

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

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# PHA Plans

5 Year Plan for Fiscal Years 2007- 2010

Annual Plan for Fiscal Year 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:** Panama City Housing Authority      **PHA Number:** FL018

**PHA Fiscal Year Beginning: (10/2007)**

**PHA Programs Administered:**

**Public Housing and Section 8**       **Section 8 Only**       **Public Housing Only**  
 Number of public housing units: 450      Number of S8 units:      Number of public housing units:  
 Number of S8 units: 418

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:		N/A		
Participating PHA 2:		N/A		
Participating PHA 3:		N/A		

### 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 - 2010**  
[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)

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

**B. Goals**

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

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
- X Apply for additional rental vouchers:
  - X Reduce public housing vacancies:
  - X Leverage private or other public funds to create additional housing opportunities:
  - X Acquire or build units or developments
  - Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- X Improve public housing management: (PHAS score) 84
  - X Improve voucher management: (SEMAP score) 100
  - X Increase customer satisfaction:
  - X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

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

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

X PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- X Implement public housing security improvements:
- X 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**

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

Objectives:

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

Other: (list below)

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 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.

**Panama City Housing Authority**  
**Executive Summary**  
**2008 Annual Plan**

The Panama City Housing Authority has prepared this annual plan in accordance with the requirements of Section 511 of the Quality Housing and Work Responsibility Act (QHWRA). The Panama City Housing Authority is a medium size public housing agency and is rated a standard performer over the last several years. The Panama City Housing Authority has six (6) different sites with four hundred and fifty (450) total units. The agency also has under its jurisdiction a Section 8 program with four hundred and eighteen (418) choice vouchers. During the past several years we have seen a reduction in our funding in the Section 8 department and a drastic reduction in the actual number of vouchers that we can provide with assisting financial support from the Department of Housing and Urban Development. The impact of the voucher funding has put us below the four hundred (400) voucher mark and it is my estimation that realistically we will only be able to serve approximately three hundred and eighty (380) families during the year of 2008. The Panama City Housing Authority is in a resort area and the cost of apartments even though they are on a permanent basis is extremely high. Also, inflecting inflationary point is the location of Tyndall Air Force Base in the immediate area. The average cost of apartments has escalated and thus with the reduction in money has caused us to lose probable in the neighborhood of seventy (70) to seventy five (75) vouchers on our Section 8 program. Our FMR's (Fair Market Rent) reflect that the surrounding Housing Authority's in neighboring counties is not comparable. The Panama City Housing Authority has taken a firm stand on port ability. It is uneconomical for the Panama City Housing Authority to port to most

other areas due to the cost of apartment complexes. Our fair market rents are at the lowest in the area and therefore we have to refuse many portability's. When you consider large towns such as Atlanta, Birmingham, and Jacksonville it is impossible to comply with the fair market rents. If in fact we where to port to a large metro Politian area it would in many cases not only cost us one (1) voucher but multiple vouchers to substantiate the dollar differential.

In the planning process of our Annual Plan the Panama City Housing Authority has used this opportunity to evaluate the needs of its residents and the affordable housing needs of our community. We have in fact established a LLC to facilitate our aggressive goals. It is the hope that the Panama City Housing Authority thru its limited liability corporation will be able to provide a one hundred (100) – one hundred twenty five (125) unit complex for the elderly. It is hoped that construction will start within the next twelve months (12). We are meeting resistance from the community where the land has been given to us by the City of Panama City Commissioners. We have run into the NIMBY syndrome where the community has risen up and does not want the complex built into its neighborhood. They think it is a wonderful cause but they insist that the area we have chosen to put it is unacceptable due to their standards. During the past twelve (12) to eighteen (18) months the Panama City Housing Authority has worked diligently to transfer its working to include asset management. We have established two (2) AMP's and separated all operations into two (2) distinct management properties. We have aligned our staff to meet these needs and separated our service staff in such a way that performance is accelerated. The performance funding that we receive at the present time has increased over the past several years due to the fact that the Panama City Housing Authority was low in its previous funding through the performance funding system. The staffing realignment has been accompanied with extensive and costly training. The Panama City Housing Authority has targeted each individual job and provided individuals who have exceeded expectation and to provide them with a new set of job descriptions is somewhat unrealistic. The Panama City Housing Authority will address these individual needs and provide an organizational chart which is included in this report. Doing this in the recent months we have experienced a double standard in that some individuals in our organization feel they are demoted and other individuals are taking the attitude that more responsibility has been placed on them with less pay is being provided and this is creating a substantial problem. A review of our past five year plans and a recalculation of a new five year plan indicates that the Panama City Housing Authority has made substantial gains in using its capital funds to upgrade the quality of apartment complex that we provide the citizens of Bay County. The interior of all four hundred fifty (450) apartments have been completely refurbished and we have also provided metal roofs that provide additional protection as we are in the hurricane alley. Florida has been hit dramatically over the past several years as everyone is familiar with and the metal roofs are well received by our residents. The Panama City Housing Authority agency plan and more specifically the five year action plan clearly defines the missions and goals of our agency. The annual plan for the 2008 defines directly the housing



authority's intentions over the immediate future. The agency plan along with the five year plan will be continually updated annually in our July review.

In addition to the above fiscal changes that have been made to the apartment complexes we have placed a large focus on providing additional security to all areas of our complex. The crime rate in our six locations has been defined by the city as lower than the overall average of our Panama City. We have installed security cameras at the different locations and this has been a tremendous aide. We continue to evaluate the need for additional cameras as the residents seem to feel safer than they ever have. This has been indicated in our meetings with the resident counsel. Meetings have been held at each of our six (6) sites seeking input and direction from our residents. Recently, we have entered into a contract with the Panama City Police Department to include special weekend surveillances and coverage by off duty Police Officers. Although this has only been in effect for about one month it has proven to be a successful program. The off duty police officers work at each site and do not actually have an existing schedule as to not be predictable for our residents who do not wish to obey and live up to their leases. The police officers on the off duty payroll have contributed greatly.

Recently we had a REAC inspection and it was very disappointing. With all the effort and money expended to the improvement of the operations we did not score well. We have undergone some personnel changes due to retirement but this is and will not be our excuse. A concerted effort will be made in the next twelve (12) months to insure that the physical part of the REAC inspections is corrected. A complete analysis of these poor scores will be conducted within the next several weeks. Goals will be set for the maintenance department and follow up on a bi weekly basis will be conducted. The one major problem that we must address is the infestation of certain areas. At the present time we are unable to determine why but this will be done and corrective action taken. Again, it is embarrassing to see a poor score when I know the efforts have been made to show a better job. Enclosed the Housing Authority of Panama City has included copies of the most recent fiscal year audit report as part of its documentation made available for public review. The Panama City Housing Authority is proud that we are on firm financial grounds and continue to make strides in this effort from the last several years. The economic restraints that have recent come down from the Department of Housing and Urban Development have resulted in some degree of restraints but we will continue to move forward. This is especially true in our Section 8 department which has seen a drastic decline in funding. The new performance funding increases will provide much needed help in our Public Housing areas. It is the management's opinion that the Panama City Housing Authority is much better than a standard performer however we realize we must gain the high performance credit. We will diligently continue to strive to improve from a standard performer to a high performer.

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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### Required Attachments:

- X Admissions Policy for Deconcentration (fl018a01)
- X FY 2008 Capital Fund Program Annual Statement (fl018b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X List of Resident Advisory Board Members (fl018g01)
- X List of Resident Board Member (fl018f01)
- X Community Service Description of Implementation (fl018i01)
- X Information on Pet Policy (fl018e01)
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- X PHA Management Organizational Chart (f1018c01)
- FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (f1018d01)
- X Other (List below, providing each attachment name)  
Definition of Substantial Deviation (f1018h01)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

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

# 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	5	4	4	4	3	4	3
Income >30% but <=50% of AMI	5	5	5	4	5	5	5
Income >50% but <80% of AMI	3	4	5	3	2	2	3
Elderly	5	5	5	5	5	5	5
Families with Disabilities	5	4	4	4	4	4	4
Race/Ethnicity	1123	5	2	2	2	3	2
Race/Ethnicity	2165	4	3	2	2	3	2
Race/Ethnicity	0	1	1	1	1	1	1
Race/Ethnicity	80	3	2	3	2	2	2

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	230		117
Extremely low income <=30% AMI	149	64.78	
Very low income (>30% but <=50% AMI)	60	26.09	
Low income (>50% but <80% AMI)	21	9.13	
Families with children	106	46.09	
Elderly families	15	6.52	
Families with Disabilities	58	25.22	
Race/ethnicity	129	56.09	
Race/ethnicity	96	41.74	
Race/ethnicity	4	1.74	
Race/ethnicity	1	.43	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	124	53.91	
2 BR	97	42.17	
3 BR	6	2.61	
4 BR	1	.43	
5 BR	2	.87	
5+ BR	0	.0	
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	176		55
Extremely low income <=30% AMI	141	80.00	
Very low income (>30% but <=50% AMI)	34	19.00	
Low income (>50% but <80% AMI)	1	.01	
Families with children	129	74.00	
Elderly families	5	3.00	
Families with Disabilities	27	16.00	
Race/ethnicity	62	35.00	
Race/ethnicity	112	64.00	
Race/ethnicity	1	.01	
Race/ethnicity	1	.01	



<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	124	53.91	
2 BR	97	42.17	
3 BR	6	2.61	
4 BR	1	.43	
5 BR	2	.87	
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)? 8 months			
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
- X 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

- X 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
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X 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

- X 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

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	1,445,310.00	
b) Public Housing Capital Fund	707,994.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,908,876.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
	357,576.00	
<b>4. Other income (list below)</b>		
	349,756.92	
	80,890.92	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	4,850,403.84	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

Other (describe)

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

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

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

## **(2)Waiting List Organization**

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

X Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

X PHA main administrative office

PHA development site management office

Other (list below)

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- X Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes X No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)



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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

X 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)

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- X Criminal or drug-related activity only to the extent required by law or regulation
- X Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. X Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- X Criminal or drug-related activity
- Other (describe below)

### (2) Waiting List Organization

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

Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

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

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

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

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

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

- X Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

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

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

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

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

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

- X 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)

- X 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
- X \$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	450	150
Section 8 Vouchers	418	50
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## PANAMA CITY HOUSING AUTHORITY OPERATIONS AND MANAGEMENT

### ORGANIZATIONAL PLAN

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

#### A. Organizational Functions

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

#### B. Secretary of the Board of Commissioners

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

#### C. Administrative Functions

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

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

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

By delegation, responsibilities of such selected staff members are:

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

D. Housing Management Division

Primary responsibility of Housing Management personnel is the administration of housing policies involving responsibility for the economical and efficient management of several housing projects and other programs, to include: resident occupancy housing standards and controls,

collection of rents, inspection of units, and determining overall residential needs.

Major functions of housing management are:

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

E. Maintenance Division

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

Major functions of the maintenance division are:

1. To establish and maintain operating procedures in order to efficiently and effectively discharge the responsibility of the Authorities maintenance division.
2. To coordinate with the Housing Management Division relative to the overall maintenance program and scheduling concerning inspection, rental and occupancy of housing units.

3. To establish and conduct an ongoing preventive maintenance program whereby a routine inspection schedule is maintained to make minor ordinary repairs.
4. To establish and conduct a thorough and complete grounds maintenance and care program.

### **Eradication of Pest Infestation**

The Panama City Housing Authority has the responsibility of maintaining the buildings and all common areas and ground of the complex in a decent safe and sanitary condition in conformity with the requirements of applicable building and housing codes and regulations of the U.S. Department of Housing and Urban Development materially affecting health and safety. All units will be treated for insects. This will occur on the 1<sup>st</sup> full week of the month and then every month thereafter by bating the apartment with appropriate insecticides. The lease signed by all residents in public housing notes that in Section 7 part (a).

The procedure for the Panama City Housing Authority is the first week of each month a crew of our maintenance employees apply an insecticide called DEADEND. This is a quick killing insecticide and it is placed in portions of the kitchen, bathrooms, and that are inaccessible to youth.

Equally as important as infestation is rodent and mouse infestation. A different type of poison is used for this need. It is called MAKI and is a rat and mouse bait packet (Pellets) and it is specifically for indoor and outdoor urban rodent control. It kills Norway rats, roof rats, house mice, and Warfarin-resistant Norway rats. The Section 8 program is somewhat different as the Panama City Housing Authority is not the landlord an individual landlords are responsible for their own property. During our regular inspections if infestation is observed by our inspectors the unit is declared unsafe and the landlord is given 30 days to remedy this problem. They are notified by writing if at the end of 30 days the infestation is not controlled then the subsidy is immediately stopped. The methods used by the landlords are entirely up to them as individuals. Reinspections are made by the Panama City Section 8 program to insure conformity.

All procedures and necessary implementation is covered in our Agency Plan and our ACOP in both Section 8 and Public Housing.

F. Section 8 Existing Housing Division

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

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

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

G. Administrative Staff

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

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

H. Position Classifications and Descriptions

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



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

#### 1. Basic Qualifications

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

#### 2. Temporary Appointment

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

#### 3. Employee Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **GRIEVANCE PROCEDURE PANAMA CITY HOUSING AUTHORITY**

## **RIGHT TO A HEARING**

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

## **DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

## **PROCEDURES PRIOR TO A HEARING**

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

## **PROCEDURES TO OBTAIN A HEARING**

### ***REQUEST FOR HEARING***

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

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

### **SELECTION OF A HEARING OFFICER**

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

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

### **FAILURE TO REQUEST A HEARING**

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

### **HEARING PREREQUISITE**

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

### **ESCROW DEPOSIT**

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

## **SCHEDULING OF HEARINGS**

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

## **PROCEDURES GOVERNING THE HEARING**

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

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

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

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

The following accommodation will be made for persons with disabilities.

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

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

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

## **DECISION OF THE HEARING OFFICER**

The Hearing Officer shall prepare a written decision, together with the reasons therefore, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the cha.

The HA shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained o file by the Panama City Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

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

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

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

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

## Section 8

### INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

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

B. When an Informal Review is not Required

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

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

7. Discretionary administrative determinations by the Panama City Housing Authority.

C. Informal Review Process

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

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

D. Considering Circumstances

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

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

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

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

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

The applicant family may request that the Panama City Housing Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the INS appeal decision.

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

### **INFORMAL HEARINGS FOR PARTICIPANTS**

#### **A. When a Hearing is Required**

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

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

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

#### **B. When a Hearing is not Required**

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

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



7. A Panama City Housing Authority determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the Panama City Housing Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

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

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

This notice will:

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

D. Hearing Procedures

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

1. Discovery

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

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

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

2. Representation of the Family  
At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

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

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

4. Evidence

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

5. Issuance of Decision

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

6. Effect of the Decision

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

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

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

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

E. Considering Circumstance

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

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

If the HA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the HA provides notice to the family of the HA

determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Panama City Housing Authority will consider evidence of whether the household member:

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

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

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

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (f1018b01)

-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 (f1018d01)

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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



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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/11/20001

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

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

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- X Public housing admissions policies

- 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	Actual Number of Participants

	(start of FY 2005 Estimate)	(As of: DD/MM/YY)
Public Housing		
Section 8		

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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - X Informing residents of new policy on admission and reexamination
  - X Actively notifying residents of new policy at times in addition to admission and reexamination.
  - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - X Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

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

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

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

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

Massalina Memorial Homes, Henry Kirkland Apartments, Gardner Dickinson Apartments, Fletcher Black Memorial Homes

**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
- X Crime Prevention Through Environmental Design
- X Activities targeted to at-risk youth, adults, or seniors
- X 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)

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**PANAMA CITY HOUSING AUTHORITY  
PET RULES**

1. Behavior/Disposition of Pets: Unruly, vicious, dangerous or noisy pets are not permitted.
2. Complaints About Pets: All complaints about pets must be written, signed and submitted to the Panama City Housing Authority, 804 East 15<sup>th</sup> Street, Panama City, Florida 32405.
3. Damage Caused by Pets: Destructive pets are not permitted. Owners of pets that damage dwelling units, grounds or buildings will be charged for repair of the damage and will be issued Notices of Pet Rule Violation. Pet owners are liable for any damage to neighbors' property caused by pets.

4. Density of Pets: Only one (1) pet is permitted in each dwelling unit.
5. Deposit for Pets: A resident who owns and keeps a pet must deposit with the Panama City Housing Authority a Pet Deposit in the amount of \$300.00. The pet owner may pay \$50.00 of the Pet Deposit or the amount of the pet owner's monthly rent, if such rent is less than \$50.00, upon registration of the pet with the Housing Authority and \$25.00 per month thereafter, until the balance of the \$300.00 is paid. The Pet Deposit is refundable if there is no "pet caused" damage to his/her dwelling unit or outside area of responsibility when the pet owner moves or when he/she no longer keeps a pet. Pet owners must pay Pet Deposits in addition to the regular Panama City Housing Authority Security Deposit.
6. Failure to Comply with Pet Rules: A pet owner who fails to comply with the Panama City Housing Authority Pet Rules will receive a Notice of Pet Rule Violation. If the violation is not corrected within ten (10) days after the owner receives the Notice of Pet Rule Violation, the pet owner will receive a Notice for Pet Removal. If the pet is not removed within seven (7) days after the owner's receipt of the Notice for Pet Removal, the pet owner will receive a Notice of Lease Termination, giving the pet owner thirty (30) days to vacate the dwelling unit.
7. Inoculation of Pets: Pets must be inoculated in accordance with applicable State and Local laws and regulations prior to their being brought onto Housing Authority premises.
8. Licensing of Pets: Pets must be licensed in accordance with applicable State and Local laws prior to their being brought onto Housing Authority property.
9. Neutering: All pets of Panama City Housing Authority residents must be neutered.
10. Registration of Pets with the Panama City Housing Authority: A pet owner must register his/her pet with the Housing Manager and must make, at least, initial payment of the Pet Deposit (see #5, Deposit for Pets) before the pet is brought onto Housing Authority premises; and the owner must update the registration annually. The following items must be submitted to the Housing Manager to register a pet:
  - A. Registration form, completed and signed by pet owner. Registration forms are available at the Administrative Office.
  - B. Certificate that the pet is neutered, signed by a licensed veterinarian or a State or local authority empowered to neuter animals (or a designated agent of such an Authority). If the pet is too young for neutering at the time of registration, the pet owner must sign a statement that the procedure will be performed as soon as the veterinarian determines that the pet is old enough.
  - C. Certificate that the pet has received all inoculation required by State and Local law, signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or a designated agent of such an authority).
  - D. Copy of pet license.
11. Restraint of Pets: A pet must be on a leash and under the control of a responsible individual at all times while outside the dwelling unit of the pet owner.
12. Sanitary Standards: Pets may be exercised and may deposit waste ONLY along the property-line fence behind the buildings. Pet owners must remove and properly dispose of all removable pet waste. (Pet owners must take suitable containers to the exercise area, collect their pet's waste, take the waste to their apartments, and place it in their garbage containers.) Litter in litter boxes, if litter boxes are used, must be changed at least twice a



week. Solid waste must be removed from litter boxes daily. Under no circumstances will pets be permitted to deposit waste in flowerbeds, on sidewalks, on streets or in lawn areas. No fleas, pet dirt or pet odor, whatever, will be permitted. If maintenance personnel clean up pet waste, the offending pet's owner will be charged \$10.00 and he/she will be issued a Notice of Pet Rule Violation.

13. Size and Type of Pet: Only common household pets, such as dogs, cat, birds, guinea pigs, hamsters, rabbits, fish and turtles are permitted. Pets may not exceed twenty-five (25) pounds in adult weight. Reptiles, except turtles, and wild animals, such as squirrels, skunks, opossums, ferrets and raccoons are not common household pets.
14. Temporary Accommodation of Pets: Residents are not permitted to board or keep pets on a temporary basis.
15. Unattended Pets: Pets may be left unattended in dwelling units for a reasonable period of time, not to exceed twelve (12) hours, ONLY if the pets cause no disturbance and if adequate food, water, ventilation and sanitary facilities are provided by the owners.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

### **Standard PHA Plan PHA Certifications of Compliance**

#### **PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans***

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard 5-Year Plan and Annual Plan for the PHA fiscal year beginning October 1, 2004, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.

4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7( c)( 1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis -Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative

Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

**Panama City Housing Authority** FL018  
PHA Name PHA Number/HA Code

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

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**Den Trumbull-Chairman**  
Signed/Dated by PHA Board Chairman

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1. X Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (fl018d01)
- 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 X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: City of Panama City 2005-2010
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  
 Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

### Panama City Consolidated Plan

#### INTRODUCTION

The City of Panama City's Consolidated Plan provides a strategy and describes how federal funds will be used to meet community development and housing needs. This document serves as both a plan and an annual application to the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG).

The Plan represents several changes in the format, size, and philosophy from previous plans and has been re-formatted to make it more readable and understandable by combining sections, eliminating redundancy, and referencing other documents that cover the same required material. More importantly, this plan sets a new direction by focusing on outcome measures and factors that can be quantified and monitored in a manner that makes sense. These outcome measures go beyond just workload measures and demonstrate results that are achieved by housing and community development activities.

#### CONSULTATION/COORDINATION

The CDBG/SHIP Program consulted with appropriate and private agencies that provide housing assistance, health services, and social services to the citizens of Panama City. Consultation with these agencies regarding the housing needs of children, elderly persons, homeless persons, persons with disabilities and other categories of persons enables collective problem solving. Correspondence was sent to the following organizations requesting their attendance at a public hearing in an effort to gather data for the Consolidated Plan's needs assessment and annual plan:

Anchorage Children's Home	Bay AIDS Service/Information Coalition
Bay County Homeless & Hunger Coalition	Bay County Council on Aging
Salvation Army Domestic Violence Program	Catholic Social Services
Early Childhood Services, Inc.	Unlimited Path
Family Services	Women of Destiny
DCF Information and Referral	Crossroad Mentoring & Counseling
Local Builders Association	Local Banks
Panama City Development Center	Panama City Housing Authority
Panama City Public Housing Authority	Panama City Rescue Mission

A public hearing was held and two weeks prior to this hearing public, notices were placed in the local newspaper, the Panama City News Herald. The notice stated the time, place, and invited all interested persons to attend. A sample of that advertisement is included.

The CDBG/SHIP Program will work on enhancing its relationship with various agencies. The department would like to coordinate efforts and utilize their training program for our clients with other programs in developing a homeownership-training program. In addition, our department would like to

coordinate with the Homeless Coalition and Unlimited Path to create transitional housing for homeless adults and teens. In addition, efforts will be made to create a community development bank. By bringing together some appropriate non-profits, perhaps a community bank may be brought to fruition. Need for these additional collaborations become evident in organizing the consolidated plan. Relationships with social service agencies are strengthened by the Director's participation in other various agency activities. This interaction heightens the use of the resources in the community and strengthens communication about the needs of the community.

### **INSTITUTIONAL STRUCTURE and INTERGOVERNMENTAL COOPERATION Public Institutions**

CDBG/SHIP Program, a department of City government that currently administers the federal CDBG and the State SHIP program within the City. The staff is comprised of a Director, New Housing Specialist, and Program Assistant. Currently, the staff only administers two (2) different funding sources for housing: CDBG/SHIP.

The CDBG/SHIP Program has the continued support of the City Manager and City Commission. Quarterly reports summarizing activities and detailing plans are submitted to the City Manager who ultimately has final approval of program expenditures. Annually, the Commission sets priorities for the program's activities. The continuation of communication with the City's leaders facilitates an effective implementation of the plan.

The Panama City Housing Authority (PCHA) currently administers the Section 8 program and the conventional housing programs for the City and County.

The Weatherization Program, administered by the Bay County Council on Aging, will continue to provide Weatherization services to homes occupied by low-income families who are either elderly or recipients of Temporary Assistance for Needy Families (TANF). This service includes weather-stripping, caulking, installation of storm windows and doors, and insulation. Assistance is limited to \$2,700 per residence. Community Development will continue to work in conjunction with the Council of Aging in the rehabilitation of these homes.

### **STRATEGIC PLAN**

#### **Time**

The City of Panama City's Consolidated Plan provides a strategic plan for the next five-year period. The goals for the Consolidated Plan are principally to provide decent housing, suitable living environments and to expand economic opportunities for very low-, low- and moderate-income residents.

#### **Priority Needs**

Priority needs are as follows:

- Affordable housing for debt-burdened renters
- Need for maintenance and upgrading of structures to enhance the quality of the housing stock.
- Need for affordable new housing
- Expanding economic opportunity by increasing educational and training opportunities, supporting small business initiatives and providing an appealing business environment.

Priority needs are determined by an analysis of 2000 Census and Shimberg Center's demographic information. Analysis of the data reveals increases in rent, increases in the debt-burden of renters, an aging housing stock, and a low median income. More details follow on a housing analysis, allocation priorities, and identification of obstacles in meeting the under-served needs.

#### **Under-served Needs**

The City has identified under-served needs among the different citizen groups. Assisted living facilities for elderly residents may only be addressed by the private sector. Very-low, single-family dwellings is another need of elderly and homeless citizens which may require City support of public/private partnership(s) with others such as BEIC, Methodist Homes and Habitat for Humanity.

### **Specific Objectives**

#### Long-Term Objectives

1. Conservation of sound neighborhoods. This is to be accomplished through:
  - Upgrading of housing stock
  - Code enforcement
  - Prevention or elimination of slum and blighting influences
  - Provision or improvement of public facilities such as, but not limited to, streets, sidewalks, curbs, gutters, utilities, parks and recreation and neighborhood service facilities.
2. Revitalization of deteriorating neighborhoods and elimination of conditions detrimental to health, safety, and public welfare. This is to be accomplished through:
  - Rehabilitation of substandard structures
  - Clearance of dilapidated and dangerous structures
  - Code enforcement
  - Prevention or elimination of slum and blighting influences
  - Provision or improvement of public facilities such as, but not limited to, streets, sidewalks, curbs, gutters, utilities, parks and recreation and neighborhood service facilities.
  - Stimulating commercial investment to enhance economic vitality in deteriorating neighborhoods.
3. Increase the supply of standard housing through code enforcement, rehabilitation, and encouragement of new construction with emphasis on activities benefiting low-and moderate-income household, and particularly the minority groups, the elderly, the handicapped, and the large families.
4. Improvement, where appropriate, of planning and development practices, methods, and administrative capabilities of the City.
5. Development of those facilities and services that meet the social and physical needs of elderly, handicapped, youth, and the lower income families of the City. The ASAP/Job Training Center is an example of this type of facility.

#### Short-Term Objectives

1. CDBG/SHIP Program Management Activities
  - Further, refine the Community Development plan with attention to housing, recreation, and public improvements.
  - Continue to identify public improvement needs in the CDBG target areas.
  - Continue to explore innovative approaches to housing problems and HUD programs.
  - Take steps to assure realization of goals and objectives of the City's Comprehensive Plan and the Local Housing Assistance Plan (LHAP).
  - Revise and update the Consolidated Plan, as well as monitor program activities, to ensure regulation compliance and consistency with the goals and objectives of Community Development.
  - Continue to pursue alternative funding sources to offset the reduction of CDBG funds, therefore ensuring an ongoing community development process.



2. Provision of additional housing for lower-income households
  - Encourage and assist private developers or other appropriate entities in the utilization of federal housing programs to make available standard housing that is affordable to lower income families.
3. Rehabilitation Program
  - Provide financial assistance in the form of direct loans, grants, mortgage re-financing, or combinations thereof to provide for the rehabilitation of substandard owner-occupied residential properties.
4. Provision of Public Facilities/Services  
Provide public facilities, services, and utilities as identified in the Community Development Plan in coordination with and in support of housing improvement activities including:
  - Street paving, curb and gutter, sidewalks and storm drainage in the CDBG target areas.
  - Provide educational assistance in household management and maintenance to the lower income, the elderly, the handicapped, and the beneficiaries of HUD Housing programs.
  - Promotion and stimulation of neighborhood and inner city economic development.
  - Provide relocation assistance to those families displaced by CDBG related activities.
  - Continued enforcement and support of the principles of fair housing.

#### Current Estimate/Five Year Projections

The majority of Panama City household who do not live in affordable housing are low-income households.

The median family income in Panama City is \$31,572. Typically, a low-income family earning 50% of the median earns \$15,786 per year. Housing that is affordable to this household must cost no more than \$395 per month.

Currently, the average cost a new home in Panama City is \$200,700, up from \$103,300 in 2000. Even if this low-income family could afford the twenty percent down payment required by most lending institutions, the monthly mortgage payment exceeds the 30% cap without including taxes and insurance.

A number of factors contribute to the affordable housing shortage. Local government has not required a diversity of housing to be built and, in some cases, have permitted developers to concentrate so heavily on expensive housing that much of it has not yet found buyers. Local government staff has often adequately assisted non profit housing developers of affordable, low- and very low-income housing. The decreased supply of housing for low- and low-income houses has lead to increases in its price, which has further reduced the supply of affordable housing. The increased price also increases down payment requirements beyond that which many households, not just low-income household, are able to save, at least in part because of high ongoing housing costs.

The number of affordable housing units is also declining because of federal tax law changes and development trends toward lower and lower densities. As you see people and single parent families continue to enter the rental housing market, demand is allowing rents to rise rapidly. These pressures are combining to create a tremendous shortage of affordable rental housing.

Finally, the relative locations of the affordable housing and job opportunities contribute to housing problems. An imbalance between the location of jobs and housing has caused households to pay more than they can afford for rent to be relatively near their job.

As a result, numerous households face impossible choices. Spousal abuse victims, and parents of child abuse victims, remain with the abusers because they cannot afford separate housing. Parents separate their families because they cannot afford to house all of their children, even working full-time. Families live in unsafe, even condemned housing because that is all that is available to them and no one will require that the property owner make repairs.

## **HOMELESS**

### Homeless Needs

The 2000 Census counted 69 homeless persons in Panama City. Forty-five were housed in emergency shelters, and 24 persons were visible in street locations. According to the Fifth Annual Report to the Governor and Legislature regarding Homeless Conditions in Florida, dated February 1, 1994, Bay County has estimated the daily homeless population at 448. Panama City is the county seat and houses 26% of the total county population. Using that percentage for calculation, it is estimated that the homeless population of Panama City is 116. This is an estimate and can in no way be substantiated. At the present time, the Panama City Rescue Mission is the one emergency shelter for persons who have no permanent residence. The Mission assists homeless persons with emergency shelter, meals, and clothing. The facility's designed capacity is 20 women and 49 men, with the normal duration of stay being nights. The Rescue Mission also administers supportive services by giving clothing and food baskets to the homeless and providing furniture to the needy. Most of the nighttime residents at the Rescue Mission are single men who have come to Panama City in search of work. The elderly, disabled, women, and families with make up a very small percentage of the clientele assisted at the Rescue Mission.

They have asked the questions and come back with the numbers. Now local homeless advocates will be looking for answers. Bay County's transient population has surged above estimates, as the results of a recent point-in-time survey – the first of its kind locally – revealed about 3,600 people who are homeless in the Panama City area.

The Homeless and Hunger Coalition of NW Florida organized and tabulated the survey, which saw dozens of volunteers scour areas where the homeless are known to congregate: motels, parking lots, under bridges and in makeshift camps hidden in the works.

The survey's goal was to find the number of homeless over the course of a single day. On January 25, volunteers recorded 961 respondents, and organizers later plugged that number into a formula approved by the U.S. Department of Housing and Urban Development. The formula helped determine a final estimate of 3,635 for the total homeless population. That figure is sharply higher than estimates in late 2004, when local politicians and business owners were aflutter over a rising transient population in downtown Panama City. That year, the Homeless and Hunger Coalition estimated the population to be about 1,200.

Of the 961 people interviewed during the survey, about 320 were children. About 23 percent were veterans, 40 percent were divorced, separated, or widowed, and only 5 percent were married. More than half of those surveyed said their greatest need was for permanent housing followed by food, financial assistance, and health care.

The survey was delayed because of a concern over one question: Where did you sleep last night? Many people answered that they were sleeping "in their own place," a response that could have skewed the results. Next year, the numbers should actually be higher because every one of those responses was pulled out. For some people, their "own place" could mean a car, a hotel, a shed. In addition, to them, that is their own place. Panama City News Herald, August 8, 2005. **NOTE: Information not included in homeless calculations, as tabulations have not been substantiated – possible errors in survey**

**results, EXAMPLE: youths displaced with other family members because parents are incarcerated are counted as homeless.**

The Hidle House and Anchorage Children's Home provide shelter and residential counseling services, without charge, to runaways and other homeless youth. They also provide families with counseling services either at Anchorage Children's Home or in the client's home. The Hidle House has 21 beds serving adolescents and 29 beds for independent living. Based utilization, Anchorage Children's Home and the Hidle House feel they are meeting the needs of their targeted community. Catholic Social Services, Inc., of Panama City, a non-profit agency, provides a wide range of services for the homeless. Since 1975, homeless persons have been assisted with food, clothing, and other services. In 1988, the agency received a grant-in-aid to be used for deposit money to aid the homeless.

In 1990, Naomi House, a homeless shelter for single mothers with children, opened and has been well received in the community. Unlimited Path is another non-profit serving youths just released from juvenile delinquency homes. Their counseling and efforts for transitional living are hoping to prevent homelessness among these youths. Bay Aids Service/Information Coalition (BASIC) serves individuals with HIV/AIDS. Those homeless with HIV/AIDS are being adequately served and provided housing by this agency.

Thousands of dollars of in-kind benefits in the form of volunteer hours, furniture, and household goods have been provided. In 1992, St. Barnabas House was opened for intact homeless families. These two facilities (Naomi and St. Barnabas) can house 36 people or approximately 11 families, depending, of course, on the family size. The length of stay at these facilities is two months with a possible one-month extension. In addition to providing shelter for these clients, other services are available. Job placement, acquiring suitable permanent housing, parenting skills, transportation, food, clothing, rent/mortgage payment assistance, counseling and providing needed medical assistance and prescriptions are available to all homeless whether they are sheltered or not.

There were four group living homes and one foster home for the developmentally disabled, accommodating 26 persons. There are two living facilities that provide transitional housing for the developmentally disabled until they can be moved into a group home. The Agency for Persons with Disabilities (APD) also provides job training, money management, and transportation for these persons to enable them to move into a non-restrictive environment. For the adult and elderly have special needs, there were 16 facilities that could accommodate 310 persons.

### **Priority needs of special population**

#### Elderly Housing

The City of Panama City has a serious need for resources to assist elderly homeowners in bridging the gap between actual rehabilitation needed to restore their homes to safe, decent, and sanitary condition and rehabilitation available through the block grant program. As in all situations where limited resources must be managed for the overall benefit of a seemingly unlimited demand, some receive less than what is needed. Unfortunately, the group most often suffering as a result seems to be the elderly.

Sixty-five (65%) or 1,019 very low-income homeowners are elderly. The experience within the department indicates that most elderly household is on a fixed income from social security and supplemental security income. Few actually have a retirement income other than their social security. For these elderly, the prospect of having their homes repaired is grim unless federal programs become plentiful enough to help this segment of our population.

### **Housing**

#### Community Profile

Panama City is a medium-sized community bound by two adjacent municipalities, unincorporated areas of Bay County, and the St. Andrew Bay estuarine systems. The potential for new growth within the

existing City limits is limited due to the quantity and site characteristics of the available vacant land. The City's jurisdiction area is approximately 12,000 acres or 21 square miles. The U.S. Census Bureau information recorded Panama City's population as 14,819 households in 2000, for 36,417 persons. Forty-three percent (43%) of those households are considered low-income, and twenty-eight (28%) of all households were considered very low-income. The median income for Panama City is \$31,572, eighteen percent (18.1%) less than that of the state average. Minority households represent twenty-six percent (26%) of the City's total population. Fifty-four percent (54%) of the black households are considered very low-income and twenty-eight percent (28%) of the white households are considered very low-income. The Native American and Asian/Pacific Islander populations have increased eighty-two percent (82%) and one hundred eighteen percent (118%) respectively, from 1990-2000. In Panama City, the median household rent is \$526 per month, while the median mortgage is \$791. The percentage of this segment of population who are owners living in overcrowded conditions is estimated to be less than 3%.

### **Affordable Housing Needs**

A lack of affordable housing and the limited scale of housing assistance programs are the primary causes of homelessness. The growing gap between the number of affordable housing units and the number of people needing them has created a housing crisis for poor people. The 2000 Census data shows the total number of very low-income families at 4,009 of which 2,460 are renters and 1,549 are homeowners. The largest segment of very low-income rents is elderly and small households. Large households make up the smallest percentage of very low-income renters. Of the 1,549 very low-income households, 1,019 are elderly. 2000 Census data shows that very low-income families, whether they are renters or owners, have the highest percentage of families with housing problems. Sixty-nine percent (69%) of renters, or 1,697 families, and fifty-eight percent (58%) of owners, or 898 families, are paying housing expenses exceeding 30% of their monthly income. Of that same very low-income group, forty-nine percent (49%) of the renter households, or 1,205 families, and thirty-seven percent (37%) or 573 of the owner households experience severe debt burdens of paying in excess of 50% of their monthly income for rent. In rental housing, small families (2-4 members) have the largest percentage of housing problems, with 743 families paying in excess of 30% of their monthly income for rent. In the very low-income (0-30% median income) segment of the population, twenty-eight percent of the large family renters, or 473 households, experience overcrowding. This overcrowding stems directly from the income level of the large family.

Recently, rents have soared putting housing out of reach for the poorest families. They do not have sufficient income to rent the size house they need to adequately house their large family, and are forced into renting a smaller house to enable payment for other essentials. In order to afford rent on a two-bedroom home at the nationally-weighted fair market rent, a worker would have to earn \$14.66 per hour, which is nearly two and half times the federal minimum wage, and still more than double the highest minimum wage among states that have enacted higher minimum wages (National Low Income Housing Coalition, 2002). Forty-three percent of our low-income households do not pay affordable rents for two bedroom units.

The same income population who are owners living in overcrowded conditions is estimated at less than three percent. The total number of low-income families is 2,115, with 1,005 being renters and 1,150 being homeowners. The various family sizes are equal in distribution. In the low-income category, forty-one percent of the renters' population or 412 families are paying in excess of 30% of their income for housing expenses, while only twenty-one percent or 241 owner households are experiencing the same debt-burden. Thirty percent or 527 households of the large family renter population experience overcrowding in their homes. Still at this higher income level, the families renting cannot afford a unit big enough to adequately accommodate their family. NOTE: The Department of Housing and Urban Development considers housing to be affordable to a low income family as long as the cost of housing, including rent or mortgage/tax payments, plus basic utilities minus telephone service, does not exceed 30% of the household income.

### Disproportionate Need

In this segment of our population, the percentage of low-income minority households to low-income white households is the same.

**Moderate-Income**

Debt-burdened

Even with the moderate-income families, there are problems with debt-burden. Nine-percent of renters and 21% of owners experience a debt-burden of paying more than 30% of their monthly income for rent. The families being debt-burdened are greatly the elderly and 1 and 2 member households.

Overcrowding

There is no data available as to overcrowding in units occupied by moderate-income households.

Disproportionate Need

In this segment of our population, the percentage of moderate-income minority households to moderate-income white households is the same.

**Public and Assisted Housing Needs**

In 2005, there were 450 conventional public housing units administered by the Panama City Housing Authority (PCHA). There were 418 Section 8 vouchers and/or certificates in place, with none idle, nor any vacant housing units. None of these units was anticipated to be lost through public housing demolition or conversion to homeownership. As of the submission of the City's plan, there were 500 families on the waiting list for either subsidized housing, Section 8 or conventional housing. It is probably safe to say that a large percentage of this waiting list is comprised of the same families who are severely rent burdened. Now, there are ten units accessible to the physically disabled families who are in need of affordable housing.

The strategy of the Panama City Housing Authority is to improve the management and operation of public housing it has been adopting the implementing the Public Housing Management Assessment Plan (PHMAP). The PHMAP has twelve indicators for assessment and evaluation. There are vacancy percentage, tenants' accounts receivable, unit turnover time, number of outstanding work orders, regular inspection of dwelling units and their condition, method of implementing resident initiatives, the performance of physical modernization, energy consumption analysis, sufficiency of operating reserves, analysis of operating expenses, quality of administration, quality of physical work and budget and internal controls systems. These indicators of overall measurement work toward excellence in assisted housing operation.

In order to improve the performance of the 13 PHMAP indicators, the Panama City Housing Authority has increased its staff to include an Assistant Director who has certified public housing management credentials with over 20 years of public housing management experience. Additionally, in 2003, the Panama City Housing Authority increased its number of certified public housing managers to five employees. The Panama City Housing Authority does participate in the HUD approved Comprehensive Grant program.

According to the 2000 Census data, of the 3,465 renter households whose incomes are less than 80% of the median income, 1,920 or 33% of those households are paying in excess of 30% of their income for rent. One-thousand eleven households or 17% of that same population are debt burdened to the extent that they are paying in excess of 50% of their monthly income for rent. The balance of these households would be debt burdened if they were not on a federal subsidy to assist them with their housing expense. The following table shows the number of assisted public housing administered by the Panama City Housing Authority. None of these units is anticipated to be lost through public housing demolition or conversion to homeownership:

Conventional Public Housing Allocation	
450 Dwelling Units	
Studio	26
1 bedroom	129
2 bedroom	146

3 bedroom	113
4+ bedroom	37

**Section 8 Housing**

The following Table shows the number of Section 8 housing units. Now, no certificates or vouchers are idle, nor are any housing units vacant. None of these units is anticipated to be lost from the assisted housing inventory:

Section 8 Housing Allocation	
418 Dwelling Units	
1 bedroom	65
2 bedroom	265
3 bedroom	84
4+ bedroom	4

All conventional housing units assisted under the Panama City Housing Authority have undergone renovations within the last 10 years. All units are considered standard rental units by HUD Section 8 standards.

All abatement work for asbestos and lead based paint hazards was completed in March 1995. This action has improved the living environment of these very low-income families.

Seven additional physically handicapped accessible dwelling units have been completed for rental for the very low-income handicapped residents.

The Panama City Housing Authority has in place a Drug Elimination Program and several of the public housing complexes have a police substation on site. This program has resulted in a better living environment through the security enhancement and enjoyment of a peaceful living environment. This was accomplished by increased police patrols and increased police presence on each of the public housing sites. The residents with the assistance of Panama City Housing Authority also implemented Neighborhood Crime Watch programs for creating neighborhoods that are more desirable for very low-income residents.

The Panama City Housing Authority has monthly tenant meetings at all six public housing sites. Tenant turnout at these meetings remains low even though the Panama City Housing Authority staff has made every effort to increase turnout and involvement.

**Priority Need Public Housing**

According to data received from the Panama City Housing Authority, there are presently 500 families on the waiting list for either subsidized housing, Section 8 or Conventional housing. A large percentage of this waiting list is comprised of the same families who are severely rent burdened.

The minimum waiting period to receive a housing subsidy is eight months to one year. The local PHA has two waiting lists, one if federal preference and one is non-preference. Time and date of application prioritize both lists. The federal preference waiting list is comprised of those families who are (1) rent burdened (paying in excess of 50% of their monthly income for rent), (2) living in substandard or overcrowded housing, or (3) displaced through no fault of their own or a victim of domestic violence.

Now, there are ten units accessible to the handicapped and these units are specifically set aside for those handicapped families who are in need of affordable housing. The Panama City Housing Authority has set aside two rental units for families with an HIV/AIDS positive family member.

**Public Housing Strategy**

1. Public Housing Improvements
  - The Panama City Housing Authority requests funds for additional renovations and air conditioning upgrades.

2. Public Housing Resident Initiatives
  - The Panama City Housing Authority anticipates applying for a grant to build a Family Investment Center. This center will be a focal point for families of subsidized housing to receive information on job training, early childhood services, and education. It will continue its other initiative programs that have been described in the same section mentioned in the preceding sentence.
3. Increasing Involvement of Residents
  - At the monthly tenant meetings, residents have been encouraged to become involved in management with limited success. The Panama City Housing Authority strives to increase involvement.
4. Homeownership
  - The Panama City Housing Authority does not track those families that leave public housing; therefore, there is no data available to know how many of those families have become homeowners. However, the agency wants to provide homeownership.

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

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

## **Attachments**

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



# PHA Plan Table Library

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

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

Capital Fund Grant Number FL29P01850108 FFY of Grant Approval: 09/2008

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	33,500.00
4	1410 Administration	
5	1411 Audit	28,570.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	606,224.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	39,700.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>707,994.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	36,590.00
24	Amount of line 20 Related to Energy Conservation Measures	47,129.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
FL018-4	Hot water heaters- Oakland (50) Asbell (25) Fletcher Black (60)	1460 1460 1460	30,000. 15,000. 36,000.
FI018-2	Massalina Stairways (100)	1460	140,000.

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
F1018-4	12/31/2008	12/31/2008
F1018-2	09/30/2008	12/31/2008
HA Wide	09/30/2008	12/31/2008
F1018-4	09/31/2008	09/30/2008
F1018-2	01/01/2009	12/31/2009
HA Wide	07/01/2008	12/31/2008
HA Wide	07/01/2008	12/31/2008
HA Wide	01/01/2008	09/30/2009

## PHA Plan Table Library

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

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

Capital Fund Grant Number FL29P01850107 FFY of Grant Approval: 09/2007

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	30,402
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	599,629
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment (Computer Upgrade)	36,500
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	666,531
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	32,779
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
FL018-4	Kirkland replace kitchen floors	1460	146,129
FL018-4	Dickinson replace kitchen floors	1460	145,000
FL018-2	Massalina replace all flooring w/ tile	1460	285,000
FL018wide	Upgrade computers & software	1475	36,500
FL018-4	Oakland replace refrigerators	1460	23,500
HA Wide	Housing Inspector	1408	30,402
		TOTAL	666,531

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
FL018-4	12/31/2007	12/31/2008
FL018-4	03/01/2008	12/31/2008
FL018-2	03/01/2008	12/31/2008
HA Wide	03/01/2008	12/31/2008
FL018-4	12/31/2007	12/31/2008
HA Wide	12/31/2007	12/31/2008

**Obligation Start: 09-13-2007 ▶ Obligation End: 09-12-2009**

Reporting Period	Reported On	Reported By	LOCCS Authorized	Cumulative Obligated		LOCCS Disbursed	Cumulative Expended	
09-30-2007	10-01-2007	L. JENKINS	666,531.00	666,531.00	100%	0.00	0.00	0%
10-31-2007	11-02-2007	L. JENKINS	666,531.00	666,531.00	100%	0.00	0.00	0%
11-30-2007	12-04-2007	L. JENKINS	666,531.00	666,531.00	100%	11,202.31	11,202.31	1%
12-31-2007	01-02-2008	L. JENKINS	666,531.00	666,531.00	100%	24,975.31	24,975.31	3%

01-31-2008	01-29-2008	L. JENKINS	666,531.00	666,531.00	100%	35,451.31	30,525.31	4%
02-29-2008	03-03-2008	L. JENKINS	666,531.00	666,531.00	100%	46,998.06	46,998.06	7%
03-31-2008	04-01-2008	L. JENKINS	666,531.00	666,531.00	100%	64,748.31	64,748.31	9%
04-30-2008	04-30-2008	L. JENKINS	666,531.00	666,531.00	100%	64,748.31	64,748.31	9%
05-31-2008	05-30-2008	L. JENKINS	666,531.00	666,531.00	100%	95,391.81	95,391.81	14%
06-30-2008	06-27-2008	L. JENKINS	666,531.00	666,531.00	100%	120,335.56	120,335.56	18%

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
FL018-1	Fletcher Black –Amp 1	2	3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Security Fence		37,000.	2008
2. Security Lighting		56,500.	2008
3. Security Locks		186,949.	2009
4. Speed Bumps		12,500.	2010
5. Replace all flooring		278,500.	2011
6. Landscaping		136,500.	2010
<b>Total estimated cost over next 5 years</b>		<b>707,949.</b>	



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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
FL018-2	Massalina-Amp 1	11	7%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Off Street Parking			126,000.	2010
2. Bathroom Vents			14,000.	2010
3. Redo Floors			286,000.	2008
4. Speed Bumps			12,500.	2009
5. Replace all Stoves and Refrigerators			126,000.	2009
6. Mgt. Improvements			143,494.	2010
<b>Total estimated cost over next 5 years</b>			<b>707,994.</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>FL018-3</b>	<b>Oakland- AMP 2</b>	<b>0</b>	<b>0%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Redo floors		175,000.	2009
2. Playground		34,000.	2008
3. Landscape		129,000.	2009
4. Refinish Cabinets in kitchen		112,000.	2010
5. Redo Speed Bumps		12,500.	2010
6. Increase insulation in attics		167,994.	2011
7. Mgt Improvements		77,000.	2011
<b>Total estimated cost over next 5 years</b>		<b>707,994.</b>	

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
FL018-4	Asbell – AMP 1	1	2%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<ol style="list-style-type: none"> <li>1. Redo Floors</li> <li>2. Pressure wash buildings</li> <li>3. Storm doors @ front</li> <li>4. Speed Bumps</li> <li>5. Attic insulation</li> <li>6. Contingency</li> </ol>		<p>211,000.</p> <p>18,500.</p> <p>196,000.</p> <p>14,750.</p> <p>118,000.</p> <p>149,744.</p>	<p>2009</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>2011</p> <p>2012</p>
<b>Total estimated cost over next 5 years</b>		<b>707,994.</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>F1018-5</b>	<b>Dickinson- AMP 2</b>	<b>7</b>	<b>9%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<ol style="list-style-type: none"> <li>1. Playground</li> <li>2. Security lights/ rear</li> <li>3. Security locks @ doors</li> <li>4. Security Cameras</li> <li>5. Refinish Cabinets</li> <li>6. Landscape</li> <li>7. Replace stoves</li> <li>8. Contingency</li> </ol>		<p>33,800.</p> <p>57,500.</p> <p>30,000.</p> <p>76,000.</p> <p>243,000.</p> <p>115,000.</p> <p>37,000.</p> <p>115,694.</p>	<p>2008</p> <p>2009</p> <p>2010</p> <p>2010</p> <p>2011</p> <p>2012</p> <p>2012</p> <p>2012</p>
<b>Total estimated cost over next 5 years</b>		<b>707,994.</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
FL018-6	Kirkland- AMP 2	6	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Security Locks@ door			35,000.	2008
2. Security Camereas			76,000.	2008
3. Replace Refrigerators			31,200.	2009
4. Security Lighting			26,500.	2009
5. Landscape			121,000.	2010
6. Refinish Cabinets			257,000.	2011
7. Contingency			161,294.	2012
Total estimated cost over next 5 years			707,994.	

## Optional Public Housing Asset Management Table



PANAMA CITY HOUSING AUTHORITY  
DECONCENTRATION POLICY

INTRODUCTION

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

TESTING

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

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

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

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

#### CORRECTIVE ACTION

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

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

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

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

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

#### De Concentration Analysis

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



# PHA Plan Table Library

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

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

Capital Fund Grant Number FL29P01850108 FFY of Grant Approval: 09/2008

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	33,500.00
4	1410 Administration	
5	1411 Audit	28,570.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	606,224.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	39,700.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>707,994.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	36,590.00
24	Amount of line 20 Related to Energy Conservation Measures	47,129.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
FL018-4	Hot water heaters- Oakland (50) Asbell (25) Fletcher Black (60)	1460 1460 1460	30,000. 15,000. 36,000.
FL018-2	Massalina Stairways (100)	1460	140,000.
<i>HA Wide</i>	Housing Inspector	1408	33,500.
<i>FL018-4</i>	Playground-Oakland	1450	33,800.
<i>FL018-4</i>	Playground-Dickinson	1450	33,800.
<i>FL018-2</i>	Massalina-Paint	1460	67,700.
<i>HA Wide</i>	Upgrade software	1475	38,000.
<i>HA Wide</i>	Warehouse enlargement	1470	47,000.
<i>HA Wide</i>	Security Locks	1460	233,194.
		Total:	707,994.

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
FI018-4	12/31/2008	12/31/2008
FI018-2	09/30/2008	12/31/2008
HA Wide	09/30/2008	12/31/2008
FI018-4	09/31/2008	09/30/2008
FI018-2	01/01/2009	12/31/2009
HA Wide	07/01/2008	12/31/2008
HA Wide	07/01/2008	12/31/2008
HA Wide	01/01/2008	09/30/2009

**Panama City Housing Authority  
Organizational Chart  
07/01/2008**

COCC  
William J. Woods  
Executive Director

Cecilia Burch  
Assistant Director

Northgate Terrace II (62)  
Project Manager – Cheryl Waldee  
Maintenance- Jerry Goodman

COCC  
Loretta Jenkins  
Comptroller

COCC Terri McAllister Leasing Agent	COCC Stella Quinteros Receptionist
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<b>AMP 1 (247)</b> Fletcher Black (60) Massalina (140) Asbell (47) <b>AMP Manager</b> <b>Cindy Moates</b>	<b>AMP 2 (203)</b> Kirkland (78) Dickinson (75) Oakland (50) <b>AMP Manager</b> <b>Holly Montalvo</b>	A/C Maintenance Vinny Gervera  Inspector AMP 1 & AMP 2 Jennifer Daniels	Section 8 Coordinator Carol Ramer Assistant Andrea Lawson  Inspector Cynthia Johnson
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Maintenance Mike Anderson Marko Wright Joey Herndon Ken Quintini	Maintenance Don Hennings Frankie Dickens Bruce Brogdon John Rogers	Maintenance Douglas Rainwater Raymond Ross	Maintenance Clerk Tonya Fife-Parker
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**FLETCHER BLACK APARTMENTS**  
**AND**  
**MASSALINA MEMORIAL HOMES**  
**CAPITAL FUND MEETING**  
**(FIVE YEAR PLANS)**

**ATTENDANCE:**

**FLETCHER BLACK APARTMENTS: NO ATTENDANCE**

**MASSLAINA MEMORIAL HOMES:**

Katie Greenwood-----810-C Frank Nelson Drive

Sandy Wagoner-----809-B Frank Nelson Drive

James Taylor-----803-A Frank Nelson Drive

Meeting started at 2:30 PM on June 18, 2008

**TOPIC: FIVE YEAR PLANS FOR THE HOUSING AUTHORITY**

List of items that they would like to see completed:

1. Installing of doorbells
2. Building and apartment numbers on the entrance doors
3. Speed bumps
4. New toilets

Meeting was adjourned at 3:15 PM.

**JAMES R. ASBELL MEMORIAL HOMES**

**CAPITAL FUND MEETING**

**(FIVE YEAR PLANS)**

**ATTENDANCE:**

Jean Massalene-----2051 Lisenby Avenue C-1

George Mozley-----2051 Lisenby Avenue B-4

Denisse Scott-----2051 Lisenby Avenue A-8

Nathaniel Belcher-----2051 Lisenby Avneue C-2

Tommy Duncan-----2051 Lisenby Avenue C -10

Mary Wilson-----2051 Lisenby Avenue A-2

Meeting started at 2:30 PM on June 17, 2008

**Topic: Five Year Plans for the Housing Authority**

List of items that they would like to see completed:

1. More police patrol at night and on weedends
2. BBQ grills at each building
3. Recycle bins for plastic and aluminum
4. Separate water lines to buildings so when there is a problem it will only affect the building instead of the entire complex.

Meeting was adjourned at 3:00 PM.

GARDNER DICKENSON MEETING JUNE 5, 2008 @ 5:30 P.M.



IN ATTENDANCE:

THERESA DANIELS, CHRIS RADCLIFFE, SC BURNS, MICHEAL MEANS, CARLON PRICE.

\* PLAYGROUND AND/OR PLAY EQUIPMENT FOR THE CHILDREN,

\*CAMERAS ON THE BACK SIDE OF COMPLEX

\*NEW CARPET OR TILE FOR LIVINGROOM, HALL & BEDROOMS. UPSTAIRS UNITS NEEDS PADDING DUE TO THE NOISE LEVEL TRAVELING THROUGH THE DOWN STAIRS UNITS

\*LANDSCAPING (SHRUBS OR TREES)

\*BYCYCLE RACKS FOR THE BIKES TO DECLUTTER APARTMENTS & BREEZEWAYS

\*MORE LIGHTING BEHIND BUILDINGS

KIRKLAND MEETING JUNE 25, 2008 @ 11:00 A.M.

IN ATTENDANCE:

NO ONE SHOWED

-DID RECEIVE A LETTER FROM A TENANT THAT COULD NOT ATTEND

-TAMMY RUSSELL

\* WOULD LIKE TO SEE SIDE WALKS AROUND BUILDINGS FOR THE CHILDREN TO RIDE THEIR BIKES, ROLLER SKATE, & SKATE BOARD. IT WILL KEEP THEM OUT OF THE BREEZEWAYS, SO THAT NO ONE GETS HURT.

OAKLAND MEETING JUNE 26, 2008 @ 11:00 A.M.

IN ATTENDANCE

MATTIE GLENN, BELINDA WILLIAMSON, MIKE LILES, VIRGIL WATSON, AMY HADDOX, GERALDINE MCCOY, JENNIFER BUELL

\*DISCUSSED ON SITE DROP BOX OR SOMEONE AVAILABLE TO PICK UP RENT ONCE A MONTH DUE TO LACK OF TRANSPORTATION AND GAS PRICES

\*LARGER SPEED BUMPS & ENFORCED SPEED LIMITS

\*ON SITE LAUNDRY MAT

\*GUTTERS AT FRONT & BACK DOORS

# PANAMA CITY HOUSING AUTHORITY PET RULES

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

C. Certificate that the pet has received all inoculation required by State and Local law, signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or a designated agent of such an authority).

D. Copy of pet license.

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

## **Resident Membership of the PHA Governing Board**

Name of resident member of the governing board: Currently vacant.

The resident member is appointed by the Mayor of Panama City, Florida Scott Clemons.

Resident Council Representative for Each Site

2008

Fletcher Black Memorial Homes	Vacant
Massalina Memorial Homes	Sandy Wagner
James Asbell Memorial Homes	Mary Wilson
Oakland Garden Apartments	Theresa Daniels
Gardner Dickinson Memorial Homes	Jennifer Buell
Henry Kirkland Garden Apartments	Tammy Russell

## **Panama City Housing Authority**

### **Definition of Substantial Deviation**

**Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which requires formal approval of the Board of Commissioners.**

## **14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

### **14.1 GENERAL**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

### **14.2 EXEMPTIONS**

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity.
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

### **14.3 NOTIFICATION OF THE REQUIREMENT**

The Panama City Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Panama City Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for



family members to claim and explain an exempt status. The Panama City Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after **OCTOBER 1, 2000 (FY 10/01/2000 – 09/30/2001)**. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

#### **14.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Panama City Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Panama City Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

#### **14.5 THE PROCESS**

At the first annual reexamination on or after **OCTOBER 1, 2000 (FY 10/01/2000 to 09/30/2001)**, and each annual reexamination thereafter, the Panama City Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.

- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Panama City Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

#### ***14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT***

The Panama City Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

#### ***14.7 OPPORTUNITY FOR CURE***

The Panama City Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community

service, the Panama City Housing Authority shall take action to terminate the lease.

**14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES**

In implementing the service requirement, the Panama City Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.