

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



# **PHA Plans**

**5 Year Plan for Fiscal Years 2007 - 2011  
Annual Plan for Fiscal Year 2008**

**10/01/2008**

**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: PALM BEACH COUNTY HOUSING AUTHORITY**

**PHA Number: FL080**

**PHA Fiscal Year Beginning: 10/01/2008**

### PHA Programs Administered:

Public Housing and Section 8       Section 8 Only       Public Housing Only

Number of public housing units: 543

Number of S8 units: 2595

### 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 2007 - 2011**  
[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: The Palm Beach County Housing Authority is committed to achieving excellence in providing safe, clean, and modern housing assistance while promoting self-sufficiency, upward mobility, and partnerships with our Residents and others to enhance the quality of life in our communities.

**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:
  - Improve voucher management:
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:

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

**PHA Goal: Increase assisted housing choices**

**Objectives:**

- 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)

**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)**

**Goal Number One**

**Improve customer service delivery by enhancing operational efficiency:  
Coordination with community providers: Improve Facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to insure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring as applicable and/or necessary.

As an ongoing process, the Palm Beach County Housing Authority will utilize existing community sources of funding for programs to improve service delivery and physical improvements to the housing authority 's facilities and reduce duplicating costs.

**Goal Number Two**

**The Palm Beach County Housing Authority will strive to improve the public and community image of the authority by developing and implementing a comprehensive public relations plan:**

The maintenance department will provide a work force with a professional image by conducting and participating in community efforts, including contract maintenance services as necessary, to promote the benefits and beautification of the city.

### **Goal Number Three**

**The Palm Beach County Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families:**

**The Housing Authority will initiate, implement and maintain a preventive maintenance and landscaping plan which includes seasonal flower planting and creating attractive and consistent signage for the properties. As an ongoing process, the Executive Director and the staff of the authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.**

### **Goal Number Four**

**The Palm Beach County Housing Authority shall strive to achieve its potential as an organization within the community:**

**The Housing Authority will develop a communication process that will improve the timely sharing of information concerning future programs, plans and budgets.**

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**Purpose and Structure of the Agency Plan:**

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The Agency Plan contains a FY-2007-FY 2011 Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY 2008 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, Resident concerns and needs and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very-low and extremely-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were concluded with the Authority's Residents, Resident Advisory Board, community leaders and organizations, and state and local authorities in development of the Agency Plan to insure that the needs of the Residents and community were addressed in the Agency Plan. The Agency Plan is also consistent with the Consolidated Plan/CHAS of Palm Beach County.

**Annual Plan Contents**

The Authority will use this Agency Plan as a tool in accomplishing its mission of becoming a leader in the industry. The following is a summary of its contents:

The Plan provides a comprehensive assessment of the Housing Needs within the community. At this time, it appears that the Authority is meeting the low- income housing

needs within its financial capabilities. However, we will monitor this need through annual updates of this Plan.

The Plan includes a summary of the Authority's planned financial resources and planned uses of those funds. This is presented in table form for electronic submission to HUD.

All admissions and continued occupancy policies as well as rent determination policies and procedures have been reviewed and updated in accordance with QHWRA of 1998 and subsequent rules.

The Authority's Capital Fund Annual Statement and Five-Year Action Plan is provided. The Authority has no plans at this time to apply for a HOPE VI revitalization Grant.

The Authority is currently working with the city of Boynton Beach to demolish public housing units in the Cherry Hill section in the very near future. Residents were offered vouchers for replacement housing. The PHA has received HUD approval and the city has completed an Environmental Review to date.

The Authority Board has approved 93 Housing Choice Vouchers for Project-Based Vouchers to the McCurdy Center in Belle Glade. (24 CFR 983.51(b)(2))

The Authority is also contemplating demolishing some buildings in South Bay due to muck problems causing the buildings to sink.

The PBCHA Deconcentration Policy is included in the Plan.

The Pet Policy is included in the Plan.

The Authority does not currently have any asset management plan, but one has been sent to HUD for approval. All other documentation and certifications are included as required by QHWRA and subsequent requirements.

Membership names and addresses of the Resident Advisory Board (RAD) are included in the Plan.

Resident membership of the PHA Governing Board is included in the Plan.

### **Status in meeting goals and objectives**

This is the Authority's ninth (9th) submission of the Agency Plan. Progress towards meeting goals and objectives will be monitored by the Executive Director and the Board of Commissioners. Progress will be documented in this section of the Plan in future years.

### **"Substantial Deviation" and "Significant Amendment or Modification"**

The Code of Federal Regulations (CFR) at 24 CFR Part 903 Section 7, Public Housing Agency Plans; is very specific with respect to the information a PHA must provide in its Agency Plan. Part 903 Section 7 ( r ) (2) states that a PHA must identify the basic criteria the PHA will use for determining:

- a. Substantial deviation from its Five-Year Plan; and
- b. Significant amendment or modification to its Five-Year Plan and Annual Plan.



**(a) Substantial Deviation from the Five-Year Plan:**

A Substantial Deviation from the Five-Year Plan is an overall change in the direction of the Housing Authority (HA) pertaining to its goals and objectives. The HA will consider the following actions as a Substantial Deviation from the Five-Year Plan:

- The undertaking of new program activities that do not otherwise further the HA's stated mission or further the goals as set forth in the current Five-Year Plan.
- Insufficient budget authority from HUD necessitating the need to either alter, reduce, or terminate any specific program activity.
- New program activities required or adopted to reflect changes in HUD regulations, or as a result of a declared national or local emergency are *exempted* actions. In such cases, the administrative/programmatic changes implemented will not be considered as a Substantial Deviation from the Five-Year Plan.

**(b) Significant Amendment or Modification to the Five-Year Plan and Annual Plan:**

A Significant Amendment or Modification to the Annual Plan is a change in policy pertaining to the operation of the HA. The HA will consider the following actions as a Significant Amendment or Modification to the Five-Year Plan and Annual Plan:

- Significant changes to rent or admission policies, or organization of the waiting list.
- Addition of new work items (*excludes* emergency work) not included in the Capital Fund Program (CFP) 5-Year Action Plan or Annual Statement(s) exceeding a cumulative amount of \$100,000 under the current Fiscal Year, or changes in use of the replacement reserve under the CFP.
- Demolition and/or disposition activities, new or amended development plans, designation or conversion actions not currently identified in the Five-Year Plan or either the Annual Plan, or otherwise approved by HUD.
- New program activities required or adopted to reflect changes in HUD regulations, or as a result of a declared national or local emergency are *exempted* actions. In such cases, the administrative/programmatic changes implemented will not be considered as a Substantial Amendment or Modification to the Five-Year Plan and Annual Plan.

## 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:**

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### **Required Attachments:**

Admissions Policy for Deconcentration ATTACHMENT 'A'

- FY 2008 Capital Fund Program Annual Statement ATTACHMENT ‘B-E’**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**
- List of Resident Advisory Board Members (RAD) ATTACHMENT ‘I’**
- List of Resident Board Member ATTACHMENT ‘J’**
- Community Service Description of Implementation ATTACHMENT ‘K’**
- Information on Pet Policy ATTACHMENT ‘G’**
- Section 8 Homeownership Capacity Statement, if applicable**
- Description of Homeownership Programs, if applicable**

**Optional Attachments:**

- PHA Management Organizational Chart SEE SECTION 5 (A)**
- FY 2007 Capital Fund Program 5 Year Action Plan ATTACHMENT ‘F’**
- Public Housing Drug Elimination Program (PHDEP) Plan**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)**
- Other (List below, providing each attachment name)**

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice) 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;

<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	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	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
X	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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1479	3	3	3	3	3	3
Income >30% but <=50% of AMI	1301	2	2	2	2	2	2
Income >50% but <80% of AMI	1976	1	2	2	2	2	2
Elderly	1405	3	3	3	3	3	3
Families with Disabilities	617	3	3	3	3	3	3
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

- Consolidated Plan of the PALM BEACH COUNTY  
Indicate year: 2005-2010
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List						
<b>Waiting list type: (select one)</b> <input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input checked="" type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) <b>If used, identify which development/subjurisdiction: South Bay Only</b>						
	# of families		% of total families		Annual Turnover	
	P/H	SEC 8	P/H	SEC 8	P/H	SEC 8
<b>Waiting list total</b>	<b>647</b>	<b>563</b>			<b>89</b>	<b>158</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>592</b>	<b>546</b>	<b>91</b>	<b>97</b>		
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>55</b>	<b>6</b>	<b>9</b>	<b>1</b>		
<b>Low income (&gt;50% but &lt;80% AMI)</b>	<b>-0-</b>	<b>11</b>	<b>-0-</b>	<b>2</b>		
<b>Families with children</b>	<b>555</b>	<b>523</b>	<b>86</b>	<b>93</b>		
<b>Elderly families</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>7</b>		
<b>Families with Disabilities</b>	<b>2</b>	<b>24</b>	<b>-0-</b>	<b>4</b>		
<b>Race/ethnicity Hispanic</b>	<b>205</b>	<b>126</b>	<b>32</b>	<b>22</b>		
<b>Race/ethnicity White</b>	<b>5</b>	<b>89</b>	<b>1</b>	<b>16</b>		
<b>Race/ethnicity Black</b>	<b>435</b>	<b>348</b>	<b>67</b>	<b>62</b>		
<b>Race/ethnicity Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	92	14	
2 BR	408	63	
3 BR	108	17	
4 BR	37	14	
5 BR	2	6	
5+ BR	-0-	-0-	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Sec 8 -56 Mths P/H- 4 Mths  Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Elderly and Handicapped			

## **SOUTH BAY WAITING LIST**

**This waiting list was created in 1976 when the 66 unit complex in South bay was opened. This Site is 55 miles from West Palm Beach in the Glades Area and needs its own waiting list due to the distance factor.**

Housing Needs of Families on the Waiting List			
<b>SOUTH BAY ONLY</b>			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: <b>SOUTHBAY AREA</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	64		21
Extremely low income <=30% AMI	8	12	
Very low income (>30% but <=50% AMI)	56	88	



<b>Housing Needs of Families on the Waiting List</b>			
<b>SOUTH BAY ONLY</b>			
Low income (>50% but <80% AMI)	0	0	
Families with children	58	91	
Elderly families	0	0	
Families with Disabilities	8	13	
Race/ethnicity White	0	0	
Race/ethnicity Black	61	95	
Race/ethnicity Hispanic	3	5	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	
2 BR	36	56	
3 BR	14	22	
4 BR	9	14	
5 BR	5	8	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 4 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

9/30/2007

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
<b>a) Public Housing Operating Fund</b>	<b>1,387,631</b>	
<b>b) Public Housing Capital Fund</b>	<b>913,624</b>	
<b>c) HOPE VI Revitalization</b>	<b>-0-</b>	
<b>d) HOPE VI Demolition</b>	<b>-0-</b>	
<b>e) Annual Contributions for Section 8 Tenant-Based Assistance</b>	<b>1,577,112</b>	
<b>f) Public Housing Drug Elimination Program (including any Technical Assistance funds)</b>	<b>-0-</b>	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	71,819	
h) Community Development Block Grant	749,958	
i) HOME	-0-	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	
3. Public Housing Dwelling Rental Income	1,054,968	
4. Other income (list below)		
INTEREST	70,550	
OTHER INCOME INTEREST	27,099	
5. Non-federal sources (list below)		
ENTERPRISE INCOME (BANYAN CLUB)	1,009,200	
<b>Total resources</b>	<b>6,861,961</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> of each Bedroom Size.
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity

- Rental history
- Housekeeping
- Other (describe)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists (South Bay Site Only which is 55 miles away)
- Other (describe)

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?  
One (South Bay Site)

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? ALL 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, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

**Other preferences: (select below)**

- Working families that have been employed a minimum of one year
- 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:**

- 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)**

- "2"**  Working families who have been employed a minimum of one year
- Veterans and veterans' families
  - Residents who live and/or work in the jurisdiction
  - Those enrolled currently in educational, training, or upward mobility programs
  - Households that contribute to meeting income goals (broad range of incomes)
  - Households that contribute to meeting income requirements (targeting)
  - Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s) (list below)

**4. Relationship of preferences to income targeting requirements:**



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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

**b.  Yes  No: 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:

Under unusual circumstances and extreme hardship due to disabilities or other reasons as determined on a case by case basis.

**(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 who have been employed a minimum of one year
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

"1" Date and Time

**Former Federal preferences**

- 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)**

- "2"  Working families who have been employed a minimum of one year
- 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**

**(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)

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

## (2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR 3,4,5 B/R
- 100% of FMR
- Above 100% but at or below 110% of FMR 0,1,2, B/R
- 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)

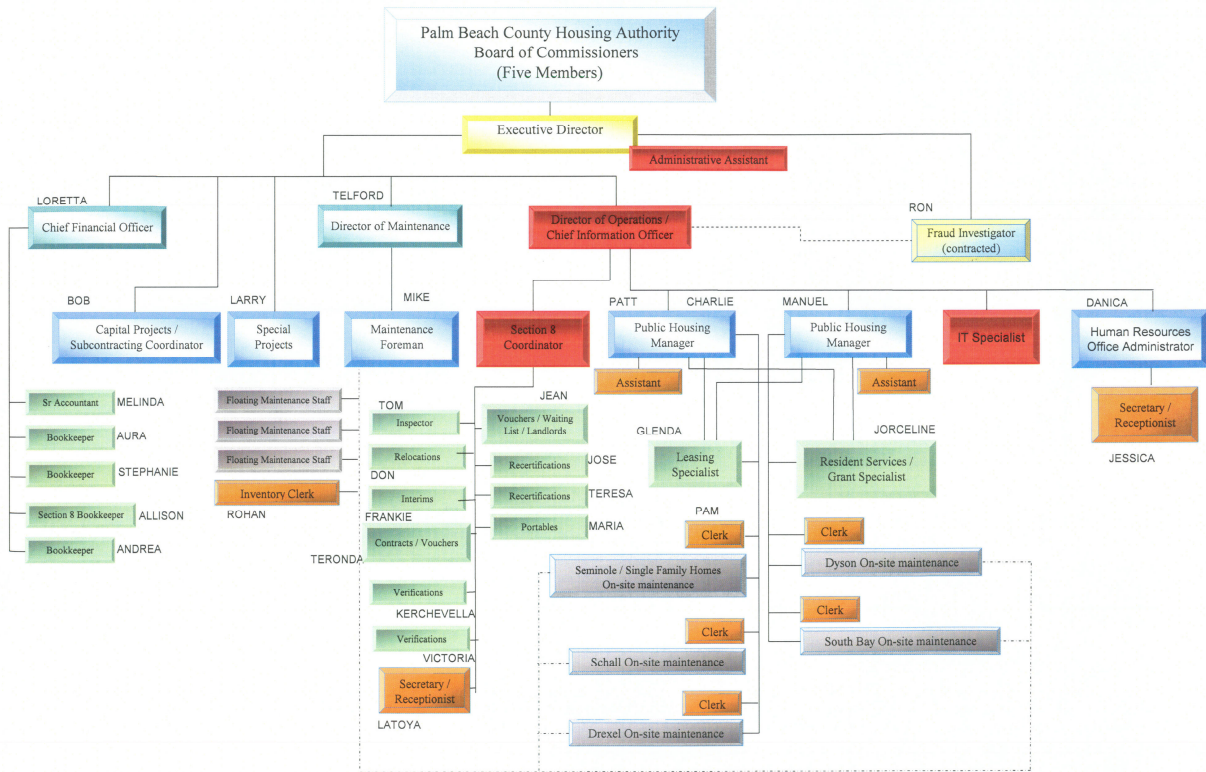
### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

## ORGANIZATIONAL CHART



**PALM BEACH COUNTY HOUSING AUTHORITY  
ORGANIZATIONAL CHART**

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	497	
Section 8 Vouchers	2595	

<b>Section 8 Certificates</b>	<b>N/A</b>	
<b>Section 8 Mod Rehab</b>	<b>N/A</b>	
<b>Special Purpose Section 8 Certificates/Vouchers (list individually)</b>	<b>-0-</b>	
<b>Public Housing Drug Elimination Program (PHDEP)</b>	<b>-0-</b>	
<b>Other Federal Programs(list individually)</b>	<b>-0-</b>	

**C. Management and Maintenance Policies**

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

- (1) **Public Housing Maintenance and Management: (list below)**
  - a. **Admissions and Continued Occupancy Plan (ACOP)**
  - b. **Public Housing Occupancy Guidebook**
  - c. **Federal Labor Standards Compliance (1344.1)**
  
- (2) **Section 8 Management: (list below)**
  - a. **PBCHA Administrative Plan (Admin Plan)**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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:

### Chapter 16, Part III, Section 8 Admin Plan dated January 25, 2007

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

- PHA main administrative office  
 Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

### A. Capital Fund Activities

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment ‘B’ (FL14PO8050108)

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment ‘F’ .

-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>
<b>1a. Development name: BOYNTON BEACH (CHERRY HILL SECTION)</b>
<b>1b. Development (project) number: FL080-002</b>
<b>2. Activity type: Demolition</b> <input checked="" type="checkbox"/> <b>Disposition</b> <input type="checkbox"/>
<b>3. Application status (select one)</b> Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
<b>4. Date application approved, submitted, or planned for submission: 3/12/2007</b>
<b>5. Number of units affected: 46</b>
<b>6. Coverage of action (select one)</b> <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
<b>7. Timeline for activity: 150 DAYS</b> a. Actual or projected start date of activity: 3/19/2008 b. Projected end date of activity: 8/1/2008

<b>Demolition/Disposition Activity Description</b>
<b>1a. Development name: BOYNTON BEACH (CHERRY HILL SECTION)</b>
<b>1b. Development (project) number: FL080-005</b>
<b>2. Activity type: Demolition</b> <input checked="" type="checkbox"/> <b>Disposition</b> <input type="checkbox"/>
<b>3. Application status (select one)</b> Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
<b>4. Date application approved, submitted, or planned for submission 3/12/2007</b>
<b>5. Number of units affected: 2</b>
<b>6. Coverage of action (select one)</b> <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
<b>7. Timeline for activity: 150 DAYS</b> a. Actual or projected start date of activity: 3/19/2008 b. Projected end date of activity: 8/1/2008

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

[24 CFR Part 903.7 9 (i)]

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



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

**2. Activity Description**

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

Designation of Public Housing Activity Description
1a. Development name: DREXEL HOUSE
1b. Development (project) number: FL080-004
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation <u>approved</u> , submitted, or planned for submission: 07/19/2007
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

**2. Activity Description**

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

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

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

**2. Activity Description**

- Yes  No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management

Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

**B. Section 8 Tenant Based Assistance**

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

**2. Program Description:**

**a. Size of Program**

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

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

- 25 or fewer participants
- 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

**b. PHA-established eligibility criteria**

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

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

[24 CFR Part 903.7 9 (l)]

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

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

**1. Cooperative agreements:**

- Yes  No: Has the PHA 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. )

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

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

**a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: 5/1/2008)
Public Housing	-0-	-0-
Section 8	129	106

- 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**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

ALL SITES

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

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

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

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

ALL SITES

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

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



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

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

ALL SITES

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

PHAs eligible for FY 2008 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2008 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

THERE HAS NOT BEEN A PHDEP PLAN AVAILABLE FOR FIVE YEARS NOW !!

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**PET POLICY ENCLOSED AS ATTACHMENT 'G'**

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_

5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)  
**PROJECT BASED MANAGEMENT FOR TWO (2) PROJECTS**
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?
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: PALM BEACH 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.
- Other: (list below)

**4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: A WRITTEN LETTER OF CONSISTENCY AND SIGNED COMPLIANCE FORM FROM THE DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT OF PALM BEACH COUNTY, FLORIDA.**

**D. Other Information Required by HUD**

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

**CRITERIA FOR SUBSTANCIAL DEVIATIONS AND SIGNIFICANT AMENDMENTS :**

**SEE EXECUTIVE SUMMARY**

**Attachments**

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

## **ATTACHMENT 'A'**

### **Deconcentration Policy**

#### **I. Introductions**

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

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

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

#### **II. Definitions**

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

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

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

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

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

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

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

### **111. Testing**

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

- A. If the Development Average Household Income for a particular development is greater than 120 % of the PHA-Wide Average Household Income, then that development shall be identified as a High Income Development.
- B. If the Development Average Household Income for a particular development is less than 80 % of the PHA-Wide Average Household Income, then that development shall be identified as a Low-Income Development.

Testing can be more frequent if deemed necessary for effectiveness

### **IV. Corrective Action**

Once a development has been identified as a High-Income Development or a Low-Income Development, the Authority will define and communicate specific procedures to be employed with the goal of achieving deconcentration . It is the goal of the Authority to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self-sufficiency. Therefore, the Deconcentration Policy shall be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

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

Procedures to be employed in the development of a corrective action plan may include some of the following;

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

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

**ATTACHMENT "B"**

**FY 2008 CAPITAL FUND PROGRAM ANNUAL STATEMENT**



Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Palm Beach County Housing Authority		Grant Type and Number			Federal FY of Grant:
		Capital Fund Program Grant No: FL14P08050108			2008
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	FL080000006	Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	72,206			
3	1408 Management Improvements	40,700			
4	1410 Administration	36,103			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,891			
8	1440 Site Acquisition				
9	1450 Site Improvement	26,070			
10	1460 Dwelling Structures	169,379			
11	1465.1 Dwelling Equipment—Nonexpendable	11,117			
12	1470 Nondwelling Structures	2,700			
13	1475 Nondwelling Equipment	1,500			
14	1485 Demolition	10,000			
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)	372,666			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

PHA Name: Palm Beach County Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14P08050108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	FL080000002				
1	Total non-CFP Funds				
2	1406 Operations	107,225			
3	1408 Management Improvements	60,441			
4	1410 Administration	53,614			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,292			
8	1440 Site Acquisition				
9	1450 Site Improvement	34,250			
10	1460 Dwelling Structures	256,805			
11	1465.1 Dwelling Equipment—Nonexpendable	16,508			
12	1470 Nondwelling Structures	15,000			
13	1475 Nondwelling Equipment	3,000			
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)	551,135			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

PHA Name: Palm Beach County Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14P08050108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	FL080000006 & FL080000002 (HA Wide)				
1	Total non-CFP Funds				
2	1406 Operations	179,431			
3	1408 Management Improvements	101,141			
4	1410 Administration	89,717			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	7,183			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	60,320			
10	1460 Dwelling Structures	426,184			
11	1465.1 Dwelling Equipment—Nonexpendable	27,625			
12	1470 Nondwelling Structures	17,700			
13	1475 Nondwelling Equipment	4,500			
14	1485 Demolition	10,000			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	923,801			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

PHA Name: Palm Beach County Housing Authority		Grant Type and Number			Federal FY of Grant: 2008			
		Capital Fund Program Grant No: FL14P08050108						
		Replacement Housing Factor Grant No:						
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	
FL080000006	Operations	1406 Operations		72,206				
FL080000006	Management Improvmt	1408 Management Improvmt		40,700				
FL080000006	Administration	1410 Administration		36,103				
FL080000006	Fees and Costs	1430 Fees and Costs		2,891				
FL080000006	Resurface parking lots	1450 Site Improvement		10,000				
FL080000006	Landscaping	1450 Site Improvement		4,890				
FL080000006	Signage	1450 Site Improvement		5,900				
FL080000006	Tree trim/removal	1450 Site Improvement		2,000				
FL080000006	Other	1450 Site Improvement		3,280				
FL080000006	Kitchen/bath modernization	1460 Dwelling Structures		47,000				
FL080000006	Flooring	1460 Dwelling Structures		27,000				
FL080000006	Painting	1460 Dwelling Structures		53,959				
FL080000006	Electrical	1460 Dwelling Structures		6,950				
FL080000006	Doors	1460 Dwelling Structures		9,750				
FL080000006	Wood base	1460 Dwelling Structures		8,000				
FL080000006	Other	1460 Dwelling Structures		16,720				

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

PHA Name: Palm Beach County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P08050108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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	
FL080000006	Appliances	1465.1 Dwelling Equipment		11,117				
FL080000006	Laundry	1470 Nondwelling Structures		2,000				
FL080000006	Other	1470 Nondwelling Structures		700				
FL080000006	Security	1475 Nondwelling Equipment		1,000				
FL080000006	Other	1475 Nondwelling Equipment		500				
FL080000006	South Bay-sinking buildings	1485 Demolition		10,000				

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

PHA Name: Palm Beach County Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14P08050108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
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	
FL080000002	Operations	1406 Operations		107,225				
FL080000002	Management Improvmt	1408 Management Improvmt		60,441				
FL080000002	Administration	1410 Administration		53,614				
FL080000002	Fees and Costs	1430 Fees and Costs		4,292				
FL080000002	Resurface parking lots	1450 Site Improvement		8,000				
FL080000002	Landscaping	1450 Site Improvement		10,500				
FL080000002	Basketball resurface, playground	1450 Site Improvement		5,000				
FL080000002	Tree trim/removal	1450 Site Improvement		6,000				
FL080000002	Fencing	1450 Site Improvement		3,000				
FL080000002	Other	1450 Site Improvement		1,750				
FL080000002	Kitchen/bath modernization	1460 Dwelling Structures		98,000				
FL080000002	Flooring	1460 Dwelling Structures		28,000				
FL080000002	Painting	1460 Dwelling Structures		74,200				
FL080000002	Electrical	1460 Dwelling Structures		13,200				
FL080000002	Doors	1460 Dwelling Structures		11,725				
FL080000002	Wood base	1460 Dwelling Structures		14,000				
FL080000002	Other	1460 Dwelling Structures		17,680				

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

PHA Name: Palm Beach County Housing Authority		Grant Type and Number				Federal FY of Grant: 2008		
		Capital Fund Program Grant No: FL14P08050108						
		Replacement Housing Factor Grant No:						
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	
FL080000002	Appliances	1465.1 Dwelling Equipment		16,508				
FL080000002	Laundry	1470 Nondwelling Structures		10,000				
FL080000002	Community Room	1470 Nondwelling Structures		4,000				
FL080000002	Other	1470 Nondwelling Structures		1,000				
FL080000002	Manager office	1475 Nondwelling Equipment		3,000				

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
1406	6/13/2010			6/13/2012			
1408	6/13/2010			6/13/2012			
1410	6/13/2010			6/13/2012			
1450	6/13/2010			6/13/2012			
1460	6/13/2010			6/13/2012			
1465	6/13/2010			6/13/2012			
1470	6/13/2010			6/13/2012			
1475	6/13/2010			6/13/2012			
1485	6/13/2010			6/13/2012			
Signature of Executive Director			Date	Signature of Public Housing Director			Date

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



**ATTACHMENT 'C'**

Annual Statement / Performance and Evaluation Report  
Comprehensive Grant Program (CGP) **Part I: Summary**

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

OMB Approval No. 2577-0157  
(exp. 3/31/2010)

HA Name <b>PALM BEACH COUNTY HOUSING AUTHORITY ATTACHMENT "B"</b>	Comprehensive Grant Number <b>FL14PO8050107</b>	FFY of Grant Approval <b>2007</b>
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>		Expended	
1	Total Non-CGP Funds	0		0		
2	1406 Operations (May not exceed 10% of line 20)	182725		0		
3	1408 Management Improvements	25000		0		
4	1410 Administration	91362		0		
5	1411 Audit	0		0		
6	1415 Liquidated Damages	0		0		
7	1430 Fees and Costs	6500		0		
8	1440 Site Acquisition	0		0		
9	1450 Site Improvement	77117		0		
10	1460 Dwelling Structures	414180		0		
11	1465.1 Dwelling Equipment—Non-expendable	30440		0		
12	1470 Non-dwelling Structures	29500		0		
13	1475 Non-dwelling Equipment	21800		0		
14	1485 Demolition	35000		0		
15	1490 Replacement Reserve	0		0		
16	1492 Moving to Work Demonstration	0		0		
17	1495.1 Relocation Costs	0		0		
18	1498 Mod Used for Development	0		0		
19	1502 Contingency (may not exceed 8% of line 20)	0		0		
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>913624</b>		<b>0</b>		
21	Amount of line 20 Related to LBP Activities	0		0		
22	Amount of line 20 Related to Section 504 Compliance	0		0		
23	Amount of line 20 Related to Security	0		0		
24	Amount of line 20 Related to Energy Conservation Measures	0		0		

Signature of Executive Director <i>J. Palmer</i>	Date <b>10/3/2007</b>	Signature of Public Housing Director	Date
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<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Page 1 of 3      Previous edition is obsolete      form HUD-52837 (9/98) ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA-WIDE	OPERATIONS	1406		182725		0		
HA-WIDE	MANAGEMENT IMPROVEMENTS	1408		25000		0		
HA-WIDE	ADMINISTRATION	1410		91362		0		
HA-WIDE	DWELLING EQUIPMENT	1465		30440		0		
HA-WIDE	MAINT EQUIP & VEHICLES	1475		21800		0		
HA-WIDE	SITE IMPROVEMENT	1450		77117		0		
HA-WIDE	FEES & COSTS	1430		6500		0		
HA-WIDE	NON-DWELLING STRUCTURES	1470		29500		0		
HA-WIDE	DWELLING STRUCTURES	1460		414180		0		
06 S/BAY	DEMOLITION	1485		35000		0		

Signature of Executive Director

*J. Falman*

Date

10/3/2007

Signature of Public Housing Director

Date

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report .

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
1406	9/30/2009			9/30/2011			
1408	9/30/2009			9/30/2011			
1410	9/30/2009			9/30/2011			
1450	9/30/2009			9/30/2011			
1460	9/30/2009			9/30/2011			
1465	9/30/2009			9/30/2011			
1470	9/30/2009			9/30/2011			
1475	9/30/2009			9/30/2011			
1485	9/30/2009			9/30/2011			

Signature of Executive Director		Date	Signature of Public Housing Director	Date
<i>J. Falman</i>		10/3/2007		

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

**ATTACHMENT "D"**

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

PHA Name: <b>PALM BEACH COUNTY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: FL14PO8050106 Replacement Housing Factor Grant No:	Federal FY <b>2006</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-	-0-	-0-	-0-
2	1406 Operations	177,411	177,411	177,411	177,411
3	1408 Management Improvements	100,000	100,000	100,000	5,700
4	1410 Administration	88,706	88,706	88,706	880.00
5	1411 Audit	-0-	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	-0-	-0-	-0-	-0-
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	-0-	26,207	26,207	14,689.06
10	1460 Dwelling Structures	166,540	166,540	166,540	-0-
11	1465.1 Dwelling Equipment None expendable	25,000	25,000	25,000	5,362.47
12	1470 Non-dwelling Structures	-0-	-0-	-0-	-0-
13	1475 Non-dwelling Equipment	65,000	65,000	65,000	-0-
14	1485 Demolition	215,000	215,000	215,000	639.75
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	49,400	49,400	49,400	49,400
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	-0-	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of 2-20)	887,057	913,264	913,264	254,082.28
22	Amount of line 21 Rel to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Rel to Section 504 Cm	-0-	-0-	-0-	-0-
24	Amount of line 21 Rel to Security -Soft	-0-	-0-	-0-	-0-

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:**

PHA Name: <b>PALM BEACH COUNTY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: FL14PO8050106 Replacement Housing Factor Grant No:	Federal FY <b>2006</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Rel to Security – Hard	-0-	-0-	-0-	-0-
26	Amount of line 21 Rel to Energy Conservation	-0-	-0-	-0-	-0-

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: Palm beach county Housing authority		Grant Type and Number Capital Fund Program Grant No: FL14PO8050106 Replacement Housing Factor Grant No:			Federal FY of Grant 2006			
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	
H/A WIDE	OPERATIONS	1406		177,411	177,411	177,411	177,411	COMPLETE
H/A WIDE	MANAGEMENT IMPROVEMENTS	1408		100,000	100,000	100,000	5,700	IN PROGRESS
H/A WIDE	ADMINISTRATION	1410		88,706	88,706	88,706	880.00	IN PROGRESS
H/A WIDE	SITE IMPROVEMENT	1450		-0-	26,207	26,207	14,689.06	IN PROGRESS
H/A WIDE	DWELLING EQPT	1465		25,000	25,000	25,000	5,362.47	IN PROGRESS
H/A WIDE	MAINT EQPT & VEH	1475		65,000	65,000	-0-	-0-	
H/A WIDE	REHAB UNITS	1460		166,540	136,540	-0-	-0-	
FL080-002	DEMOLITION	1485		175,000	175,000	618.22	618.22	IN PROGRESS
FL080-002	RELOCATION	1495.1		46,800	48,350	48,350	48,350	COMPLETE
FL080-005	DEMOLITION	1485		40,000	40,000	21.53	21.53	IN PROGRESS
FL080-005	RELOCATION	1495.1		2,600	1,050	1,050	1,050	COMPLETE

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

<b>PHA Name:</b> Palm beach county Housing authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL14PO8050106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant 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	
FL080-006	STRUCT/ REPAIRS	1460		-0-	10,000	10,000	-0-	
FL080-003	UTIL/RM REPAIRS	1460		-0-	20,000	20,000	-0-	

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

PHA Name: Palm Beach County Housing Authority		Grant Type and Number Capital Fund Program No:FL14PO8050106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
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	
1406	July 18,2008			July 18,2010			
1408	July 18,2008			July 18,2010			
1410							
1450		July18,2008			July 18,2010		<b>INCREASED FUNDING AVAILABLE</b>
1460	July 18,2008			July 18,2010			
1465	July 18,2008			July 18,2010			
1470	July 18,2008			July 18,2010			
1475	July 18,2008			July 18,2010			
1485	July 18,2008			July 18,2010			
1495.1	July 18, 2008			July 18,2010			

**ATTACHMENT 'E'**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:					
PHA Name: PALM BEACH COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL14PO8050105 Replacement Housing Factor Grant No:			Federal FY 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: (1)) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30 2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-	-0-	-0-	-0-
2	1406 Operations	186,899	186,899	186,899	186,899
3	1408 Management Improvements	100,000	100,000	100,000	100,000
4	1410 Administration	93,449	93,449	93,449	93,449
5	1411 Audit	-0-	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	-0-	-0-	-0-	-0-
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	-0-	50,000	50,000	50,000
10	1460 Dwelling Structures	466,274	416,274	416,274	416,274
11	1465.1 Dwelling Equipment None expendable	25,000	25,000	25,000	25,000
12	1470 Non-dwelling Structures	-0-	-0-	-0-	-0-
13	1475 Non-dwelling Equipment	62,871	62,871	62,871	62,871
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	-0-	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of 2-20)	934,493	934,493	934,493	934,493
22	Amount of line 21 Rel to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Rel to Section 504 Cm	-0-	-0-	-0-	-0-
24	Amount of line 21 Rel to Security -Soft	-0-	-0-	-0-	-0-
25	Amount of Line 21 Rel to Security – Hard	-0-	-0-	-0-	-0-
26	Amount of line 21 Rel to Energy Conservation	-0-	-0-	-0-	-0-



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

PHA Name: Palm beach county Housing authority		Grant Type and Number Capital Fund Program Grant No: FL14PO8050105 Replacement Housing Factor Grant No:			Federal FY of Grant 2005			
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	
H/A WIDE	OPERATIONS	1406		186,899	186,899	186,899	186,899	COMPLETE
H/A WIDE	MANAGEMENT IMPROVEMENTS	1408		100,000	100,000	100,000	100,000	COMPLETE
H/A WIDE	ADMINISTRATION	1410		93,449	93,449	93,449	93,449	COMPLETE
H/A WIDE	DWELLING EQPT	1465		25,000	25,000	25,000	25,000	COMPLETE
H/A WIDE	MAINT EQPT & VEH	1475		62,871	62,871	62,871	62,871	COMPLETE
H/A WIDE	REHAB UNITS	1460		150,774	264,142.42	264,142.42	264,142.42	COMPLETE
H/A WIDE	KITCHEN/ MOD	1460		200,000	1,417.84	1,417.84	1,417.84	COMPLETE
H/A WIDE	BATH/ MOD	1460		115,500	3,244.46	3,244.46	3,244.46	COMPLETE
H/A WIDE	SITE IMPROVEMENTS	1450		-0-	50,000	50,000	50,000	COMPLETE
H/A WIDE	EMERGENCY ROOF REPAIR	1460		-0-	69,700	69,700	69,700	COMPLETE
H/A WIDE	EMERGENCY FIRE REPAIR	1460		-0-	56,130.56	56,130.56	56,130.56	COMPLETE
H/A WIDE	ELECT UPGRADES	1460		-0-	8,008.72	8,008.72	8,008.72	COMPLETE
FL080-006 SOUTHBAY	STRUCTURAL REPAIRS	1460		-0-	13,630	13,630	13,630	COMPLETE

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

<b>PHA Name: Palm Beach County Housing Authority</b>		<b>Grant Type and Number Capital Fund Program No:FL14PO8050105 Replacement Housing Factor No:</b>				<b>Federal FY of Grant: 2005</b>	
<b>Development Number Name/HA-Wide Activities</b>	<b>All Fund Obligated (Quarter Ending Date)</b>			<b>All Funds Expended (Quarter Ending Date)</b>			<b>Reasons for Revised Target Dates</b>
	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	
1406	AUG 18, 2007			AUG 18, 2009			
1408	AUG 18, 2007			AUG 18, 2009			
1410	AUG 18, 2007			AUG 18,2009			
1460	AUG 18, 2007			AUG 18, 2009			
1465	AUG 18, 2007			AUG 18, 2009			
1475	AUG 18, 2007			AUG 18, 2009			
1450		AUG 18, 2007			AUG 18,2009		
1470		AUG 18, 2007			AUG 18, 2009		
H/A WIDE	AUG 18, 2007			AUG 18, 2009			

**ATTACHMENT 'F'**  
**Five-Year Action Plan (2007-2011)**  
**(ATTACHMENT)**

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name PALM BEACH COUNTY H/A		Original 5-Year Plan Revision No: 1				
	Year 1	Work Statement for Year 2 FFY Grant: <b>PHA FY: 2008</b>	Work Statement for Year 3 FFY Grant: <b>PHA FY: 2009</b>	Work Statement for Year 4 FFY Grant: <b>PHA FY: 2010</b>	Work Statement for Year 5 FFY Grant: <b>PHA FY: 2011</b>	
	Annual Statement					
FL080000002		\$527,239	\$511,481	\$547,092	\$500,885	
FL080000006		\$386,025	\$402,143	\$362,666	\$358,266	
CFP Funds Listed for 5-year planning			\$913,264	\$913,624	\$909,758	\$859,151
Replacement Housing Factor Funds						

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2008			Activities for Year: 2009			
	PHA FY:			PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	FL080000002			FL080000002			
	1406	OPERATIONS	109,150	1406	OPERATIONS	109,194	
	1408	MANAGEMENT IMPROVEMENTS	59,759	1408	MANAGEMENT IMPROVEMENTS	14,940	
	1410	ADMIN	54,575	1410	ADMIN	54,597	
	1430	A & E	4,706	1430	A & E	4,500	
	1450	SITE IMPROV	8,606	1450	SITE IMPROV	39,003	
	1460	DWELLING STR	238,273	1460	DWELLING STR	241,647	
	1465	DWELLING EQP	16,248	1465	DWELLING EQP	19,500	
	1470	NONDWELL STR	4,896	1470	NONDWELL STR	16,500	
	1475	NONDWELL EQP	31,026	1475	NONDWELL EQP	11,600	
		FL080000006			FL080000006		
		1406	OPERATIONS	73,502	1406	OPERATIONS	73,531
		1408	MANAGEMENT IMPROVEMENTS	41,242	1408	MANAGEMENT IMPROVEMENTS	10,060
		1410	ADMIN	36,751	1410	ADMIN	36,766
		1430	A & E	1,100	1430	A & E	2,000
		1450	SITE IMPROV	17,035	1450	SITE IMPROV	38,113
		1460	DWELLING STR	175,689	1460	DWELLING STR	172,532
		1465	DWELLING EQP	10,060	1465	DWELLING EQP	10,940
		1470	NONDWELL STR	2,400	1470	NONDWELL STR	13,000
	1475	NONDWELL EQP	28,246	1475	NONDWELL EQP	10,200	
				1485	DEMOLITION	35,000	
	Total CFP Estimated Cost		913,264	Total CFP Estimated Cost		913,624	



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Physical Needs Work Statement**

Activities for Year 1	Activities for Year: 2008			Activities for Year: 2009			
	PHA FY:			PHA FY:			
	Development	Major Work Categories	Estimated Cost	Development	Major Work Categories	Estimated Cost	
See Annual Statement	FL080000002	Landscaping & Shrubbery (1450)	6,800	FL080000002	Landscape, Fill Dirt, Concrete Patios & Xerisca	8,950	
	FL080000002	Security Lighting (1450)	5,794	FL080000002	Playground Equipment (1450)	7,500	
	FL080000002	Tree Trimming & Tree Removal (1450)	4,880	FL080000002	Repair/replace Fence (1450)	7,500	
	FL080000002	Landscape, Fill Dirt, Concrete Patios & Xerisca	400	FL080000002	Landscaping & Shrubbery (1450)	6,733	
	FL080000002	Interior Painting units (1460)	40,800	FL080000002	Tree Trimming & Tree Removal (1450)	4,880	
	FL080000002	Water Heaters (1460)	12,474	FL080000002	Security Lighting (1450)	3,000	
	FL080000002	Electrical Upgrades (1460)	11,200	FL080000002	Signage (1450)	440	
	FL080000002	Bi-Pass Closet Doors (1460)	7,536	FL080000002	Gutters & Downspouts (1460)	50,000	
	FL080000002	Interior Doors (1460)	5,100	FL080000002	Kitchen Modernization Including Cabinets, Cour	48,189	
	FL080000002	Elevators (1460)	500	FL080000002	Interior Painting units (1460)	40,800	
	FL080000002	Acoustical Tile Ceiling In Kitchen (1460)	470	FL080000002	Carpet & Floor Tile (1460)	31,998	
	FL080000002	Appliances(1465)	14,940	FL080000002	Bath Modernization Including Commodes, Lavat	20,653	
	FL080000002	Vehicles & Equipment (1475)	33,919	FL080000002	Water Heaters (1460)	12,474	
	FL080000002	Security System (1475)	3,600	FL080000002	Electrical Upgrades (1460)	11,200	
	FL080000002	Community Room Furniture (1475)	1,000	FL080000002	Bi-Pass Closet Doors (1460)	7,536	
	FL080000002	Interior plants (1475)	400	FL080000002	Interior Doors (1460)	5,100	
	FL080000002	Furniture -common areas (1475)	300	FL080000002	HVAC/heaters (1460)	4,000	
	FL080000002	Furniture -Manager's office (1475.1)	300	FL080000002	Window Screens (1460)	3,662	
					FL080000002	Exterior Door Replacement (1460)	2,000
					FL080000002	Smoke Detectors (1460)	1,998
					FL080000002	Porch Lights (1460)	1,068
					FL080000002	Elevators (1460)	500
					FL080000002	Acoustical Tile Ceiling In Kitchen (1460)	470
					FL080000002	Appliances(1465)	19,500
					FL080000002	Lobby / Community Room (1470)	6,000
					FL080000002	Wall And Base Cabinets, sink And Faucet In C	5,500
					FL080000002	Wall Paper In Public Areas, Men & Women Bat	3,000
					FL080000002	Trash shoots (1470)	1,500
					FL080000002	Laundry (1470)	500
					FL080000002	Vehicles & Equipment (1475)	6,000
				FL080000002	Security System (1475)	3,600	
				FL080000002	Community Room Furniture (1475)	1,000	
				FL080000002	Interior plants (1475)	400	
				FL080000002	Furniture -common areas (1475)	300	
				FL080000002	Furniture -Manager's office (1475.1)	300	
	Total CFP Estimated Cost		150,413	Total CFP Estimated Cost		319,300	





**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Physical Needs Work Statement**

Activities for Year 1	Activities for Year: 2008			Activities for Year: 2009		
	PHA FY:			PHA FY:		
	Development	Major Work Categories	Estimated Cost		Major Work Categories	Estimated Cost
See Annual Statement	FL080000006	Landscaping & Shrubbery (1450)	4,133	FL080000006	Water Meter Curbs (1450)	14,000
	FL080000006	Tree Trimming & Tree Removal (1450)	2,000	FL080000006	Playground Equipment (1450)	4,500
	FL080000006	Security Lighting (1450)	1,760	FL080000006	Landscaping & Shrubbery (1450)	4,133
	FL080000006	Signage (1450)	200	FL080000006	Basketball Court, Reseal, Resurface & Reline (1450)	3,000
	FL080000006	Interior Painting units (1460)	54,000	FL080000006	Speed Bumps (1450)	3,000
	FL080000006	Bi-Pass Closet Doors (1460)	10,800	FL080000006	Drive, Parking Lot, Sidewalks -Patch, Seal And	2,000
	FL080000006	Electrical Upgrades (1460)	8,450	FL080000006	Repair/replace Fence (1450)	2,000
	FL080000006	Interior Doors (1460)	6,750	FL080000006	Tree Trimming & Tree Removal (1450)	2,000
	FL080000006	Water Heaters (1460)	6,210	FL080000006	Security Lighting (1450)	1,760
	FL080000006	Acoustical Tile Ceiling In Kitchen (1460)	2,250	FL080000006	Landscape, Fill Dirt, Concrete Patios & Xerisca	1,120
	FL080000006	Appliances(1465)	10,060	FL080000006	Signage (1450)	600
	FL080000006	Vehicles & Equipment (1475)	22,781	FL080000006	Interior Painting units (1460)	54,000
	FL080000006	Security System (1475)	1,200	FL080000006	Carpet & Floor Tile (1460)	31,463
	FL080000006	Community Room Furniture (1475)	800	FL080000006	Kitchen Modernization Including Cabinets, Cour	30,834
	FL080000006	Furniture -common areas (1475)	400	FL080000006	Bath Modernization Including Commodes, Lavat	13,215
				FL080000006	Bi-Pass Closet Doors (1460)	10,800
				FL080000006	Electrical Upgrades (1460)	8,450
				FL080000006	Water Heaters (1460)	8,400
				FL080000006	Interior Doors (1460)	6,750
				FL080000006	Acoustical Tile Ceiling In Kitchen (1460)	2,250
				FL080000006	Porch Lights (1460)	1,800
				FL080000006	Interior Painting All Common Areas (1460)	1,500
				FL080000006	Window Screens (1460)	1,470
				FL080000006	Rebuild Electrical Rooms & Replace Doors (1460)	800
				FL080000006	HVAC/heaters (1460)	800
				FL080000006	Appliances(1465)	10,940
				FL080000006	Laundry (1470)	7,000
				FL080000006	Wall And Base Cabinets, sink And Faucet In C	3,000
			FL080000006	Lobby / Community Room (1470)	1,500	
			FL080000006	Wall Paper In Public Areas, Men & Women Bat	1,500	
			FL080000006	Vehicles & Equipment (1475)	7,500	
			FL080000006	Security System (1475)	1,200	
			FL080000006	Community Room Furniture (1475)	800	
			FL080000006	Demolition (1485)	35,000	
	Total CFP Estimated Cost		131,794		Total CFP Estimated Cost 265,086	



**Capital Fund Program Five-Year Action Plan**

**Part III: Supporting Pages - Management Needs Work Statement**

Activities for Year 1	Activities for Year: 2008 PHA FY:			Activities for Year: 2009 PHA FY:			
	Development Name/Numb	Major Work Categories	Estimated Cost	Development Name/Numb	Major Work Categories	Estimated Cost	
See Annual Statement	FL080000002			FL080000002			
	1406	OPERATIONS	112,065	1406	OPERATIONS	109,194	
	1408	MANAGEMENT IMPR	54,512	1408	MANAGEMENT IMPR	14,940	
	1410	ADMIN	56,033	1410	ADMIN	54,597	
Total CFP Estimated Cost			357,460	Total CFP Estimated Cost			299,087

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**ATTACHMENT 'G'**

**Palm Beach County Housing Authority**

**PET POLICY**

**ADOPTED  
FEBRUARY 22, 2007**

## Chapter 10 (ACOP)

### PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

#### INTRODUCTION

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

The chapter is organized as follows:

**Part I: Assistance Animals.** This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

**Part II: Pet policies for all developments.** This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

**Part III: Pet deposits and fees for elderly/disabled developments.** This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

**Part IV: Pet deposits and fees for general occupancy developments.** This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

#### PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

##### 10-1.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

#### **10-I.B. APPROVAL OF ASSISTANCE ANIMALS**

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

##### **PHA Policy**

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2 of the ACOP.

#### **10-I.C. CARE AND HANDLING**

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

##### **PHA Policy**

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

### **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

#### **10-II.A. OVERVIEW**

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of

ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

## **10-II.B. MANAGEMENT APPROVAL OF PETS**

### **Registration of Pets**

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

#### **PHA Policy**

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

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

### **Refusal to Register Pets**

#### **PHA Policy**

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

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

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

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

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

### **Pet Agreement**

#### **PHA Policy**

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:



- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law

Prohibitions on individual animals, based on certain factors, including the size and weight of the animal

- Requiring pet owners to have their pets spayed or neutered

PHAs may not require pet owners to have any pet's vocal cords removed.

#### Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

##### PHA Policy

*Common household pet* means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes. The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Rabbits

Arachnids

Wild animals or feral animals

Pot-bellied pigs

Animals used for commercial breeding

#### Pet Restrictions

##### PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed **25** pounds

Dogs of the pit bull, rottweiler, chow, or boxer breeds

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

Any animal not permitted under state or local law or code

#### Number of Pets

##### PHA Policy

Residents may own a maximum of 2 pets, only 1 of which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet

#### Other Requirements

##### PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexaminations.

#### **10-II.D. PET RULES**

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

##### **Pet Area Restrictions**

###### **PHA Policy**

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

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

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

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

##### **Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]**

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

###### **PHA Policy**

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

##### **Cleanliness**

###### **PHA Policy**

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

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

**Litter box requirements:**

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

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

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

**Alterations to Unit**

**PHA Policy**

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

**Noise**

**PHA Policy**

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

**Pet Care**

**PHA Policy**

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

**Responsible Parties**

**PHA Policy**

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

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

**Pets Temporarily on the Premises**

**PHA Policy**

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

**This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.**

#### **Pet Rule Violations**

##### **PHA Policy**

**All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.**

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

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

**That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation**

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

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

#### **Notice for Pet Removal**

##### **PHA Policy**

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

**The notice will contain:**

**A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated**

**The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice**

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

#### **Pet Removal**

##### **PHA Policy**

**If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.**

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

#### **Termination of Tenancy**

**PHA Policy**

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

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

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

**Emergencies**

**PHA Policy**

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

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

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

**PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS**

**10-III.A. OVERVIEW**

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

**10-III.B. PET DEPOSITS**

**Payment of Deposit**

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

**PHA Policy**

Pet owners are required to pay a non-refundable pet deposit in addition to any other required deposits. The amount of the deposit is **\$100.00**, and must be paid in full before the pet is brought on the premises.

**Refund of Deposit [24 CFR 5.318(d)(1)]**

**PHA Policy**

The PHA will not refund the pet deposit to the resident. The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

**10-III.C. OTHER CHARGES**

## Pet-Related Damages During Occupancy

### PHA Policy

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

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

### Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

### PHA Policy

A separate pet waste removal charge of **\$10.00** per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

## PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

### 10-IV.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

### 10-IV.B. PET DEPOSITS

#### Payment of Deposit

### PHA Policy

Pet owners are required to pay a **non-refundable pet deposit of \$100** in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

#### Refund of Deposit

**PHA Policy**

The PHA will not refund the pet deposit to the resident. The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

**10-IV.C. NON-REFUNDABLE PET FEE**

PHAs may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

**PHA Policy**

The PHA requires pet owners to pay a **non-refundable pet fee of \$100.00** per pet.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

Landscaping costs

Pest control costs

Insurance costs

Clean-up costs

Charges for the non-refundable pet fee are not part of rent payable by the resident.

**10-IV.D. OTHER CHARGES**

**Pet-Related Damages During Occupancy**

**PHA Policy**

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

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

**Pet Waste Removal Charge**

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

**PHA Policy**

A separate pet waste removal charge of **\$10.00** per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

**I HAVE READ AND AGREE TO COMPLY WITH THIS PET POLICY**

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE



## **ATTACHMENT 'H'**

### **Brief Statement Of Progress- Five Year Plan Mission & Goals**

In each annual plan following the first PHA plan, each PHA must include a brief Statement of its progress in meeting the mission and goals outlined in its current Five-Year Plan. The current version of the template does not include a space for this Statement. PHAs must provide this statement as an attachment to the PHA Plan. PHAs may either provide this brief statement as a brief narrative (approximately one Page or shorter), or may add progress statements to the goals and objectives provided in the current Five-Year Plan, and indicate the list constitutes a progress report. The Attachment must be listed as a required attachment in the Annual Plan Table Of Contents.

#### **The PHAs mission is:**

The Palm Beach County Housing Authority is committed to achieving excellence in providing Safe, clean and modern housing assistance while promoting self-sufficiency, upward mobility, And partnerships with our residents and others to enhance a higher quality of life in our communities.

We are also committed to improve our PHAS and SEMAP scores and continue to work with the residents to create a better quality of life.

We are continuing to work with the City of Boynton Beach and HUD to remove the 48 public Housing units in the Cherry Hill Section in a demolition program with relocation. Present tenants were offered vouchers or other public housing units.

The demolition application was approved on March 12, 2007 and the letters of eligibility were issued on March 19, 2007 for 39 residents. The relocation program is now complete. An RFP for demolition was published on May 7, 2007. We estimate the demolition will be complete prior to October 1, 2008. During Fiscal Year 2008, the Authority plans to work with the City of Boynton Beach and all interested developers to plan for new development in this area.

**ATTACHMENT 'I'**

**Membership Of The Resident Advisory Board (RAB)**

**2008**

**Resident Advisory Board**

**Palm Beach County Housing Authority**

**Joan Winsett**

1745 Drexel Road Apt 222  
West Palm Beach, Fl 33415  
(561) 301-5921

**Barbara Marshall**

1745 Drexel Road Apt 212  
West Palm Beach, Fl 33415  
(561)

**Lehata Letbetter**

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West Palm Beach, Fl. 33415  
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**Paule Marie Belizaire**

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Lantana, Fl. 33462  
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**Latisha Davis**

2288 Schall Circle  
West Palm Beach, Fl. 33417  
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**Vivian Wade**

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South Bay, Fl. 33493  
(561) 996-7453

**Michelle Brooks**

2322 Schall Circle  
West Palm Beach, Fl. 33417  
(561) 633-5514

**Ethel Brown**

1902 Ilex Court  
South Bay, Fl. 33493  
Phone: (561) 983-5289

**Linda Giles** (Section 8)

5417 Eadie Place  
West Palm Beach, Fl 33407  
Phone: None

## **ATTACHMENT 'J'**

### **Resident Membership Of The PBCHA Governing Board**

**As specified in the Public Housing Agency Organization:**

**Required Resident Membership on Board of Directors or Similar Governing Body Final Regulation, issued October 21, 1999, PHAs are required to have a resident member of the PHA Board unless they meet specified exemption criteria. As a required attachment to the PHA Plan, each PHA must provide the name, method of selection (election or appointment) And term of appointment for the Resident Member of the PHA Governing Board. If the PHA Does not have a resident serving on its Board, it must provide a statement including: the reason why the resident member has not been appointed to the board (including its exemption category), the date of the next term expiration that would provide an opportunity to appoint a resident to the board, and the name and title of the appointing official for the Governing Board.**

**The “Resident Membership of the PHA Governing Board” must be listed as a “required attachment” in the Annual Plan table of contents.**

**Our present Board of Directors consists of five (5) members who are appointed by the Governor of Florida. At least one (1) member must be a resident.**

**The resident commissioner appointed to the Board by the Governor of Florida is Joan Cantatore, who is a Resident of the Drexel House elderly complex located at 1745 Drexel Road, West Palm Beach, Florida. The term is for four (4) years, ending January 15, 2008. Her present term has now expired and is being resubmitted for another term at this time.**

# **ATTACHMENT 'K'**

## **ADDENDUM TO DWELLING LEASE**

### **COMMUNITY SERVICE PROGRAM POLICY**

The United States Department of Housing and Urban Development (“HUD”) has instituted a mandatory **COMMUNITY SERVICE PROGRAM**, for all public housing authorities. The purpose of the Addendum to Dwelling Lease is to inform all residents of the Palm Beach County Housing Authority of the requirements of the **COMMUNITY SERVICE PROGRAM**.

#### **GENERAL REQUIREMENTS**

All adult family members who reside in a public housing unit at The Palm Beach County Housing Authority must comply with the Community Service Program. Every adult resident who is not “ exempt” **MUST** contribute eight (8) hours of community service every month or participate in an economic self-sufficiency program for eight (8) hours every month or perform eight (8) hours per month of combined community service or self-sufficiency activity every month, as required by 24CFR 960.603.

#### **DEFINITIONS**

1. “Community Service” means the performance of voluntary work or duties that benefit the public and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.
2. “Dwelling Unit” means a structure or part of a structure, which is rented for use as a home, residence or sleeping place by one or more persons who maintain a common household.
3. “Service Requirement” means the obligation of each adult resident, who is not an exempt individual, to perform community service or participate in an economic self-sufficiency program as required by 24 CFR 960.605 and 24 CFR 960.607.
4. “Exempt Individual” means an adult who is 62 years of age or older, or is blind or disabled, or is engaged in work activities ( a wage earner), or meets the exemption requirements for work activity under the Social Security Act, or is a member of a family that receives assistance, benefits or services under the Social Security Act.

#### **CONDITIONS OF THE DWELLING LEASE**

The resident and The Palm Beach County Housing Authority acknowledge that the tenants of public housing dwelling units rented by The Palm Beach County Housing Authority have been notified about the community service activities or self-sufficiency work activities which HUD requires. The resident who signs this Addendum on behalf of him or herself and all people who dwell with him or her at the dwelling unit agrees to comply with the requirements of the community service activities or self-sufficiency work activities program and to ensure that all other adult members of his or her household, who are not exempt individuals, also comply with the requirements of the programs.

#### **PENALTY**

Any violation or breach of this Addendum must be enforced as HUD requires in 24 CFR 960.605 and 24 CFR 906.607. **ALL TENANTS IN THE DWELLING UNIT TO WHICH THIS ADDENDUM RELATES ACKNOWLEDGE THAT FAILURE TO COMPLY WITH THE REQUIREMENTS OF THE COMMUNITY SERVICE PROGRAM WILL RESULT IN THE TENANT’S LEASE NOT BEING RENEWED.**