

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

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*PHA Plans for the  
Housing Authority of the  
City of Victoria*

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2004

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

**(ALL ATTACHMENTS TO THE PLAN ARE NUMBERED SEQUENTIALLY AS REQUESTED BY THE HUD  
FIELD OFFICE. PAGE NUMBERING MAY VARY ONCE THE PLAN IS POSTED TO WEBSITE BY HUD.)**

## PHA Plan Agency Identification

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

**PHA Number:** *TX085*

**PHA Fiscal Year Beginning:** *04/2004*

### Public Access to Information

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

- Main administrative office of the PHA
- 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)

PHA Identification Section

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)  
*To provide low-income families with safe, decent and affordable housing in addition to promoting programs that will lead to economic self-sufficiency and enhance the quality of life for our resident families.*  
*Progress Statement: During FYB 2003, the PHA was successful in fulfilling its mission and will continue to reach beyond its desired goals.*

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

*Progress Statement: The PHA is still working on maintaining a 97% lease up rate and is making contacts for information on possibly building some elderly disabled units on land already owned by the PHA.*

- PHA Goal: Improve the quality of assisted housing  
Objectives:

- Improve public housing management: (PHAS score) 82
- Improve voucher management: (SEMAP score) 96
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

*Progress Statement: During FYB 2003, the PHA maintained its Standard PHAS score and is doing everything possible to become a High Performer. The PHA has maintained a High Performer status under SEMAP for the last three years. The PHA has continued to utilize the capital fund monies to remodel and modernize its public housing units.*

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

*Progress Statement: During FYB 2003, the PHA continued providing voucher counseling at all initial move-ins and recertifications. The PHA has maintained the same payment standards, between 90% and 110% of the published FMR.*

### **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: *achieved through tenant selection process.*
  - 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:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

*Progress Statement: During FYB 2002, the PHA continued achieving this objective through the Tenant Selection process and will continue on an on-going basis.*

**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: *increased by 5-10%*
- Provide or attract supportive services to improve assistance recipients' employability: *working with Texas Coalition for homeless.*
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

*Progress Statement: During FYB 2003, the PHA continues to be active with the Texas Coalition for the Homeless and is in the process of drafting a memorandum of understanding (MOU) with the Golden Crescent, Texas Workforce Commission.*

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

*Progress Statement: During FYB 2003, the PHA achieved the objectives listed above and will continue on an on-going basis.*

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

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

*The Housing Authority of the City of Victoria has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the City of Victoria during FY 2004 include:*

- *Preserve and improve the public housing stock through the Capital Funds activities;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*

- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Victoria to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Victoria, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Victoria and the State of Texas.*

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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration (**tx085a01**)
- FY 2004 Capital Fund Program Annual Statement (**tx085b01**)
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- Other Required Attachments:
  - Substantial Deviation and Significant Amendment or Modification (**tx085d01**)*
  - Pet Ownership Policy (**tx085e01**)*
  - RASS Agency Up Plan (**tx085f01**)*
  - Statement of Progress - **tx085g01***
  - Resident Member on Governing Board (**tx085h01**)*



*Membership of Resident Advisory Board or Boards (tx085i01)*  
*Summary of Policy or Program Changes for the Upcoming Year (tx085j01)*  
*Deconcentration and Income Mixing Assessment (tx085k01)*  
*Involuntary Conversion Required Initial Assessment (tx085l01)*  
*Community Service Policy (tx085p01)*

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan **tx085c01**
- 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  
*2001 Performance and Evaluation Report (tx085m1)*  
*2002 Performance and Evaluation Report (tx085n1)*  
*2003 Performance and Evaluation Report (tx085o1)*

### 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with 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

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

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1532	4	4	4	4	4	4
Income >30% but <=50% of AMI	937	4	4	4	4	4	4
Income >50% but <80% of AMI	655	3	3	3	3	3	3
Elderly	1022	4	4	4	4	4	4
Families with Disabilities	*	*	*	*	*	*	*
Caucasian	4278	4	4	4	4	4	4
Hispanic	3029	4	4	4	4	4	4
African-American	861	4	4	4	4	4	4
Other	51	4	4	4	4	4	4

\* Pursuant to the City of Victoria Planning Department, the Consolidated Plan does not specifically address the housing needs of families with disabilities.

There was no change in the Consolidated Plan during 2003. (added)

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000-2005**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	510		50%
Extremely low income <=30% AMI	212	41%	
Very low income (>30% but <=50% AMI)	298	59%	
Low income (>50% but <80% AMI)	0	0	
Families with children	357	70%	
Elderly families	32	6%	
Families with Disabilities	1	1%	
<i>Hispanic</i>	289	56%	
<i>African-American (non-Hispanic)</i>	86	16%	
<i>Caucasian (non-Hispanic)</i>	135	26%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	67	37%	2%
2 BR	82	45%	50%
3 BR	14	7%	50%
4 BR	14	7%	20%

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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



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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	710,550.00	
b) Public Housing Capital Fund	448,369.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,462,862.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<i>Section 8 Moderate Rehabilitation Program</i>	909,640.00	<i>Section 8 program assistance</i>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<i>2003 CFP grant</i>	395,569.00	
<b>Sub-total</b>	<b>3,926,990.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	534,572.00	<i>Public housing operations</i>
<b>4. Other income (list below)</b>	163,110.00	<i>Public housing operations</i>
<i>-Interest on general funds investments 1,500.00</i>		
<i>-Other income; legal fees, maintenance 36,610.00</i>		
<i>Charges to tenants, late fees, NSF check</i>		
<i>- Excess utilities (electricity) 125,000.00</i>		
<b>5. Non-federal sources (list below)</b>		
<b>Sub-total</b>	<b>697,682.00</b>	
<b>Total resources</b>	<b>\$4,624,672.00</b>	

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)  
*Approximately 1 – 10 (changed)*
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

c.  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**

*The PHA does not operate site-based waiting lists.*

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

N/A

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)? *n/a*  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously *n/a*  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *n/a*
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

**(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: *n/a*

- 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) *n/a*

- 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: *n/a*

- 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) *n/a*

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing** *See attachment tx085k01*

**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)
    - *Name and mailing address of previous landlord*
    - *Last known mailing address of participant*
    - *Family history according to Administrative policy*

**(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)
- The PHA has a Section 8 waiting list and a Public Housing waiting list. (added)*
- None (*added*)
  - Federal public housing (*removed*)
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)



- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- *Medical reasons (added)*

**(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 *n/a*

- 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) *n/a*

- 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 *n/a*

- 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) *n/a*

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

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

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

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

- 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)

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

- 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:

- *the family's income has decreased because of changed circumstances, loss or reduction of employment, death in the family which results in income reduction or funeral expenses; and reduction in or loss of earnings or other assistance;*
- *the family has experienced an increase in expenses, because of changes circumstances, for un-reimbursed medical costs, child care, transportation, education or similar items; and*
- *The PHA may include other reasonable financial hardship circumstances, which may be applied on a case by case basis at management discretion.*

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:

- *Flat rent or 30% option – family choice*

*Flat Rents:*

- *One Bedroom Apts. - \$215*
- *Two Bedroom Apts. - \$270*
- *Three Bedroom Apts. - \$370*
- *Four Bedroom Apts. - \$420*

Flat rents are to be used when the family chooses to pay flat rent vs. 30% of adjusted income.

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

- 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)

*n/a*

- 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) *n/a*

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

f. Rent re-determinations:

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

- Never
- At family option
- 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) \$900.00 yearly
- 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) *60% of FMR*

## 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) *n/a*

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

- *the family's income has decreased because of changed circumstances, loss or reduction of employment, death in the family which results in income reduction or funeral expenses; and reduction in or loss of earnings or other assistance;*
- *the family has experienced an increase in expenses, because of changes circumstances, for un-reimbursed medical costs, child care, transportation, education or similar items; and*
- *The PHA may include other reasonable financial hardship circumstances, which may be applied on a case by case basis at management discretion.*



## **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:

*VHA manages both public housing and section 8 programs from one office. There are nineteen employees for both programs combined. Each person has specific job duties they perform pertaining to the person they work, as well as cross-training to work other employee's duties for all programs run by the Authority. This is done to ensure that if a staff person is out for vacation or illness, their job is not on hold until they return and someone else can assist a customer at all times.*

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	321	35%
Section 8 Vouchers	347(changed)	25%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	150	25%
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

### **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)

- *Work Order System*
- *Pest Eradication Policy*
- *Maintenance Plan*
- *Uniform Inspection System*
- *Admissions and Occupancy Policy*
- *Grievance Procedures*
- *Tenant Selection and Assignment Policy*
- *Community Service Plan*
- *Handicapped Policy*
- *Termination and Eviction*
- *Transfer and Transfer Waiting List*
- *Resident Initiatives*
- *Section 3 Plan*
- *Pet Policy for Families*
- *Pet Policy for Elderly*
- *Procurement Policy (added)*
- *Personnel Policy (added)*

(2) Section 8 Management: (list below)

- *Section 8 Administrative Plan*

## **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: *n/a*

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: *n/a*

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) *tx085b01*

-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) *tx085c01*

*2001 Performance and Evaluation Report – tx085m1*

*2002 Performance and Evaluation Report – tx085n1*

*2003 Performance and Evaluation Report – tx085o1*

-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: *n/a*

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 *N/A*

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

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

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

[24 CFR Part 903.7 9 (i)]

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 *N/A*

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  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 *N/A*

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

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



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

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

*Voluntary Conversion Required Initial Assessment see attachment tx085101*

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description: N/A

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 (I)]

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? 01/03/2000

#### 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)

b. Economic and Social self-sufficiency programs

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

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

**(2) Family Self sufficiency program/s -n/a**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Setion 8		

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

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

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

*The PHA has reinstated the Community Service Policy and it is included as attachment tx085p01. In addition, the residents were notified as required.*

### **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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

*TX 85-2*

*TX 85-3*

#### **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)

*PHA-wide*

### **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)

*PHA-wide*

### **D. Additional information as required by PHDEP/PHDEP Plan *no longer required***

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:)

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

[24 CFR Part 903.7 9 (n)]

*Pet Ownership Policy – attachment tx085e01*

## **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**

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) *N/A*
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply) *N/A*
- 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 *N/A*
- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) *City of Victoria*

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)
- *The Mission Statement and the Goals and Objectives of the PHA Plan were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*
  - *Leverage private or other public funds to create additional housing opportunities:*
  - *Acquire or build units or developments*
  - *Renovate or modernize public housing units:*
  - *Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:*
  - *Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:*
  - *Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.*
  - *To provide decent, safe and affordable housing for families in the Victoria area. (added)*
- Other: (list below)

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

<u>Commitment</u>	<u>Actions</u>
1. Facilitate the development of housing Authority to meet the needs of the disabled, elderly and other special needs population.	The Victoria Housing Authority does not receive local funding and operates independently of the City of Victoria. However, several of the goals and objectives are the same for our two entities. Therefore, having successfully worked together, we plan to pursue partnership ventures in the future as opportunities arise.
2. Encourage the rehabilitation of replacement of substandard housing.	
3. Support the construction of entry-level and low- and moderate-income housing.	

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

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

## **Attachments**

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

## PHA Plan Table Library

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

**Annual Statement**    *See attachment tx085b01*  
**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number                      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

**Annual Statement**    *See attachment tx085b01*  
**Capital Fund Program (CFP) Part II: Supporting Table**

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

**Annual Statement**      *See attachment tx085b01*  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)



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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>See attachment tx085c01</i>				
<b>Total estimated cost over next 5 years</b>				

**Optional Public Housing Asset Management Table**

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

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

Attachment: tx085a01

**DE-CONCENTRATION AND INCOME TARGETING POLICY  
FOR THE  
HOUSING AUTHORITY OF THE CITY OF  
VICTORIA, TEXAS**

**DE-CONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Victoria, Texas (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic D-econcentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Establish preferences for families in job training programs;
- S Establish preferences for families in education or training programs;
- S Marketing campaign geared toward targeting income groups for specific developments;
- S Additional supportive services;
- S Additional amenities for all units;
- S Ceiling rents;
- S Flat rents for developments and unit sizes;
- S Different tenant rent percentages per development;
- S Different tenant rent percentages per bedroom size;
- S Saturday and evening office hours;
- S Security Deposit waivers;
- S Revised transfer policies;

- S Site-based waiting lists;
- S Mass Media advertising/Public service announcements; and
- S Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- < The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- < After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- < To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de-concentration.
- < The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment tx085b01

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>	Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-04</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
---	--	-------------------------------------

Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	21,200.00			
3	1408 Management Improvements	8,000.00			
4	1410 Administration	44,800.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	57,500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	213,535.00			
10	1460 Dwelling Structures	103,334.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	<b>\$448,369.00</b>			
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	8,000.00			
25	Amount of Line 21 Related to Security - Hard Costs	18,000.00			
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-04</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		21,200.00				
	Salary for police officer	1408		8,000.00				
	Administration - Sundry planning & permitting costs, pro-rated salaries	1410		44,800.00				
	Fees/Costs/Planning	1430		57,500.00				
	<b>TOTAL HA-WIDE</b>			<b>131,500.00</b>				
TX85-2	Sitework	1450	LS	38,035.00				
Anna	Fascia/Soffit	1460	28	57,634.00				
Blackly	<b>TOTAL TX 85-2 - Anna Blackly</b>			<b>95,669.00</b>				
TX 85-6	Streets/drives/walks/sitework	1450	LS	175,500.00				
Lova II	<b>TOTAL TX 85-6 -Lova II</b>			<b>175,500.00</b>				
TX 85-7	Roofing	1460	10	5,500.00				
Lova III	Security Sceens/Entrance Doors	1460	10	18,000.00				
	Furnaces	1460	10	10,000.00				
	Kitchens/Baths	1460	10	12,200.00				
	<b>TOTAL TX 85-7 -Lova III</b>			<b>45,700.00</b>				
	<b>TOTAL ESTIMATED 2004 CFP GRANT</b>			<b>\$448,369.00</b>				

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-04</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>	
Development No Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA - Wide	3/31/2006			3/31/2008			
TX85-2 Anna Blackly	3/31/2006			3/31/2008			
TX 85-6 Lova II	3/31/2006			3/31/2008			
TX 85-7 Lova III	3/31/2006			3/31/2008			



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

Attachment tx085c01

HA Name:						<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revision No. _____
Housing Authority of the City of Victoria							
Development Number/Name/HA-Wide	Year 1 2004	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		
HA - Wide	Annual	132,000.00	132,000.00	132,000.00	132,000.00		
TX85-1 Crestwood Apts.	Statement	316,369.00	316,369.00	316,369.00	50,000.00		
TX85-2 Anna Blackley		0.00	0.00	0.00	52,000.00		
TX85-3 Griffith Terrace		0.00	0.00	0.00	46,000.00		
TX85-4 Mary Krenzler		0.00	0.00	0.00	128,369.00		
TX85-4 Lova I		0.00	0.00	0.00	0.00		
TX85-6 Filmore Apts.		0.00	0.00	0.00	0.00		
TX85-6 Lova II		0.00	0.00	0.00	0.00		
TX85-7 Lova III		0.00	0.00	0.00	40,000.00		
CFP Funds Listed for		\$448,369.00	\$448,369.00	\$448,369.00	\$448,369.00		
5-Year planning							
Replacement Housing							
Factor Funds							



# Capital Funds Program Five Year Action Plan

## Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008	
2004	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories
See	HA - Wide	Operations	20,000.00	HA - Wide	Operations
		Police Officer	8,000.00		Police Officer
		Administration - Sundry planning & permitting costs, pro-rated salaries	44,000.00		Administration - Sundry planning & permitting costs, pro-rated salaries
		Fees/Costs/Planning	60,000.00		Fees/Costs/Planning
		<b>TOTAL HA - WIDE</b>	<b>132,000.00</b>		<b>TOTAL HA - WIDE</b>
Annual					
	TX85-1	Painting	200,000.00	TX85-1	Walks/Drives
	Crestwood	Interior Doors/Hardware	108,000.00	Crestwood	<b>TOTAL TX85-1 CRESTWOOD</b>
		Appliances	8,369.00		
		<b>TOTAL TX85-1 CRESTWOOD</b>	<b>316,369.00</b>	TX85-2	Walks/Drives
Statement				Anna Blackley	Site Work
					<b>TOTAL TX85-2 ANNA BLACKLEY</b>
				TX85-3	Walks/Drives
				Griffith	Site Work
				Terrace	<b>TOTAL TX85-3 GRIFFITH TERRACE</b>
				TX85-4	Furnaces
				Mary	Walks/Drives
				Krenzler	Foundations
					<b>TOTAL TX85-4 MARY KRENZLER</b>
				TX85-7	Walks/Drives
				Lova III	Site Work
					<b>TOTAL TX85-7 LOVA III</b>
		<b>TOTAL CFP ESTIMATED COST - 2007</b>	<b>\$448,369.00</b>		<b>TOTAL CFP ESTIMATED COST - 2008</b>

Attachment: tx085d01  
Housing Authority of the City of Victoria

**A. Substantial Deviation from the 5-Year Plan:**

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

**B. Significant Amendment or Modification to the Annual Plan:**

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any ***change being submitted*** to HUD that requires a separate notification to residents, such as ***changes in the*** Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or ***Public Housing*** Homeownership programs; and
- Any change ***in policy or operation that is*** inconsistent with the ***applicable*** Consolidated Plan.

*Attachment tx085e01*

**PET OWNERSHIP POLICY  
FOR THE  
VICTORIA HOUSING AUTHORITY  
VICTORIA, TEXAS**

**JANUARY 6, 2003**

## **PET OWNERSHIP POLICY**

### **A. Pet Rules**

**The following rules shall apply for the keeping of pets by Residents living in the units operated by the Housing Authority. These rules do not apply to animals used by persons with disabilities.**

- 1. Common household pets as authorized by this policy means a domesticated animal, such as cats, dogs and rodents, that are traditionally kept in the home for pleasure rather than commercial purposes.**
- 2. Residents will register their pets with the Authority BEFORE it is brought onto the Authority premises, and will update the registration annually. The registration will include: (Appendix 1)**
  - a. Information sufficient to identify the pet and to demonstrate that it is a common household pet and a picture;**
  - b. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;**
  - c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.**
  - d. The registration will be update annually at the annual re-examination of Resident's income.**
  - e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them; (Appendix 2)**
  - f. The Authority may refuse to register a pet if:**
    - 1) The pet is not a common household pet;**
    - 2) The keeping of the pet would violate any applicable house pet rule;**
    - 3) The pet owner fails to provide complete pet registration information;**
    - 4) The pet owner fails annually to update the pet registration;**

- 5) **The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;**
  - 6) **Financial ability to care for the pet will not be a reason for the Authority to refuse to register a pet.**
- g. The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:**
- 1) **State the reasons for refusing to register the pet;**
  - 2) **Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and**
  - 3) **Be combined with a notice of a pet rule violation if appropriate.**
3. **Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches. Seeing-eye dogs are excluded to height and weight.**
  4. **No chows, pit pulls, German police dogs, or any other known fighter breed will be allowed on the premises.**
  5. **All cat and dog pets shall be neutered or spayed, and verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.**
  6. **A \$100.00 pet fee shall be made to the Housing Authority. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of damages to the unit caused by the pet.**
  7. **Pets shall be quartered in the Resident's unit.**
  8. **Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.**
  9. **No dog houses will be allowed on the premises.**
  10. **Pets (dogs and cats), shall be allowed to run only on the owners lawn and owner shall clean up after pets EACH DAY.**

11. **The City Ordinance concerning pets will be complied with.**
12. **Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph B3 below.**
13. **Birds must be kept in regular bird cages and not allowed to fly throughout the unit.**
14. **Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed.**
15. **Dishes or containers for food and water will be located within the owners apartment. Food and/or table scraps, will not be deposited on the owners porches or yards.**
16. **Residents will not feed or water stray animals or wild animals.**
17. **Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, etc.)**
18. **Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.**

**B. Pet Violation Procedure**

1. **NOTICE OF PET RULE VIOLATION (APPENDIX 3): When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:**
  - a. **Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if not adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;**
  - b. **The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;**



- c. **The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);**
  - d. **The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;**
  - e. **The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' residency.**
2. **PET RULE VIOLATION MEETING: If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).**
- a. **The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.**
  - b. **The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.**
  - c. **Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.**
3. **NOTICE OF PET REMOVAL: If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph B1 above (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice must:**
- a. **Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;**

- b. State that the pet owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the meeting, if the notice is served at the meeting);
- c. State the failure to remove the pet may result in initiation of procedures to terminate the pet owners' residence.

4. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS**

**RESIDENCY:** The Authority will not initiate procedure to terminate a pet owners' residency based on a pet rule violation unless:

- a. The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified in paragraph 3b above;
- b. The pet rule violation is sufficient to begin procedures to terminate the pet owners' residency under the terms of the lease and application regulations;
- c. Provisions of Residents' Lease, Section XII: "Termination of Lease" will apply in all cases.

C. **Protection of the Pet**

- 1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:
  - a. Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;
  - b. If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Authority (or designated agent of such Authority) and request the removal of the pet;
  - c. If the Authority is unable to contact the responsible parties despite reasonable efforts, action as outlined in 1b above will be followed; and
  - d. If none of the above actions reap results, the Authority may enter the pet owners' unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal

care facility provided under this section shall be borne by the pet owner.

**D. NUISANCE OR THREAT TO HEALTH OR SAFETY**

Nothing in this policy prohibits the Authority or the Appropriate City Authority from requiring the removal of any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety or other occupants of the Authority property or of other persons in the community where the project is located.

**E. Application of Rules**

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals and destruction of personal property belonging to others caused by owner's pet will be the moral and financial obligation of the pet owner.
2. All pet rules apply to resident and/or resident's guests.

**BY SIGNING THIS DOCUMENT, I STATE THAT I HAVE READ AND UNDERSTAND THE PET POLICY IN PLACE BY THE HOUSING AUTHORITY OF THE CITY OF VICTORIA. I ALSO AGREE TO COMPLY WITH THE PET RULES.**

**IN WITNESS HEREOF, THE PARTIES HAVE EXECUTED THIS PET POLCY RULE IN \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**

\_\_\_\_\_  
**TENANT (HEAD OF HOUSEHOLD)**

\_\_\_\_\_  
**SPOUSE OR OTHER ADULT**

\_\_\_\_\_  
**HOUSING AUTHORITY STAFF PERSON**

Attachment: tx085f01  
Housing Authority of the City of Victoria

RESIDENT SATISFACTION IMPROVEMENT STRATEGY  
FOLLOW-UP PLAN

SECTION II: *Communication*

**AREA OF CONCERN: Inability of Residents to Communicate With Management Regarding Problems and Issues**

Clear communication of services, procedures, other neighborhood-related issues and activities is a critical component in the success of a development. This section measures the level of that communication in the area of events, activities, and programs available to residents, and the ability of residents to communicate with management regarding problems and issues. The following are action items that will be implemented for making improvements in this area:

**ACTION ITEMS:**

**1. Establish Communication Linkages**

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on this issue. If situations which are identified as problems are improved, then it is believed that satisfaction with this service area should improve.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

**2. Resident-Oriented Service Training**

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident-Oriented Service Delivery by PHA Staff and Personnel. These workshops will train PHA staff and personnel to effectively and politely communicate with residents. Coursework may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

### **3. Improve Internal Communications**

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident-Oriented Service Delivery by PHA Staff and Personnel. These workshops will train PHA staff and personnel to effectively and politely communicate with residents. Coursework may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

### **4. Ensure Written Policies and Procedures**

The Agency will immediately conduct a review of its written policies and procedures to determine if all applicable policies and procedures have been documented, where necessary the Agency will prepare the missing documents. The Agency will also ensure that residents have copies of them, that the residents have input and that they are in agreement with them. Care will be taken to assure that the Agency management or staff does not dictate policies. Finally, residents will be encouraged to participate, as much as possible, in policy development.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

### **5. Use Culturally Relevant Language**

The Agency will immediately seek to institute and implement a policy of using culturally appropriate and relevant language in which to communicate with residents.

The Agency will also begin to institute a practice of preparing its written materials including; posters, signage, notices, bulletins, circulars, newsletters, and relevant reports in a language that is culturally appropriate for the majority of its residents that do not speak or understand English.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

### **6. Institute A Common Point Of Reference For Notices**

The Agency will immediately identify and institute an effective and easily accessible method of communicating with residents. Suggested methods will include, but will not be limited to the following: flyers/letters sent with the rent bill, flyers/letters placed in all mailboxes or a community bulletin board.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

### **7. Encourage Resident Involvement**

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident Involvement in Community Building. Suggested topics may include: Resident Leadership Training, Community Building, Volunteer Training, Entrepreneurship Training, etc. These workshops will be part of the Agency's plan to assist and encourage residents to be part of the solution, to join or develop committees/organizations to help improve the community.

Funding Source (if required) to be utilized: Operations  
Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

## **SECTION V: *Neighborhood Appearances***

### **AREA OF CONCERN: Dissatisfaction With Upkeep In Different Areas of the Development**

A poorly maintained development can lead to a number of problems. The appearance of the housing development should be neat and orderly. Ideally, the development should compliment the community and there should not be a clear line that defines the borders of the development due to perpetual problems such as litter, broken glass, and vandalism. Residents are encouraged to be part of the solution. There is an established process in place for residents to report problems. Management responds in a timely and professional manner to appearance problems in the community. The following are action items that the Agency will undertake to make improvements in this area.

#### **ACTION ITEMS:**

##### **1. Establish Communication Linkages**

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on this issue.

Funding Source (if required) to be utilized: Operations

Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

## **2. Ensure Policies & Procedures are in Place**

The Agency will immediately begin a review of policy regarding abandoned buildings and vacancy to bring it up to date and evaluate its effectiveness. If found to be inadequate, the Agency will revise and improve its systems to address this issue more rigorously.

Funding Source (if required) to be utilized: None

Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

## **3. Schedule Anti-Pest Treatments and Trash Removal Pickups More Frequently**

The Agency will immediately implement a more regular pest extermination program more frequently and on an as needed basis, if necessary. It will also implement quarterly trash days on which large items can be picked up.

Funding Source (if required) to be utilized: Operations

Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

## **4. Be Proactive About Improving The Appearance of Neighborhood.**

The Agency will immediately develop and implement a program for improving the overall appearance of the neighborhood. This program will include, but will not be limited to the following activities:

- Conducting an assessment (at least visually) of the community on a daily basis.
- Management and Executive Staff becoming personally involved in this assessment and not just relying on staff for input.
- Starting a neighborhood appearance council made up of residents. Awarding prizes or recognizing residents with the best kept yard, and recognizing that individual or family in a newsletter.

Funding Source (if required) to be utilized: Operations

Task Start Date: 4-1-04 Target Date of Completion: 3/31/05

**Attachment: tx085g01**  
**Housing Authority of the City of Victoria**  
**PHA Plan Update for FYB 2004**

**Statement of Progress**

The Housing Authority of has been successful in achieving its mission and goals in the year 2003. Goals are either completed or on target for completion by the end of the year.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan. During 2003, the PHA reinstated the Community Service Policy.

To ensure equal opportunity, outreach efforts have been made by making renewed partnerships with community groups and medical facilities.



Attachment tx085h01  
Housing Authority of the City of Victoria

Required Attachment: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: ***Helen Williams***

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): ***01/04***  
***Term - Two years (January 1, 2000 to January 1, 2004)***

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

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

B. Date of next term expiration of a governing board member: ***1/1/04***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): ***Gary Middleton, Mayor of Victoria***

Attachment tx085i01  
Housing Authority of the City of Victoria

**Required Attachment: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

**Mary Emerson**

Attachment: tx085j01  
Housing Authority of the City of Victoria

**Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

*Adopted new Pet Policy*

*Revised Substantial Deviation and Significant or Modification Statement*

Attachment: tx085k01  
Housing Authority of the City of Victoria

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- 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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Anna Blackley	28 units	C. The development's size, location, and/or configuration promote income deconcentration.	
Griffith Apts.	30 units	C. The development's size, location, and/or configuration promote income deconcentration.	

Attachment: tx085l01  
Housing Authority of the City of Victoria

**Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments:**

A. How many of the PHA's developments are subject to the Required Initial Assessment?

All eight public housing developments are subject to the required initial assessment.

TX59P085-001	Crestwood Apts.	102 units
TX59P085-002	Anna Blackley	28 units
TX59P085-003	Griffith Apts.	30 units
TX59P085-004	Lova I	26 units
TX59P085-004	Mary Krencler Villa	30 units
TX59P085-004	Leary Lane Apts.	36 units
TX59P085-006	Fillmore Apts.	24 units
TX59P085-006	Lova II	28 units

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 developments not general occupancy projects)?

TX59P085-007	Lova III	17 units
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C. How many Assessments were conducted for the PHA's covered developments?

One PHA-wide assessment was conducted for all covered developments as the PHA maintains its financial data PHA-wide rather than utilizing project-based accounting.

D. Identify PHA developments that may be appropriate for conversion based in the Required Initial Assessments:

The PHA has determined that conversion is not appropriate for any developments at this time.

E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

N/A

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment tx085m01

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>	Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-01</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
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Original Annual Statement     
  Reserved for Disasters/Emergencies     
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending **9/30/03**     
  Final Performance and Evaluation Report for Program Year Ending 9/30/03

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	10,000.00		10,000.00	10,000.00
4	1410 Administration	60,000.00		60,000.00	60,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	78,000.00		78,000.00	78,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	49,000.00		49,000.00	49,000.00
10	1460 Dwelling Structures	398,566.00		398,566.00	398,566.00
11	1465.1 Dwelling Equipment-Nonexpendable	10,850.00		10,850.00	10,850.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$606,416.00</b>		<b>\$606,416.00</b>	<b>\$606,416.00</b>
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	10,000.00		10,000.00	10,000.00
25	Amount of Line 21 Related to Security - Hard Costs	13,000.00		13,000.00	13,000.00
26	Amount of Line 21 Related to Energy Conservation Measures	11,200.00		11,200.00	11,200.00

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

**Part II: Supporting Pages**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-01</b> Replacement Housing Factor Grant No:						Federal FY of Grant: <b>2001</b>
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA - Wide	Salary for police officer	1408		10,000.00		10,000.00	10,000.00	
	Administration - Sundry planning, permitting costs, salaries	1410		60,000.00		60,000.00	60,000.00	
	A/E and Construction Manager	1430		78,000.00		78,000.00	78,000.00	
	<b>TOTAL HA-WIDE</b>			<b>148,000.00</b>		<b>148,000.00</b>	<b>148,000.00</b>	100% Complete
TX85-1 Crestwood	Repair Entrance Porches	1460	8	16,627.00		16,627.00	16,627.00	
	<b>TOTAL TX 85-1 - Crestwood</b>			<b>16,627.00</b>		<b>16,627.00</b>	<b>16,627.00</b>	100% Complete
TX85-4 Mary Krenzler	Replace gas distribution	1450	LS	36,000.00		36,000.00	36,000.00	
	<b>TOTAL TX 85-4 -Mary Krenzler</b>			<b>36,000.00</b>		<b>36,000.00</b>	<b>36,000.00</b>	100% Complete
TX85-6 Lova II	Site Lighting	1450	LS	13,000.00		13,000.00	13,000.00	
	Attic Insulation	1460	28	11,200.00		11,200.00	11,200.00	
	Repair/paint interiors	1460	28	36,400.00		36,400.00	36,400.00	
	Windows/window sills	1460	28	4,200.00		4,200.00	4,200.00	
	Doors and hardware	1460	28	23,800.00		23,800.00	23,800.00	
	Upgrade kitchens	1460	28	79,700.00		79,700.00	79,700.00	
	Upgrade baths	1460	28	65,639.00		65,639.00	65,639.00	
	Smoke detectors	1460	28	5,600.00		5,600.00	5,600.00	
	GFI outlets	1460	28	5,600.00		5,600.00	5,600.00	
	Ranges & refrigerators	1465	12	6,250.00		6,250.00	6,250.00	
	<b>TOTAL 85-6 Lova II</b>			<b>251,389.00</b>		<b>251,389.00</b>	<b>251,389.00</b>	100% Complete

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

**Part II: Supporting Pages**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-01</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2001</b>	
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	
TX 85-6	Upgrade kitchens	1460	20	73,800.00		73,800.00	73,800.00	
Filmore	Upgrade baths	1460	20	66,400.00		66,400.00	66,400.00	
	Smoke detectors	1460	20	4,800.00		4,800.00	4,800.00	
	GFI outlets	1460	20	4,800.00		4,800.00	4,800.00	
	Refrigerators	1465	9	4,600.00		4,600.00	4,600.00	
	<b>TOTAL TX 85-6 - Filmore</b>			<b>154,400.00</b>		<b>154,400.00</b>	<b>154,400.00</b>	100% Complete
	<b>TOTALCFP COST FOR 2001</b>			<b>\$606,416.00</b>		<b>\$606,416.00</b>	<b>\$606,416.00</b>	<b>100% Complete</b>



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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>				Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-01</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX85-1 Crestwood	3/31/2003		9/30/2002	9/30/2004		9/30/2003	
TX85-4 Mary Kenzler	3/31/2003		9/30/2002	9/30/2004		9/30/2003	
TX85-6 Filmore	3/31/2003		9/30/2002	9/30/2004		9/30/2003	
TX85-6 Lova II	3/31/2003		9/30/2002	9/30/2004		9/30/2003	
HA - Wide	3/31/2003		9/30/2002	9/30/2004		9/30/2003	

## CAPITAL FUND PROGRAM TABLES START HERE

Attachment tx085n01

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>	Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-02</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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- Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending **9/30/03**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	20,000.00		20,000.00	20,000.00
3	1408 Management Improvements	10,000.00		10,000.00	0.00
4	1410 Administration	57,000.00		57,000.00	57,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	74,000.00		74,000.00	11,104.00
8	1440 Site Acquisition				
9	1450 Site Improvement	89,900.00		55,454.00	49,035.00
10	1460 Dwelling Structures	317,814.00		317,814.00	106,460.00
11	1465.1 Dwelling Equipment-Nonexpendable	8,800.00		8,800.00	8,800.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	<b>\$577,514.00</b>		<b>\$543,068.00</b>	<b>\$252,399.00</b>
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	10,000.00		10,000.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	83,750.00		83,750.00	83,750.00
26	Amount of Line 21 Related to Energy Conservation Measures	38,000.00		38,000.00	38,000.00

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

**Part II: Supporting Pages**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-02</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		20,000.00		20,000.00	20,000.00	
	Salary for police officer	1408		10,000.00		10,000.00	0.00	
	Administration - Sundry planning & permitting costs, pro-rated salaries	1410		57,000.00		57,000.00	57,000.00	
	A/E and Construction Manager	1430		74,000.00		74,000.00	11,104.00	
	<b>TOTAL HA-WIDE</b>			<b>161,000.00</b>		<b>161,000.00</b>	<b>88,104.00</b>	55% Complete
TX85-1	Repair Entrance Porches	1460	22	41,156.00		41,156.00	0.00	
Crestwood	Mail Boxes	1450	LS	10,000.00		0.00	0.00	
	Windows	1460	102	74,458.00		74,458.00	0.00	
	Security Window Screens	1460	102	63,750.00		63,750.00	0.00	
	<b>TOTAL TX 85-1 - Crestwood</b>			<b>189,364.00</b>		<b>179,364.00</b>	<b>0.00</b>	0% Complete
TX 85-6	Repair Drives	1450	LS	25,000.00		25,000.00	25,000.00	
Filmore	Mailboxes	1450	LS	5,000.00		5,000.00	5,000.00	
	<b>TOTAL TX 85-6 - Filmore</b>			<b>30,000.00</b>		<b>30,000.00</b>	<b>30,000.00</b>	100% Complete
	<b>Subtotal</b>			<b>380,364.00</b>		<b>370,364.00</b>	<b>118,104.00</b>	

# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

## Part II: Supporting Pages

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-02</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2002</b>	
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	
TX 85-6	Concrete Drive/Curb	1450	LS	25,000.00		25,000.00	19,035.00	
Lova II	Sidewalks	1450	LS	3,000.00		454.00	0.00	
	Mailboxes	1450	LS	10,000.00		0.00	0.00	
	Smoke Detectors	1460	20	5,600.00		5,600.00	5,600.00	
	GFI Outlets	1460	20	5,600.00		5,600.00	5,600.00	
	Ranges	1465	10	4,500.00		4,500.00	4,500.00	
	Refrigerators	1465	10	4,300.00		4,300.00	4,300.00	
	<b>TOTAL TX 85-6 - Lova II</b>			<b>58,000.00</b>		<b>45,454.00</b>	<b>39,035.00</b>	67% Complete
TX85-7	Sidewalks/Pads	1450	LS	2,000.00		0.00	0.00	
Lova III	Site Drainage/Pruning	1450	LS	6,000.00		0.00	0.00	
	Mail Boxes	1450	LS	3,900.00		0.00	0.00	
	Shower Valves	1460	26	5,000.00		5,000.00	5,000.00	
	Siding/Porches	1460	26	20,000.00		20,000.00	20,000.00	
	Flooring	1460	26	9,750.00		9,750.00	9,750.00	
	Sheetrock Walls	1460	26	16,900.00		16,900.00	16,900.00	
	Windows-Egress & size	1460	26	11,000.00		11,000.00	11,000.00	
	Bathroom Floors	1460	26	11,700.00		11,700.00	11,700.00	
	Entrance Doors/Hardware	1460	26	18,000.00		18,000.00	18,000.00	
	Security Screen Doors	1460	26	18,000.00		18,000.00	2,910.00	
	Repair Stairwells	1460	26	16,900.00		16,900.00	0.00	
	<b>TOTAL TX 85-7 - Lova III</b>			<b>139,150.00</b>		<b>127,250.00</b>	<b>95,260.00</b>	68% Complete
	<b>TOTAL 2002 CFP GRANT</b>			<b>\$577,514.00</b>		<b>\$543,068.00</b>	<b>\$252,399.00</b>	<b>44% Complete</b>

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

<b>PHA Name:</b> HOUSING AUTHORITY OF THE CITY OF VICTORIA	<b>Grant Type and Number:</b> Capital Fund Program No: TX59PO85501-02 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Development Number/ Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX85-1 Crestwood	5/31/2004			5/31/2006			
TX85-4 Lova I	5/31/2004			5/31/2006			
TX85-6 Filmore	5/31/2004			5/31/2006			
TX85-6 Lova II	5/31/2004			5/31/2006			
HA - Wide	9/30/2003			3/31/2005			

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment tx085o01

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>	Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number _____
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <b>9/30/03</b>	<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	21,200.00		0.00	0.00
3	1408 Management Improvements	8,000.00		8,000.00	0.00
4	1410 Administration	44,800.00		44,800.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	57,500.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	200,000.00		0.00	0.00
10	1460 Dwelling Structures	116,869.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	<b>\$448,369.00</b>		<b>\$52,800.00</b>	<b>\$0.00</b>
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	8,000.00		8,000.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	47,035.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>		Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-03</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		21,200.00		<b>0.00</b>	<b>0.00</b>	
	Salary for police officer	1408		8,000.00		<b>8,000.00</b>	<b>0.00</b>	
	Administration - Sundry planning & permitting costs, pro-rated salaries	1410		44,800.00		<b>44,800.00</b>	<b>0.00</b>	
	Fees/Costs/Planning	1430		57,500.00		0.00	0.00	
	<b>TOTAL HA-WIDE</b>			<b>131,500.00</b>		<b>0.00</b>	<b>0.00</b>	
TX85-2	Windows	1460	28	57,634.00		0.00	0.00	
Anna	Security Screens	1460	28	38,035.00		0.00	0.00	
Blackly	<b>TOTAL TX 85-2 - Anna Blackly</b>			<b>95,669.00</b>		<b>0.00</b>	<b>0.00</b>	
TX 85-6	Streets/drives	1450	LS	200,000.00		0.00	0.00	
Lova II	<b>TOTAL TX 85-6 -Lova II</b>			<b>200,000.00</b>		<b>0.00</b>	<b>0.00</b>	
TX 85-7	Roofing	1460	5	1,100.00		0.00	0.00	
Lova III	Security Sceens/Entrance Doors	1460	5	9,000.00		0.00	0.00	
	Furnaces	1460	5	5,000.00		0.00	0.00	
	Kitchens/Baths	1460	5	6,100.00		0.00	0.00	
	<b>TOTAL TX 85-7 -Lova III</b>			<b>21,200.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL 2003 CFP GRANT</b>			<b>\$448,369.00</b>		<b>\$52,800.00</b>	<b>\$0.00</b>	

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF VICTORIA</b>	Grant Type and Number: Capital Fund Program No: <b>TX59PO85501-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Development No. Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA - Wide	9/16/2005			9/16/2007			
TX85-2	9/16/2005			9/16/2007			
Anna Blackly							
TX 85-6	9/16/2005			9/16/2007			
Lova II							
TX 85-7	9/16/2005			9/16/2007			
Lova III							



**Attachment tx085p01  
COMMUNITY SERVICE POLICY  
FOR THE  
VICTORIA HOUSING AUTHORITY  
VICTORIA, TEXAS**

**Adopted by Board of Commissioners**

**Resolution No.:** \_\_\_\_\_

**Date of Adoption:** \_\_\_\_\_



## COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, established a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. (24 CFR Subpart F §960.600-609) The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act reinstated this provision.

The Victoria Housing Authority (hereinafter referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience.

In order to effectively implement this new requirement, the PHA establishes the following policy. This policy affects eligible residents who were under lease prior to October 1, 2002, or under lease on or after October 1, 2003.

### A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The PHA does not claim these activities to be appropriate for all participating tenants. Each tenant is responsible to determine the appropriateness of the voluntary service within guidelines in this policy. The activities may include, but are not limited to:

- Unpaid services at the PHA to help improve physicals condition, including building clean-ups, neighborhood clean-ups, gardening and landscape work;
- Unpaid office related services in the development or Administrative Office;
- Assisting other residents through the resident organization;
- Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- Active participation in neighborhood group special projects;
- Assisting in after-school youth programs or literacy programs;

- Unpaid tutoring of elementary or high school age residents;
- Assisting in on-site computer training centers;
- Any other community service which includes the "performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community".

**Note: Voluntary political activities are prohibited from being considered to meet the Community Service requirement.**

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities.

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month. Such activities can include, but are not limited to:

- Apprenticeships and job readiness training;
- Voluntary substance abuse and mental health counseling and treatment;

- English proficiency classes, GED classes, adult education, college, technical schools or other formal education
- Household management, budget and credit counseling, or employment counseling
- Work placement program required by the TANF program
- Training to assist in operating a small business

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

The following adult individuals, age 18 or older, of a household may claim an exemption from this requirement if the individual:

- Is age 62 years or older;
- Is blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals;
- Is engaged in work activities (at least 30 hours per week) as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
  1. Subsidized employment;
  2. Subsidized private-sector employment;
  3. Subsidized public-sector employment;
  4. Work experience (including work associated with the refurbishing of publicly assisted housing) only if sufficient private sector employment is not available;
  5. On-the-job-training;
  6. Job-search and job-readiness assistance;
  7. Community service programs;
  8. Vocational educational training (not to exceed 12 months with respect to any individual);

9. Job-skills training directly related to employment;
  10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  12. The provision of childcare services to an individual who is participating in a community service program.
- Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
  - Is a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

#### F. Family Obligations

At the time of annual recertification, all public housing household members age eighteen (18) or older must:

- Receive a written description of the community service requirement, information on the process for verifying exemption status and the affect of noncompliance on their tenancy.
- Complete certification forms regarding their exempt or non-exempt status from the community service requirement and submit the executed forms within ten (10) days of their recertification appointment. If a household member claims an exemption from the requirement, he/she must submit written verification of the exemption or provide information for obtaining third-party verification along with their completed exemption form.

At the time of the annual recertification appointment, each non-exempt adult household member must present their completed monthly record and certification form (blank form to be provided by the PHA at time of certification or recertification) of activities performed over the past twelve (12) months.

If a family member is found to be noncompliant, either for failure to provide documentation of community service or for failure to perform community service, he/she and the head of household will sign an agreement with the PHA to make up the deficient hours over the next twelve (12)-month period. The entire household will be allowed to enter into such an agreement only once during the household's entire tenancy with the PHA.

If, during the twelve (12)-month period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and to provide documentation with ten (10) calendar days of the occurrence. The community service requirement will remain in effect until such time as the exempt status is reported to the PHA and verified.

If, during the twelve (12)-month period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA within ten (10) calendar days of the change in status. He/she will be provided with appropriate forms and information for fulfilling the community service requirement. A household member who fails to report a change from exempt to non-exempt status will be required to enter into an agreement to complete an equivalent of eight (8) hours per month of community service for each month of unreported non-exempt status within ninety (90) days of discovery or the household's lease will be subject to termination.

Each household member must supply the PHA with accurate written information regarding exemption status. Failure to supply such information and/or misrepresentation of information is a serious violation of the terms of the lease and may result in termination of the lease.

#### G. PHA Obligations

To the greatest extent possible and practicable, the PHA will provide names and contacts at agencies that can provide opportunities for residents to fulfill their community service obligation.

The PHA will provide the household a written description of the community service requirement, the process for claiming status as an exempt person for PHA verification of such status in the notice of annual recertification. The PHA will provide the household with appropriate forms on which to claim exempt or non-exempt status and for tracking the community service hours.

The PHA will make the final determination as to whether or not a household member is exempt and/or is compliance with the community service requirement.

As failure to complete the community service requirement constitutes noncompliance with the terms of the Lease, the family may use the PHA's Grievance Procedures if they disagree with the determination of exemption status or noncompliance.

The PHA will assure that procedures are in place and residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- Going from unemployment to employment;
- Entering a self-sufficiency program;
- Entering a classroom educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- Third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- Birth certificates to verify age 62 or older; or
- Third-party verification of disabilities preventing performance of community service.

**Families who pay flat rents and live in public housing units or families who income was over income limits when they initially occupied such a public housing unit will not receive an automatic exception.**

#### H. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

#### I. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination and for all new residents effective upon occupancy. The PHA will not renew or extend the lease if the household



contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

#### J. Noncompliance

A resident who was delinquent in community service hours under the lease in effect at the time of the suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time.

A copy of that notice of noncompliance should be included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. The community service requirement is applicable for FY 2003 to all leases entered into on and after October 1, 2002. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA will notify the resident:

1. of the noncompliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the noncompliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult and the head of household (as applicable) to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.