



**Goal #1: Expand the Supply of Assisted Housing**

**Objective #1:** The PCHA will apply for additional Housing Choice Vouchers when available.

**Objective #2:** The PCHA will reduce public housing vacancies by decreasing the average unit turnaround days by 20 days.

**Objective #3:** The PCHA will leverage private or other public funds to create additional housing opportunities through Shelter Plus Care and HOPWA grants.

**Objective #4:** The PCHA will work with Pasco County to acquire units under the Neighborhood Stabilization Program.

**Goal # 2: Improve the Quality of Assisted Housing**

**Objective #1:** The PCHA will decrease and maintain the vacancy rate in Public Housing to no greater than 5%.

**Objective #2:** The PCHA will maintain high performer status in the Housing Choice Voucher Program under SEMAP.

**Objective #3:** The PCHA will provide training (i.e. HUD regulations, HUD policies, PHA policies) to program staff in-house on a monthly basis and annually through outside vendors.

**Objective #4:** The PCHA will increase customer satisfaction by sending staff to communication seminars.

**Objective #5:** The PCHA will review annually and update as necessary the tenant information booklet passed out at the interview with clients.

**Objective #6:** The PCHA staff will take more time with initial interviews and conduct no more than 8 interviews per day.

**Objective #7:** The PCHA staff will review and update all tenant files annually.

**Objective # 8:** The PCHA will renovate and modernize public housing units through the capital fund and operating funds. The scheduled work will include:

- 1) Update ranges, refrigerators, washers and dryers
- 2) Conversion of an additional unit to 504 compliance
- 3) Replace exterior doors and windows

**Goal # 3: Increase Assisted Housing Choices**

**Objective #1:** The PCHA will provide mobility counseling to all clients on an annual basis.

**Objective: #2:** The PCHA will cross-train additional staff to handle portability clients.

**Objective: #3:** Will work with 25 HCV families in partnership with Pasco County Community Development Division (CDD) First Time Homebuyers Program, the Pasco County CDD SHIP Program, and the East Pasco Habitat for Humanity Program so they may obtain Homeownership.

**Objective: #4** Will work with Pasco County CDD to acquire units under the neighborhood stabilization program.

**Objective # 5:** Will apply for rental assistance from the City of Tampa's HOPWA Program to assist 30 HIV/AIDS person/families per year.

**Objective # 6:** Will apply for Rental Assistance through the Shelter Plus Care Program to assist 10 homeless families on a yearly basis.

**Goal # 4: Improve Community Quality of Life and Economic Vitality**

**Objective #1:** Continue Contract with the Pasco County Sheriff's Office through the Capital Fund Program to provide above baseline coverage in Cypress Villas I & II.

**Objective #2:** Conduct a meeting two (2) times a year with Pasco County Housing Authority Staff, the Pasco County Sheriff's office and the residents of Cypress Villas I & II.

**Objective # 3:** Maintain Elderly Designation of Pasco Terrace and Citrus Villas.

**Goal # 5: Promote Self-Sufficiency and Asset Development of Families and Individuals**

**Objective #1:** Provide a computer lab in Lacoochee in conjunction with the Pasco County Sheriff's office.

**Objective #2:** PCHA will maintain a minimum of 30 persons in the HCV Family Self-Sufficiency Program.

**Objective #3:** PCHA provides resource information of support services to all elderly and families with disabilities.

**Objective #4:** An annual meeting will be held for all clients of PCHA with vendors of support services in Pasco County.

**Goal #6: Ensure Equal Opportunity in Housing for all Americans**

**Objective #1:** PCHA will ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.

**Objective #2:** PCHA will provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.

**Objective # 3:** PCHA will ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

**Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5 year plan.**

A report on the progress The Pasco County Housing Authority has made in meeting the goals and objectives described in the previous 5-Year Plan can be found in 10.0 (a) pages 18-22.

**PHA Plan Update**

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

**PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including De-concentration and Wait List Procedures.** Describe the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

The Pasco County Housing Authority has established preferences for admission to public housing (other than date and time of application). The following admission preferences have been employed:

**6.0**

- 1) Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.
- 2) Victims of Domestic Violence
- 3) Homelessness: Homeless includes (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is (a) supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or (c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.
- 4) All Other Families

All families in preference 1, 2, or 3 must be accompanied by a referral letter from a Social Service Agency verifying the preference

The Pasco County Housing Authority will be amending it’s ACOP to reflect the following change in preferences/admissions:

“For every ten (10) vacancies in public housing, three (3) will be from: 1) displaced persons, 2) victims

of domestic violence, or 3) Homelessness on the preference list, And, seven (7) will be from 4) all other families on the preference list.

- 2. Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

**{Please see the following page for a statement of financial resources.}**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	\$563,310	
b) Public Housing Capital Fund	\$281,843	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$9,363,888	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
HOPWA	\$270,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		PH Operations
Tenant Rents	\$287,793	
<b>4. Other income (list below)</b>		
Tenant Charges	\$47,715	PH Operations
Laundry Revenue	\$2,776	PH Operations
<b>4. Non-federal sources (list below)</b>		
Interest Income	\$105	PH Operations
<b>Total resources</b>	<b>\$10,817,430</b>	

- 3. Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's statements on rent determination.

- 4. Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's statements on operation and management.

- 5. Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's grievance procedures.

- 6. Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

The Pasco County Housing Authority has received elderly designation for Pasco Terrace (50 Units) and Citrus Villas (70 Units) public housing developments (FL104-00003 and FL 104-000001 respectively). The Elderly Designation Plan was approved on March 27, 2011 and will be resubmitted for approval again in February of 2013 to maintain elderly designation status at Pasco Terrace and Citrus Villas.

- 7. Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's statements on community service and self-sufficiency.

**8. Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's statements on safety and crime prevention.

**9. Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's statements on pets.

**10. Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The Pasco County Housing Authority annually reviews their programs to determine whether they are reaching all eligible population groups. If they find that the programs are disproportionately serving only some groups and not others, the Pasco County Housing Authority takes action to increase housing or social service opportunities for under-served households. The Authority is also in compliance with Executive Order 11063, which requires nondiscrimination and equal opportunity. The rules implementing this Executive Order require that the Pasco County Housing Authority maintain demographic data in connection with its programs and take "affirmative action to overcome the effects of prior discrimination" (24 CFR Part 107). Records of the steps required to affirmatively further fair housing, as well as the impacts that were made regarding the same are collected and maintained in a flat file database on an annual basis and is will be kept in the main office of the Housing Authority. Record keeping for this initiative includes but is not be limited to: race, ethnicity, familial status, and disability status of program participants and prospective participants.

**11. Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

The most recent completed fiscal audit dated 09/30/11 for the Pasco County Housing Authority conducted by Clifton, Larson and Allen, L.L.P found 4 audit findings and 8 questioned costs. The four (4) audit findings include the following: Financial Statement Audit: Material Weakness: 1) 2011-01 Internal Controls Over Credit Card Transactions; 2) 2011-02 Segregation of Duties; 3) 2011-03 Balance Sheet Reconciliations; and, 4) 2011-4 Supporting Documentation for Journal Entries.



The eight (8) questioned costs include: Federal Awards Findings and Questioned Costs: Material Weakness: 1) 2011-05 Real Estate Assessment Center (REAC) and Data Collection Form Submissions; 2) 2011-06 Inter-Program Activity; 3) 2011-07 Section 8 Housing Quality Standard Inspections and Rent Reasonableness; 4) 2011-08 Section 3 Performance Report Filing (Form HUD-60002); 5) 2011-09 Selection from the Waiting List; 6) 2011-10 Depository Agreements; 7) 2011-11 Housing Stabilization Requirements; and 8) 2011-12 Program Tenant Files.

The schedule of findings and questioned costs documented criteria, condition, cause, effect, recommendation and management response.

(Please see **f1104i01** for a copy of the schedule of findings from the 2011 audit conducted by Clifton, Larson and Allen, L.L.P. for the Financial Statement Audit, and **f1104j01** for a copy of the schedule of findings under the Federal Awards Findings and Questioned Costs.)

**12. Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

There have been no revisions, since the last annual plan submission, to the Pasco County Housing Authority's statements on Asset Management.

**13. Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The Pasco County Housing Authority works in partnership with the Pasco County Sheriff's Office, Sunrise Domestic Violence and Sexual Assault Center, Salvation Army Domestic Violence Shelter and the Dawn Center to provide activities, services and programs to child or adult victims of domestic violence, dating violence, sexual assault and stalking. Specifically the aforementioned agencies provide emergency protective shelter, a 24 hour hotline, one-on-one counseling, advocacy, support groups, transitional housing, batterer's intervention groups, community education and awareness, and information and referrals to those seeking assistance in other matters.

(2) any activities, services, or programs provided, to child or adult victims of domestic violence, dating violence, sexual assault, and stalking to obtain or maintain housing;

It is the policy of the Pasco County Housing Authority to assist child or adult victims of domestic violence, dating violence, sexual assault, and stalking maintain housing by terminating the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful

	<p>occupants.</p> <p>(3) any activities, services, or programs provided or offered to prevent domestic violence, dating violence, sexual assault, and stalking.</p> <p>The Pasco County Housing Authority distributes pamphlets regarding the services describes above from the Abuse Counseling and Treatment, Inc. (ACT) to all new clients receiving assistance under the Housing Choice Voucher Program and the Public Housing Program.</p> <p><b>(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.</b></p> <p>Copies of the FY 2012 Annual Plan can be obtained at the PHA’s Main Office at the following address:</p> <p>Pasco County Housing Authority 14517 7th Street Dade City, Florida 33523</p>
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<b>7.0</b>	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>Not Applicable</p>
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<b>8.0</b>	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
<b>8.1</b>	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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><b>Please See attached- f1104a02; f1104b02; f1104c02; f1104d02; f1104e02; f1104f02; and f1104g02.</b></p>

<b>8.2</b>	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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><b>Please See attached- f1104h02.</b></p>
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<b>8.3</b>	<p><b>Capital Fund Financing Program (CFFP).</b> <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> <p>Not Applicable</p>
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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. Note: Standard and Troubled PHAs complete annually; Small and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

**Housing Needs of Families on the PHA's 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/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting List Total	187		97
Extremely Low Income <=30% AMI			
Very Low Income >50% but <80% AMI			
Low Income >50% but <80% AMI			
Families with Children	154	82%	
Elderly Families	5	3%	
Families with Disabilities	28	15%	
Race/Ethnicity-White	90	48%	
Race/Ethnicity-Black	45	24%	
Race/Ethnicity-Hispanic	50	27%	
Race/Ethnicity-Asian/Pacific Islander	1	1%	
Race/Ethnicity-Unknown	0	0%	

9.0

**Public Housing Site-Based Waiting Lists**

<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>
Cypress Villas I FL104000001 Dade City , Florida	June 2000	White-20% Black-80% American Indian/Alaskan Native-0% Asian or Pacific Islander-0% Hispanic- 24% Non-Hispanic- 76%	White-79% Black-20% American Indian/Alaskan Native-1% Asian or Pacific Islander-0% Hispanic-18% Mixed-0% Non-Hispanic-82%	White (+59%) Black (-60%) American Indian/Alaskan Native (+1%) Asian or Pacific Islander (+0%) Hispanic (-6%) Mixed (+0%) Non-Hispanic (+6%)
Cypress Villas II FL104000001 Dade City, Florida	June 2000	White-20% Black-80% American Indian/Alaskan Native-0% Asian or Pacific Islander-0% Hispanic-24%  Non-Hispanic- 76%	White-79% Black-20% American Indian/Alaskan Native-1% Asian or Pacific Islander-1% Hispanic-19% Mixed-0% Non-Hispanic-81%	White (+59 %) Black (-60%) American Indian/Alaskan Native (+1%) Asian or Pacific Islander (+1%) Hispanic (-5%) Mixed (+0%) Non-Hispanic (+5%)
Pasco Terrace FL104000003 Port Richey, Florida	June 2000	White-96% Black-4% American Indian/Alaskan Native-0% Asian or Pacific Islander-0% Hispanic-4% Non-Hispanic- 96%	White-97% Black-1% American Indian/Alaskan Native-1% Asian or Pacific Islander-1% Hispanic-11% Non-Hispanic-89%	White (+1%) Black (-3%) American Indian/Alaskan Native (+1%) Asian or Pacific Islander (+1%) Hispanic (+7%) Non-Hispanic (-7%)

**Public Housing Site-Based Waiting Lists-Continued**

<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>
Bonnie Dale Villas FL104000002 New Port Richey, Florida	June 2000	White-93% Black-5% American Indian/Alaskan Native-2% Asian or Pacific Islander-0% Hispanic-7% Mixed-0% Non-Hispanic-93%	White-93% Black-7% American Indian/Alaskan Native-0% Asian or Pacific Islander-0% Hispanic-17% Mixed-0% Non-Hispanic-83%	White ( 0%) Black (+2%) American Indian/Alaskan Native (-2 %) Asian or Pacific Islander (0 %) Hispanic (+10%) Mixed (+0%) Non-Hispanic (-10%)
Sunny Dale Villas FL104000002 New Port Richey, Florida	June 2000	White-93% Black-5% American Indian/Alaskan Native-2% Asian or Pacific Islander-0% Hispanic-7% Non-Hispanic-93%	White-90% Black-8% American Indian/Alaskan Native-1% Asian or Pacific Islander-1% Hispanic-14% Non-Hispanic-86%	White (-3%) Black (+3%) American Indian/Alaskan Native (-1 %) Asian or Pacific Islander (+1 %) Hispanic (+7%) Non-Hispanic (-%)
Citrus Villas FL104000001 Dade City, Florida	June 2000	White-80% Black-20% American Indian/Alaskan Native-0% Asian or Pacific Islander-0% Hispanic-7% Non-Hispanic-93%	White-68% Black-7% American-0% Indian/Alaskan Native-0% Asian or Pacific Islander-0% Hispanic-25% Non-Hispanic-75%	White (-12%) Black (-13%) American Indian/Alaskan Native (0%) Asian or Pacific Islander (0%) Hispanic (18%) Non-Hispanic (- 18%)

9.0	<p>Please see attachment <b>f1104k02</b> for an 9 page, in-depth, housing needs data analysis provided by The Shimberg Center for Affordable Housing: Florida Housing Data Clearinghouse that includes a housing profile for Pasco County, Florida with the following data: population projections; existing home values (based on County property appraisers' just value); rents; cost burden; household income; elderly households by age and cost burden; size of household; households by size and cost burden; age of housing and substandard housing. In addition, please see attachment <b>f1104l02</b> for disability and poverty data; need for farmworker housing units; homelessness data; and extremely low income households data also provided by the Shimberg Center for Affordable Housing: Florida Housing Data Clearinghouse for Pasco County, Florida.</p>
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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: Standard and Troubled PHAs complete annually; Small and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

**Strategy # 1:** The Pasco County Housing Authority will maximize the number of affordable units available to the PHA within its current resources by:

- Employing effective maintenance and management policies to minimize the number of public housing units off-line
- Reducing the turnover time for vacated public housing units
- Reducing the 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
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Strategy # 2:** The Pasco County Housing Authority will increase the number of affordable housing units by:

- Applying for additional section 8 vouchers should they become available
- Pursue housing resources other than public housing or section 8 tenant-based assistance

**Strategy # 3:** The Pasco County Housing Authority will target available assistance to families at or below 30% of AMI

- The Pasco County Housing Authority will exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- The Pasco County Housing Authority will exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

**Strategy # 4:** The Pasco County Housing Authority will target available assistance to families at or below 50% of AMI

The Pasco County Housing Authority will target more than 40% of all new admissions to public housing to families at or below 30% of medium income

**Strategy # 5:** The Pasco County Housing Authority will target available assistance to the elderly

- The Pasco County Housing Authority will continue to seek approval for its elderly designated properties, Citrus Villas and Pasco Terrace, as required every 2 years
- The Pasco County Housing Authority will apply for special purpose vouchers targeted to the elderly should they become available



9.1

**Strategy # 6:** The Pasco County Housing Authority will target available assistance to families with disabilities

- The Pasco County Housing Authority will carry out modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- The Pasco County Housing Authority will apply for special purpose vouchers targeted to families with disabilities should they become available
- The Pasco County Housing Authority will market to local non-profit agencies that assist families with disabilities

**Strategy # 7:** The Pasco County Housing Authority will increase awareness of PHA resources among families of races and ethnicities with disproportionate needs

- The Pasco County Housing Authority affirmatively market to races/ethnicities shown to have disproportionate housing needs

**Strategy # 8:** The Pasco County Housing Authority will conduct activities to affirmatively further fair housing

- The Pasco County Housing Authority will market Housing Choice Voucher tenants as to location of units outside of areas of poverty/minority concentrations

The housing strategies selected by the Pasco County Housing Authority were all influenced by:

- Housing 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

10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. <b>Note: Standard and Troubled PHAs complete annually; Small and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>Goal #1: Expand the Supply of Assisted Housing</b></p> <p><b>Objective #1:</b> Apply for additional rental vouchers.</p> <p>There has only been Rental Vouchers under the Mainstream program that the Pasco County Housing Authority could apply under, but the Authority would have ranked extremely low based on the threshold criteria and did not apply.</p> <p><b>Objective #2: Reduce public housing vacancies:</b> The PCHA will reduce public housing vacancies by purging each waiting list quarterly to ensure viable candidates remain on the lists.</p> <p>The duties of waiting list management for the public housing properties are being directed to the property managers of each development. The property managers are being trained to review and purge their respective site based waiting lists on a quarterly basis to ensure viable candidates remain on the lists.</p> <p><b>Objective #3:</b> Will leverage private or other public funds to create additional housing opportunities:</p> <p>The Executive Director of the Pasco County Housing Authority and the Community Development Manager of Pasco County have developed a partnership and are working jointly to search for new affordable housing opportunities. Avenues to be searched include: foreclosed properties; tax credits; and public and private properties. Pasco County Community Development will be a funding source when a viable opportunity becomes available.</p> <p><b>Objective #4:</b> Acquire or build units or developments: The PCHA is looking into possibilities of building units and will do a needs assessment to determine the greatest housing needs</p> <p>The PCHA is currently working on submitting an application to start a non-profit and is applying for 501 (c) (3) status from the IRS to develop new affordable rental units.</p>
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**Goal # 2: Improve the Quality of Assisted Housing**

**10.0**

**Objective #1:** Improve public housing management: (PHAS Score) 77. The PCHA will work to further increase the PHAS Indicator-Physical from 33 to 40 and increase PHAS Indicator-Management from 11 to 25.

**Objective #2:** Improve Voucher Management (SEMAP Score) 100%.

The PCHA maintains its high performer status.

**Objective #3:** Increase customer satisfaction: The PCHA is providing a new tenant information booklet passed out at interview with resident.

The PCHA has reviewed and updated annually the tenant information booklet that is passed out to all new tenants and current residents at annual recertification. The PCHA has also sent staff to communications seminars.

**Objective #4:** Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- 1) PCHA will train staff to provide more information to tenants—Complete and on-going. (Training was and is provided monthly in-house and annually through outside vendors).
- 2) PCHA will take more time with initial interviews—The PCHA has mandated that only 8 interviews be conducted in one day.
- 3) PCHA will review tenant files regularly—Complete and on-going.
- 4) PCHA use a hand held-inspection system device to assist with computerization of inspections in Section 8, the HQS software has just been updated and reporting can now be done in the field as well as in the office—Complete and on-going.

**Objective #5: Renovate or modernize public housing units:** The PCHA repairs and renovations during 2011 included: Window Replacement; Erosion Control and the Purchase of New Ranges and Refrigerators

**Goal # 3: Increase Assisted Housing Choices**

**Objective # 1:** Provide voucher mobility counseling:

- 1) PCHA will provide a new informational packet containing more information concerning voucher mobility—Complete and on-going.
- 2) PCHA has assigned one specialist to take care of portability—Complete and on-going.

All PCHA clients are provided mobility counseling at least annually and as a new tenant.

**Objective #2:** Conduct outreach efforts to potential voucher landlords: The PCHA will establish a series of landlord summits.

The PCHA did not need to conduct landlord summits because they have over 1000 landlords on the list of landlords in Housing Choice Voucher Program.

**Objective #3:** Implement Voucher Homeownership Program: Within 5 years.

The PCHA did not implement a PCHA Voucher Homeownership program, but did partner with the following programs to provide Homeownership opportunities to Housing Choice Voucher holders. They include:

- 1) Pasco County CDD First Time Homebuyer's Program
- 2) Pasco County CDD SHIP Program
- 3) East Pasco Habitat for Humanity
- 4) General Home Development Housing Program

To date 80 families purchased homes.

**Objective #4:** Work with Pasco County CDD to acquire units under the neighborhood stabilization program.

The Pasco County Housing Authority has requested units from the Pasco County CDD under its Neighborhood Stabilization Program but has not received any to date.

**Objective # 5:** Apply for Rental Assistance from the City of Tampa's HOPWA Program to assist 30 HIV/AIDS persons/families on a yearly basis.

The Pasco County Housing Authority applies for and receives rental assistance funding from the City of Tampa's HOPWA Program on an annual basis. To date, 30 to 35 HIV/AIDS persons/families have been served yearly. This year the HOPWA program sustained cuts from Washington and our estimated HIV/AIDS persons/families to be served in Fiscal Year 2013 will be 20 to 25 HIV/AIDS persons/families.

10.0

**Objective 6:** Apply for Rental Assistance through the Shelter Plus Care Program to assist 10 homeless families on a yearly basis.

The Pasco County Housing Authority applies every year for rental assistance under the Shelter Plus Care Program and has received rental assistance to assist 9 homeless families on an annual basis.

**Goal #4: Improve Community Quality of Life and Economic Vitality**

**Objective #1:** Implement public housing security improvements:

- 1) PCHA will make efforts to get the Sheriff's sub-station in some communities—Complete and on-going.
- 2) PCHA will include additional lighting in the Capital Fund Program for some communities in accordance with Environmental Safety Enhancement Procedures—Completed.
- 3) PCHA will work with the Sheriff's Department on Environmental Landscaping that will be included in the Capital Fund Program—Completed.

In addition to the above public housing security improvements, the PCHA has contracted with the Pasco County Sheriff's Department through the Capital Fund to provide above baseline coverage in Cypress Villas I & II. And, two (2) times a year a meeting with the residents and the Sheriff's Department has been held and continues to be held in Cypress Villas I & II.

**Goal #5: Promote Self-Sufficiency and Asset Development of Families and Individuals**

**Objective #1:** Provide or attract supportive services to improve assistance recipients' employability: PCHA will provide computer learning in Lacochee—Complete and on-going.

**Objective #2:** Provide or attract supportive services to increase independence for the elderly or families with disabilities. The PCHA will maintain and provide a listing of supportive services for elderly and disabled in Pasco County--Complete and on-going.

**Objective #3:** PCHA will maintain a minimum of 30 persons in the HCV Family Self-Sufficiency Program. Complete and on-going.

**10.0**

**Goal #6: Ensure Equal Opportunity in Housing for all Americans**

**Objective #1:** Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: The PCHA will maintain the measures it has instituted to review waiting lists monthly and ensure clients are contacted in sequences in both the Public Housing and Section 8 Waiting Lists—Complete and on-going.

**(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Note: Standard and Troubled PHAs complete annually; Small and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

24 CFR Part 903.7(r) - PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

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

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

The Pasco County Housing Authority definition of "substantial deviation" from the 5-Year Plan and "significant amendment or modification" of the Annual Plan will consider the following to be significant amendments or modifications:

- A change in Mission Statement or Goals identified in the Five-Year Plan.

#### Significant Amendment/Modification:

- Significant modifications to major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities).

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

The Pasco County Housing Authority received a substandard designation by HUD on April 30, 2012. To date the Authority has not received any comments or workout agreement from HUD. The Pasco County Housing Authority has chosen not to appeal the substandard rating.

**(d) Other Additional Information**

The Pasco County Housing Authority will be making an amendment to its ACOP Policy and has advertised the change in the local newspaper and made the policy available for public inspection and comment from August 15<sup>th</sup> through October 10, 2012.

**The following is the revised language that will be included in the ACOP:**

**AMENDMENT TO PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY**

**ATTACHMENT A**

**Section 9.3 is amended to read as follows:**

**Insertion of new paragraph 2: For every ten units available for occupancy, three will be filled by those who meet the preference criteria on the waiting list and seven will be filled by others who meet the qualification criteria on the waiting list.**

**Section 10.1.D. is amended to read as follows:**

**The first sentence shall read: Based on the above preferences, families in preference A, B, and C will be offered three units for every ten available. Other families on the waiting list will be offered seven of ten units available.**

**Section 13.7 is amended to read as follows:**

**The second paragraph, third sentence shall read: The amount of the utility allowance will be paid by the Pasco County Housing Authority directly to the utility company.**

**Section 13.8 is amended to read as follows:**

**The second paragraph, second sentence is amended to read as follows: In addition, a \$50 dollar late charge will be assessed to the tenant.**



**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)

**PLEASE SEE ATTACHED-fl104m02 for signed forms.**

- (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.

The Executive Director, Ms. Dianne Morris, reviewed in detail the Pasco County Housing Authority's Annual Plan with the Resident Council. She reviewed all anticipated budget items for the Capital Fund Program for all public housing communities and asked for comments from the residents on the Capital Fund Programming as well as the Annual Plan being submitted to HUD. There were no comments from the residents on either the Capital Fund Program or the 2012 Annual Plan

**PLEASE SEE ATTACHED-fl110n02 for resident meeting notes and sign-in sheets.**

- (g) Challenged Elements

There have been no challenged elements of this plan either by the residents or by the public.

No one attended the public hearing.

**PLEASE SEE ATTACHED-fl104o02 for a copy of the certified public hearing advertisement published in The Tampa Tribune.**

- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)

**Please See attached- fl104a02; fl104b02; fl104c02; fl104d02; fl104e02; fl104f02; and fl104g02.**

- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

**PLEASE SEE ATTACHED- fl104h02.**

