

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2007

## **VENICE HOUSING AUTHORITY**

F1064 v01 FY 2007 - April 1, 2007 thru March 31, 2008

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

**PHA Plan  
Agency Identification**

**PHA Name:** VENICE HOUSING AUTHORITY

**PHA Number:** FL064

**PHA Fiscal Year Beginning:** 04/2007

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

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

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- 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)  
Develop mixed finance affordable rental units.

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - 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)

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

- 1. Challenge Residents' Council to take a leadership position in community building.**
- 2. Reinforce relationship with local law enforcement to maintain vigilance over criminal activity.**

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
[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)]

During FY 2006, the Housing Authority continued to assist families in Grove Terrace; however, plans to renovate the structure were not able to be implemented. The Housing Authority has been and will continue to work closely under the direction of HUD to come into compliance with all HUD regulations.

During FY 2006, the VHA submitted to HUD the required MOA Performance Targets and Strategies Monthly Progress Reports through 9/30/06.

During FY 2006, the number of applicants on the waiting list grew by 38%. There are 82 applicants in the category of extremely low income, which is 85% of the total families and a 5% increase over last year. The number of families with children on the waiting list grew from 38 to 56, a 34% increase over last year while the number of elderly families and those with disabilities remained approximately the same as last year. The characteristics by bedroom size this year reflect the increase in the number of families with children, with 32% being one bedroom; 47% 2 bedroom and 21% 3 bedroom vs. last year with 41% one bedroom; 41% two bedroom and 18% 3 bedroom.

During FY 2007, the VHA goals are to:

1. Provide the necessary administrative resources in order to ensure compliance with HUD guidelines and PHA policies, especially relating to Accounting Procedures and Cash Management and Internal Control Procedures, as resolved by Board Resolution 2006-025.
2. Assist the newly elected Resident's Council to become more active and involved.
3. Work on continuing to maintain high unit occupancy and low unit turnover time.
4. Maintain resident services at Grove Terrace Development.
5. Coordinate with Sarasota County, the City of Venice and other community groups on how best to address the affordable housing needs in the area and to provide referrals to other available units within the area.

6. Identify financial resources to enable the development of new housing that provides rental opportunities for low income, median income, elderly, and disabled persons.

**Summary of actions taken by the VHA in 2006 to meet the goals in the 2005-09 PHA Plan:**

**1. ADDRESS THE SHORTAGE OF AFFORDABLE HOUSING FOR ALL ELIGIBLE POPULATIONS.**

*VHA has applied for LIHTC to develop a 2 phase development that will provide an additional 94 affordable housing units.*

**2. MAXIMIZE THE NUMBER OF AFFORDABLE UNITS AVAILABLE TO THE PHA**

*VHA aggressively rehabbed units that were offline to provide housing as a result of the HUD award of the Emergency Grant. Leasing increased 51% since 2003.*

**3. USED ITS CURRENT RESOURCES TO:**

**A- EMPLOY EFFECTIVE MAINTENANCE AND MANAGEMENT POLICIES TO MINIMIZE THE NUMBER OF PUBLIC HOUSING UNITS OFF LINE.**

*Again, since the units were rehabbed, occupancy of the 46 units has been maintained at 97%. All the units have been maintained.*

**B- REDUCE TURNOVER TIME FOR VACATED PUBLIC HOUSING UNITS.**

*Turnover time has been reduced by training of maintenance personnel, and qualifying tenants upon notification of a vacant unit, thereby allowing leasing upon release of the unit by the maintenance department.*

**C- REDUCE TIME TO RENOVATE PUBLIC HOUSING UNITS.**

*As noted above all VHA personnel have been trained and work together as a team to achieve reduction in time to renovate/turn all units.*

**D- UNDERTAKE MEASURES TO ENSURE ACCESS TO AFFORDABLE HOUSING AMONG FAMILIES ASSISTED BY THE PHA REGARDLESS OF UNIT SIZE REQUIRED.**

*VHA makes referrals to units within the county that provide housing opportunities to families at 30% - 80% AMI.*

**C- PARTICIPATE IN CONSOLIDATED PLAN DEVELOPMENT PROCESS TO ENSURE COORDINATION WITH BROADER COMMUNITY STRATEGIES.**

*VHA coordinates with the City and County in the development of the respective consolidated plans.*

**2. ASSIST FAMILIES AT OR BELOW 30% TO 50% OF MEDIAN BY:**

**A- ADOPT RENT POLICIES TO SUPPORT AND ENCOURAGE WORK.**

*Changes made within ACOP providing preference to working families.*

**3. ASSIST FAMILIES WITH DISABILITIES BY :**

**A- CARRY OUT MODIFICATIONS NEEDED IN PUBLIC HOUSING BASED UPON THE SECTION 504 NEEDS.**

*When notified by family of 504 needs VHA makes every effort possible to meet the need.*

**B- AFFIRMATIVELY MARKET TO LOCAL NON-PROFIT AGENCIES THAT ASSIST FAMILIES WITH DISABILITIES.**

*VHA makes referrals to applicable programs and agencies that assist families with disabilities.*

**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
- FY 2007 Capital Fund Program Annual Statement -**Attachment A Pages 47-49**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) **File Attachment f1064a01**

Optional Attachments:

- PHA Management Organizational Chart
- FY 2007 Capital Fund Program 5 Year Action Plan – **File attachment f1064c01**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text). **NOTE: There were no comments at the 4/2/07 RC meeting or the Public Hearing held 4/12/07.**
- Other (List below, providing each attachment name)
  - Resident Survey Follow Up Action Plan – **Included as Attachment B – Page 50**
  - FY 2007 VHA Budget - **Attached as Excel Filename: f1064a01**
  - P & E Report dated 09/30/06 for FY 2006 – **Attached as Word filename: f1064b01**

**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	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Section 8 rent determination (payment standard) policies <input 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
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<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	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,631	5	5	5	5	5	2
Income >30% but <=50% of AMI	3,680	5	5	5	5	5	2
Income >50% but <80% of AMI	3,992	4	4	4	4	4	2
Elderly	3,930	5	5	5	5	2	2
Families with Disabilities	12,117	5	5	5	5	2	2
African	1,344	5	4	4	4	3	2
Caucasian	8,693	3	3	2	2	2	2
Hispanic	1,266	5	4	4	4	4	2

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	94		15 percent
Extremely low income <=30% AMI	80	85%	
Very low income (>30% but <=50% AMI)	14	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	85	90%	
Elderly families	9	10%	
Families with Disabilities	30	32%	
African American	13	14%	
Caucasian	71	76%	
Hispanic	8	9%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	30	32%	
2 BR	44	47%	
3 BR	20	21%	
4 BR			
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? 3 months

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

***Waiting List will reopen on 2/26/07 for 2 & 3 bedroom units only***

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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)  
**Increase the inventory of housing units for elderly.**

**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 2006 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund	82,469	Operations
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	57,048	Operations
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Non-federal sources</b> (list below)		
Florida Housing Finance Corp.		
(Predevelopment Loan – available only if tax credits are awarded)		
<b>Total resources</b>	139,517	Operations

### **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: Top 3
- When families are within a certain time of being offered a unit: (state time)
- Other: **On submission of initial application.**

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: Eligibility for PHA preferences

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: Persons may also request application forms via mail, e-mail, telephone, or fax and return the completed form in person or by mail..

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction

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

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

#### 1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action)
- 2 Victims of domestic violence
  - Substandard housing
  - Homelessness
  - High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction
- 2 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**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

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

- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)



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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

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

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

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

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

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

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

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

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

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

- 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:

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study  
 Fair market rents (FMR)  
 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)\_\_\_\_\_
- Other (list below)  
As required by Admissions and Occupancy Policy

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 (Survey of rents in mixed income developments)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**The Board of Commissioners consists of 7 community members and one public housing resident. The current management team consists of a Residents’ Services Coordinator who handles most day to day administrative and tenant issues and a Maintenance Supervisor. The Executive Director, Finance Director and Housing Director for the Housing Authority of the City of Fort Myers are working on an intermittent basis with this staff and with HUD to assure operational integrity.**

**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>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	46	15 percent
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public

housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management:

### **Admissions and Continued Occupancy Policy**

#### **Specific approaches related to pest eradication**

- \* **Quarterly physical inspections**
- \* **Shorten completion time for all types of work orders**
- \* **Monthly pest control services**
- \* **Increased frequency of trash disposal**
- \* **Increased frequency of white goods disposal**
- \* **Consistent enforcement of pet policy**

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office



Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

#### **(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)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here) **See Capital Fund Table Library located at the end of the Plan, Pages 47-49.**

#### **(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) File Attachment fl064c01

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: GROVE TERRACE 1b. Development (project) number: FL064
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/20/2005)</u>
5. Number of units affected: 50
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Start Date Unknown at this time b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<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: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
	<input type="checkbox"/> New Designation Plan
	<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<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:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

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



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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

**Venice Housing Authority**

**Community Service/Self Sufficiency Policy**

**BACKGROUND:**

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that all non-exempt (see definition below) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self sufficiency and economic independence. This is a requirement of all Public Housing Lease Agreements.

## **DEFINITIONS:**

**COMMUNITY SERVICE** - volunteer work which includes, but is not limited to:

- Work at a local school, hospital, recreation center, senior center or child care center.
- Work with youth or senior organizations.
- Work at the Authority to help improve physical conditions.
- Work at the Authority to help with children's programs.
- Work at the Authority to help with senior programs.
- Work at the Authority to help in the administrative office(s).
- Helping neighborhood groups with special projects.
- Working through resident organizations to help other residents with problems.
- Caring for the children of other residents so that they may volunteer.

**NOTE:** political activity is excluded.

**SELF-SUFFICIENCY ACTIVITIES** - activities that include, but not limited to:

- Job training programs
- GED Classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budgeting and credit counseling
- Any kind of classes that helps a person toward economic independence

**EXEMPT ADULT** - an adult member of the family who:

- Is sixty-two (62) years of age or older
- Has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disabled person
- Is working at least 20 hours per week
- Is participating in a welfare to work program
- Is receiving assistance from TANF and are in compliance with job training and work activities requirements of the program.

## **REQUIREMENTS OF THE PROGRAM:**

1. (8) hours per month may be volunteer work, self sufficiency program activities or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The VHA will make the determination of whether to allow or disallow a deviation from the schedule. If no approval was received from the Authority, the deviation will be considered non-compliance of this policy and Agreement.
3. Activities must be performed within the community and not outside the jurisdictional areas of the Authority.
4. Family obligations:
  - At least execution or re-examination, all adult members (18 or older) of a public housing resident family must:
    - Provide documentation that they are exempt from Community Service requirement if they claim an exemption, and

- Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will constitute a violation of this Agreement and result in non-renewal of their lease
- At each annual re-examination family members must present a completed document form (to be provided by the Authority) of the activities performed over the previous twelve (12) months. This form will include places for signature of supervisors, instructors, or counselors certifying the number of hours contributed.
- If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

5. Change in exempt status:

- If, during the twelve (12) month period, a non-exempt person becomes exempt. It is his/her responsibility to report this to the Authority and provide documentation of such.
- If, during the twelve (12) month period, an exempt person becomes non-exempt. It is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

6. Authority Obligations:

1. To the greatest extent possible and practical, the Authority will

- Provide names of agencies and applicable contact personnel that can provide opportunities for residents. Including disabled, to fulfill their Community Service obligations. (According to the QHWRA, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement).
5. The Authority will provide the family with exemption Verification forms and/or Recording/Certification documentation forms and a copy of this policy at initial application or at lease execution.
6. The Authority will make final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
7. Non-Compliance of family member
- At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of the family members.
  - If the Authority finds a family member to be non-compliant, the member and the Head of Household will sign an agreement with the Authority to make up the deficient hours of the twelve (12) month period.
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-compliant member agrees to move out of the dwelling.

### **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)

**Grove Terrace**

#### **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:  
Close working relationship with local law enforcement

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

**Grove Terrace**

**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:  
Increased frequency of police patrols, especially late night.

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

**Grove Terrace**

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**NO LONGER APPLICABLE**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 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)]

**Venice Housing Authority Pet Policy**

**EXCLUSIONS:**

This policy does not apply to pets that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on

all tenants to maintain their units and associated facilities in a decent, safe sanitary manner and to refrain from disturbing their neighbors.

**Approval:**

Residents must have written approval of the Venice Housing Authority (VHA) prior to moving a pet into their unit. Residents must request approval on the "Authorization for Pet Ownership Form" that must be fully completed before the VHA will consider the request.

**TYPES AND NUMBER OF PETS;**

The VHA allows only domesticated dogs, cats, birds in cages, and fish in aquariums. All dogs and cats must be spayed or neutered. Only one pet is allowed per dwelling. Any animal deemed to be potentially harmful to the health or safety of others or to any resident's right to the peaceful enjoyment of their tenancy will not be allowed.

**INNOCULATIONS:**

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by ordinances,

**DEPOSIT POLICY:**

A non-refundable pet fee of \$300 and a \$200 pet deposit that will be applied to any damages caused by the pet are required at the time of registering the pet. The \$200 pet deposit is refundable when the pet or family vacates the dwelling, less any amounts as a result of damage caused by the pet.

**FINANCIAL OBLIGATION OF RESIDENTS:**

Resident(s) who owns or keeps a pet in a dwelling unit will be required to pay for any damages caused by the pet. Also, any pet -related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the VHA reserves the right to exterminate the problem and charge the Resident.

**NUISANCE OR THREAT TO HEALTH OR SAFETY:**

The pet and its living quarters must be maintained in a manner to prevent odors and other unsanitary conditions in the owner's unit and surrounding areas. Repeated substantiated complaints by neighbors or VHA'S personnel regarding pets disturbing the peaceful enjoyment VHA'S property by other residents of VHA, VHA'S employees, representatives, contractors, agents, law enforcement officials and/r the public through noises , odor, animal waste or other nuisance will result in the owner having to remove the pet or suffer eviction.

**DESIGNATION OF PET AREAS:**

Pets must be kept in the owners dwelling or on a leash at all times when outside. No outdoor cages will be constructed or permitted, Pets will be allowed only in designated areas on the grounds of Resident's complex or else where on VHA'S property. Pet owners will be responsible to clean, remove and dispose of pet waste.

**VISITING PETS:**

Pets that meet the criteria described above may be housed in the development for up to two (2) weeks, with the prior approval of the VHA. Residents who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances and peaceful enjoyment of others.

If visiting pets violate this policy or cause the Resident to violate the terms of this Agreement, the Resident will be required to remove the visiting pet immediately.

#### **REMOVAL OF PETS:**

The VHA, or an appropriate community, authority, shall require the removal of any pet from dwelling and other areas of VHA's property if the pet's conduct or condition is determined to be a nuisance, or a threat to the health or safety of VHA's property by other residents of VHA, VHA employees, representatives, contactors, agents, law enforcement officials and/or the public.

As owner of a pet in the Venice Housing Authority, I agree to the conditions of Venice Housing Authority Pet Policy'.

### **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)? **HUD HAS A COPY OF THE MOST RECENT 2005 AUDIT .**

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

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

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

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? **Note: There were no comments at the Resident Council meeting on April 2, 2007 @ 3 PM. Minutes are on file. There were no comments at the Public Hearing held 4/12/07. Minutes on file.**

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

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

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

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

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

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



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

3. Description of Resident Election Process

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

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

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: Sarasota County

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

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

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

**D. Other Information Required by HUD**

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

**1. Board of Commissioners**

- Chairman Sam Prost  
201 Grove St., N. Venice, FL 34285
  
- Vice Chairman George Barr  
201 Grove St., N. Venice, FL 34285
  
- Commissioner Richard Appell  
201 Grove St., N. Venice, FL 34285
  
- Commissioner Joseph Dalton  
201 Grove St., N. Venice, FL 34285
  
- Commissioner Gloria Felcyn  
201 Grove St., N. Venice, FL 34285
  
- Commissioner Aundria Shootes  
201 Grove St., N. Venice, FL 34285
  
- City Council Liaison Bill Willson  
201 Grove St., N. Venice, FL 34285
  
- **The Resident Commissioner Elaine Clarke resigned on 2/1/07**

**2. Resident Council Members**

Unit	Name	Title	Phone
268	*Agnes Carrasco	Director & President	483-1969
265	Dwayne Smith	Director	488-0238
266	**Jennifer Blackorby	Director/Secretary/ Treasure	
259	Charles Reed	Director	483-4977
204	Mary Smith	Director	488-3767
263	Mary Dixon	Director	
	Empty	Seat	

\*Agnes was voted in as new President on 2/13/07  
 \*\*Jennifer was voted in as the new director/sectary/treasurer on 2/13/07

**3. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

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

**CRITERIA FOR DETERMINING SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION:**

SUBSTANTIAL DEVIATION: The Venice Housing Authority, after submitting its Annual Plan to HUD, may modify, amend or change any policy, rule, regulation or other aspect of its plan. If any item does not significantly change the Housing Authority's Mission Statement and Goals and Objectives, then it shall not be considered a substantial deviation from the Plan. A substantial deviation from the Plan shall be defined as a substantial change in goals identified in the Five-Year Plan.

SIGNIFICANT AMENDMENT OR MODIFICATION: If any modifications, amendments or changes in any policy, rule, regulation or other aspect of the plan are not inconsistent with the Venice Housing Authority Mission Statement, its Goals and Objectives, or HUD regulations, then these shall not be deemed significant amendments or modifications to the Annual and 5-Year Plan.

Significant amendments or modifications will be considered to be amendments or modifications to major strategies to address housing needs and to major policies, such as policies governing eligibility, selection or admissions and rent determination. Significant modifications require full public process.

# PHA Plan

## Table Library

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

#### Annual Statement Capital Fund Program (CFP) Part I: Summary Venice Housing Authority

Capital Fund Grant

FFY of Grant Approval: (2007)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	84,987.36
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 Non dwelling Structures	
13	1475 Non dwelling 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>	84,987.36
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
FL064-001 Grove Terrace	Operations	1406	84,987.36

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

Development Number/Name HA-Wide Activities	All Funds Obligated	All Funds Expended
<p>FL064-001 Grove Terrace Development</p>	<p>10/30/2010</p>	

## Attachments

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

1. RASS - Resident Survey Follow Up Action Plan 2006 – Attached as follows:

(A) Communication:

- Management provides information about maintenance & repair: The VHA delivers notices to all residents (or buildings) in which maintenance/repair pertains, as well as posts the notice(s) on the bulletin boards outside and inside the administrative office.
- Management provides information about rules of your lease: The VHA reviews the Dwelling Lease Agreement with each and every Head of Household and/or Co-Head of Household during each move-in and annual re-certification.
- Management provides information about meetings and events: The VHA provides local newspaper (Venice Gondolier Shopper Green Sheets) of community events and posts on bulleting boards. The VHA also provides a table in administration office with information from various organizations of services available to the community. The VHA posts all meeting notices on outside bulleting board located at the administrative offices.
- Management is responsive to questions and concerns: The VHA will act on each of the resident's questions an/or concerns provided it does not violate the VHA's ACOP, Dwelling Lease Agreement, Federal, State and Local law or regulations.
- Management is supportive and professional: The VHA will establish weekly staff meetings to reinforce communication with the residents.
- Management is supportive of resident/tenant organization: The VHA has provided its Resident Council of Grove Terrace with a newly renovated office located in the administrative office of the VHA. The VHA had assisted the Resident Council with a grant application to Gulf Coast Community Foundation of Venice, Grant awarded June, 2006. The VHA assists the Resident Council with other functions and/or requests, and provides free office space which includes free utilities and use of the community center for meetings and events.

In order to enhance the communication to all residents, the VHA will establish a quarterly newsletter to be distributed to all residents. The VHA will solicit the residents, resident council, board of commissioners and other organizations for input and articles to print in the newsletter.

(B) Safety:

- Safe in unit/home: The VHA shall establish and sponsor safety programs with Venice Police Department, Fire Department and Safe Place and Rape Crisis Center "SPARCC," and other organizations.
- Safe in your building: The VHA shall establish and sponsor safety programs with Venice Police Department, Fire Department, Safe Place and Rape Crisis Center "SPARCC" and other organizations.
- Contribute to crime in your property – bad lighting: The outside parking lights are maintained by the City of Venice. The VHA reports to the City when the lights are not properly working. The VHA has also

repaired the basketball court and playground lights to deter loitering in these areas, which was completed April, 2006.

- Contribute to crime in your property – broken locks: The VHA had installed a new deadlock entry lockset on each front and rear door of every unit. This was completed May, 2006.
- Contribute to crime in your property – resident screening: The VHA established screening procedures for all applicants to include NCIC Background Checks, Credit Checks, previous landlord verifications, employment and other verifications to ensure that all applicants are eligible for housing.
- Contribute to crime in your property – vacant units: The VHA changes the locks on vacant units upon move-out.

The VHA will continue to work with the Venice Police Department which provides services to the VHA for NCIC background checks, vehicle checks, trespassing and other services to ensure the safety of the residents of Grove Terrace. Programs being established in this area will be planned to be completed by January 31, 2007 and funded by Capital Fund Program.

(C) Neighborhood Appearance:

- Upkeep of the areas in your property: common areas (stairways, walkways, hallways, etc.): The VHA sealed and/or repaired cracks in the sidewalks to prevent a tripping hazard. This was completed June, 2006.
- Upkeep of the areas in your property: exterior building: The VHA pressure washes the buildings to prevent mildew buildup. The VHA monitors the buildings for graffiti and abates the graffiti as soon as it is found.
- Upkeep of the areas in your property: parking areas: The VHA installed receptacles by the mailboxes to deter litter, this was completed March, 2006. The VHA sent notices to all residents notifying them their assigned parking area was their responsibility to keep clean and if they were in violation as per Dwelling Lease Agreement, they will be fined \$20.00 and sent 7-day notice to cure; this was completed May, 2006. The VHA will re-establish the recycling program through the City of Venice by September 30, 2006, this funding source will be the Capital Fund Program.
- Upkeep of the areas in your property: recreational areas: The VHA replaced the basketball boards and repaired the basketball court lights in January 2006. The playground lights were repaired in March 2006. The VHA plans to refurbish the landings in the playground areas and provide more trash receptacles in these areas, this item is planned to be completed by February 2007; funding source to be used is the Capital Fund Program.
- Problem in your property: abandoned cars: The VHA had established in December 2004 the Parking Policy of the Dwelling Lease Agreement. The VHA will monitor the parking areas for any vehicles not properly registered. The residents will be fined \$20.00 and sent a 7 day notice to cure; if not cured, the vehicle will be tagged with a 24 hour warning to be moved or it will be towed.



- Problem in your property: broken glass: VHA has sent notices to all residents in October 2004, February 2006 and May 2006 in reference to keeping assigned areas clean, to include information of proper disposal information per Dwelling Lease Agreement, and if a resident, member of resident household or guest is seen violating this as per Dwelling Lease Agreement, they will be fined \$20.00 and sent 7-day notice to cure. The VHA installed receptacles by the mailboxes to deter litter; this was completed March 2006. The VHA will re-establish the recycling program through the City of Venice by September 30, 2006; the funding source will be the Capital Fund Program.
- Problem in your property: graffiti: The VHA abates the graffiti as soon as it is found.
- Problem in your property: noise: During the hours of office operation the VHA administration will fine the resident \$20.00 and send a 7-day notice to cure. After hours, VHA encourages residents to call the police and report the incident to the office the next morning to follow up.
- Problem in your property: rodents and insects: The VHA currently has a monthly pest control service. If the resident refuses service without a doctor's certification, the resident is fined \$20.00 and sent 7-day notice to cure.
- Problem in your property: trash/litter: VHA has sent notices to all residents in October 2004, February 2006 and May 2006 in reference to keeping assigned areas clean, to include information of proper disposal information per Dwelling Lease Agreement; and if a resident, member of resident household or guest is seen violating this as per Dwelling Lease Agreement, they will be fined \$20.00 and sent 7-Day notice to cure. The VHA installed receptacles by the mailboxes to deter litter; this was complete March 2006. The VHA will re-establish the recycling program through the City of Venice by September 30, 2006; the funding source will be the Capital Fund Program.
- Problem in your property: vacant units: Currently VHA has four (4) units offline due to asbestos. Regular vacant units are turned within thirty (30) days, unless major rehab has to be completed and then the unit is turned to modernization.

2. Signed VHA Budget FY 2007 – Attached as Excel File fl064a01
3. VHA P & E Report dated 09/30/06 for CFP FL06400106 (FY 2006) – Attached as Word File fl064b01
4. CFP 5-Yr Plan attached as Word File fl064c01

**Operating Budget**

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	b. Fiscal Year Ending <b>March 31, 2008</b>	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA-Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA-Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA-Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) <b>VENICE HOUSING AUTHORITY</b>			i. HUD Field Office <b>Miami, Florida</b>
f. Address (city, State, zip code) <b>201 N Grove Street Venice, FL 34292</b>			
g. ACC Number <b>FL064</b>		h. PAS / LOCCS Project No.	

j. No. of Dwelling Units <b>50</b>	k. No. of Unit Months Available <b>600</b>	m. No. of Projects <b>1</b>	
---------------------------------------	---	--------------------------------	--

Line No.	Acct. No.	Description (1)	Actuals	<input checked="" type="checkbox"/> Estimates	Requested Budget Estimates			
			Last Fiscal Yr.	<input type="checkbox"/> or Actual	PHA/IHA Estimates		HUD Modifications	
			2006 PUM (2)	2007 PUM (3)	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Homebuyers Monthly Payments For:</b>								
010	7710	Operating Expenses						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
<b>040</b>	<b>Total</b>	Break-Even Amount (sum of lines 010, 020, and 030)	-	-	-	-		
050	7716	Excess(Deficit) In Break-Even Amount						
060	7790	Homebuyers Monthly Payments (Contra)						
<b>Operating Receipts</b>								
070	3110	Dwelling Rentals	161.58	136.97	141.65	84,987		
080	3120	Excess Utilities	-	-	-	-		
090	3190	Nondwelling Rentals	-	-	-	-		
<b>100</b>	<b>Total Rental Income (sum of lines 070, 080, and 090)</b>		<b>161.58</b>	<b>136.97</b>	<b>141.65</b>	<b>84,987</b>		
110	3610	Interest on Gen Fund Investments	1.25	0.22	0.22	130		
120	3690	Other Operating Receipts	334.31	202.87	84.07	50,444		
<b>130</b>	<b>Total Operating Income (sum of lines 100, 110, and 120)</b>		<b>497.14</b>	<b>340.06</b>	<b>225.94</b>	<b>135,561</b>		
<b>Operating Expenditures - Administration:</b>								
140	4110	Administrative Salaries	153.66	44.67	102.57	61,541		
150	4130	Legal Expense		45.68	10.00	6,000		
160	4140	Staff Training		0.40	0.42	250		
170	4150	Travel		1.13	1.25	750		
180	4170	Accounting Fees	-		-			
190	4171	Auditing Fees	10.00	5.83	5.83	3,500		
200	4190	Other Administrative Expenses	94.11	56.83	36.67	22,000		
<b>210</b>	<b>Total Administrative Expense (sum of line 140 thru line 200)</b>		<b>257.77</b>	<b>154.54</b>	<b>156.74</b>	<b>94,041</b>		
<b>Tenant Services:</b>								
220	4210	Salaries	32.36	18.11	-			
230	4220	Recreation, Publications and Other services		3.46	2.08	1,250		
240	4230	Contract Costs, Training and Other	14.54	1.77	1.67	1,000		
<b>250</b>	<b>Total Tenant Services Expense (sum of lines 220,230, and 240)</b>		<b>46.90</b>	<b>23.34</b>	<b>3.75</b>	<b>2,250</b>		
<b>Utilities:</b>								
260	4310	Water & Sewer	43.82	39.33	39.50	23,700		
270	4320	Electricity	6.69	6.92	7.00	4,200		
280	4330	Gas	-		-			
290	4340	Fuel	-		-			
300	4350	Labor	-		-			
310	4390	Other utilities expense			-			
<b>320</b>	<b>Total Utilities Expense (sum of line 260 thru line 310)</b>		<b>50.51</b>	<b>46.25</b>	<b>46.50</b>	<b>27,900</b>		

Name of PHA / IHA <b>VENICE HOUSING AUTHORITY</b>				Fiscal Year Ending <b>March 31, 2008</b>				
Line No.	Acct. No.	Description (1)	Actuals	<input type="checkbox"/> Estimates	Requested Budget Estimates			
			Last Fiscal Yr.	<input type="checkbox"/> or Actual	PHA/IHA Estimates		HUD Modifications	
			2006 PUM (2)	2007 PUM (3)	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Ordinary Maintenance and Operation</b>								
330	4410	Labor	84.98	57.42	53.05	31,828		
340	4420	Materials	11.09	11.22	13.33	8,000		
350	4430	Contract Costs	51.12	86.22	48.33	29,000		
360	<b>Total Ordinary Maintenance &amp; Operation Expense (lines 330 to 350)</b>		<b>147.19</b>	<b>154.86</b>	<b>114.71</b>	<b>68,828</b>		
<b>Protective Services</b>								
370	4460	Labor	0.00		0.00			
380	4470	Materials	0.00		0.00			
390	4480	Contract Costs	0.00		0.00			
400	<b>Total Protective Services Expense (sum of lines 370 to 390)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>General Expense:</b>								
410	4510	Insurance	58.74	30.94	34.42	20,650		
420	4520	Payments in Lieu of Taxes	4.83	4.83	4.83	2,900		
430	4530	Terminal Leave Payments			0.00			
440	4540	Employee Benefit Contributions	48.55	27.83	26.30	15,780		
450	4570	Collection Losses	6.50	5.74	8.33	5,000		
460	4590	Other General Expense		0.30	0.00			
470	<b>Total General Expense (sum of lines 410 to 460)</b>		<b>118.62</b>	<b>69.64</b>	<b>73.88</b>	<b>44,330</b>		
480	<b>Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)</b>		<b>620.99</b>	<b>448.63</b>	<b>395.58</b>	<b>237,349</b>		
<b>Rent for Leased Dwellings:</b>								
490	4710	Rents to Owners of Leased Dwellings	0.00		0.00			
500	<b>Total Operating Expense (sum of lines 480 and 490)</b>		<b>620.99</b>	<b>448.63</b>	<b>395.58</b>	<b>237,349</b>		
<b>Nonroutine Expenditures:</b>								
510	4610	Extraordinary Maintenance	0.00		0.00			
520	7520	Replacement of Nonexpendable Equipment	0.00		0.00			
530	7540	Property Betterments and Additions	0.00		0.00			
540	<b>Total Nonroutine Expenditures (sum of lines 510, 520, and 530)</b>		<b>0.00</b>		<b>0.00</b>			
550	<b>Total Operating Expenditures (sum of lines 500 and 540)</b>		<b>620.99</b>	<b>448.63</b>	<b>395.58</b>	<b>237,349</b>		
<b>Prior Year Adjustments:</b>								
560	6010	Prior Year Adjustments Affecting Residual Receipts	0.00		0.00			
<b>Other Expenditures:</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.			0.00			
580	<b>Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)</b>		<b>620.99</b>	<b>448.63</b>	<b>395.58</b>	<b>237,349</b>		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	-123.85	-108.57	-169.64	(101,788)		
<b>HUD Contributions:</b>								
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year		0.00	0.00			
610	8011	Prior Year Adjustments - (Debit) Credit		0.00	0.00			
620	<b>Total Basic Annual Contribution (line 600 plus or minus line 610)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
630	8020	Contributions Earned - Op. Sub: - Cur. Yr.(before year-end adj)	185.38	130.47	204.64	122,784		
640		Mandatory PFS Adjustments (net):		0.00	-34.99	(20,996)		
650		Other (specify):		0.00	0.00			
660		Other (specify):		0.00	0.00			
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	-34.99	(20,996)		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	185.38	130.47	169.65	101,788		
690	<b>Total HUD Contributions (sum of lines 620 and 680)</b>		<b>185.38</b>	<b>130.47</b>	<b>169.65</b>	<b>101,788</b>		
700		Residual Receipts (or Deficit)(sum of line 590 plus line 690) Enter here and on line 810	61.53	21.90	0.00			

Name of PHA / IHA **VENICE HOUSING AUTHORITY** Fiscal Year Ending **March 31, 2008**

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		<b>Part I - Maximum Operating Reserve - End of Current Budget Year</b>		
740	2821	PHA/IHA - Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): <b>FY 03/31/2006</b>	<b>35,938</b>	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <b>FYE 03/31/2007</b> <input type="checkbox"/> Actual for FYE	<b>13,000</b>	
800		Operating Reserve at end of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE <b>03/31/2007</b>	<b>48,938</b>	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE <b>03/31/2008</b> Enter Amount from line 700	<b>0.00</b>	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE <b>03/31/2008</b> (Sum of lines 800 and 810)	<b>48,938</b>	
830		Cash Reserve Requirement- <u>10</u> % of line 480	<b>23,735</b>	

Comments

**PHA / IHA Approval**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Field Office Approval**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Operating Budget**  
**Schedule of All Positions and Salaries**

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

OMB Approval No. 2577-0026 Exp. (10/31/97)

Name of Local Housing Authority		Locality				Fiscal Year End							
VENICE HOUSING AUTHORITY		201 N Grove Street Venice, FL 34292				March 31, 2008							
Position Title and Name By Organizational Unit and Function	(1)	(1a)	Present Salary Rate	Requested Budget Year		Allocation of Salaries by Program						Method of Allocation	
			As of (date)	1.05 Salary Rate	Estimated Payment		100%						
			3/31/2007	3/31/2008	No. Months	Amount	100.00% Management	(7)	(8)	(9)	(10)		(11)
(1)	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
<b>ADMINISTRATIVE</b>													
OPEN Executive Director		Admin	3,335	3,335	12	40,020							
Maritza Lago Receptionist		Admin	1,708	1,793	12	21,521							
Michael Garraus Maintenance		Maint	2,526	2,652	12	31,828							
						93,369							

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

Executive Director or Designated Official \_\_\_\_\_ Date **39,185.48**



**Operating Budget**  
**Schedule of Administration**  
**Expense Other Than Salary**

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

OMB Approval No. 2577-0026 (Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Name of Local Authority <b>VENICE HOUSING AUTHORITY</b>		Locality: <b>201 N Grove Street Venice, FL 34292</b>			Fiscal Year End: <b>March 31, 2008</b>	
(1) Description	(2) Total	(3) Management	(4)	(5)	(6)	
1 Legal Expense (See Special Note in Instructions)	\$ 6,000	\$ 6,000				
2 Training (list and provide justification)	250	250				
3 <b>Travel</b> Trips To Conventions and Meetings (list and provide justification)						
4 <b>Other LHA Travel:</b> Outside Area of LHA Jurisdiction						
5 Within Area of LHA Jurisdiction	750	750				
6 Total Travel	750	750				
7 Accounting						
8 Auditing	3,500	3,500				
<b>Sundry</b>						
9 Rental of Office Space						
10 Publications						
11 Membership Dues and Fees (list organization and amount)	250	250				
12 Telephone, Fax, Electronic Communications	4,500	4,500				
13 Collection Agent Fees and Court Costs	1,000	1,000				
14 Administrative Services Contract	9,850	9,850				
15 Forms, Stationary and Office Supplies	2,400	2,400				
16 Other Sundry Expense (provide breakdown)	4,000	4,000				
17 Total Sundry	22,000	22,000				
18 Total Administration Expense Other Than Salaries	\$ 32,500	\$ 32,500				

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority <b>VENICE HOUSING AUTHORITY</b>	Locality <b>201 N Grove Street Venice, FL 34292</b>	Fiscal Year Ending <b>March 31, 2008</b>
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**Operating Receipts**

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased Housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Rent Charges per March 07 Rent Roll	6,876.00
Units Occupied per March 07 Rent Roll	45.00
Average Rent Charge per Occupied Unit	152.80
HUD Change Factor	1.03
	157.38
Occupancy Rate (actual)	0.90
	141.65
Unit Months Available	600.00
Estimated Rental Income	<u>84,987.36</u>

Excess Utilities: (NOT for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged:      Gas       Electricity       Other       (Specify) \_\_\_\_\_
2. Comments:  
    Resident Paid Electric

Nondwelling Rent: (NOT for Section 23 Leased Housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	<u>Space Rented</u>	<u>To Whom</u>	<u>Rental Terms</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments:

**Interest on General Fund Investments:** State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.



**Other Comments On Estimates of Operating Receipts:** Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Capital Funds 2007	\$ 49,044.00
Tenant Charges	1,400.00
<b>Total</b>	<b>\$ 50,444.00</b>

**Operating Expenditures**  
**Summary of Staffing and Salary Data**

Complete the summary below on the basis of information shown on Form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1):** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2):** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 +5/10).
- Column (3):** Enter the portion of total salary expense shown in Column (5) or Column (6), Form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4):** Enter the portion of total salary expense shown in Column (5) or Column (6), Form HUD-52566, allocable to Section 23 Leased Housing Management.
- Column (5):** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization Programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6):** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on Form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation - Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			PHA (3)	(4)	(5)	(6)
Administration-Nontechnical Salaries 1/	1	1.00	21,521.00			
Administration-Technical Salaries 1/	1	1.00	40,020.00			
Ordinary Maintenance & Operation-Labor 1	1	1.00	31,828.00			
Utilities-Labor 1/						
Other (Specify) (Legal, etc.) 1/ Resident Services						
Extraordinary Maintenance Work Projects 2/						
Betterments and Additions Work Projects 2/						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

Previous editions are obsolete

**form HUD-52573 (3/95)**  
ref Handbooks 7475.1

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on Form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

<b>Office Supples, Postage, Dues</b>	<b>1,450</b>
<b>Computer - Remote Server and Software Maintenance</b>	<b>3,500</b>
<b>Eviction Costs</b>	<b>1,000</b>
<b>Copier Lease and Supplies</b>	<b>7,550</b>
<b>Telecommunications</b>	<b>4,500</b>
<b>Miscellaneous</b>	<b>4,000</b>
<b>Total Estimated Costs</b>	<b>22,000</b>

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

**Ordinary Maintenance Materials      \$8,000**

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

<b>Garbage</b>	<b>21,200</b>
<b>Extermination</b>	<b>3,800</b>
<b>Other</b>	<b>3,000</b>
<b>Temp Assistance Lawn Maint</b>	<b>1,000</b>
<b>Total Estimated Contract Costs</b>	<b>29,000</b>

Previous editions are obsolete

form HUD-52573 (3/95)  
ref Handbooks 7475.1

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

<b>Property &amp; GL</b>	<b>16,000</b>
<b>Directors and Officers</b>	<b>150</b>
<b>Workers' Compensation</b>	<b>4,500</b>

**Total Estimated Insurance**

20,650

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Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

**FICA Employer Match**  
**Employee Benefits**

**7,145**  
**8,635**

**Total Estimated Insurance**

15,780

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Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

**We expect to write-off \$ 5,000 in uncollectible accounts.**

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Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on Form HUD-52570. Justifying information incorporated on or attached to Form HUD-52567 need not be repeated here.

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Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Venice Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: Operating Fund: <b>FL06400106</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2006</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	75,811.00	53,068.00	53,068.00	18,122.63
3	1408 Management Improvements		15,162.00	15,162.00	2,738.59
4	1410 Administration		7,581.00	7,581.00	503.42
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	75,811.00	75,811.00	75,811.00	21,364.64
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				

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

<b>PHA Name:</b> Venice Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Operating Fund: <b>FL06400106</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2006</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/2006  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Venice Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Operating Fund: <b>FL06400106</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <b>2006</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	
FL064-001 Grove Terrace Development	Operations	1406		75,811.00	53,068.00	53,068.00	21,364.64	
FL064-001 Grove Terrace Development	Management Improvements	1408			15,162.00	15,162.00	2,738.59	
FL064-001 Grove Terrace Development	Administration	1410			7,581.00	7,581.00	503.42	

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

PHA Name: <b>The Housing Authority of the City of Fort Myers</b>	<b>Grant Type and Number</b> Capital Fund Program No: <b>FL06400106</b> Replacement Housing Factor No:	<b>Federal FY of Grant: 2006</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
FL064-001 Grove Terrace Development	10/30/09	10/30/06		10/30/10			





**Capital Fund Program Five-Year Action Plan  
Part I: Summary**

PHA Name <b>VENICE HOUSING AUTHORITY</b>		<b>FL064</b>			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY:	
FL064-001 Grove Terrace Development	Annual State ment	84,987.36	84,987.36	84,987.36	84,987.36	
CFP Funds Listed for 5-year planning						
Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	FL064-001 <i>Grove Terrace Development</i>	Operations	84,987.36	FL064-001 <i>Grove Terrace Development</i>	Operations	84,987.36
Annual						
Statement						
	<b>Total CFP Estimated Cost</b>		\$ 84,987.36			\$ 84,987.36

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

Activities for Year : <u>4</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>5</u> FFY Grant: 2011 PHA FY: 2011		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
FL064-001 <i>Grove Terrace Development</i>	Operations	84,987.36	FL064-001 <i>Grove Terrace Development</i>	Operations	84,987.36
<b>Total CFP Estimated Cost</b>		\$ 84,987.36			\$ 84,987.36

