

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Victoria Housing Authority</u> PHA Code: <u>TX085</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2012</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>321</u> Number of HCV units: <u>347</u>																										
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <i>N/A</i> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b><i>NO REVISION</i></b>																										
<b>5.1</b>	<b>Mission.</b> 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: <b><i>NO REVISION</i></b>																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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. <b><i>NO REVISION</i></b>																										
<b>6.0</b>	<b>PHA Plan Update</b>  (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 ' <u>R</u> ' have been revised since the last Annual Plan submission by the Victoria Housing Authority. <u>N/R</u> denotes NO REVISION and <u>N/A</u> denotes NOT APPLICABLE  <table style="margin-left: 40px; border: none;"> <tr><td style="text-align: center;"><u>  R  </u></td><td>903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures</td></tr> <tr><td style="text-align: center;"><u>  R  </u></td><td>903.7(2) Financial Resources</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(3) Rent Determination</td></tr> <tr><td style="text-align: center;"><u>  R  </u></td><td>903.7(4) Operation and Management</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(5) Grievance Procedures</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(6) Designated Housing for Elderly and Disabled Families</td></tr> <tr><td style="text-align: center;"><u>  R  </u></td><td>903.7(7) Community Service and Self-Sufficiency</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(8) Safety and Crime Prevention</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(9) Pets</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(10) Civil Rights Certification</td></tr> <tr><td style="text-align: center;"><u>  R  </u></td><td>903.7(11) Fiscal Year Audit</td></tr> <tr><td style="text-align: center;"><u> N/A </u></td><td>903.7(12) Asset Management</td></tr> <tr><td style="text-align: center;"><u> N/R </u></td><td>903.7(13) Violence Against Women Act (VAWA)</td></tr> </table>	<u>  R  </u>	903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures	<u>  R  </u>	903.7(2) Financial Resources	<u> N/R </u>	903.7(3) Rent Determination	<u>  R  </u>	903.7(4) Operation and Management	<u> N/R </u>	903.7(5) Grievance Procedures	<u> N/R </u>	903.7(6) Designated Housing for Elderly and Disabled Families	<u>  R  </u>	903.7(7) Community Service and Self-Sufficiency	<u> N/R </u>	903.7(8) Safety and Crime Prevention	<u> N/R </u>	903.7(9) Pets	<u> N/R </u>	903.7(10) Civil Rights Certification	<u>  R  </u>	903.7(11) Fiscal Year Audit	<u> N/A </u>	903.7(12) Asset Management	<u> N/R </u>	903.7(13) Violence Against Women Act (VAWA)
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**6.0** (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 2012 Annual Plan:

- Administrative Office – 4001 Halsey, Victoria, Texas 77901

## 6.0 PHA Plan Elements

### 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures *REVISIONS*

#### **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

The Victoria Housing Authority verifies eligibility for admission to public housing when their name reaches the top of the waiting list for units which are available.

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

- Criminal or Drug-related activity
- Rental history
- Ability and willingness to comply with the essential lease requirements and credit checks
- 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

##### (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

The PHA plans to employ the following admission preferences for admission to public housing:

<u>Priority</u>	<u>Preference</u>
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<u>1</u>	- Families displaced by a federally declared natural disaster who are verified by HUD to be participants in Public Housing or Section 8 in disaster affected jurisdiction.
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<u>2</u>	- Families displaced by federally declared natural disaster, verified by FEMA to be residents of the disaster affected jurisdiction.
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Both preferences state that the request must be done with the Housing Authority within 30 days of the occurrence of the federally declared natural disaster

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 on the community-wide, conventional family housing waiting list will be given (3) unit offers. If the first offer is declined by the applicant, the applicant will be placed on the bottom of the waiting list using the date of the decline. The applicant will be offered the 2<sup>nd</sup> unit when their name reaches the top of the list again and if declined, the family will be placed on the bottom of the waiting list using the date of the decline. The family will be offered the 3<sup>rd</sup> unit when their name reaches the top of the list again and if declined, the family will be removed from the waiting list.

(5) Maintaining Waiting List

The Victory Housing Authority maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 4001 Halsey, Victoria, Texas 77901.

(6) Occupancy

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 an annual reexamination and lease renewal
- At any time family composition changes or income
- At family request for revision

(7) Deconcentration and Income Mixing **REVISION**

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 have general occupancy public housing developments covered by the deconcentration rule.

The following covered developments have average incomes that fall above or below the Established Income Range.

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Anna Blackley Apartments	28	C. The Covered Development's or Developments size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	

6.0	Griffith Terrace	30	C. The Covered Development's or Developments size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	
	Lova II & Fillmore	52	C. The Covered Development's or Developments size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	

The Victoria 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.

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

- Local law enforcement agencies

The PHA shares the following information with prospective landlords:

- The family's current and prior address (as shown in the PHA records)
- The name and address (if known to the PHA) of the owner/landlord at the family's current and prior address

(2) Waiting List Organization

The Victory 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

(3) Search Time

The PHA does give extensions on standard 60-day period to search for a unit.

Extensions may be granted at the discretion of the Victoria Housing Authority up to a maximum of an additional 30 days primarily for these reasons:

- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60 day period. Verification is required.
- The family was prevented from finding a unit due to disability accessibility requirements.

(4) Preferences

The PHA does not 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 not established any preferences for admission to section 8.

(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

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices

**6.0** 903.7(2) 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 2012 grants)</b>		
a) Public Housing Operating Fund	1,122,653.00	
b) Public Housing Capital Fund	428,427.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,424,340.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2011 CFP (TX59P085501-11)	428,427.00	Public housing capital improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	795,612.00	Public housing operations
<b>4. Other income (list below)</b>		
Maintenance and late charges to tenants	52,500.00	Public housing operations
Excess utilities	241,500.00	Public housing operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$4,493,459.00</b>	

903.7 (3) Rent Determination Policies ***NO REVISION***

**A. Public Housing**

(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 \$25.00.

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

- The family’s income has decreased because of changed circumstances, loss or reduction of employment, death in the family which results in income reduction or funeral expenses; and reduction in or loss of earnings or other assistance.
- The family has experienced an increase in expenses, because of changes in circumstances, for un-reimbursed medical costs, child care, transportation, education or similar items; and
- The PHA may include other reasonable financial hardship circumstance, which may be applied on a case-by-case basis at management discretion.

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.

- Flat rent or 30% option – family choice

Flat Rents:

One Bedroom Apts. - \$483

Two Bedroom Apts. - \$566

Three Bedroom Apts. - \$632

Four Bedroom Apts. - \$736

Flat rents are to be used when the family chooses to pay flat rent vs. 30% of adjusted income.

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:

- At family option
- Any time the family experiences an income increase (or decrease or change in family composition)
- Any time a family experiences an income increase above a threshold amount or percentage: threshold) \$900.00 annually



## 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

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

The PHA's payment standard is:

- 100% of FMR

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

(2) Minimum Rent

The PHA's minimum rent is \$25.00.

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

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including: loss of employment, death in the family and other circumstance determined by the Victoria Housing Authority or HUD.

903.7(4) Operation and Management ***REVISIONS***

## (1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA

Victoria Housing Authority manages both public housing and section 8 programs from one office. There are twenty employees for both programs combined. Each person has specific job duties they perform

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pertaining to the program they work, as well as cross-training to work other employee’s duties for all programs run by the Authority. This is done to ensure that if a staff person is out for vacation or illness, their job is not on hold until they return and someone else can assist a customer at all times.

b. HUD Programs Under PHA Management *REVISION*

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	321	48%
Section 8 Vouchers	347	16%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	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 Management:**

- Admissions and Continued Occupancy Policy (includes Termination & Eviction Policy, Transfers and Transfer Waiting List Policy, Community Service Policy and Fraud Policy)
- Maintenance Plan
- Grievance Procedures
- Pet Policy for Families/Elderly
- Procurement Policy and Procedures
- ARRA Procurement Policy
- Personnel Policy
- Emergency Action Plan

**Section 8 Management:**

- Administrative Plan

**6.0** 903.7(5) Grievance Procedures *NO REVISION*

**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 REVISION*

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 *REVISIONS*

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

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

The Agreement was signed on 01/03/2000.

2. Other coordination efforts between the PHA and TANF agency include:
  - Information sharing regarding mutual clients (for rent determinations and otherwise)

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

(1) General

a. Self-Sufficiency Policies

The PHA will not employ discretionary policies to enhance the economic and social self-sufficiency of assisted families.

b. Economic and Social self-sufficiency programs

The PHA does not coordinate, promote or provide any services or programs for residents and participants.

(2) Family Self Sufficiency programs *N/A*

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
- 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 Victoria Housing Authority Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Victoria 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.

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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 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.

### **Administrative Steps Taken to Implement the Requirement**

The following administrative steps were taken in implementing the PHA Community Service Policy. A written notification was sent to all residents regarding requirements on exempt status of each adult family member. Informed all residents that the program would be administered by the PHA, however; they are required to have their hours documented and signed by the agencies where they volunteered. Finally that the volunteer sheet required for filing would be provided by the PHA. The PHA maintains a Community Service log.

### **Programmatic Aspects of the Requirements**

Activities that the residents can participate in and receive community service credit are Reading Mentors, Library Assistant, Salvation Army Store Clerk or clothes or other items Sorter, Office filing, assisting with Kids after school and homework Helper. The following agencies assist the residents in accomplishing their community service: Independent School District, Salvation Army, Boys and Girls Clubs, YMCA and the City and School Libraries. For non-compliance with the Community Service Policy the PHA informed residents again of the requirements, then inform them of the consequences for non-compliance, i.e., grounds for eviction.

### **Community Service Implementation Report: *REVISION***

- Number of tenants required to perform community service: 98
- Number of tenants performing community service: 89
- Number of tenants granted exemptions: 70
- Number of tenants in non-compliance: 3
- Number of tenants terminated/evicted due to non-compliance: -0-

**6.0** 903.7(8) Safety and Crime Prevention *NO REVISION*

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.
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents:
  - PHA employee reports
  - Police reports
3. Developments that are most affected:
  - Anna Blackley
  - Griffith Terrace

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:
  - The PHA has 2 full-time employees that are Deputy Sheriffs, with one holding the position of Section 8 Director. They are PHA employees and the Sheriff's Department holds their license.
2. Developments that are most affected:
  - All developments

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 have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - Police regularly testify in and otherwise support eviction cases
  - Police regularly meet with the PHA management and residents
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
2. Developments that are most affected:
  - All developments

**6.0** 903.7(9) Pets ***NO REVISION***

A. Pet Rules

The following rules shall apply for the keeping of pets by Residents living in the units operated by the Housing Authority. These rules do not apply to animals used by persons with disabilities.

1. Common household pets as authorized by this policy means a domesticated animal, such as cats, dogs and rodents that are traditionally kept in the home for pleasure rather than commercial purposes.
2. Residents will register their pets with the Authority BEFORE it is brought onto the Authority premises, and will update the registration annually.

The registration will include: (Appendix 1)

- a. Information sufficient to identify the pet and to demonstrate that it is a common household pet and a picture;
- b. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;
- c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
- d. The registration will be update annually at the annual re-examination of Resident's income.
- e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them; (Appendix 2)
- f. The Authority may refuse to register a pet if:
  - 1) The pet is not a common household pet;
  - 2) The keeping of the pet would violate any applicable house pet rule;
  - 3) The pet owner fails to provide complete pet registration information;
  - 4) The pet owner fails annually to update the pet registration;
  - 5) The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
  - 6) Financial ability to care for the pet will not be a reason for the Authority to refuse to register a pet.
- g. The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:
  - 1) State the reasons for refusing to register the pet;
  - 2) Be served on the pet owner in accordance with procedure

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outlined in paragraph B1 of this policy; and

- 3) Be combined with a notice of a pet rule violation if appropriate.
3. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches. Seeing-eye dogs are excluded to height and weight.
4. No chows, pit pulls, German police dogs, or any other known fighter breed will be allowed on the premises.
5. All cat and dog pets shall be neutered or spayed, and verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.
6. A \$100.00 pet fee shall be made to the Housing Authority. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of damages to the unit caused by the pet.
7. Pets shall be quartered in the Resident's unit.
8. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
9. No dog houses will be allowed on the premises.
10. Pets (dogs and cats), shall be allowed to run only on the owners lawn and owner shall clean up after pets EACH DAY.
11. The City Ordinance concerning pets will be complied with.
12. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph B3 below.
13. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
14. Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed.
15. Dishes or containers for food and water will be located within the owners apartment. Food and/or table scraps, will not be deposited on the owners porches or yards.
16. Residents will not feed or water stray animals or wild animals.
17. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, etc.)
18. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

B. Pet Violation Procedure

1. **NOTICE OF PET RULE VIOLATION (APPENDIX 3):** When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
  - a. Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the



Resident at the leased dwelling unit, with a proper return address, or serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if not adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;

- b. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
  - c. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);
  - d. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
  - e. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' residency.
2. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).
- a. The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.
  - b. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.
  - c. Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.
3. **NOTICE OF PET REMOVAL:** If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph B1 above (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice must:
- a. Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
  - b. State that the pet owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the

- c. meeting, if the notice is served at the meeting);
- c. State the failure to remove the pet may result in initiation of procedures to terminate the pet owners' residence.

4. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS**

- RESIDENCY:** The Authority will not initiate procedure to terminate a pet owners' residency based on a pet rule violation unless:
- a. The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified in paragraph 3b above;
  - b. The pet rule violation is sufficient to begin procedures to terminate the pet owners' residency under the terms of the lease and application regulations;
  - c. Provisions of Residents' Lease, Section XII: "Termination of Lease" will apply in all cases.

C. Protection of the Pet

- 1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:
  - a. Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;
  - b. If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Authority (or designated agent of such Authority) and request the removal of the pet;
  - c. If the Authority is unable to contact the responsible parties despite reasonable efforts, action as outlined in 1b above will be followed; and
  - d. If none of the above actions reap results, the Authority may enter the pet owners' unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner.

D. NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in this policy prohibits the Authority or the Appropriate City Authority from requiring the removal of any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety or other occupants of the Authority property or of other persons in the community where the project is located.

## E. Application of Rules

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals and destruction of personal property belonging to others caused by owner's pet will be the moral and financial obligation of the pet owner.
2. All pet rules apply to resident and/or resident's guests.

903.7(10) Civil Rights Certification ***NO REVISION***

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;
- 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.

6.0

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

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.

The PHA will undertake the following efforts to affirmatively market fair housing to ensure that all low-income families understand the availability of housing assistance and feel welcome to participate in our program:

- As needed, Victoria Housing Authority will publicize in the Victoria Advocate.
- Share information with other agencies, so that they can refer their clients.
- We participate with the Victoria Homeless Coalition.

#### 903.7(11) Fiscal Year Audit

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 a result of this audit.

#### 903.7(12) Asset Management ***NOT APPLICABLE***

#### 903.7(13) Violence Against Women Act (VAWA) ***NO REVISION***

The Victoria 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 the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to provide support and assistance to households reporting that they are a victim of domestic violence, the PHA has established with local agencies to provide referrals as a supportive measure.

<p><b>6.0</b></p>	<p>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.</p> <p>The PHA efforts may include to:</p> <ul style="list-style-type: none"> <li>▪ Provide the required notification to all households assisted by the PHA;</li> <li>▪ Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;</li> <li>▪ Create and maintain collaborative referral 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;</li> <li>▪ 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.</li> <li>▪ Utilize expertise of Sheriff Deputies on staff to investigate reported incidents of domestic violence, dating violence, or stalking;</li> <li>▪ Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA;</li> <li>▪ Train PHA staff on confidentiality issues as required by VAWA; and</li> <li>▪ If necessary, allow for the transfer of the victim to a different development.</li> </ul>
<p><b>7.0</b></p>	<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><b>a. HOPE VI or Mixed Finance Modernization or Development <i>REVISION</i></b></p> <p>The PHA has not received a HOPE VI revitalization grant.</p> <p>The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.</p> <p>The PHA may be doing some affordable housing projects utilizing one of our non-profit Corporations in the next year.</p> <p>The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.</p> <p><b>b. Demolition and/or Disposition</b></p> <p>The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.</p>

<p><b>7.0</b></p>	<p><b>c. Conversion of Public Housing</b></p> <p>Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act</p> <p>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.</p> <p><b>d. Homeownership</b></p> <p><b>1. <u>Public Housing</u></b></p> <p>The PHA does not administer any homeownership programs for public housing.</p> <p><b>2. <u>Section 8 Tenant Based Assistance</u></b></p> <p>The PHA does not plan to administer any homeownership programs for section 8.</p> <p><b>e. Project-based Vouchers</b></p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
<p><b>8.0</b></p>	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
<p><b>8.1</b></p>	<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>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> <li>▪ 2012 Capital Fund Program Annual Estimate - attachment tx085a01</li> <li>▪ 2011 Performance and Evaluation Report - attachment tx085c01</li> <li>▪ 2010 Performance and Evaluation Report - attachment tx085d01</li> <li>▪ 2009 Performance and Evaluation Report – attachment tx085e01</li> <li>▪ 2009 ARRA Performance and Evaluation Report – attachment tx085f01</li> </ul>
<p><b>8.2</b></p>	<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>Required report is included as following attachment:</p> <ul style="list-style-type: none"> <li>▪ FY 2012 Capital Fund Program 5 Year Action Plan - attachment tx085b01</li> </ul>
<p><b>8.3</b></p>	<p><b>Capital Fund Financing Program (CFFP).</b> <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”.

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	173		
Extremely low income <=30% AMI	152	88%	
Very low income (>30% but <=50% AMI)	15	9%	
Low income (>50% but <80% AMI)	6	3%	
Families with children	53	31%	
Elderly families	24	14%	
Families with Disabilities	1	0.5%	
White	51	30%	
Black/African American	23	13%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Hispanic	99	57%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	117	68%	
2 BR	51	30%	
3 BR	4	2%	
4 BR	1	0.5%	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <i>N/A</i>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>N/A</i>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>N/A</i>			

**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	198		
Extremely low income <=30% AMI	156	79%	
Very low income (>30% but <=50% AMI)	38	19%	
Low income (>50% but <80% AMI)	4	2%	
Families with children	139	70%	
Elderly families	22	11%	
Families with Disabilities	5	3%	
White	49	25%	
Black/African American	28	14%	
American Indian/Alaska Native	1	0.5%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Hispanic	120	61%	

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)? **6 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**

**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:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

PHA shall increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

- Adopt rent policies to support and encourage work

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

PHA shall target available assistance to the elderly by:

- We have completed construction on an 80 unit elderly complex utilizing tax credits which were applied for through out Victoria Affordable Housing Corp. #2.

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

PHA shall target available assistance to Families with Disabilities by:

- Affirmatively market to local non-profit agencies that assist families with disabilities

9.1

**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 by:

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

PHA shall conduct activities to affirmatively further fair housing by:

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

**Reason for Selecting Strategies:**

- Funding constraints
- Staff constraints
- The PHA will strive to keep the waiting lists moving to match program availability
- The PHA has completed construction of 80 elderly units using tax credits, making the application using one of our corporations, with that corporation name being Victoria Affordable Housing Corp. #2.

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

(a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (**Note: Standard and Troubled PHAs complete annually Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan**).

Below are the goals and objectives we established in our FY 2010 Five Year Plan and the progress made through 2011.

**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
- Reduce public housing vacancies
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments

**Progress Statement:** We are currently in the early stages of discussions on the possibilities of building some additional affordable units by making applications utilizing our non-profit Corporation.

**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:
- Increase customer satisfaction
- Renovate or modernize public housing units

**Progress Statement:** We did a customer survey for Public Housing and received excellent results for our customer satisfaction. We have been consistent in maintaining a Standard Performer for Public Housing and a High Performer for HCV Program. We utilize our CFP Funds for Public Housing Modernization.

**PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES**

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

- Provide voucher mobility counseling

**Progress Statement:** Every family issued a voucher also attended a briefing session and was counseled on mobility.

**10.0 PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT**

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

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments

**Progress Statement:** The applicants are offered units by what is available when their name reaches the top of the list, regardless of what their income level is at the time of admission.

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

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

- Provide or attract supportive services to increase independence for the elderly or families with disabilities

**Progress Statement:** We have Home Health Agencies set up sessions for our elderly tenants for screening, etc.

**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:

**Progress Statement:** The PHA has satisfied this goal as we have not had any complaints in this department, nor have we had any Fair Housing complaints.

**10.0 (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 \$25,000 (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.

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.

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\* 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*

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <ul style="list-style-type: none"> <li>▪ <b>Provided as attachment tx085g01</b></li> </ul> <p>(g) Challenged Elements –</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <ul style="list-style-type: none"> <li>▪ <b>Provided as attachments tx085a01, tx085c01, tx085d01, tx085e01 and tx085f01.</b></li> </ul> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <ul style="list-style-type: none"> <li>▪ <b>Provided as attachment tx085b01</b></li> </ul>
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**Attachment: tx085b01**

<b>Part I: Summary</b>							
Housing Authority of the City of Victoria TX59P085501-12		TX085	Victoria, Victoria County, Texas			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>	<input type="checkbox"/> <b>Revision No:</b>
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement f or Year 5 FFY <u>2016</u>	
	<u>TX085000001 – Crestwood</u> <u>TX085000002 – Mary Krenzler Villa &amp; LOVA III</u> <u>TX085000003 – Griffith Terrace &amp; Anna Blackely</u> <u>TX085000004 – LOVA I, LOVA II, Leary Lane, Fillmore</u>						
<b>B.</b>	<b>Physical Improvements Subtotal</b>	See Annual Statement	\$226,956	\$263,700	\$248,878	\$278,853	
<b>C.</b>	<b>Management Improvements</b>		\$10,000	\$10,000	\$10,000	\$10,000	
<b>D.</b>	<b>PHA-Wide Non-dwelling Structures and Equipment</b>		\$24,000	0	0	0	
<b>E.</b>	<b>Administration</b>		\$42,800	\$42,800	\$42,800	\$42,800	
<b>F.</b>	<b>Other</b>		\$57,800	\$57,800	\$57,800	\$57,800	
<b>G.</b>	<b>Operations</b>		\$66,871	\$54,127	\$68,949	\$38,974	
<b>H.</b>	<b>Demolition</b>						
<b>I.</b>	<b>Development</b>						
<b>J.</b>	<b>Capital Fund Financing – Debt Service</b>						
<b>K.</b>	<b>Total CFP Funds</b>		\$428,427	\$428,427	\$428,427	\$428,427	
<b>L.</b>	<b>Total Non-CFP Funds</b>						
<b>M.</b>	<b>Grand Total</b>		<b>\$428,427</b>	<b>\$428,427</b>	<b>\$428,427</b>	<b>\$428,427</b>	

**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

<b>Part I: Summary (Continuation)</b>						
Housing Authority of the City of Victoria TX59P085501-12			Victoria, Victoria County, Texas		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
		See Annual Statement				
	TX085000001 - Crestwood		\$0	\$0	\$164,061	\$0
	TX085000003 - Anna Blackley		\$39,956	\$0	\$0	\$52,000
	TX085000003 - Griffith		\$1,500	\$0	\$0	\$40,000
	TX085000002 - Mary Krenzler		\$0	\$5,000	\$0	\$97,718
	TX085000004 - Lova I		\$97,500	\$0	\$0	\$0
	TX085000004 - Leary Lane		\$0	\$0	\$0	\$50,000
	TX085000004 - Lova II		\$88,000	\$128,700	\$34,817	\$0
	TX085000004 - Fillmore		\$0	\$122,520	\$50,000	\$0
	TX085000002 - Lova III		\$0	\$7,480	\$0	\$39,135
	PHA-Wide		\$201,471	\$164,727	\$179,549	\$149,574
	<b>TOTAL CFP FUNDS</b>		<b>\$428,427</b>	<b>\$428,427</b>	<b>\$428,427</b>	<b>\$428,427</b>



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year <u>2013</u> FFY <u>04/13</u>			Work Statement for Year: <u>2014</u> FFY <u>04/14</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<b>TX085000003 - Anna Blackley</b>			<b>TX085000002 - Mary Krenzler</b>		
Annual	Foundation Repair	20	\$22,500	Water Valves	30	\$5,000
Statement	Porches	20	\$15,956			
	Electrical – Energy Efficient	20	\$1,500	<b>TX085000002 – LOVA III</b>		
				Appliances	17	\$7,480
	<b>TX085000003 – Griffith Terrace</b>					
	Electrical – Energy Efficient	30	\$1,500	<b>TX085000004 - Fillmore</b>		
				Curbs/Walks/Drive	LS	\$71,220
	<b>TX085000004 - LOVA I</b>			Landscaping	LS	\$20,000
	Curbs/Walks/Drives	LS	\$67,500	Fascia/Soffit/Siding	24	\$30,000
	Siding	26	\$15,000	Lighting – Energy Efficiency	24	\$1,300
	Water Lines/Shut Offs	26	\$15,000	<b>TX085000004 - LOVA II</b>		
				Site Work	LS	\$20,000
	<b>TX085000004 - LOVA II</b>			Fascia/Soffit/Siding	28	\$30,000
	Curbs/Drives	LS	\$38,700	Bathrooms	28	\$8,000
	Foundations	28	\$40,000	Paving	LS	\$41,000
	Painting	28	\$8,000	Landscaping	LS	\$29,700
	Lighting – Energy Efficiency	28	\$1,300			
	<b>Subtotal of Estimated Cost</b>		<b>\$226,956</b>	<b>Subtotal of Estimated Cost</b>		<b>\$263,700</b>

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY 2012	Work Statement for Year <u>2015</u> FFY <u>04/15</u>			Work Statement for Year: <u>2016</u> FFY <u>04/16</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<b>TX085000001 - Crestwood</b>			<b>TX085000002 – LOVA III</b>		
Annual	Security Screens	12	\$16,000	Site Work	LS	\$10,000
Statement	Screen Doors	12	\$11,000	Painting	17	\$29,135
	Correct Egress	12	\$22,500			
	Unit Interiors/Painting	50	\$114,561	<b>TX085000002 – Mary Krenzler Villa</b>		
				Furnaces	30	\$44,805
	<b>TX085000004 – Fillmore</b>			Drives/Walks	LS	\$28,713
	Siding	24	\$30,000	Electrical Distribution/Site Lights	LS	\$14,200
	Site Work	LS	\$20,000	Water Valves	30	\$10,000
	<b>TX085000004 – LOVA II</b>			<b>TX085000003 – Anna Blackley</b>		
	Bathroom	28	\$14,817	Walks/Drives/Site Work	LS	\$42,000
	Painting	28	\$20,000	Water Valves	20	\$10,000
				<b>TX085000003 – Griffith Terrace</b>		
				Walks/Drives/Site Work	LS	\$34,000
				Water Valves	30	\$6,000
				<b>TX085000004 – Leary Lane</b>		
				Site Work	LS	\$40,000
				Water Valves	36	\$10,000
	<b>Subtotal of Estimated Cost</b>		<b>\$248,878</b>	<b>Subtotal of Estimated Cost</b>		<b>\$278,853</b>

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2012	Work Statement for Year <u>2013</u> FFY <u>04/13</u>		Work Statement for Year: <u>2014</u> FFY <u>04/14</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement	<b>PHA-Wide</b>		<b>PHA-Wide</b>	
	Administration	\$42,800	Administration	\$42,800
	Fees/Costs/Planning	\$57,800	Fees/Costs/Planning	\$57,800
	Operations	\$66,871	Operations	\$54,127
	Maintenance Vehicles (2)	\$24,000	Police Officer	\$10,000
	Police Officer	\$10,000		
	<b>Subtotal of Estimated Cost</b>	<b>\$201,471</b>	<b>Subtotal of Estimated Cost</b>	<b>\$164,727</b>

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2012	Work Statement for Year <u>2015</u> FFY <u>04/15</u>		Work Statement for Year: <u>2016</u> FFY <u>04/16</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	See			
<b>Annual Statement</b>	<b>PHA-Wide</b>		<b>PHA-Wide</b>	
	Administration	\$42,800	Administration	\$42,800
	Fees/Costs/Planning	\$57,800	Fees/Costs/Planning	\$57,800
	Operations	\$68,949	Operations	\$38,974
	Police Officer	\$10,000	Police Officer	\$10,000
	<b>Subtotal of Estimated Cost</b>	<b>\$179,549</b>	<b>Subtotal of Estimated Cost</b>	<b>\$ 149,574</b>

Attachment: tx085g01  
Victoria Housing Authority

Resident Advisory Board Consultation Process and Comments – FYB 2012

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 **August 1, 2011**

2. Resident Advisory Board Selection

Selection made from resident/participant response **August 15, 2011 – No response from anyone**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan **September 1, 2011**

Notify Resident Advisory Board of scheduled meeting

Hold Resident Advisory Board meeting **September 15, 2011**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **September 30, 2011**

Notify Resident Advisory Board

Hold Public Hearing meeting **December 7, 2011**

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

**No one showed up for the Public Hearing and no one responded to interest of serving on Resident Advisory Board**