503	92%
PASCO TERRACE	\$9327	115%
CITRUS VILLAS	\$6947	83%
CYPRESS VILLAS I & CYPRESS VILLAS II	\$8501	105%

Average household incomes for all developments rose during the prior 12 month period, especially in Pasco Terrace which increased from \$7502 to \$9327. Considering Cypress Villas I and II as a single development, the range of average developmental incomes in all Public Housing Developments of the Pasco County Housing Authority goes from a low of 83% to a high of 115% of the average income of all PCHA Public Housing developments. This is within the HUD guidelines of 85% to 115%, and demonstrates that the PCHA is meeting HUD's income deconcentration requirements for Housing Authorities with Public Housing site based waiting lists.

Attachments

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

**PHA Plan
Table Library**

See Attachments

CAPITAL FUND PROGRAM TABLES START HERE

f1104a01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: PASCO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P10450104 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	34,729			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	261,000			
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				

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

PHA Name: PASCO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: FL29P10450104 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2004
--	--	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	320,729			
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: PASCO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P10450104 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2004		
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	
PHA WIDE	Operations	1406		34,729				
PHA WIDE	FEES: Architect & Engineering	1430		25,000				
104-005 Sunny Dale	Replace kitchen cabinets	1460	48	216,000				
104-004B Cypress Villas 2	Replace kitchen cabinets	1460	10	45,000				

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

PHA Name: PASCO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: FL29P10450104 Replacement Housing Factor No:				Federal FY of Grant: FY2004	
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	
PHA WIDE Operations	03/31/06			09-30-2007			
PHA WIDE Fees: Architect	03/31/06			09-30-2007			
104-005 Sunny Dale	03/31/06			09-30-2007			
104-004B Cypress Villas 2	03/31/06			09-30-2007			

**Capital Fund Program Five-Year Action Plan
Part I: Summary FY 2004 – 2008**

PHA Name Pasco County Housing Authority						<input checked="" type="checkbox"/> Original 5-Year Plan
						<input type="checkbox"/> Revision No:
Development Number/Name/ PHA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008	
	Annual Statement					
104-005	SD		6,300		2,600	
104-001B	Cv1	121,500	31,120	5,000		
104-001A	Citrus	49,170	2,520	25,000	2,600	
104-004A	BD	35,000	33,640	5,000		
PHA Wide		66,059	190,754	230,729	282,929	
104-007	PT		6,300	25,000	2,600	
104-004B	CV2	49,000	50,095			
104-001B, 104-004B	Cv1,cv2			30,000	30,000	
CFP Funds Listed for 5-year planning		320,729	320,729	320,729	320,729	
Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	104-001A Citrus Villas	Resurface road	30,335	104-004B Cypress Villas 2	Replace roof	48,835
Annual	104-001A Citrus Villas	Fence around community	18,835	104-001B Cypress Villas 1	Replace washers, dryers	2,600
Statement	104-004B Cypress Villas 2	Replace kitchen cabinets	9,000	104-004A Bonnie Dale	Replace washers, dryers	2,600
	PHA Wide	Fees: Architect	25,000	104-001B Cypress Villas 1	Maintenance van	25,000
	PHA Wide	Operations	41,059	104-004A Bonnie Dale	Maintenance van	25,000
	104-001B Cypress Villas 1	Replace kitchen cabinets	121,500	PHA Wide	Operations	165,754
	104-004 Cypress Villas 2	Window replacement	40,000	104-001A Citrus Villas	Replace ranges, refrigerators	2,520
	104-004A Bonnie Dale	Bathroom renovations	35,000	PHA Wide	Fees: Architect	25,000
				104-001B Cypress Villas 1	Replace ranges, refrigerators	3,520
				104-004A Bonnie Dale	Replace ranges, refrigerators	6,040
				104-004B Cypress Villas 2	Replace ranges, refrigerators	1,260

				104-005 Sunny Dale	Replace ranges, refrigerators	6,300
				104-007 Pasco Terrace	Replace ranges, refrigerators	6,300
Total CFP Estimated Cost			\$320,729			\$320,729

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

Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
104-001 A Citrus	Maintenance van	25,000	PHA-Wide	Operations	282,929
104-104 B Bonnie Dale	Playground equipment	5,000	104-007 Pasco Terrace	Laundry equipment	2,600
PHA-Wide	Operations	230,729	104-005 Sunny Dale	Laundry equipment	2,600
104-001B Cypress Villas 1, 104-004B Cypress Villas 2	Management Improvements (policing)	30,000	104-001B Cypress Villas 1, 104-004B Cypress Villas 2	Management Improvements (policing)	30,000
104-007 Pasco Terrace	Maintenance van	25,000	104-001 A Citrus	Laundry equipment	2,600
104-001 B Cypress Villas I	Playground equipment	5,000			
Total CFP Estimated Cost		\$320,729			\$320,729

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary
Capital Funds Program (CFP)

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

HA Name		Capital Funds Project Number		FFY of Grant Approval	
PASCO COUNTY HOUSING AUTHORITY		FL29P10450103		2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number # <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>9/30/2004</u>					
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Revision #1	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$34,059	\$0	\$34,059	\$0
3	1408 Management Improvements (May not exceed 20% of line 20)	\$0	\$0	\$0	\$0
4	1410 Administration (May not exceed 10% of line 20)	\$0	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$25,000	\$0	\$25,000	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$36,670	\$0	\$0	\$0
10	1460 Dwelling Structures	\$225,000	\$0	\$0	\$0
11	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19	1502 Contingency (may not exceed 8% of line 20)	\$0	\$0	\$0	\$0
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$320,729.00	\$0.00	\$59,059.00	\$0.00
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				
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date Karen Turner, Executive Director 3/31/04		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

**Annual Statement /
Performance and Evaluation Report**

Part II: Supporting Pages

Capital Funds Program

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	1406 Operations	1406		\$34,059.00	\$0.00	\$34,059.00	\$0.00	
PHA Wide	1430 Fees and Cost	1430						
	A & E Fees			\$25,000.00	\$0.00	\$25,000.00	\$0.00	
	Total 1430			\$34,150.00	\$0.00	\$25,000.00	\$0.00	
FL104007	1450 Site Improvements	1450						
FL104004	EROSION CONTROL			\$29,953.00	\$0.00	\$0.00	\$0.00	
	REPAIR, REPLACE OR INSTALL RETAINING WALL			\$6,717.00	\$0.00	\$0.00	\$0.00	
	Total 1450			\$36,670.00	\$0.00	\$0.00	\$0.00	
FL104005	1460 Dwelling Structure	1460						
FL104004	REPLACE KITCHEN CABINETS			\$9,000.00	\$0.00	\$0.00	\$0.00	
	REPLACE KITCHEN CABINETS			\$216,000.00	\$0.00	\$0.00	\$0.00	
	Total 1460			\$225,000.00	\$0.00	\$0.00	\$0.00	

**Annual Statement /
Performance and Evaluation Report**
Part III: Implementation Schedule
Capital Fund Program

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

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

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1406	3/31/2005		3/31/2004	9/30/2006			
1430	3/31/2005		3/31/2004	9/30/2006			
1450	3/31/2005			9/30/2006			
1460	3/31/2005			9/30/2006			

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

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

Signature of Executive Director and Date

Karen Turner, Executive Director 3/31/04

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

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary
Capital Funds Program (CFP)

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

HA Name		Capital Funds Project Number		FFY of Grant Approval	
PASCO COUNTY HOUSING AUTHORITY		FL29P104501-02		2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number # <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>9/30/04</u>					
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Revision #1	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$224,287	\$224,287	\$224,287	\$93,453
3	1408 Management Improvements (May not exceed 20% of line 20)	\$30,000	\$30,000	\$30,000	\$17,946
4	1410 Administration (May not exceed 10% of line 20)	\$0	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$7,000	\$7,000	\$7,000	\$355
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$0	\$283	\$283	\$283
10	1460 Dwelling Structures	\$72,326	\$72,043	\$0	\$0
11	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19	1502 Contingency (may not exceed 8% of line 20)	\$0	\$0	\$0	\$0
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$333,613.00	\$333,613.00	\$261,570.00	\$112,037.46
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				
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date Karen Turner, Executive Director 3/31/2004		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

Annual Statement / Performance and Evaluation Report		U.S. Department of Housing and Urban Development						
Part II: Supporting Pages		Office of Public and Indian Housing						
Capital Funds Program		OMB Approval 2577-0157 (Exp. 3/31/2002)						
Development Number / Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA - Wide Activities								
	1406 Operations	1406		\$224,287.00	\$224,287.00	\$224,287.00	\$93,453.00	
PHA Wide	Total 1406			\$224,287.00	\$224,287.00	\$224,287.00	\$93,453.00	
	1408 Management Improvements	1408						
FL104001 (CV1) & FL104004 (CV2)	Policing of communities			\$30,000.00	\$30,000.00	\$30,000.00	\$17,946.00	
	Total 1408			\$30,000.00	\$30,000.00	\$30,000.00	\$17,946.00	
	1430 Fees and Cost	1430						
PHA Wide	A & E Fees			\$7,000.00	\$7,000.00	\$7,000.00	\$355.00	
	Total 1430			\$7,000.00	\$7,000.00	\$7,000.00	\$355.00	
	1460 Dwelling Structure	1460						
FL104001 (CV1)	REPLACE ROOF			\$72,326.00	\$72,043.00	\$0.00	\$0.00	bids requested
	Total 1460			\$72,326.00	\$72,043.00	\$0.00	\$0.00	
	1450 Site Improvements	1450						
FL104004 (BD)	RETAINING WALL			\$0.00	\$283.00	\$283.00	\$283.00	minor repairs made
	Total 1450			\$0.00	\$283.00	\$283.00	\$283.00	
	Totals			\$333,613.00	\$333,613.00	\$261,570.00	\$112,037.00	

Annual Statement /			U.S. Department of Housing				
Performance and Evaluation Report			and Urban Development				
Part III: Implementation Schedule			Office of Public and Indian Housing				
Capital Fund Program							OMB Approval No. 2577-0157 (Exp. 3/31/2002)
Development							
Number / Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
HA - Wide	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Activities							
1406			3/31/2004	9/30/2005	9/30/2004		
1408	6/30/2003		3/31/2004	9/30/2005	9/30/2005		
1430	9/30/2003		9/30/2003	9/30/2005	9/30/2005		
1450	9/30/2003		9/30/2003	9/30/2005	9/30/2003	9/30/2003	
1460	9/30/2003	9/30/2004		9/30/2005	9/30/2005		difficulty in obtaining bids
To be completed for the Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date		Karen Turen, Executive Director		3/31/04		Signature of Public Housing Director/Office of Native American Programs Administrator and Date	

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

PASCO COUNTY HOUSING AUTHORITY
f1104v01

Submitted to HUD 7/14/04

**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: PASCO COUNTY HOUSING AUTHORITY

PHA Number: fl104

PHA Fiscal Year Beginning: (mm/yyyy) 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)

The Pasco County Consolidated Plan is also available at Community Development Office of County Government, West Pasco Government Center, 7530 Little Road, Suite 340, New Port Richey, FL 34654.

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[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)
The PCHA's mission is to provide low income families and elderly and disabled people with safe, decent and affordable housing as they strive to achieve self-sufficiency and improve the quality of their lives. The PCHA is committed to operating in an efficient, ethical and professional manner, and will create and maintain partnerships with its clients and with appropriate community service agencies in order to successfully accomplish this mission.

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: **The PCHA will apply for additional rental housing vouchers when available.**
 - Reduce public housing vacancies: **The PCHA will reduce public housing vacancies by purging each waiting list quarterly to ensure viable candidates remain on the lists.**
 - Leverage private or other public funds to create additional housing opportunities: **The PCHA Board is setting up a sub-committee to work with private and public sector to review and invest in affordable housing opportunities.**
 - Acquire or build units or developments: **The PCHA is looking into possibilities of building units and will do a needs assessment to determine the greatest housing needs.**

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) 88 : **The PCHA will work to further decrease the vacancy rate turnaround time to improve PHAS score.**

Maintain voucher management: (SEMAP score) 100%

Increase customer satisfaction: **The PCHA is providing a new tenant information booklet passed out at interview with resident.**

Concentrate on efforts to improve specific management functions:
**(1) The PCHA will train staff to provide more information to tenants;
(2) The PCHA will take more time with initial interviews;
(3) The PCHA will review tenant files regularly;
(4) The PCHA will use a new hand-held inspection system to assist with computerization of inspections in section 8.**

Renovate or modernize public housing units: **The PCHA will do repairs to bathroom and kitchen cabinets as per the Capital Fund Program requirements.**

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

(1) The PCHA will provide a new informational packet containing more information concerning voucher mobility.

(2) The PCHA has assigned one specialist to take care of portability.

Conduct outreach efforts to potential voucher landlords: **The PCHA will establish a series of landlord summits.**

Increase voucher payment standards

Implement voucher homeownership program: **Within 5 years.**

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
 - 1) **The PCHA will make efforts to get the Sheriff's sub-station in some communities.**
 - 2) **The PCHA will include additional lighting projects in the Capital Fund Program for some communities in accordance with environmental safety enhancement procedures.**
 - 3) **The PCHA will work with the Sheriff's Department on environmental safety landscaping which will be included in the Capital Fund Program .**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability: **The PCHA will provide computer learning in Ladoochee for Career Central.**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **The PCHA will maintain and provide a listing of supportive services for elderly and disabled in Pasco County.**
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
 - Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **The PCHA will maintain the measures it has instituted to**

review waiting lists monthly and ensure clients are contacted in sequence in both public and Section 8 housing lists.

- 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 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which brief 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.

In compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Pasco County Housing Authority has prepared this Agency Plan along with all requisite attachments to meet HUD requirements.

The mission statement of the Pasco County Housing Authority Board of Commissioners and the 5-year Goals and Objectives listed previously have all been adopted to guide the activities of the Housing Authority. The 5-Year goals and objectives relate to maintaining full compliance with all HUD regulations and to maintaining and improving the housing stock as well as service delivery to all residents. The Pasco County Housing Authority has based its Annual Plan on the premise that if these goals and objectives are accomplished, the PCHA will be working towards the advancement of our mission.

The Policies, plans, statements, budget summary and other supporting documents in this Annual Plan all lead towards the accomplishment of the goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Pasco County Consolidated Plan.

A few highlights of the Plan are as follows:

- The PCHA waiting lists now reflect a much higher percentage of extremely low income applicants than in prior years
- Public Housing residents in all developments had higher average incomes than prior years
- The PCHA will strive to regain a “High Performer” status as evaluated by HUD.
- The PCHA will continue to adapt available housing to the housing needs as identified in Pasco County, consistent with the Pasco County Consolidated Plan.
- The PCHA continues to mix its public housing populations ethnically, racially and by income as much as possible, in accordance with its Admissions and Occupancy Policy.
- The PCHA will continue to operate in full compliance with all Equal Opportunity laws and regulations and will continue to ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.

- The PCHA will continue to provide equal opportunity in hiring, promotion and work to all employees and prospective employees.
- The PCHA will continue to foster additional partnerships with local service providers to improve access for PCHA residents to services that support economic opportunity and quality of life.
- The PCHA shall strive to become a more customer-oriented organization, providing curb-appeal to its developments, encouraging resident feedback and providing services for residents to become more self-sufficient and improve their quality of life.

In summary, the Pasco County Housing Authority is on course to improve the condition of affordable housing in Pasco County.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	5
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	25
5. Operations and Management Policies	29
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	36
11. Homeownership	38
12. Community Service Programs	39
13. Crime and Safety	42
14. Pets (Inactive for January 1 PHAs)	44
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	45
17. Asset Management	45
18. Other Information	46
D. Other Information Required by HUD	48
1. Substantial Deviation & Significant Amendment Definition	48
2. Listing of Board of Commissioners	49
3. Listing of Resident Advisory Board members	49
4. Summary of Activities to Implement Goals & Objectives	49
5. Deconcentration Analysis for Site Based Wait Lists	51
6. Income Deconcentration Analysis	51

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (2004-2008) fl104 a01
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name) fl104b01 (P & E – 2003); fl104c01 (P & E – 2002) & fl104d01 (P & E – 2001)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	

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	-2,961	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	-4,134	5	5	5	5	N/A	N/A
Income >50% but <80% of AMI	709	3	3	2	2	N/A	N/A
Elderly	6,879	2	2	2	2	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1998-2002 *Note: New statistics not yet available*
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: 2000
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
UNIVERSITY OF FLORIDA, SHIMBERG CENTER FOR AFFORDABLE
HOUSING – Year 1998

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: – **Bonnie Dale; Sunny Dale; Pasco Terrace; Citrus Villas, Cypress Villas I and II**

	# of families	% of total families	Annual Turnover
Waiting list total	697		76
Extremely low income <=30% AMI	635	91	
Very low income (>30% but <=50% AMI)	57	8	
Low income (>50% but <80% AMI)	5	1	
Families with children	322	46	
Elderly families	141	21	
Families with Disabilities	234	33	
Race/ethnicity-Hisp	124	17	
Race/ethnicity-Wh	604	86	
Race/ethnicity-Bl	75	11	
Race/ethnicity-Indian/Alaskan	6	.8	
Race/ethnicity – Asian	0	0	
Race/ethnicity – Pacific Islander	7	.1	
Race/ethnicity – Mixed	4	.6	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	443	63.7	30
2 BR	209	29.9	35
3 BR	44	6.3	11
4 BR	1	.1	0
5 BR	0		0
5+ BR	0		0

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	273	320	
Extremely low income <=30% AMI	258	95	
Very low income (>30% but <=50% AMI)	15	5	
Low income (>50% but <80% AMI)	0	0	
Families with children	207	76	
Elderly families	24	9	
Families with Disabilities	42	15	
Race/ethnicity- Hisp	11	4	
Race/ethnicity – Wh	247	90	
Race/ethnicity – Bl	25	9	
Race/ethnicity – Indian/Alaskan	1	.3	
Race/ethnicity – Asian	0	0	
Race/ethnicity – Pacific Islander	0	0	
Race/ethnicity – Mixed	0	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
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)? 22 months			
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			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 –New Construction -Dade Oaks/Hudson Hills			
<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	511		157
Extremely low income <=30% AMI	465	91	
Very low income (>30% but <=50% AMI)	41	8	
Low income (>50% but <80% AMI)	5	1	
Families with children	337	66	
Elderly families	30	6	
Families with Disabilities	143	28	
Race/ethnicity – Hisp	114	22	
Race/ethnicity – Wh	403	78	
Race/ethnicity – Bl	94	18	
Race/ethnicity –	4	1	

Housing Needs of Families on the Waiting List			
Indian/Alaskan			
Race/ethnicity – Asian	1	0	
Race/ethnicity – Pacific Islander	4	1	
Race/ethnicity – Mixed	5	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

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)
Target more than 40% of all new admissions to public housing to families at or below 30% of median income.

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
- 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 2004-5 grants)		
a) Public Housing Operating Fund	338,349	
b) Public Housing Capital Fund	310,000	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,307,896	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	
3. Public Housing Dwelling Rental Income	296,922	PH Operations
4. Other income (list below)		
Excess Utilities	22,046	PH Operations
Other Misc Charges	10,783	PH Operations
Interest Income	592	PH Operations
4. Non-federal sources (list below)	-0-	
Total resources	10,286,588	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **Final verification is at time of availability. If verified information on file is more than three (3) months old, it is re-verified.**

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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 lists. They can apply for all complexes and wherever an opening occurs, they will be housed.**
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
Substandard housing
- 2 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
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) (See Step 4 at ‘903.2 (c) (1) (iv))	Deconcentration Policy (if no explanation) (see Step 5 at ‘903.2 (c) (1) (v))
None			

Project Designation Methodology

The PCHA determines and compares tenant incomes at all of its family PH developments. On analyzing its findings, the PCHA will apply the policies, measures and incentives listed herein to bring higher income families into lower income developments and lower income families into higher income developments.

Our goal is to have eligible families with higher incomes occupy dwelling units in projects occupied predominantly by eligible families having lower incomes, and eligible families with lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes. The waiting list statistics indicate there are sufficient extremely low income and very low income persons to balance incomes in developments designated higher income developments.

The PCHA uses the “Aggregate Average Method” to achieve its deconcentration objectives. The PCHA reviews the annual resident income of all of its sites. Using the incomes of all families in all developments as a baseline, the PCHA then determines the average income of all of its resident families, by development. This information is kept on file in the PCHA. The PCHA will designate higher income developments those with average income above the aggregate average and will designate lower income developments those with average income below the aggregate average.

The Pasco County Housing Authority has the following six family developments: Sunny Dale, Bonnie Dale, PascoTerrace, Citrus Villas and Cypress Villas I and II, being contiguous projects that will be treated as a single entity for purposes of this analysis.

HUD guidelines allow income deviations of plus/minus 15% between individual projects and the total for all projects. All developments within the PCHA meet these guidelines, with Pasco Terrace having the maximum positive deviation of 15% and Citrus Villas the maximum negative deviation of 14%.

The average unadjusted income for all these family PCHA Public Housing developments is \$8,112. The average unadjusted income for Sunny Dale compares at 95% to the total average income for all developments; Bonnie Dale compares at 92%; Pasco Terrace compares at 115%; Citrus Villas compares at 86% and combined Cypress Villas compares at 105%, all being within the HUD guidelines. (Income Deconcentration Analysis on file at the PCHA office.)

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

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

Information on previous landlord, if available.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

Applications may be picked up at all PCHA Complexes and One-Stop, Healthy Families, and Children and Family Services. Completed Applications must be submitted to the main office for consideration.

(3) Search Time

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

If yes, state circumstances below:

The PCHA makes evaluations of need regarding size of unit and area, including schools, employment, etc. The PCHA will give up to two (2) extensions in order to allow the interested person to search for something local to fit these needs.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

- 2 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
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below) **Special Purpose Regulations, as HOPWA (Housing Opportunities for Persons with AIDS); FUP (Family Unification Program); and FSS (Family Self-Sufficiency).**

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

- Through published notices
 Other (list below) **Through local service providers network.**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **Increase over \$50 gross per mo.**
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper

- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below) **When HUD issues new payment standards.**

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: **The Pasco County Housing Authority has a 5 member volunteer Board of Commissioners appointed by the Governor's office which sets policy and procedure and oversees all activities. A PCHA Resident is appointed to be a member of this Board that has Monthly meetings open to the public. A full time Executive Director is appointed by the Board and is responsible for the day to day administrative management. The current Executive Director has 12 years experience in the area of housing. The Community Managers report directly to a Manager Coordinator who has 7 years of experience in the area of housing.**

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	367 families	58
Section 8 Vouchers	1435	329
Section 8 Certificates		
Section 8 Mod Rehab	116	66
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)
 - Admissions and Continued Occupancy Policy, on file at the PCHA**
 - PCCHA Mainenance Policy**
 - PCCHA Pest Control Policy**

- (2) Section 8 Management: (list below)
 - Section 8 Administrative Plan, on file at the PCHA**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) fl104a01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)fl104a01

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
--

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	PASCO TERRACE
1b. Development (project) number:	f1104 007
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(3011/03)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	50
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	CITRUS VILLAS
1b. Development (project) number:	FL104 001
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(30/11/03)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	20
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date	

submitted or approved:

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

Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 4
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled development not general occupancy projects)? 2
- c. How many Assessments were conducted for the PHA's covered developments?
One overall assessment conducted on all covered developments.
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.
The assessment has been completed and is on file at the PCHA main office.

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

The PCHA will continue to apply for and administer Self-Sufficiency and Unification programs and provide residents access to local social service providers

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FSS Program in Section 8</i>	<i>160</i>	<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>Section 8 Participant</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 15/05/04)
FSS	166 SLOTS AVAILABLE	159 UTILIZATION

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

C. Welfare Benefit Reductions

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

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

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

SUMMARY OF ACTIVITY OF PCHA DURING 2003-2004 REGARDING IMPLEMENTATION OF THE COMMUNITY SERVICE REQUIREMENT

- **RESIDENT NOTIFICATION:** Residents were notified by mail and notices were posted in all developments to discuss at Resident Meetings the HUD revised requirements making participation non-voluntary for eligible residents.
- **COMMUNITY SERVICE ACTIVITIES MADE AVAILABLE:** Community Service activities available through several participating non-profit organizations were provided to residents so that they could participate in the program with approved organizations.
- **INTERNAL RECORD KEEPING:** The PCHA maintains internal record-keeping for community service records for tracking and reporting resident participation.
- **STAFF TRAINING:** The PCHA trained staff at each development to answer questions on the program and program updates and to monitor voluntary resident participation.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Cypress Villas I and II

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)

Cypress Villas I and II

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)

Cypress Villas I and II

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.

NOT APPLICABLE

- 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)]

The PCHA pet policy has been adopted per HUD requirements to include all developments. The full text of the policy is on file in the PCHA main administrative office. In summary, the Pet Policy provides for the following definitions and approval criteria:

- **Pets are defined as domesticated animals**
- **Owners must submit applications with a photo of the pet along with Vet certificates indicating the animal has current rabies shots; is spayed or neutered; and in good health.**
- **Pet must have current animal license, if applicable.**

- **Pet owner must bring the pet in to the PCHA to verify the pet complies with selection criteria and is well behaved and under control of owner.**
- **Management completes a “Pet Ownership Determination Form”**
- **All pets are re-registered annually.**
- **Pets not properly registered or not re-registered will not reside in the project.**
- **Management reserves the right to prohibit admission of any pet in cases where it determines the pet or pet owner will not be able to meet the requirements of the pet rules.**

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? Resident Advisory meeting 7/7/04. No comments were received.

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

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

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

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

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

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

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

3. Description of Resident Election Process

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

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

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: **PASCO COUNTY, FLORIDA**

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

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

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

The PCHA will provide housing to extremely low, very low, and low-income families in Pasco County, thereby reflecting the Pasco County housing needs assessment. The PCHA will add an admissions preference for “Homeless” in the Public Housing Admissions and Occupancy Plan as suggested by the County. The PCHA shared the results of its special needs survey regarding elderly housing needs with the County for the Pasco County Consolidated Plan.

D. Other Information Required by HUD

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

1. 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

In accordance with PIH notice 99-51 (HA) issued December 14, 1999, PHA’s must define “substantial deviation” of Annual Plans from the 5-Year Plan and “significant amendment or modification” of the Annual Plan. The Quality Housing and Work Responsibility Act of 1998 requires that PHA’s explain “substantial deviation” from the 5-Year Plan in their Annual Plans. The Act also provides that, while PHAs may change or modify their plans or policies described in them, any “significant deviation” to the plan would require PHAs to submit a revised PHA plan that has met full public process requirements.

The Pasco County Housing Authority’s definition of “substantial deviation” of Annual Plans from the 5-Year Plan and “significant amendment or modification” of the Annual Plan will consider the following to be significant amendments or modifications:

CRITERIA FOR DETERMINING SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION:

The Pasco County Housing Authority, after submitting its Annual Plan to HUD, may modify, amend, or change any policy, rule, regulation or other aspect of its plan. If any item does not significantly change the PCHA’s Mission Statement and Goals and Objectives, then it shall not be considered a substantial deviation from the Plan.

- A substantial change in Mission Statement or Goals identified in the Five-Year Plan.

Significant Amendment/Modification:

- A Significant modification would be a modification to major strategies to address housing needs and to major policies such as policies governing eligibility, selection or admissions and rent determination

A. Substantial Deviation from the 5 – year Plan: None

B. Significant Amendment or Modification to the Annual Plan: None

1. LISTING OF BOARD OF COMMISSIONERS OF PCHA

List of PCHA Board Members including Resident Board Member, as of 04/12/04

**Mrs. Margaret F. Mountain, Chairperson – Term Expires 9/2005
New Port Richey, FL 34652**

**Mr. Leonard Trubia, Vice-Chairman - Term Expires 9/2003
New Port Richey, FL 34655**

**Mr. Phillip N. Sanchez, Commissioner - Term Expires 8/2006
Dade City, FL 33523**

**Mrs. Regina M. Mirabella, Commissioner - Term Expires 8/2006
Hudson, FL 34669**

Tenant Commissioner: Currently Vacant

2. LISTING OF RESIDENT ADVISORY BOARD 2004

Listing of Members of the PCHA Resident Advisory Board, 5/13/03

CYPRESS VILLAS I

- 1 - Edgardo Benitez
- 2 - Miriam Velez
3. Angel Velez
3. Robert Stefansky

CYPRESS VILLAS II

- 1 - Gloria Jackson
- 2 - Katina Durant

4. SUMMARY OF PCHA ACTIONS DURING FY 2004 TO IMPLEMENT 5-YEAR GOALS & OBJECTIVES

- (1) **Management Issues:** The PCHA continued to work toward maintaining full compliance with all applicable statutes and regulations as defined by program audit findings. The PCHA continues to work to achieve financial self-sufficiency. Efforts were made as follows to improve management and operations: Report forms were developed and implemented to assist management to improve revenue in operations, maintain its high percentage of rents collected and sustain its high occupancy rate. Steps were taken to reduce the number of average days from vacancy to a new move-in by completing required retrofitting. Prior implementations, such as record keeping and scheduling, continued in

maintenance, warehouse, and inventory operations all of which continue to improve overall management of the agency.

- (2) **Expansion of the Stock Issues:** A report form was developed to assess housing demand for people with special needs in Pasco County. An assessment of a statistical survey of housing needs in Pasco County was reviewed which indicated there was a serious need for additional elderly housing for low income persons. Based on this need, the PCHA applied for and received from HUD “elderly only” designation for Pasco Terrace and Citrus Villas, totaling 70 units.
- (3) **Marketability Issues:** Continued to implement a plan to remove graffiti on properties within 24 hours and also developed a “curb appeal” report filed by Development Managers and Maintenance. This report is reviewed by management at regular staff meetings of maintenance and managers. Developed and implemented new outreach techniques to help fill vacant public housing units as residents move to Section 8 units.
- (4) **Security Issues:** Continued working with the PC Sheriff’s Office to share and analyze crime statistics and work together to reduce crime in public housing despite loss of Drug Elimination funding for additional law enforcement presence.
- (5) **Tenant-Based Housing Issues:** Initiated an outreach program to landlords to attract wider landlord participation in Section 8 programs. Developed a new Section 8 booklet for prospective tenants.
- (6) **Maintenance Issues:** Developed and implemented a comprehensive preventive maintenance program. Worked to maintain 24 hr. response time to emergency work orders and to reduce average turn-around time of a vacated unit. Continued to ensure that renovations done are in compliance with housing code. Performed required retrofitting of units.
- (7) **Equal Opportunity Issues:** Continued mixing public housing development populations ethnically, racially and income-wise as much as possible in accord with policies, taking into consideration the larger percentage of extremely low income applicants on waiting lists. Continued to provide equal opportunity in hiring, promotion and work to all employees and prospective employees, and worked to ensure that vendors were selected who promote adherence to EEO practices in concert with best bidder/lowest cost objectives.
- (8) **Fiscal Responsibility Issues:** Continued operating in a fiscally prudent manner so that income exceeded expenses. Developed and implemented an anti-fraud program covering maintenance contracting and purchasing and rent collection, and maintained sufficient operating reserves.
- (9) **Public Image Issues:** Spoke before various local organizations during FY 2004 to discuss mission and operations of the PCHA. Had a presence at the Pasco County Fair with a booth and a float and participated with a float in the New Port Richey Fair at which booklets with information on the PCHA and public housing and Section 8 housing were distributed.
- (10) **Supportive Service Issues:** Worked to promote higher utilization of resident services and assist residents in strengthening their resident organizations.

5. PUBLIC HOUSING DECONCENTRATION ANALYSIS: SITE BASED WAITING LISTS – FY 2004

ASSESSMENT OF DEMOGRAPHIC CHANGES IN PCHA PUBLIC HOUSING PROPERTIES WITH SITE-BASED WAITING LISTS -- May, 2003 to May, 2004

NARRATIVE SUMMARY

The Pasco County Housing Authority strives to maintain full rentals and to promote racial, ethnic and economic diversity in all of its low income rental properties.

During a 12-month period between May 2003 and May 2004, the sizes of the Pasco County Housing Authority waiting lists increased for both Public Housing and for Section 8 New Construction. The Public Housing wait lists increased by almost 100%, from 376 to 697. The Section 8 new construction wait list increased almost 300 % from 185 to 511. During this same period, the Section 8 Tenant Based list was closed to bring down the numbers from 876 in 2003 to 273.

The Pasco Terrace public housing development has had no percentile changes in race or ethnicity during the period from May 2003 to May 2004.

The Sunny Dale public housing development has seen a 2% increase in black households and a 2% decrease in white households, as well as a 1% increase in Hispanic households and a 1% decrease in Non-Hispanic households.

The Bonniedale public housing development saw no change in race by has seen a 4% increase in Hispanic and an 4% decrease in Non-Hispanic households, which is less than the 10% increase of the prior year.

The Citrus Villas public housing development saw an increase of 5% in black households and 5% decrease in Pacific Islanders/Asian households. There has also been a 4% increase in Hispanic households during this period.

In Cypress Villas I & II, there has been a 3% increase in American Indian/Alaskan Native households and a decrease of 3% in white households. The number of Hispanic households has increase by 4% over last year and the number of non-Hispanic households has decreased by 4%.

In summary, in the Pasco County Housing Authority Public Housing developments, most of the changes are statistically insignificant, resulting from a change of one or two households in relatively small sample sizes.

6) PCHA PUBLIC HOUSING INCOME DECONCENTRATION ANALYSIS - FY 2004

Housing Authorities with Public Housing developments having site based waiting lists are required to have the average income of each development fall within a range of 85% to 115% of the average income of all of the Public Housing developments combined. HUD does allow developments

which have different HUD identification numbers, but which are physically contiguous, to be considered as a single development.

The Pasco County Housing Authority has six Public Housing developments:

- SUNNYDALE
- BONNIEDALE
- PASCO TERRACE
- CITRUS VILLAS
- CYPRESS VILLAS I
- CYPRESS VILLAS II

Cypress Villas I and Cypress Villas II are contiguous to each other, and for the purposes of this deconcentration report, will be considered as a single entity.

The average income for all of the PCHA Public Housing developments is \$8,112 7,628 per household, up by 8.1 from May 2002 and up by another 6% from May 2003. The following lists the average unadjusted income for each development and compares this income as a percent to the total average income for all developments:

<u>DEVELOPMENT</u>	<u>AVERAGE HOUSEHOLD INCOME</u>	<u>% TOTAL AV INCOME/ALL DEVELOPMENTS</u>
SUNNYDALE	\$7672	95%
BONNIEDALE	\$7503	92%
PASCO TERRACE	\$9327	115%
CITRUS VILLAS	\$6947	83%
CYPRESS VILLAS I & CYPRESS VILLAS II	\$8501	105%

Average household incomes for all developments rose during the prior 12 month period, especially in Pasco Terrace which increased from \$7502 to \$9327. Considering Cypress Villas I and II as a single development, the range of average developmental incomes in all Public Housing Developments of the Pasco County Housing Authority goes from a low of 83% to a high of 115% of the average income of all PCHA Public Housing developments. This is within the HUD guidelines of 85% to 115%, and demonstrates that the PCHA is meeting HUD's income deconcentration requirements for Housing Authorities with Public Housing site based waiting lists.

Attachments

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

**PHA Plan
Table Library**

See Attachments