

1.0 PHA Information
 PHA Name: Plano Housing Authority PHA Code: TX128
 PHA Type: Small High Performing Standard HCV (Section 8)
Troubled/Near Troubled
 PHA Fiscal Year Beginning: (MM/YYYY): 07/2011

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: 24 Number of HCV units: 908

3.0 Submission Type
 5-Year and Annual Plan Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia PHA Consortia: (Check box if submitting a joint Plan and complete table below.) N/A

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 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 for the next five years:

5.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following PHA Plan elements marked ‘X’ have been revised since the last Annual Plan submission by the Plano Housing Authority. N/C denotes NO CHANGE and N/A denotes NOT APPLICABLE

 N/C 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures
 X 903.7(2) Financial Resources
 X 903.7(3) Rent Determination
 N/C 903.7(4) Operation and Management
 N/C 903.7(5) Grievance Procedures
 N/C 903.7(6) Designated Housing for Elderly and Disabled Families
 N/C 903.7(7) Community Service and Self-Sufficiency
 N/C 903.7(8) Safety and Crime Prevention
 X 903.7(9) Pets

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- N/C 903.7(10) Civil Rights Certification
- X 903.7(11) Fiscal Year Audit
- N/A 903.7(12) Asset Management
- N/C 903.7(13) Violence Against Women Act (VAWA)

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2010 Annual Plan:

- Administrative Office – 1740 Avenue G, Plano, Texas 75074

PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures ***NO CHANGE***

A. Public Housing

Public Housing policies that govern resident or tenant eligibility, selection and admission (including preferences), unit assignment, procedures to maintaining waiting list for admission to public housing and site-based waiting lists (if applicable).

(1) Eligibility

Plano Housing Authority verifies eligibility for admission to public housing when families are within five (5) of being offered a unit.

The PHA uses the following non-income screening factors to establish eligibility for admission to public housing:

- The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies

(2) Selection and Assignment

Selection for admission to public housing shall be made from the PHA's current waiting list in accordance with date and time of application and applicable preference(s) as follows.

(3) Preferences

The PHA does not 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 the median area income.

It is the policy of the PHA that transfers will take precedence over new admissions in the following circumstances:

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA
- Domestic Violence

The PHA has established preferences for admission to public housing other than date and time of application. The PHA plans to employ the following admission preferences for admission to public housing:

<u>Priority</u>	<u>Preference</u>
<u>1</u>	- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
<u>1</u>	- Victims of domestic violence
<u>1</u>	- Working families and those unable to work because of age or disability
<u>1</u>	- Residents who live and/or work in the jurisdiction
<u>1</u>	- Those enrolled currently in educational, training, or upward mobility programs

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

(4) Unit Assignment

Applicants are ordinarily given two (2) vacant unit choices before they fall to the bottom of, or are removed from the waiting list. This policy is consistent across all waiting list types.

(5) Maintaining Waiting List

Plano Housing Authority maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 1740 Avenue G, Plano, TX 75074.

Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.

- The PHA-resident lease
- The PHA's Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials

Residents must notify the PHA of changes in family composition:

- At any time family composition changes

(6) Deconcentration and Income Mixing

NOT APPLICABLE - PHA HAS FEWER THAN 100 PUBLIC HOUSING UNITS

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does not have any general occupancy public housing developments covered by the deconcentration rule.

Plano Housing Authority does not plan to operate any site-based waiting lists.

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation
- Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.

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The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies

The PHA shares the following information with prospective landlords:

- Criminal or drug-related activity
- Rental history with release from participants

(2) Waiting List Organization ***NO CHANGE***

The Plano Housing Authority’s waiting list for the section 8 tenant-based assistance is not merged with any other program waiting list.

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office
- By mail upon request

(3) Search Time ***NO CHANGE***

The PHA does give extensions on standard 60-day period to search for a unit but participants must provide proof of search efforts.

(4) Preferences ***NO CHANGE***

The PHA does 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 the median area income.

The PHA has established preferences for admission to section 8 tenant-based assistance other than date and time of application. The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

<u>Priority</u>	<u>Preference</u>
<u>1</u>	- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
<u>1</u>	- Victims of domestic violence
<u>2</u>	- Working families and those unable to work because of age or disability
<u>1</u>	- Residents who live and/or work in the jurisdiction
<u>2</u>	- Those enrolled currently in educational, training, or upward mobility programs
<u>2</u>	- Elderly/Disabled

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

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The preference “residents who live and/or work in the jurisdiction” has previously been reviewed and approved by HUD.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Special Purpose Section 8 Assistance Programs

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

903.7(2) Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 grants)		
a) Public Housing Operating Fund	88,598.00	
b) Public Housing Capital Fund	83,291.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,521,660.00	
f) Resident Opportunity and Self-Sufficiency Grants	37,338.00	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2010 Capital Fund Program	24,283.00	Public housing capital improvements
3. Public Housing Dwelling Rental Income		
	94,891.00	Public housing operations
4. Other income (list below)		
Interest on Investments:	10,133.00	Public housing operations
Other Income: Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.		
5. Non-federal sources (list below)		
Total resources	5,860,194.00	

6.0 903.7 (3) Rent Determination Policies *CHANGE*

A. Public Housing *NO CHANGE*

(1) Income Based Rent Policies

a. Use of discretionary policies

The PHA will employ discretionary rent-setting policies for income based rent in public housing.

b. Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

Excerpt from ACOP:

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:

- a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
- c. One or more family members have lost employment;
- d. The family would be evicted as a result of imposing the minimum rent requirement;
- e. There has been a death in the family; or
- f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).

2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:

- a. If the hardship is determined to be temporary, rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.

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- b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
 - c. The family may not be evicted for non-payment of rent during this ninety (90)-day period.
 - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
3. If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.
4. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

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

The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income. (if yes, list the amounts or percentages charged and the circumstances)

d. Discretionary deductions and/or exclusion policies

The PHA does not plan to employ any discretionary (optional) deductions and/or exclusions policies.

e. Ceiling Rents

The PHA does not have ceiling rents.

f. Rent Re-determinations

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- All changes must be reported to the PHA within 10 days of change. After verification, the PHA will determine if there will be an adjustment to the rent.

g. Individual Savings accounts (ISAs)

The PHA does not plan to implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of the rent increase in the next year.

(2) Flat Rents

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- The section 8 rent reasonableness study of comparable housing
- Survey of similar unassisted units in the neighborhood
- Go Section 8

B. Section 8 Tenant-based Assistance *CHANGE*(1) Payment Standards *CHANGE*

The PHA's payment standard is:

- 90% of SA-FMR (Small Area Fair Market Rents)

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

Excerpt from Administrative Plan:

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:
 - a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
 - c. One or more family members have lost employment;

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- d. The family would be evicted as a result of imposing the minimum rent requirement;
- e. There has been a death in the family; or
- f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the formula for determining the Total Tenant Payment (TTP).

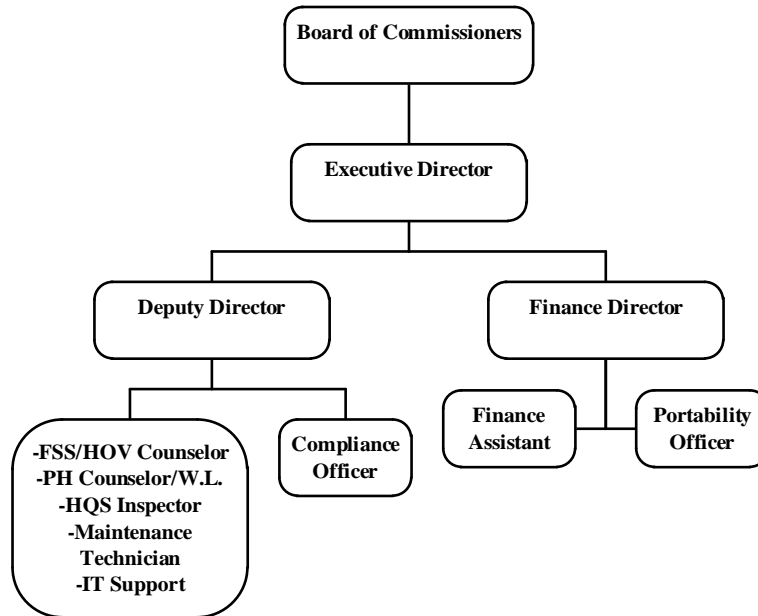
- 2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
 - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
 - b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
 - c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
 - d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

03.7(4) Operation and Management *CHANGE*

(1) PHA Management Structure *CHANGE*

- a. A brief description of the management structure and organization of the PHA is reflected in the organizational chart below:

**PLANO HOUSING AUTHORITY
ORGANIZATIONAL CHART
January 1, 2010**



b. HUD Programs Under PHA Management *CHANGE*

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	24	3
Section 8 Vouchers	908	40
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
DVP Public Housing	-0-	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Maintenance and Management:

- Admissions and Continued Occupancy Policy (ACOP)
- Dwelling Lease
- Grievance Procedures
- Termination and Eviction Policy
- Transfer and Transfer Waiting List Policy
- Housekeeping Policy

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- Pet Ownership Policy
- Files Access Policy
- Records Retention Policy
- Resident Initiatives Policy
- Security Policy
- Community Service Policy

Section 8 Management:

- Section 8 Administrative Plan

903.7(5) Grievance Procedures ***NO CHANGE***

A. Public Housing

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants who desire to initiate the PHA grievance Process should contact the following:

- PHA main administrative office

B. Section 8 Tenant-Based Assistance

The PHA has not 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.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

903.7(6) Designated Housing for Elderly and Disabled Families ***NO CHANGE***

The PHA has not designated or applied for approval to designate or does not 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 not 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.

903.7(7) Community Service and Self-Sufficiency ***CHANGE***

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

1. The PHA has not 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.)

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2. Other coordination efforts between the PHA and TANF agency include:

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

B. Services and programs offered to residents and participants by the Plano Housing Authority are as follows:

(1) General

a. Self-Sufficiency Policies

The PHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Public housing admissions policies
- Section 8 admissions policies

b. Economic and Social self-sufficiency programs

The PHA coordinates, promotes or provides the following policies or programs for the enhancement of the economic and social self-sufficiency of assisted families.

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)
Computer Classes	12	Wait List	Main Office	Both
Tuition Reimbursements	26	FSS Participant	Local College	Both
Life Skills Series	40	Request	Main Office	Both
Credit Counseling	40	Request	Main Office	Both
Domestic Violence Meetings and Counseling	Varies	Request	Main Office	Both

(2) Family Self Sufficiency programsa. Participation Description: *CHANGE*

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 01/01/10)
Public Housing	N/A	4
Section 8	25	28

C. Welfare Benefit Reductions

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:

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Establishing a protocol for exchange of information with all appropriate TANF agencies

D. Community Service Requirement

Pursuant to section 12(c) of the U. S. Housing Act of 1937, the PHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

Description of the Community Service Policy

The Plano Housing Authority Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Plano Housing Authority believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to

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participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

Community Service Implementation Report:

- Number of tenants required to perform community service: 11
- Number of tenants performing community service: 12
- Number of tenants granted exemptions: 36
- Number of tenants in non-compliance: 5
- Number of tenants terminated/evicted due to non-compliance: 1

903.7(8) Safety and Crime Prevention ***NO CHANGE***

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

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

1. Description of the need for measures to ensure the safety of public housing residents. Not Applicable – PHA has 24 Public Housing Scattered Sites throughout Plano. No crimes have been reported.
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents:
 - Analysis of crime statistics over time for crimes committed “in and around” public housing authority

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

1. List of crime prevention activities: Not Applicable – PHA has 24 Public Housing Scattered Sites throughout Plano. No crimes have been reported.

C. Coordination between PHA and the police.

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:
 - Police provide crime data to housing authority staff for analysis and action
 - Police regularly meet with the PHA management and residents

6.0 903.7(9) Pets *CHANGE*

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig, and fish in aquariums.

Pet owners must agree to abide by the PHA's Pet Ownership Rules.

\$200.00 Pet Deposit – Refundable

\$10.00 Pet Fee – Non-refundable

\$10.00 Waste Removal

Limit of two pets per household, only 1 may be a dog

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty (20) pounds; height shall not exceed fifteen (15) inches. *This does not apply to service animals that assist persons with disabilities.*

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws.

Pet must be maintained on leash and kept under control when taken outside the unit.

903.7(10) Civil Rights Certification *NO CHANGE*

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its public housing and Section 8 assistance programs.

The PHA will not, on the grounds of race, color, creed, sex, religion, age, disability, national origin or familial status:

- Deny a person or family admission to housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;

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- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the public housing programs.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA prominently displays a fair housing poster at each office where applications are taken and at each management office.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit *CHANGE*

The PHA is 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)).

The most recent fiscal audit was submitted to HUD.

There were *no* findings as the result of that audit.

903.7(12) Asset Management *NOT APPLICABLE*

6.0 903.7(13) Violence Against Women Act (VAWA) ***NO CHANGE***

The Plano Housing Authority has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The PHA goal to provide an improved living environment is being met by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing and to ensure that all social service agencies, PHA participants and member of the community are aware that PHA gives preference to victims of domestic violence.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA is partnering with local agencies to provide or attract supportive services and/or referrals to assist victims of domestic violence move out of abusive situations and begin again. These include Collin County Social Service and Hope's Door. The PHA has entered into a Memorandum of Understanding with Hope's Door, a local shelter for victims of domestic violence.

Plano Housing Authority has implemented the following activities to support victims of domestic violence, dating violence, and/or stalking:

- FSS Coordinator attends monthly meetings of all social service agencies in Collin County
- Preferences are listed on PHA application
- Counselors are encouraged to report suspected domestic violence
- Regular meetings with PHA residents
- PHA inspectors to focus on any indications of domestic violence during inspections and encouraged to report immediately
- Issues are addressed during FSS and participant recertification briefings

In addition, the PHA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the PHA's intent to maintain compliance with all applicable requirements imposed by VAWA.

The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Create and maintain collaborative partnerships between PHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by PHA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by PHA; maintain compliance with all applicable requirements imposed by VAWA.
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA.

6.0 The Plano Housing Authority staff is trained by the County District Attorney’s office on how to recognize a possible abuse and on all confidentiality requirements as set forth by VAWA. Counselors are instructed to contact a supervisor at the first indication that a possible situation is indicated.

Section 6.0 b

Identify where the Annual PHA Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA.

- Main Administrative Office – 1740 Avenue G, Plano, Texas 75074

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. CHANGE

a. HOPE VI or Mixed Finance Modernization or Development **NO CHANGE**

The PHA has not received a HOPE VI revitalization grant.

The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

b. Demolition and/or Disposition **CHANGE**

The PHA plans to conduct demolition or disposition activities in the plan Fiscal Year.

Activity Description:

Demolition/Disposition Activity Description
1a. Development name: Sites A & B 1b. Development (project) number: TX128-01
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved , submitted, or planned for submission: (10/06/05)
5. Number of units affected: 26
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Disposition is Pending b. Projected end date of activity: Progress: 14 units at 11th & E Streets were sold 10/22/10; 12 units still pending

7.0 c. Conversion of Public Housing

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

The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

Activity Description: *N/A*

d. Homeownership

A. Public Housing

The PHA does not administer any homeownership programs for public housing.

Activity Description: *N/A*

B. Section 8 Tenant Based Assistance

The PHA does plan to administer any homeownership programs for section 8.

Program Description:

The PHA will limit the number of families participating in the Section 8 homeownership option to 51 – 100 participants.

The PHA has not established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria.

e. Project-based Vouchers ***NO CHANGE***

Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> ▪ 2011 Capital Fund Program Annual Statement - attachment tx128a01 ▪ 2010 Performance and Evaluation Report – attachment tx128c01 ▪ 2009 Performance and Evaluation Report – attachment tx128d01
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Required report is included as following attachment:</p> <ul style="list-style-type: none"> ▪ FY 2010 Capital Fund Program 5 Year Action Plan - attachment tx128b01
8.3	<p>Capital Fund Financing Program (CFFP). <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0 Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, 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”.

Plano Housing Authority has 241 families currently on the Section 8 waiting list. The waiting list has been closed for 30 months. Lack of funding prevents the PHA from meeting the community needs.

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	77		
Extremely low income <=30% AMI	68	88%	
Very low income (>30% but <=50% AMI)	5	6%	
Low income (>50% but <80% AMI)	2	3%	
Families with children	77	100%	
Elderly families	4	5%	
Families with Disabilities	11	14%	
White	11	14%	
Black/African American	65	84%	
American Indian/Alaska Native	0	0	
Asian	1	1%	
Native Hawaiian/Other Pacific Islander	0	0	
Hispanic	3	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	
2 BR	0	0	
3 BR	73	95%	
4 BR	4	5%	
5 BR		0	
5+ BR		0	

9.0

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)? 7 months
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No
 Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
 Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	241		
Extremely low income <=30% AMI	203	84%	
Very low income (>30% but <=50% AMI)	33	14%	
Low income (>50% but <80% AMI)	4	2%	
Families with children	159	66%	
Elderly families	42	17%	
Families with Disabilities	46	19%	
White	55	23%	
Black/African American	176	73%	
American Indian/Alaska Native	1	1%	
Asian	7	3%	
Native Hawaiian/Other Pacific Islander	0	0	
Hispanic	3	1%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)? **30 Months**
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No
 Yes

9.1 Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Strategies *NO CHANGE*

Need: Shortage of affordable housing for all eligible populations

PHA shall maximize the number of affordable units available to the PHA within its current resources by:

- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

PHA shall increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available
- Pursue housing resources other than public housing or Section 8 tenant-based assistance

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

PHA shall target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Adopt rent policies to support and encourage work

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

PHA shall target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

PHA shall target available assistance to the elderly:

- Apply for special-purpose vouchers targeted to the elderly, should they become available

9.1

Need: Specific Family Types: Families with Disabilities

PHA shall target available assistance to Families with Disabilities:

- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

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

PHA shall increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

PHA shall conduct activities to affirmatively further fair housing

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

Reason for Selecting Strategies

- Funding constraints
- Staffing constraints

10.0 Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals

Below are the goals identified in our 2010 Five Year PHA Plan and progress made during fiscal year 2010..

PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #1:

- Apply for additional rental vouchers if available: On-going
- Reduce public housing vacancies: On-going

Progress Statement: The distribution of 40 vouchers in October 2010 provided a cluster movement in the waitlist for both HCV and PH programs. Eight (8) PH families qualified and received vouchers with five (5) families coming off the PH waitlist and moving into one of our 24 single family units.

This was a significant outcome for HCV and reducing public housing vacancies as opposed to randomly filling a unit.

PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management:
- Improve voucher management:
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions
- Renovate or modernize public housing units
- Demolish or dispose of obsolete public housing

Progress Statement: Weekly Management Meetings has enhanced public housing, voucher management, and management functions as they are monitored on a daily/weekly basis.

Customer service improvements were met with upgraded mass monthly and quarterly briefings for both programs.

The notice of a reduction in tenant complaints by phone and requests for reviews and hearings are due to strictly enforcing agency policy and improvement from counselors and staff development.

Eighty percent of our 24 single family units are renovated with all units receiving new laminate floors that's to the ARRA Stimulus Grant. As units become vacant they are modernized. PHA sold 13 demo disposition units in September 2010.

PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES

The PHA established the following objectives to strive in meeting goal #3:

- Provide voucher mobility counseling: On-going
- Conduct outreach efforts for potential voucher landlords: On-going
- Implement voucher homeownership program: On-going
- Implement public housing or other homeownership programs: On-going

Progress Statement: Monthly briefings are held for tenants to relocate/move, portability and landlords. We also began working with Gosection8.com for tenant and landlord property listing conveniences. Landlords now receive monthly e-invoices that include agency updates. Our HOV program continues to provide outcomes of families repairing their credit, improving their scores and becoming eligible for home purchase. We currently have 43 HOV families. Our homeownership Opportunities for PH families includes our Partners Program with House on the Corner, Project HOPE, and Habitat for Humanity.

PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT

The PHA established the following objectives to strive in meeting goal #4:

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

Progress Statement: Voucher Issuance Briefings provide Gosection.com Property Listings identifying units within the agency 25 mile radius. The PH inventory consists of 24 single family homes scattered throughout the City of Plano providing mixed income developments. We have 15 out of 20 families currently working and successfully implementing mixed incomes/mixed developments. Waitlist selections allow us to assist extremely low and very low income families.

Security improvements are monitored by the Maintenance Technician through preventive maintenance, annual inspections and quarterly briefings. The Landlords Luncheon and Briefing had presentations from the City of Plano Police Department Neighborhood Services Officer, Fire Department, and Collin County Courts.

PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS

The PHA established the following objectives to strive in meeting goal #5:

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

10.0

Progress Statement: The monthly Program Night and Resident Council provide life skills empowerment presentations, resources and agencies. The Resident Resource Center is a clearing house of information and networking resources for personal, professional, and educational opportunities.

PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING

The PHA established the following objectives to strive in meeting goal #6:

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

Progress Statement: Fair Housing Laws poster are on display in our lobby and Resident Resource Center bulletin board along with our Administrative Plan and the Admissions and Continued Occupancy Policy.

(b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of “significant amendment” and “substantial deviation/modification”.

(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

Substantial Deviations from the 5-Year Plan

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

Significant Amendments or Modification to the Annual Plan

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency* work items over \$5,000 (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; and
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.

10.0

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

- (c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. *N/A*

- 11.0 Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.
- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
 - (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
 - (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
 - (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
 - (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
 - (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.

Provided as attachment tx128e01
 - (g) Challenged Elements – NO ELEMENTS CHALLENGED
 - (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)

Provided as attachments tx128a01, tx128c01 and tx128d01.
 - (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

Provided as attachment tx128b01

Attachment: tx128a01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary						
PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-11 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
1	Total Non-Capital Funds					
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	8,068.00				
3	1408 Management Improvements	3,750.00				
4	1410 Administration	0.00				
5	1411 Audit	0.00				
6	1415 Liquidated Damages	0.00				
7	1430 Fees and Costs	2,000.00				
8	1440 Site Acquisition	0.00				
9	1450 Site Improvement	20,000.00				
10	1460 Dwelling Structures	46,723.00				
11	1465.1 Dwelling Equipment-Nonexpendable	1,500.00				
12	1470 Nondwelling Structures	0.00				
13	1475 Nondwelling Equipment	1,250.00				
14	1485 Demolition	0.00				
15	1492 Moving to Work Demonstration	0.00				
16	1495.1 Relocation Costs	0.00				
17	1499 Development Activities 4	0.00				

1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-11 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
No.		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00			
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-		
		0.00			
19	1502 Contingency (may not exceed 8% of Line 20)	0.00			
20	Amount of Annual Grant (sums of lines 2-19)	\$83,291.00			
21	Amount of Line 20 Related to LBP Activities	0.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security - Soft Costs	0.00			
24	Amount of Line 20 Related to Security - Hard Costs	0.00			
25	Amount of Line 20 Related to Energy Conservation Measures	0.00			
Signature of Executive Director <i>Helen Macey</i>		Date <i>3/24/11</i>		Signature of Public Housing Director	
				Date	

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Part II: Supporting Pages						
PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-11 Replacement Housing Factor Grant No: Date of CFFP:				Federal FFY of Grant: 2011
				CFFP (Yes/No) No		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
PIC No. TX128000001	Operations:	1406		8,068.00		
HA-Wide	Management Improvements:					
	Training/Technical Assistance	1408		2,500.00		
	Computer software	1408		1,250.00		
	Administration:	1410		0.00		
	Fees and Costs:					
	Utility Allowance Review	1430		0.00		
	Energy Audit/Utility Allowance Review	1430		2,000.00		
	A/E Planning	1430		0.00		
	Site Improvements:					
	Sidewalk/driveway repairs/fences	1450		20,000.00		
	Sprinkler systems, new lawns	1450		-		
	Dwelling Structures:					
	Gutters, roofs	1460		-		
	Garage doors, exterior doors	1460		-		
	Paint, replace bathtubs	1460		10,000.00		
	Windows, toilets, electrical repair	1460		36,723.00		
	Cabinets, counters, a/c repair, siding	1460		-		
	Light fixture upgrades	1460		-		
	Dwelling Equipment:					
	Ranges, refrigerators, dishwashers	1465.1		1,500.00		
	Non-Dwelling Equipment:					
	Computer hardware	1475		1,250.00		
TOTAL CAPITAL FUNDS - 2011				\$83,291.00		

Attachment: tx128b01

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part I: Summary						
PHA Name/Number		Locality (City/County& State)			<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	
Plano Housing Authority - TX128		Plano/Collin County/Texas				
A.	Development Number and Name	Work Statement for Year 1 FFY _____ 2011 _____	Work Statement for Year 2 FFY _____ 2012 _____	Work Statement for Year 3 FFY _____ 2013 _____	Work Statement for Year 4 FFY _____ 2014 _____	Work Statement for Year 5 FFY _____ 2015 _____
B.	Physical Improvements Subtotal	Annual Statement	- 68,223.00	- 64,723.00	- 61,223.00	- 65,223.00
C.	Management Improvements		5,000.00	5,500.00	10,000.00	5,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		- 0.00	- 0.00	- 0.00	- 0.00
E.	Administration		0.00	0.00	0.00	0.00
F.	Other		2,000.00	5,000.00	4,000.00	5,000.00
G.	Operations		8,068.00	8,068.00	8,068.00	8,068.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing - Debt Service		0.00 -	0.00 -	0.00 -	0.00 -
K.	Total CFP Funds		\$83,291.00	\$83,291.00	\$83,291.00	\$83,291.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		\$83,291.00	\$83,291.00	\$83,291.00	\$83,291.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2011</u>	Work Statement for Year <u>2012</u> FFY <u>2012</u>			Work Statement for Year <u>2013</u> FFY <u>2013</u>		
	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	PIC 128000001			PIC 128000001		
Annual Statement	PHA-Wide			PHA-Wide		
	Site Improvements:			Site Improvements:		
	Foundation/sidewalk/ driveway repairs, fences, gutters, sprinkler systems, new lawns	Various	15,000.00	Foundation/sidewalk/ driveway repairs, fences, gutters, sprinkler systems, new lawns	Various	13,000.00
	Dwelling Structures:			Dwelling Structures:		
	Paint, replace bathtubs, cont'd floor tile replacement, roofs, gutters, garage doors, ext.doors, windows, toilets, electrical repair, cabinets counters, A/C repair, siding light Fixture upgrades	Various	50,223.00	Paint, replace bathtubs, cont'd floor tile replacement, roofs, gutters, garage doors, ext.doors, windows, toilets, electrical repair, cabinets counters, A/C repair, siding light Fixture upgrades	Various	47,723.00
	Dwelling Equipment:			Dwelling Equipment:		
	Ranges, refrigerators, dishwashers	3-4 ea	3,000.00	Ranges, refrigerators, dishwashers	3-4 ea	4,000.00
	Subtotal 2012		\$68,223.00	Subtotal 2013		\$64,723.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _2011_	Work Statement for Year <u>2014</u> FFY <u>2014</u>			Work Statement for Year <u>2015</u> FFY <u>2015</u>		
	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	PIC 128000001			PIC 128000001		
Annual Statement	PHA-Wide			PHA-Wide		
	Site Improvements:			Site Improvements:		
	Foundation/sidewalk/ driveway repairs, fences, gutters, sprinkler systems, new lawns	Various	18,000.00	Foundation/sidewalk/ driveway repairs, fences, gutters, sprinkler systems, new lawns	Various	20,000.00
	Dwelling Structures:			Dwelling Structures:		
	Paint, replace bathtubs, cont'd floor tile replacement, roofs, gutters, garage doors, ext.doors, windows, toilets, electrical repair, cabinets counters, A/C repair, siding light Fixture upgrades	Various	39,223.00	Paint, replace bathtubs, cont'd floor tile replacement, roofs, gutters, garage doors, ext.doors, windows, toilets, electrical repair, cabinets counters, A/C repair, siding light Fixture upgrades	Various	40,000.00
	Dwelling Equipment:			Dwelling Equipment:		
	Ranges, refrigerators, dishwashers	3-4 ea	4,000.00	Ranges, refrigerators, dishwashers	3-4 ea	5,223.00
	Subtotal 2014		\$61,223.00	Subtotal 2015		\$65,223.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part III: Supporting Pages - Management Needs Work Statement(s)				
Work Statement for Year 1 FFY __2011__	Work Statement for Year __2012__ FFY __2012__		Work Statement for Year __2013__ FFY __2013__	
	Development Number/Name General Description of Major Work Items	Estimated Cost	Development Number/Name General Description of Major Work Items	Estimated Cost
See	TX12800001 - PHA Wide		TX12800001 - PHA Wide	
Annual Statement	Operations	8,068.00	Operations	8,068.00
	Management Improvements:		Management Improvements:	
	Computer software updates	2,500.00	Computer software updates	3,000.00
	Training/technical assistance	2,500.00	Training/technical assistance	2,500.00
	Administration:	0.00	Administration:	0.00
	Fees & Costs:		Fees & Costs:	
	Utility Allowance Review	2,000.00	Utility Allowance Review	5,000.00
	Energy Audit		Energy Audit	
	A/E Planning		A/E Planning	
	Subtotal 2012	\$15,068.00	Subtotal 2013	\$18,568.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part III: Supporting Pages - Management Needs Work Statement(s)				
Work Statement for Year 1 FFY <u>2011</u>	Work Statement for Year <u>2014</u> FFY <u>2014</u>		Work Statement for Year <u>2015</u> FFY <u>2015</u>	
	Development Number/Name	Estimated Cost	Development Number/Name	Estimated Cost
	General Description of Major Work Items		General Description of Major Work Items	
See	TX12800001 - PHA Wide		TX12800001 - PHA Wide	
Annual Statement	Operations	8,068.00	Operations	8,068.00
	Management Improvements:		Management Improvements:	
	Computer software updates	5,000.00	Computer software updates	2,500.00
	Training/technical assistance	5,000.00	Training/technical assistance	2,500.00
	Administration:	0.00	Administration:	0.00
	Fees & Costs:		Fees & Costs:	
	Utility Allowance Review	4,000.00	Utility Allowance Review	5,000.00
	Energy Audit		Energy Audit	
	A/E Planning		A/E Planning	
	Subtotal 2014	\$22,068.00	Subtotal 2015	\$18,068.00

Attachment: tx128c01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: <p style="text-align: center;">Plano Housing Authority</p>	Grant Type and Number: Capital Fund Program No: TX21P128501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/10
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20)3	8,068.00	8,068.00	5,000.00	5,000.00
3	1408 Management Improvements	5,000.00	5,000.00	5,000.00	5,000.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	2,000.00	2,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000.00	20,000.00	5,700.00	5,700.00
10	1460 Dwelling Structures	55,223.00	46,223.00	43,308.00	43,308.00
11	1465.1 Dwelling Equipment-Nonexpendable	3,000.00	2,000.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-10 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2010 FFY of Grant Approval: 2010
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Final Performance and Evaluation Report			
No.		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	- -	- -	- -	- -
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	\$83,291.00	\$83,291.00	\$59,008.00	\$59,008.00
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director <i>Alex Nacey</i>		Date 3/24/11		Signature of Public Housing Director	
				Date	

- 1 To be completed for the Performance and Evaluation Report
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- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
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Part II: Supporting Pages

PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-10 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No Date of CFFP: _____						Federal FFY of Grant: 2010
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PIC No. TX128000001	Operations:	1406		8,068.00	8,068.00	5,000.00	5,000.00	
HA-Wide	Management Improvements:							
	Training/Technical Assistance	1408		2,500.00	5,000.00	5,000.00	5,000.00	
	Computer software	1408		2,500.00	0.00	0.00	0.00	
	Administration:	1410		0.00	0.00	0.00	0.00	
	Fees and Costs:							
	Utility Allowance Review	1430		2,000.00	2,000.00	0.00	0.00	
	Energy Audit/Utility Allowance Review	1430		0.00	0.00	0.00	0.00	
	A/E Planning	1430		0.00	0.00	0.00	0.00	
	Site Improvements:							
	Fences/foundation/sidewalk/driveway repairs	1450		10,000.00	20,000.00	5,700.00	5,700.00	
	Sprinkler systems, new lawns	1450		-	-			
	Dwelling Structures:							
	Gutters, roofs	1460		5,000.00	0.00	0.00	0.00	
	Garage doors, exterior doors	1460		-	-	43,308.00	43,308.00	
	Paint, replace bathtubs	1460		3,223.00	10,000.00	-	-	
	Floor tile replacement, continue work	1460		5,000.00	36,223.00	-	-	
	Windows, toilets, electrical repair	1460		30,500.00	-	-	-	
	Cabinets, counters, a/c repair, siding	1460		11,500.00	-	-	-	
	Light fixture upgrades	1460		-	-	-	-	
	Dwelling Equipment:							
	Ranges, refrigerators, dishwashers	1465.1		3,000.00	2,000.00	0.00	0.00	
TOTAL CAPITAL FUNDS - 2010					\$83,291.00	\$83,291.00	\$59,008.00	\$59,008.00

Attachment: tx128d01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary						
PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-09 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2009 FFY of Grant Approval: 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
1	Total Non-Capital Funds					
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	8,349.00	8,349.00	8,349.00	8,349.00	
3	1408 Management Improvements	5,000.00	5,000.00	3,640.00	3,640.00	
4	1410 Administration	0.00	0.00	0.00	0.00	
5	1411 Audit	0.00	0.00	0.00	0.00	
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00	
7	1430 Fees and Costs	2,000.00	2,000.00	0.00	0.00	
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	10,000.00	10,000.00	3,850.00	3,850.00	
10	1460 Dwelling Structures	55,223.00	55,223.00	63,482.00	63,482.00	
11	1465.1 Dwelling Equipment-Nonexpendable	3,000.00	3,000.00	4,251.00	4,251.00	
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00	
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00	
14	1485 Demolition	0.00	0.00	0.00	0.00	
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00	
17	1499 Development Activities 4	0.00	0.00	0.00	0.00	

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-09 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2009 FFY of Grant Approval: 2009
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	\$83,572.00	\$83,572.00	\$83,572.00	\$83,572.00
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director <i>Helen Macey</i>			Signature of Public Housing Director		
Date <i>3/24/11</i>			Date		

1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Plano Housing Authority		Grant Type and Number: Capital Fund Program No: TX21P128501-09 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No Date of CFFP: _____					Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
PIC No. TX128000001									
PHA-Wide	Operations:	1406		8,349.00	8,349.00	8,349.00	8,349.00		
	Management Improvements:	1408		2,500.00	2,500.00	0.00	0.00		
	Training/Technical Assistance	1408		2,500.00	2,500.00	3,640.00	3,640.00		
	Fees and Costs:	1430							
	Utility Allowance Review, Energy Audit, A/E Planning	1430		2,000.00	2,000.00	0.00	0.00		
	Site Improvements:	1450							
	Foundation/sidewalk/driveway repairs	1450		10,000.00	10,000.00	3,850.00	3,850.00		
	Fences, gutters, roofs, sprinkler systems, new lawns, garage doors, exterior doors								
	Dwelling Structures:	1460							
	Paint, replace bathtubs	1460.1		25,000.00	25,000.00	6,190.00	6,190.00		
	Floor tile replacement, continue work	1460.2		30,223.00	30,223.00	57,292.00	57,292.00		
	Windows, toilets, electrical repair, cabinets, counter, A/C repair, siding								
	Dwelling Equipment:	1465							
	Ranges, refrigerators, dishwashers	1465.1		3,000.00	3,000.00	4,251.00	4,251.00		
	Light fixture upgrades								
TOTAL CAPITAL FUNDS - 2009					\$83,572.00	\$83,572.00	\$83,572.00	\$83,572.00	100% Completed

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

Attachment: tx128e01
Plano Housing Authority
Resident Advisory Board Consultation Process and Comments – FYB 2011

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board

PHA continues to promote and recruit for a Resident Advisory Board. The interest to commit to being officers is not well received; no interest.

2. Resident Advisory Board Selection

Selection made from resident/participant response - NONE

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan

Quarterly meeting held February, May, August and November for residents. The agenda includes updates on the Annual Plan and Capital Funds projects

Notify Resident Advisory Board of scheduled meeting

Residents are notified by monthly fliers, weekly briefings, and the newsletter of Program Night/Resident Council

Hold Resident Advisory Board meeting

Quarterly meeting held February, May, August and November for residents. The agenda includes updates on the Annual Plan and Capital Funds projects

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad – **December 30, 2010**

Notify Resident Advisory Board

No formal RAB exists. Residents are notified by monthly fliers, weekly briefings, and the newsletter of Program Night/Resident Council

Hold Public Hearing meeting - **March 8, 2011**

5. Documentation of resident recommendations and PHA's response to recommendations

Residents participate in the Program Night/Resident Council that covers several topics of interest along with the Annual PHA Plan, Capital Funds projects, Life Skills and special interest topics and events. The residents do not want to participate in the Resident Council. The residents feel we keep them informed and they can always come to us if they have any questions.