

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Clearwater Housing Authority

PHA Number: FL075

PHA Fiscal Year Beginning: 04/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
Our mission is to lead in creating housing opportunities to enhance the lives of those we serve.
We will:
1. Build communities with innovative programs.
 2. Sustain a dignified and desirable environment.
 3. Create alliances to nurture self-sufficiency.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: **(86.4 PHAS Advisory score)**
 - Improve voucher management: be more efficient

- Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing: Provide replacement public housing:
 - Provide replacement vouchers: to replace disposed of public housing units
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards (if necessary)
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)-if necessary
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Clearwater Housing has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The Clearwater Housing Authority has, over many years, implemented policies and procedures that encourage mixed income properties, self-sufficiency, and the addition of affordable housing units in the community. We have taken a more private management approach in how we operate our business. To this end our agency plan (business plan) reflects this mission and vision.

The highlights of our plan are interwoven throughout each component, however, our self sufficiency programs, deconcentration efforts, asset management system, and eligibility and selection criteria reflect some of our major initiatives. We view this business plan as a work in progress, which we will continue to improve upon, in order that we reach our mission's goals. The Clearwater Housing Authority Board of Commissioners, through their strategic planning sessions developed a mission statement and vision that touches upon every component of this plan. Staff took this mission and vision and as a team developed the plan.

We are proud of this plan as it displays what has been done and what can be done in order to operate a more effective affordable housing business. If we do this effectively then we can better assist those families who require our services. We view our

operations as a business with a social conscious, as we need to be equipped and able to meet the affordable housing needs of those in our community.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration **Attachment A, Filename: (FL075a01.doc)**
- FY 2000 Capital Fund Program Annual Statement **part of template**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan **part of template**
- Public Housing Drug Elimination Program (PHDEP) Plan **Attachment B, (FL075b01.doc)**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Part of Template**
- Other (List below, providing each attachment name)
 - Section 8 Administrative Plan **Attachment C, (FL075c01.doc)**
 - Community Service Requirements **Attachment D, (FL075d01.doc)**
 - Pet Policy **Attachment E, (FL075e01.doc)**
 - Statement of Progress **Attachment F, (FL075f01.doc)**
 - Resident Member Board **Attachment G, (FL075g01.doc)**
 - Resident Advisory Board **Attachment H, (FL075h01.doc)**
 - Organizational Structure **Attachment I, (FL075i01.doc)**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
○	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
○	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
○	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
○	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
○	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
○	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
○	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
○	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
○	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
○	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
○	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
○	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
○	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
○	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
○	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
○	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
○	Approved or submitted applications for demolition and/or disposition of public housing <i>in process</i>	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
○	Approved or submitted public housing homeownership programs/plans THROUGH SELF SUFFICIENCY PROGRAMS	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
○	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
○	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
○	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
○	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
○	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

We analyzed and reviewed the City of Clearwater's Consolidation Plan. It shows there is a significant need for additional affordable housing resources in our community. Also, per the requirements, we have provided an analysis of our waiting list.

The Consolidation Plan shows a high rate of small, large and elderly households paying more than 50% of their income towards rent. The rental market in the City of

Clearwater has been very tight with vacancy rates ranging from 4% to 2% the last couple of years. Thus, there is less choice and options for low-income families.

The Clearwater Housing Authority used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Our agency is part of the entire effort undertaken by the city and county to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified here, in accordance with our goals included in this Plan, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to help add to the affordable housing available in our community. The Clearwater Housing Authority has over the years acquired 715 units of affordable housing through bond issues and HOME loans. These properties are mixed income properties, which have provided our community with more affordable housing units. We will continue to work with our buyer's agent, bank, underwriter, and other local partners in order to protect and add to the affordable housing stock. We intend to continue to work with our local partners to try to meet these identified needs.

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

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

N/A - Not enough data to compile information in this exact format.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List					
Waiting list type: (select one)					
<input type="checkbox"/> Section 8 tenant-based assistance					
<input type="checkbox"/> Public Housing					
<input checked="" 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 as of 12/31/00		% of total families as of 12/31/00	Annual Turnover (housed 1/00-12/00)	
Waiting list total	PH 95	Section 8 429		PH 107	Section 8 206
Extremely low income <=30% AMI	54	370	81%	87	140
Very low income (>30% but <=50% AMI)	22	76	19%	14	56
Low income (>50% but <80% AMI)	8	9	3%	6	7
Families with children	65	286	69%	73	156

Housing Needs of Families on the Waiting List				
Elderly families	10	24	6%	2 3
Families with Disabilities	3	23	5%	12 25
Race/ethnicity – African American	36	195	44%	40 76
Race/ethnicity – White	60	229	55%	63 123
Race/ethnicity – Asian	1	2	1%	4 3
Race/ethnicity – Native American	0	11	2%	0 1
Characteristics by Bedroom Size (Public Housing Only)				
1BR		41	43%	
2 BR		34	36%	
3 BR		13	14%	
4 BR		6	6%	
5 BR				
5+ BR				
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)?				
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes				

C. Strategy for Addressing Needs

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

The Clearwater Housing Authority will maintain its partnerships with local organizations to address the needs of the families applying for subsidized housing. We will implement another self-sufficiency program for public housing residents through a ROSS grant.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

- Employ admissions preferences aimed at families with economic hardships (**rent burden**)
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available (**currently administer 75 certificates for families with disabilities**)
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	864,235.00	
b) Public Housing Capital Fund	1,148,781.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,747,519.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	222,648.00 (89,699.00 for 1999) (132,949.00 for 2000)	
g) Resident Opportunity and Self-Sufficiency Grants (ROSS, FIC & EDSS)	683,659.00	
h) Community Development Block Grant	.00	
i) HOME		
Other Federal Grants (list below)		
Shelter Plus Care Grant	90,000	Sec. 8 Supportive Services & housing for homeless
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Shelter Plus Care	2,041,806.00	
3. Public Housing Dwelling Rental Income	900,400.00	Program Administration
4. Other income (list below)		
Interest Income	45,161.00	Program Administration
Commissions and Fees	68,050.00	Program Administration
4. Non-federal sources (list below)		
Total resources	10,812,259.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
During application process

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
Debt owed to other subsidized housing programs
Definition of family
Graduate of a Section 8 or PH self-sufficiency program within last two years

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
Site visits conducted by CHA at various organizations

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

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

N/A

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

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?

If yes, how many lists?

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability

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

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

6 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below) Repetitive criminal history that may threaten the safety and peaceful enjoyment of property.
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity – upon request
- Other (describe below)
Upon request – eviction, damages, and rental history

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:
Extenuating circumstances and special needs.

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

6 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

Newsletters
Notices
Letters

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

- Through published notices – If necessary
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Families are afforded hardship waivers as set forth in the regulations. A minimum rent of \$1.00 has been set and those families unable to pay minimum rent are given a 90-day hardship waiver.

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

A family will be permitted a choice in their rent system. Residents will either pay on a flat rent basis or rent based on 30% of their adjusted income.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
 - Any time the family experiences an income decrease
 - Any time the family experiences a change in family composition

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

(2) Flat Rents

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

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

The flat rents are based on market rent. The market rent is the rent charged for comparable units in the private, unassisted rental market at which the CHA could lease the public housing unit after preparation for occupancy. Also, considered in the flat rent determination is location, quality, size, type, age of unit, any amenities, housing services, maintenance, utilities provided by CHA.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)
Amount of people on waiting list and wait time.

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
Hardship waiver as specified in regulations.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	580	30%
Section 8 Vouchers	320	30%
Section 8 Certificates	631	30%
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	75 Mainstream Certificates for Disabled	10%
Public Housing Drug Elimination Program (PHDEP)	580	N/A
Other Federal Programs(list individually)	EDSS grant 45 families FIC grant 22 families SPC grant 50 families FSS Coord. grant 75 families ROSS grant 0	20%

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Continued Occupancy Policy (ACOP)
 - Capitalization Plan (Comp Grant 5 year plan)
 - Check Signing Policy (by Board resolution)
 - Community Space (held leases)
 - Criminal Records Management Policy (within ACOP)
 - Equipment Disposition Policy
 - Drug Free Workplace Policy
 - Equal Employment Opportunity Policy (within ACOP)
 - Personnel Policy
 - Maintenance Manual (including pest control)

Natural Disaster Plan
Safety Program Plan
Procurement Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Same as Public Housing General Type Policies listed Above:
Check Signing Policy (by Board resolution)
Criminal Records Management Policy (within ACOP)
Equipment Disposition Policy
Drug Free Workplace Policy
Equal Employment Opportunity Policy (within ACOP)
Personnel Policy
Natural Disaster Plan
Safety Program Plan
Procurement Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

Reasons for denials or terminations have been expanded within Federal Regulations and they are listed in the Section 8 Administrative plan.

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal

hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

Reasons for denials or terminations have been expanded within Federal Regulations and they are listed in the Section 8 Administrative plan.

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at

-or-

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

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Clearwater Housing Authority	Grant Type and Number Capital Fund Program: FL14P075 501-00 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---	---	-------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	25000			
3	1408 Management Improvements	167000			
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	295000			
10	1460 Dwelling Structures	505000			
11	1465.1 Dwelling Equipment—Nonexpendable	68000			
12	1470 Nondwelling Structures	20000			
13	1475 Nondwelling Equipment	68781			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	1148781			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Clearwater Housing Authority		Grant Type and Number Capital Fund Program: FL14P075 501-00 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
23	Amount of line 20 Related to Security	75000		
24	Amount of line 20 Related to Energy Conservation Measures	55000		

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
FL-075-1B	Jasmine Courts	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair Sidewalks	60000	4/1/2002
Rehab Community, Maintenance, and Management Offices	50000	4/1/2002
Appliances	50000	4/1/2002
Install Vanities in Bathrooms	284000	4/1/2003
Appliances	50000	4/1/2003
Replace Clothes Lines	100000	4/1/2004
Appliances	50000	4/1/2004
Replace Kitchen Counter Tops	65000	4/1/2005
Landscaping	60000	4/1/2005
Appliances	50000	4/1/2005
Total estimated cost over next 5 years	819000	

CFP 5-Year Action Plan
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement

Development Number	Development Name (or indicate PHA wide)	
FL-75-002	Homer Villas	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Vinyl Floors and Base	85000	4/1/2002
Rehab Management Office and Computer Lab	15000	4/1/2002
Paint Exterior	130000	4/1/2004
Iron Rod Fence & Landscaping	75000	4/1/2005
Spouting	25000	4/1/2005
Total estimated cost over next 5 years	330000	

CFP 5-Year Action Plan			
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement			
Development Number	Development Name (or indicate PHA wide)		
FL-75-003	Ralph Richards		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start (HA Fiscal Year)
Paint Exterior		55000	4/1/2002
Rehab Community Room & Management Offices		25000	4/1/2002
New AC Condensers		75000	4/1/2003
Eliminate Compactor & Expand Pad		22000	4/1/2003
Replace Roof Vents		130000	4/1/2004
Replace Windows		100000	4/1/2005
Total estimated cost over next 5 years		407000	

CFP 5-Year Action Plan			
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement			
Development Number	Development Name (or indicate PHA wide)		
FL-75-1A	Barbee Towers		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start (HA Fiscal Year)
New Vinyl Floors & Base		170000	4/1/2002
Paint Balconies		50000	4/1/2002
Paint Interior/Common Areas		30000	4/1/2002
Paint Exterior		150000	4/1/2002
Rehab Management Office		20000	4/1/2002
Medical And Fire Alarms		300000	4/1/2003
Replace Roof		150000	4/1/2004
Doors and Locks		150000	4/1/2004
New Canopy Balcony Lights		20000	4/1/2004
Replace Windows		275000	4/1/2005
Total estimated cost over next 5 years		1315000	

CFP 5-Year Action Plan			
<input checked="" type="checkbox"/> Original statement		<input type="checkbox"/> Revised statement	
Development Number	Development Name (or indicate PHA wide)		
PHA WIDE	PAH WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start (HA Fiscal Y
Information Systems Coordinator		49450	4/1/2002
Director of Operations		28750	4/1/2002
Vehicles		35000	4/1/2002
Information Systems Coordinator		55000	4/1/2003
Director of Operations		32000	4/1/2003
Vehicles		35000	4/1/2003
Brochures		20000	4/1/2003
Training		5000	4/1/2003
Information Systems Coordinator		63250	4/1/2004
Director of Operations		37000	4/1/2004
Vehicles		35000	4/1/2004
Training		10000	4/1/2004
Information Systems Coordinator		69000	4/1/2005
Director of Operations		40000	4/1/2005
Vehicles		35000	4/1/2005
Brochures		25000	4/1/2005
Training		10000	4/1/2005
Total estimated cost over next 5 years		584450	

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

CHA already has 715 units of mixed-finance properties that it maintain throughout the year.

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

CHA will be evaluating any changes necessary throughout the year.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

Demolition/Disposition Activity Description
--

1a. Development name: Chesapeake Villas
1b. Development (project) number: FL-75-004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (04/2001)
5. Number of units affected: 35
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: unknown; dependent on approval of application b. Projected end date of activity: unknown; dependent on approval of application

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **08/23/99**

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

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

TANF staff conducts case management, on-site, at our largest family public housing community. CHA's Family Self-Sufficiency Coordinator serves on the WAGES Sub-Committees. TANF staff serves on the Management Advisory Committee for CHA's Self-Sufficiency programs.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

Escrow account policies for Family Self-Sufficiency, Family Investment Center, Economic Development and Supportive Services, and Resident Opportunities and Self-Sufficiency.

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes," complete the following

table; if “no” skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	100	open	Main office-Section 8 Dept.	Section 8
Family Investment Center	22	open	Management Ofc. & Family Investment Ctr. Ofc. at Jasmine Courts	Public Housing
Economic Development and Supportive Services	45	open	Management Ofc. & Family Investment Ctr. Ofc. at Jasmine Courts	Public Housing
Boys & Girls Club	500	open	Boys & Girls Club on site at Jasmine Courts	Both
Community Growth Dev.	100	open	Jasmine Courts	Public Housing
Girl’s Incorporated	60	open	On site at Jasmine Courts	Both
Family Support Services	124	open	On site at Jasmine Courts	Public Housing
R’Club for Kids	60	Waiting list	On site at Jasmine Courts	Both
Head Start	55	Waiting list	On site at Jasmine Courts	Both
Meals on Wheels	30	open	On site at Barbee Towers and Ralph Richards Tower	Public Housing (elderly/disabled)
The SHARE Program (food)	10	open	On site at Barbee Towers and Ralph Richards Tower	Public Housing (elderly/disabled)
The Wellness Center	30	open	On site at Barbee Towers and Ralph Richards Tower	Public Housing (elderly/disabled)
Neighborhood Family Drop in Center	300	open	On site at Jasmine Courts	Public Housing
*CHA leases non-dwelling space at the administrative building (Levison Center) to the following agencies: <ul style="list-style-type: none"> • Religious Community Service Food Pantry • AARP – working retired citizens 	10,000+ (Serve Clearwater Community at large)	open	Main Office – Levison Center	Both (Serve Clearwater community at large)

<ul style="list-style-type: none"> • Neighborly Senior Services Adult Day Care • Special People Assisting Retarded Citizens Thrift Store 				
--	--	--	--	--

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 12/31/00)
Public Housing EDSS, FIC & ROSS grants	100 per year serviced	67
Section 8	100 per year serviced	75

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

C. Welfare Benefit Reductions

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

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

Jasmine Courts
Chesapeake Villas
Homer Villas

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
Additional, beyond base line services, from City police, through the Drug Elimination grant. Police sub-stations are located at Jasmine Courts and Homer Villas.

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

Jasmine Courts
Chesapeake Villas
Homer Villas

C. Coordination between PHA and the police

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

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

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

Jasmine Courts
Chesapeake Villas
Homer Villas

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an (**Attachment B, Filename: FL075b01.doc**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:
Resident Advisory Board showed support for the plan however they provided no comments to be shared in this report.
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)
CHA received written comments from Gulf Coast Legal services. They commended CHA for well written user friendly policies. They were very supportive of the idea of disposing of the Chesapeake Villas development.

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

- Other: (describe)
Candidates apply with the City. The Mayor selects a candidate and may confer with CHA Executive Director and CHA Board members as well as residents. The Mayor recommends candidate to the City Commission. Once City Commission approves the Mayor appoints to the CHA Board.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) **City of Clearwater**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

The Consolidation Plan shows a high rate of small, large and elderly households paying more than 50% of their income towards rent. The rental market in the City of Clearwater has been very tight with vacancy rates ranging from 4% to 2% the last couple of years. Thus, there is less choice and options for low-income families.

The Clearwater Housing Authority used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Our agency is part of the entire effort undertaken by the city and county to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified here, in accordance with our goals included in this Plan, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to help add to the affordable housing available in our community. The Clearwater Housing Authority has over the years acquired 715 units of affordable housing through bond issues and HOME loans. These properties are mixed income properties, which have provided our community with more affordable housing units. We will continue to work in order to protect and add to the affordable housing stock. We intend to continue to work with our local partners, which have been very supportive, to try to meet these identified needs.

D. Other Information Required by HUD

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

Required criteria that CHA will use to determine “a substantial deviation or significant amendment or modification” to the annual plan or 5 year plan, as required by CFR 903.7(r)

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

Attachments

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

Attachment A Filename: FL075a01.doc
Admissions and Continued Occupancy Plan

Attachment B Filename: FL075b01.doc
PHDEP FY 2001 application

Attachment C Filename: FL075c01.doc
Section 8 Administrative Plan

Attachment D Filename: FL075d01.doc
Community Service Requirement

Attachment E Filename: FL075e01.doc
Pet Policy

Attachment F Filename: FL075f01.doc
Statement of Progress

Attachment G Filename: FL075g01.doc
Resident Member of Board

Attachment H Filename: FL075h01.doc
Resident Advisory Board

Attachment I Filename: FL075i01.doc
Organizational Structure

**PHA Plan
Table Library**

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Clearwater Housing Authority		Grant Type and Number Capital Fund Program: FL14P075 501-00 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	25000			
3	1408 Management Improvements	167000			
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	295000			
10	1460 Dwelling Structures	505000			
11	1465.1 Dwelling Equipment—Nonexpendable	68000			
12	1470 Nondwelling Structures	20000			
13	1475 Nondwelling Equipment	68781			
14	1485 Demolition				
15	1490 Replacement Reserve				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Clearwater Housing Authority	Grant Type and Number Capital Fund Program: FL14P075 501-00 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	1148781			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	75000			
24	Amount of line 20 Related to Energy Conservation Measures	55000			

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

PHA Name: Clearwater Housing Authority		Grant Type and Number Capital Fund Program #: FL14 P075 501-00 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
FL-75-1B Jasmine Courts	Landscaping & Drainage	1450.00	1	47000				
	Inventory Shelving	1475.0	1	28000				
	Reseal Parking Lots	1450.0	20	25000				
	Paint Exterior	1460.0	147	160000				
	Replace water Service Lines	1460.0	102	55000				
	Boys & Girls Club Renovations	1470.0	1	20000				
	Replace Mail Boxes	1465.1	284	18000				
	Appliances	1465.1	150	50000				
FL-75-002 Homer Villas	Repair Sidewalks	1450.0	400LF	10000				
	Reseal Parking Lots	1450.0	15	10000				
	Redo Tiles In Bathrooms	1460.0	61	160000				
	Landscaping & Signage	1450.0	1	70000				
	Playground Area	1450.0	1	30000				
FL-75-003Ralph Richards	Replace Medical & Fire Alarms	1460.0	1	40000				
	Reseal Parking Lots	1450.0	2	10000				
	Tile Hallways and Common Areas	1460.0	8	25000				

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

PHA Name: Clearwater Housing Authority		Grant Type and Number Capital Fund Program #: FL14 P075 501-00 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Landscaping and Signage	1450.0	1	15000				
FL-75-1A Barbee Towers	Sod, Sprinkler, Landscaping & Signage	1450.0	1	70000				
	Reseal Parking Lots	1450.0	1	8000				
	Elevator Cabins & Sensors	1460.0	2	30000				
	Fire System Down/Valve	1460.0	1	35000				
PHA Wide	Information Systems Coordinator	1408.0	1	44000				
	Director of Operations	1406.0	1	25000				
	Computer Hardware	1475.0	35	35000				
	Computer Software and Training	1408.0	35	10000				
	Phone Systems	1408.0	1	40000				
	Vehicles	1408.0	3	53000				
	Brochures	1408.0	5000	20000				
	Computer Room Furniture	1475.0	4	5781				

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

PHA Name: Clearwater Housing Authority		Grant Type and Number Capital Fund Program #: FL14 P075 501-00 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
FL-75-1B Jasmine Courts	6/30/2001							
FL-75-002 Homer Villas	6/30/2001							
FL-75-003 Ralph Richards	6/30/2001							
FL-75-1A Barbee Towers	6/30/2001							
PHA Wide	6/30/2001							

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
FL-075-1B	Jasmine Courts	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair Sidewalks	60000	4/1/2002
Rehab Community, Maintenance, and Management Offices	50000	4/1/2002
Appliances	50000	4/1/2002
Install Vanities in Bathrooms	284000	4/1/2003
Appliances	50000	4/1/2003
Replace Clothes Lines	100000	4/1/2004
Appliances	50000	4/1/2004
Replace Kitchen Counter Tops	65000	4/1/2005
Landscaping	60000	4/1/2005
Appliances	50000	4/1/2005
Total estimated cost over next 5 years	819000	

CFP 5-Year Action Plan

Original statement Revised statement

Development Number	Development Name (or indicate PHA wide)	
FL-75-002	Homer Villas	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Vinyl Floors and Base	85000	4/1/2002
Rehab Management Office and Computer Lab	15000	4/1/2002
Paint Exterior	130000	4/1/2004
Iron Rod Fence & Landscaping	75000	4/1/2005
Spouting	25000	4/1/2005
Total estimated cost over next 5 years	330000	

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
FL-75-003	Ralph Richards	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Paint Exterior	55000	4/1/2002
Rehab Community Room & Management Offices	25000	4/1/2002
New AC Condensers	75000	4/1/2003
Eliminate Compactor & Expand Pad	22000	4/1/2003
Replace Roof Vents	130000	4/1/2004
Replace Windows	100000	4/1/2005
Total estimated cost over next 5 years	407000	

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
FL-75-1A	Barbee Towers	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
New Vinyl Floors & Base	170000	4/1/2002
Paint Balconies	50000	4/1/2002
Paint Interior/Common Areas	30000	4/1/2002
Paint Exterior	150000	4/1/2002
Rehab Management Office	20000	4/1/2002
Medical And Fire Alarms	300000	4/1/2003
Replace Roof	150000	4/1/2004
Doors and Locks	150000	4/1/2004
New Canopy Balcony Lights	20000	4/1/2004
Replace Windows	275000	4/1/2005
Total estimated cost over next 5 years	1315000	

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
PHA WIDE	PAH WIDE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Information Systems Coordinator	49450	4/1/2002
Director of Operations	28750	4/1/2002
Vehicles	35000	4/1/2002
Information Systems Coordinator	55000	4/1/2003
Director of Operations	32000	4/1/2003
Vehicles	35000	4/1/2003
Brochures	20000	4/1/2003
Training	5000	4/1/2003
Information Systems Coordinator	63250	4/1/2004
Director of Operations	37000	4/1/2004
Vehicles	35000	4/1/2004
Training	10000	4/1/2004
Information Systems Coordinator	69000	4/1/2005
Director of Operations	40000	4/1/2005
Vehicles	35000	4/1/2005
Brochures	25000	4/1/2005
Training	10000	4/1/2005
Total estimated cost over next 5 years	584450	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

CLEARWATER HOUSING AUTHORITY
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CLEARWATER HOUSING AUTHORITY ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Clearwater Housing Authority's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of the Clearwater Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Clearwater Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Clearwater Housing Authority will provide Federal/State/local information to applicants/residents of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application at the Clearwater Housing Authority Central office.

The Clearwater Housing Authority will assist any family that believes they have suffered illegal discrimination by providing the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Clearwater Housing Authority housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Clearwater Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation.

Anyone requesting an application may request a reasonable accommodation. Requests are to be written.

All decisions granting or denying requests for reasonable accommodations will be in writing.

Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? The Clearwater Housing Authority's business is housing. If the request would alter the fundamental business that the Clearwater Housing Authority conducts, that would not be reasonable. For instance, the Clearwater Housing Authority would deny a request to have the Clearwater Housing Authority do grocery shopping for a person with disabilities.
2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Clearwater Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

Generally the individual knows best what it is they need; however, the Clearwater Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Clearwater Housing Authority's programs or services.

If more than one accommodation is equally effective in providing access to the Clearwater Housing Authority's programs and services, the Clearwater Housing Authority retains the right to select the most efficient or economic choice.

If the resident requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Clearwater Housing Authority may approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a resident to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

2.1 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The Clearwater Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families.

3.0 FAMILY OUTREACH

The Clearwater Housing Authority will publicize the availability and nature of the Public Housing Program for very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Clearwater Housing Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with community service personnel.

The Clearwater Housing Authority will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

4.0 RIGHT TO PRIVACY

All adult members of both applicant and resident households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or resident.

5.0 REQUIRED POSTINGS

In each of its offices, the Clearwater Housing Authority will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy.
- B. Notice of the status of the waiting list (opened or closed).
- C. A listing of all the developments by name, address, number of units, address of all community offices, office hours, telephone numbers.

- D. Income Limits for Admission.
- E. Utility Allowance Schedule.
- F. Current Schedule of Routine Maintenance Charges.
- G. Dwelling Lease.
- H. Grievance Procedure.
- I. Fair Housing Poster.
- J. Equal Opportunity in Employment Poster.
- K. Any current Clearwater Housing Authority Notices.

6.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

Clearwater Housing Authority Central Office
Levison Center
210 Ewing Avenue
Clearwater, FL 33756

Applications are taken to compile a waiting list. Due to the demand for housing in the Clearwater Housing Authority jurisdiction, the Clearwater Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Clearwater Housing Authority will verify the information.

Applications may be made in person at the Clearwater Housing Authority Central Office, Levison Center, 210 Ewing Avenue, Clearwater, FL 33756 on Monday – Friday. Applications will be mailed to interested families upon request and with a self-addressed stamped envelope for the applicant family making request.

The completed application will be dated and time stamped upon its return to the Clearwater Housing Authority.

Upon receipt of the family's application, the Clearwater Housing Authority will make a determination of eligibility. The Clearwater Housing Authority will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Clearwater Housing Authority determines the

family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity for an informal review of the determination.

The applicant may at any time, in writing, report changes in their applicant status including changes in family composition, income, or preference factors. The Clearwater Housing Authority will annotate the applicant's file and will update their place on the waiting list.

The Clearwater Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

7.0 MANAGING THE WAITING LIST

7.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

7.2 *ORGANIZATION OF THE WAITING LIST*

The waiting list will be maintained in accordance with the following guidelines:

- A. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- B. Any contacts between the Clearwater Housing Authority and the applicant will be documented in the applicant file.

7.3 *FAMILIES NEARING THE TOP OF THE WAITING LIST*

When a family appears to be close to being offered a unit, the family will be notified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Clearwater Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

The applicant at the top of the community-wide waiting list shall be offered an appropriate unit at the location for which there is a vacancy. If the applicant rejects the offer, they shall be removed from the waiting list. However, if the applicant presents to the satisfaction of the Clearwater Housing Authority clear evidence that acceptance of the offer will result in undue hardship not related to considerations of race, color or national origin, such as inaccessibility to employment, children's daycare, or a financial hardship and the like, the refusal shall not cause the applicant to lose their position on the waiting list.

7.4 PURGING THE WAITING LIST

The Clearwater Housing Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Clearwater Housing Authority has current information, i.e., applicant's address, family composition, income category, and preferences.

7.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Clearwater Housing Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.
- D. The applicant will be permitted one right of refusal.

7.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the Clearwater Housing Authority will be sent a notice of termination of the process for eligibility.

The Clearwater Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause and no more than two opportunities will be given for good cause. The good cause must be put in writing to the CHA prior to rescheduling an appointment. When good cause exists for missing an appointment, the Clearwater Housing Authority will work closely with the family to find a more suitable time.

7.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Clearwater Housing Authority, in writing, that they have ten (10) business days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Clearwater Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Clearwater Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation.

8.0 DETERMINATION OF ELIGIBILITY

8.1 INTRODUCTION

To be eligible for participation, an applicant must meet the following criteria.

- A. An applicant must be a “family” as defined in §8.2.
- B. An applicant must be within the appropriate Income Limits.
- C. An applicant must provide documentation of Social Security Numbers for all family members, or certify if a family member does not have a Social Security Number and when they will have one.
- D. Each member of the applicant household must declare citizenship or immigration status. Noncitizens must provide verification of their status.
- E. No member of the household may have been evicted from public housing, Indian housing, Section 236 or any Section 8 program for violent or drug-related criminal activity for five years prior to the date of application.

8.2 ELIGIBILITY CRITERIA

A. Family status.

- 1. **A family with or without children.** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.

- b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
 - c. Police officers who would not otherwise be eligible for participation will be allowed to reside in public housing. Such occupancy will be permitted by CHA based upon the security needs of the community.
2. An **elderly family**, which is:
- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A **near elderly family**, which is:
- a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.
4. A **disabled family**, which is:
- a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental 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.

6. A **remaining member of a resident family**, which is an emancipated adult.
7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a resident family.
8. Live-in Aide

A family may include a live-in aide provided that the live-in aide:

- a. Is determined to be essential to the care and well being of an elderly person, a near-elderly person, or a person with a disability;
- b. Is not obligated for the support of the person(s); and
- c. Would not be living in the unit except to provide care for the person(s).

A live-in aide is treated differently than family members:

- a. Income of the live-in aide will not be counted for purposes of eligibility or level of benefits;
- b. Live-in aide is not subject to Non-Citizen Rule requirement; and
- c. Live-in aide will not be considered as a remaining member of the applicant or participant family and will be required to move if the resident moves or has deceased.

A live-in aide may only reside in the unit with the prior written approval of the Clearwater Housing Authority. Written verification will be required from the particular doctor providing care. The verification must specifically state that a live-in aide is essential for the daily care of the family member who is elderly, near-elderly or disabled. Live-in aide must provide proof of certification and qualifications. Certifications and qualifications must be from an accredited institution. This certification must be verified and approved by CHA.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements of the definition described above.

The live-in aide's family members may also reside in the unit with the Clearwater Housing Authority's prior written approval. The presence of the live-in aide's family members must not overcrowd the unit.

At any time, Clearwater Housing Authority may refuse to approve a particular person as a live-in aide or may withdraw such approval if the person:

1. Commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
2. Commits drug-related criminal activity or violent criminal activity;
3. Currently owes rent or other amounts to the Clearwater Housing Authority or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

4. Is the landlord of the unit; or
5. Does not qualify under the eligibility criteria described in this Policy.

B. Income eligibility

1. To be eligible for admission to developments, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
2. Income limits apply only at admission and are not applicable for continued occupancy.
3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Clearwater Housing Authority.
4. If the Clearwater Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
5. Income limit restrictions do not apply to families transferring within the CHA Public Housing Program.

C. Citizenship/Eligibility Status.

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - A. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - B. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 12.6 for calculating rents under the noncitizen rule.)

D. Social Security Number Documentation.

To be eligible, all family members must provide a Social Security number, or certify that they are in the process of receiving one.

8.3 ***INCOME LIMITS***

In order to be eligible for assistance, an applicant must be either:

- A. Very low income family, as defined by the very low income limits published by HUD in the *Federal Register* for the Clearwater Area; or
- B. Low income family in any of the following categories:
 - 1. Continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under the 1937 Housing Act Program within 60 days prior to Voucher issuance. The Program includes Public Housing, all Section 8 programs, and all other federally subsidized rental programs.
 - 2. Physically displaced by rental rehabilitation activity under 24 CFR Part 511.
 - 3. Non-purchasing family residing in a HOPE 1 or HOPE 2 project.
 - 4. Non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173.
 - 5. Displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
 - 6. Residing in a HUD-owned multifamily rental housing project when the project is sold, foreclosed or demolished by HUD. (Certificate Program only.)

To determine if the family is income eligible, the Clearwater Housing Authority compares the annual income of the family to the applicable income limit for the family's size. Families whose annual income exceeds the income limit will be denied admission, notified of the denial and offered an informal review.

8.4 ***SUITABILITY***

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Clearwater Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other residents, Clearwater Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Clearwater Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;
2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other residents or staff or cause damage to the property;
4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Clearwater Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Clearwater Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Clearwater Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and

5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

8.5 GROUNDINGS FOR DENIAL

The Clearwater Housing Authority is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, drug-related criminal activity, and any other criminal activity that would adversely affect the health, safety, well being of other tenants, staff, agents of the Clearwater Housing Authority, or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Clearwater Housing Authority may waive this requirement if:
 - 1. The person demonstrates to the Clearwater Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
 - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Clearwater Housing Authority staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. Has not been one year from successful completion of probation from projected date of admission;
- Q. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property; or
- R. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

Notification of Denial - Each applicant determined to be ineligible for admission shall be notified of their eligibility status. This notice may be given either in writing or verbally but the application must be documented to show when and how the notice was given.

8.6 INFORMAL REVIEW

- A. If the Clearwater Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Clearwater Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the

decision within 10 business days of the denial. The Clearwater Housing Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Clearwater Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Clearwater Housing Authority's decision. The Clearwater Housing Authority must notify the applicant of the final decision within ten (10) business days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that the Clearwater Housing Authority provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES

Applicants will be selected according to the preferences listed below. All preferences claimed must be supported by verification of the circumstance claimed. Points are assigned to each preference category listed. Applicants will be selected in order based upon highest number of points assigned. In all cases where families may have the identical preference points, then date and time of application will govern selection. Local preferences will be weighted as follows:

<u>Local Preference</u>	<u>Point Value</u>
1. Residency	5
2. Elderly, disabled	10
3. Working	30
4. Rent Burden	15
5. Displaced	10
6. Victims of Domestic Violence	20
7. Clearwater Housing Authority Self-Sufficiency Program (pre-approved application)	10

Definition of Preferences:

- 1. **Residency.** Applicants who are living, working, or have been notified that they are hired to work in Clearwater will be considered residents and will qualify to receive points. This preference has been HUD approved.

2. Elderly/Disabled. An applicant household in which the head of household, spouse or co-head of household is elderly or disabled.
3. Working. Applicant households in which the head of household, spouse or co-head of household has been employed full-time in the same position for at least six months.
4. Rent Burden. Families paying more than 50% of their income for rent and utilities for at least 90 days will receive this preference. For purposes of this preference, "Family Income" is Gross Monthly Income as defined in the regulations. "Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of residentsupplied utilities calculated as a reasonable estimate of the cost of such utilities, using the Section 8 Utility Allowance Schedule.
5. Displaced. Applicant households who have been displaced by federally recognized disasters, government action or other circumstances through no fault of their own. Families who have been evicted for cause do not qualify for this preference.
6. Victims of Domestic Violence. Applicant households in which the head of household is residing in a battered persons shelter and have placed a restraining order or injunction on the aggressor.
7. Clearwater Housing Authority Self-Sufficiency Program. Applicants who have completed a pre-approved application from any Clearwater Housing Authority self sufficiency program.

A. VERIFICATION OF PREFERENCES (24 CFR 5.415)

Preference information on applicants will be updated as applicants are selected from the waiting list.

If Clearwater Housing Authority denies a preference, Clearwater Housing Authority will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsified documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

B. SPECIAL ADMISSIONS (24 CFR 982.203, 982.54)

If HUD awards the Clearwater Housing Authority funding that is targeted for specifically named families, the Clearwater Housing Authority will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The Clearwater Housing Authority maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project;
- A family residing in a multi-family rental housing project when HUD sells, forecloses or demolishes the project;
- Housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

9.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family’s unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	6	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to oneperson families. Two adults will share a bedroom unless relatedby blood.

In determining bedroom size, the Clearwater Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of 5 will share a bedroom.
- C. Adults and children will not be required to share a bedroom unless child is under the age of 5.
- D. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines– A family may request a smaller unit size than the guidelines allow. The Clearwater Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 2 years or until the family size changes, whichever may occur first.
- B. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family’s own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- C. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.3 SELECTION FROM THE WAITING LIST

The Clearwater Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

9.4 DECONCENTRATION POLICY

It is Clearwater Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing. Through local preferences, self-sufficiency programs, and the

acquiring of additional properties, we will be able to encourage income mixing within our community.

9.5 DECONCENTRATION INCENTIVES

The Clearwater Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

9.6 OFFER OF A UNIT

When the Clearwater Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Clearwater Housing Authority will contact the family. The family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Clearwater Housing Authority regarding the offer. In certain cases the family will also be contacted by telephone.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have one (1) business day to accept or reject the unit. This verbal offer and the family's decision must be documented in the family's file.

9.7 REJECTION OF UNIT

If the family rejects the unit without good cause, the family will forfeit their application for public housing and if they are concurrently on the Section 8 waiting list, they will forfeit their application's preferences and be placed at the bottom of the Section 8 waiting list.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (only for those working or going to school).

9.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than five (5) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation, conducted by the property manager or designee, when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, and the current schedule of routine maintenance charges. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Clearwater Housing Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit for Public Housing will be equal to:

PUBLIC FAMILY HOUSING

Bedroom Size	Security Deposit Amount
1	\$250
2	\$300
3	\$350
4	\$400
5	\$450

Security deposits for Barbee Towers and Ralph Richards Tower will be \$200.

In exceptional situations, the Clearwater Housing Authority reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. Fifty percent shall be paid in advance, twenty-five percent with their second rent payment, and twenty-five percent with their third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

To determine annual income, the Clearwater Housing Authority counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Clearwater Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

10.1 INCOME

Annual income means all amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12 month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straightline depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lumpsum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. TANF (Temporary Assistance for Needy Families).
 - a. The amount of the allowance or grant.
 - b. If the amount of TANF is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the requirements and/or had not committed an act of fraud.
 - c. If the amount of assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

10.2 ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the resident family, who are unable to live alone);

- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 - 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No resident may receive more than one such stipend during the same period of time;
 - 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;

6. Temporary, nonrecurring or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Adoption assistance payments;
9. For family members who enrolled in certain training programs prior to October 1, 1999, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
10. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. Additionally, this exclusion is only available to the following families:
 - a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
 - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 - c. Families who are or were, within 6 months, assisted under a State TANF program.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under

this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

11. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10;
12. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
13. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
14. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps;
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973;
 - c. Payments received under the Alaska Native Claims Settlement Act;
 - d. Income from sub-marginal land of the U.S. that is held in trust for certain Indian tribes;
 - e. Payments made under HHS's Low-Income Energy Assistance Program;
 - f. Payments received under the Job Training Partnership Act;
 - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians;
 - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims;
 - i. Amount of scholarships awarded under Title IV including Work Study;
 - j. Payments received under the Older Americans Act of 1965;

- k. Payments from Agent Orange Settlement;
- l. Payments received under the Maine Indian Claims Act;
- m. The value of child care under the Child Care and Development Block Grant Act of 1990;
- n. Earned income tax credit refund payments; or
- o. Payments for living expenses under the Americorps Program.

The Clearwater Housing Authority will not provide exclusions from income in addition to those already provided for by HUD.

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. Disability assistance expenses in excess of 3% of annual income, for any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
 - 3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

- E. Reasonable child care expenses; reasonable child care expenses cannot exceed 50% of gross annual income.
- F. Child Support payments made by a member of the family for the support and maintenance of any child who does not reside in the household, except that the amount excluded under this clause may not exceed \$480 for each child for whom such payment is made.
- G. Spousal Support expenses made by a member of the family for the support and maintenance of any spouse or former spouse who does not reside in the household, except that the amount excluded under this clause shall not exceed the lesser of (1.) the amount that such family member has a legal obligation to pay, or (2.) \$550 for each individual for whom such payment is made.

11.0 VERIFICATION

The Clearwater Housing Authority will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to the Clearwater Housing Authority and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Clearwater Housing Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/resident file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained, the Clearwater Housing Authority will accept documentation received from the applicant/resident. Hand-carried documentation will be accepted if the Clearwater Housing Authority has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

11.2 TYPES OF VERIFICATION

The Clearwater Housing Authority below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Clearwater Housing Authority will send a request form to the source along with a release form signed by the applicant/resident via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy,	Bills, receipts, records of payment, dates of trips,

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	medical professional's letter stating assistance or a companion animal is needed	mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CD's, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employment	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider,	Bank deposits, other similar evidence

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
	the day care provider should so state)	
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion 	N/A Evidence of job start

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Clearwater Housing Authority will make a copy of the individual's INS documentation and place the copy in the file. The Clearwater Housing Authority will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Clearwater Housing Authority will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the head of the household must sign the list.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Clearwater Housing Authority determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 5 years from the date of eviction or termination.

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number must provide verification of their Social Security number. New family members must provide this verification prior to being added to the lease.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the Clearwater Housing Authority will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

If a member of a resident family that is at least 62 years of age indicates they have a Social Security number, but cannot readily verify it, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

11.5 TIMING OF VERIFICATION

Verification information must be dated within sixty (60) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance. (Or, the Housing Authority will only verify and update those elements reported to have changed.)

11.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

12.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method once annually for any of the following reasons:

1. The family's income has decreased.
2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

The Clearwater Housing Authority will post the flat and ceiling rents at each of the developments and at the central office. These rents are before deduction of utility allowances.

If a resident family elects flat rent it may affect their ability to participate in the Clearwater Housing Authority self-sufficiency programs.

12.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or

The family will pay the greater of the total tenant payment or the minimum rent of \$1.00, but never more than the ceiling rent.

12.3 MINIMUM RENT

The Clearwater Housing Authority has set the minimum rent at \$1.00. However if the family requests a hardship exemption, the Clearwater Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long term nature.

- A. A hardship exists in the following circumstances:
 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 3. When the income of the family has decreased because of changed circumstances, including loss of employment;

4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 5. When a death has occurred in the immediate family.
- B. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
 - C. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
 - D. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
 - E. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

12.4 FLAT RENTS

The Clearwater Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The Clearwater Housing Authority determined the operating costs of the unit and set the rent, within the costs to operate the units based upon location. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 14.3).

The Clearwater Housing Authority will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

12.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Clearwater Housing Authority will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Clearwater Housing Authority will provide additional search periods up to the maximum time allowable.

The family's assistance is prorated in the following manner:

- A. Determine the gross rents (tenant rent plus utility allowance) for the Clearwater Housing Authority. This is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

12.6 RENT PHASE IN

Phasing in of rent or transitional formula, will be applied for public housing families who meet one of the following criteria:

1. Whose income increases as a result of employment of a member of the family who was previously unemployed for 1 or more years;

2. Whose earned income increases during the participation of a family member in any family self-sufficiency program; or
3. Families who are or were, within 6 months, assisted under a State TANF program.

There will be no increase in their rent for the first year. Their rent will increase 50% of the normal increase in the second year, and will be fully phased in for the third year.

As an alternative to the transition formula, or phase-in of rent, a qualified resident will be provided the option of participation in one of the Clearwater Housing Authority's self sufficiency programs.

12.7 UTILITY ALLOWANCE

The Clearwater Housing Authority shall establish a utility allowance for all check-metered utilities and for all resident-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Clearwater Housing Authority will review the actual consumption of resident families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Clearwater Housing Authority. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

Families with high utility costs are encouraged to contact the Clearwater Housing Authority for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

12.8 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the Clearwater Housing Authority on-site management office for that community. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment; cashier's checks and money orders only. Personal checks may be accepted at particular designated sites at the discretion of the Executive Director. Checks returned for insufficient funds will incur late charges plus an additional \$15 for processing.

If the rent is not paid by the fifth of the month, a fourteen (14) day notice of eviction will be issued to the resident. In addition, a \$25 fee and \$3.00 a day late charge will be assessed to the resident beginning on the 6th day.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

CHA WILL IMPLEMENT THIS REQUIREMENT APRIL 1, 2001. THE REQUIREMENT WILL BE PHASED IN AS RESIDENT RECERTIFICATIONS OCCUR.

13.1 ELIGIBILITY

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities); (2) participate in an economic self-sufficiency program unless they are exempt from this requirement; or (3) perform eight (8) hours per month of combined activities as previously described.

13.2 EXEMPTIONS

The following adult family members of resident families are exempt from this requirement, as set forth in Section 13.1. (§13.1):

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

13.3 NOTIFICATION OF THE REQUIREMENT

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

The Clearwater Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Clearwater Housing Authority shall verify such claims.

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

13.4 VOLUNTEER OPPORTUNITIES

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

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

The Clearwater Housing Authority will partner with local agencies in identifying a list of volunteer community service opportunities.

13.5 THE PROCESS

At the first annual reexamination on or after April 1, 2001, and each annual reexamination thereafter, the Clearwater Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

Approved and signed worksheets are to be submitted to the housing manager no later than at the family's annual review. The family members must show 8 hours per month of volunteer work.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

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

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, non-compliance will result in non renewal of lease or termination of lease;

13.7 OPPORTUNITY TO CURE

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

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the Clearwater Housing Authority shall take action to terminate the lease.

13.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

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

The Clearwater Housing Authority has elected to refrain from inclusion on the list of volunteer community service opportunities circulated to the residents. The Clearwater Housing Authority will act merely as the facilitator in the process as stated in §13.5.

14.0 REEXAMINATIONS

At least annually for formula based rent and every three years for flat base rent, the Clearwater Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine the rent the family will pay, and whether the family is housed in the correct unit size.

14.1 GENERAL

The Clearwater Housing Authority will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the appointment, the Clearwater Housing Authority will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

14.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the Clearwater Housing Authority taking eviction actions against the family.

14.3 FLAT RENTS

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent.

- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every 3 years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method once during a one year period for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent. Each year prior to their anniversary date, Clearwater Housing Authority will send a reexamination letter to the family offering the choice between a flat and a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Clearwater Housing Authority may assist the family in identifying the rent method that would be most advantageous for the family.

14.4 THE FORMULA METHOD

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Clearwater Housing Authority will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;

- B. 30% of adjusted monthly income; or

The family will pay the greater of the total tenant payment or the minimum rent of \$1.00, but never more than the fair market rent as established by HUD for that particular area

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL RECERTIFICATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days' notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.6 INTERIM REEXAMINATIONS

During an interim reexamination, the information affected by the changes being reported will be reviewed and verified.

Families are required to report the following changes to the Clearwater Housing Authority between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) business days of their occurrence.

- A. Any changes in family composition, such as birth, adoptions, court awarded custody, marriage, divorce, etc.
- B. A household member is leaving or has left the family unit.
- C. A change in income.
- D. A change in allowable expenses.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new

family member will go through the screening process similar to the process for applicants. The Clearwater Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with §14.8.

Families are required to report, in writing, all changes in income, allowable expenses, family composition within ten (10) business days. Upon such request, the Clearwater Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

Families who are paying flat rent may change only once annually to formula method.

14.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income or have a temporary decrease in income, the Clearwater Housing Authority may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

14.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

15.0 UNIT TRANSFERS

15.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the Clearwater Housing Authority's deconcentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.

15.2 CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Clearwater Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Clearwater Housing Authority when a transfer is the only or best way of solving a serious problem.

15.3 DOCUMENTATION

When the transfer is at the request of the family, the family will be required to provide third party verification of the need for the transfer.

15.4 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in category 1 and 2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category 1 will be housed ahead of transfers in category 2.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed five (5) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit, turnover charges for damages and excessive cleaning costs of the old unit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Clearwater Housing Authority and the family rejects two offers without good cause, the Clearwater Housing Authority will take action to terminate their tenancy.
- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

15.5 COST OF THE FAMILY'S MOVE

The cost of the transfer will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit);
or

- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Clearwater Housing Authority in the following circumstances:

- A. When the transfer is needed in order to carry out rehabilitation activities; or
- B. When action or inaction by the Clearwater Housing Authority has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

15.6 RESIDENTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Clearwater Housing Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

15.7 TRANSFER REQUESTS

A resident may request a transfer at any time by completing a transfer request form. In considering the request, the Clearwater Housing Authority may request a meeting with the resident to better understand the need for transfer and to explore possible alternatives. The Clearwater Housing Authority will review the request.

The Clearwater Housing Authority will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

15.8 RIGHT OF THE CLEARWATER HOUSING AUTHORITY IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a resident to transfer or refuse to transfer.

16.0 INSPECTIONS

An authorized representative of the Clearwater Housing Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made and the statement will be signed by both parties with a copy retained in the Clearwater Housing Authority file and a copy given to the family member. An authorized Clearwater Housing Authority representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset any damages and excessive cleaning/turnover costs to the unit.

16.1 MOVE-IN INSPECTIONS

The Clearwater Housing Authority and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the resident file.

16.2 ANNUAL INSPECTIONS

The Clearwater Housing Authority will inspect each public housing unit annually to ensure that each unit meets the Clearwater Housing Authority's housing standards. Work orders will be submitted and completed to correct any deficiencies.

16.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provides other minor servicing that extends the life of the unit and its equipment.

16.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Clearwater Housing Authority.

16.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual reexamination, or at other times as necessary, the Clearwater Housing Authority will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

16.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Clearwater Housing Authority will give the resident at least 48 hours written notice.

16.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Clearwater Housing Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

16.8 PRE-MOVE-OUT INSPECTIONS

When a resident gives notice that they intend to move, the Clearwater Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Clearwater Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Clearwater Housing Authority to ready units more quickly for the future occupants.

16.9 MOVE-OUT INSPECTIONS

The Clearwater Housing Authority conducts the move-out inspection after the resident vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the resident is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

17.0 PET POLICIES

17.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Service animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

17.2 PETS IN PUBLIC HOUSING COMMUNITIES

The Clearwater Housing Authority (CHA) will allow for pet ownership in projects or buildings designated for use by elderly and/or disabled families and in any project or building for which elderly and/or disabled families are given preference. The CHA also

allows for pet ownership in its Public Housing Family communities Separate policies are in place for the respective complexes as fully described in §14 of the CHA Agency Plan.

17.3 APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. The Clearwater Housing Authority will require to see pet before final approval.

17.4 TYPES AND NUMBER OF PETS ñ FAMILY COMMUNITIES

Per apartment unit, residents shall be permitted to keep only one (1) dog or cat (which when fully mature, shall not exceed 25 pounds in weight), two (2) birds in cages (cages not to exceed 10 cubic feet), or fish in an aquarium (tank size not to exceed 30 gallons).

Dogs and cats must be spayed or neutered and cats must be declawed (front feet) with a veterinarian report supplied verifying the operation. No pets shall be kept or raised for commercial purposes.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

Only one (1) dog or cat per unit is allowed.

17.5 TYPES AND NUMBER OF PETS ñ ELDERLY COMMUNITIES

The Clearwater Housing Authority will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be spayed or neutered, and cats must be declawed (front feet).

Only one (1) pet per unit is allowed, and dogs are not permitted beyond the third floor at Barbee Towers.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animals may exceed twenty (20) pounds at full maturity.

17.6 PET DEPOSIT & FEES ñ FAMILY COMMUNITIES

Each Pet Owner must provide a Pet Deposit in an amount of \$200.00 for a dog or cat. This amount shall be periodically revised by Management if necessary, but shall not exceed \$300.00. The Pet Deposit must be paid prior to a pet being brought into the apartment. A non-refundable pet fee of \$50.00 shall be payable annually. In addition, should damage be done to the apartment by pet be in excess of the Pet Deposit, cost of

such damage shall be borne by the resident. Any balance of deposit shall be refunded to the resident within thirty (30) days of move-out.

17.7 PET DEPOSIT & FEES ñ ELDERLY COMMUNITIES

A pet deposit of \$100.00 is required at the time of registering a dog or cat. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear. Any balance of deposit shall be refunded to the resident within thirty (30) days of move-out.

17.8 INOCULATIONS

All pets must be registered with the Housing Manager prior to being brought on the premises. Pets must have all County and City Licenses and records of vaccinations and inoculations. These will be renewed annually and a copy kept in the resident's file.

17.9 INSURANCE

Insurance for pets is required for liability purposes. Proof of insurance must be provided to the Housing Manager in order for pet to be approved. This insurance must be kept current and will be verified at least annually during reexamination.

17.10 FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Clearwater Housing Authority reserves the right to exterminate and charge the resident.

17.11 NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Clearwater Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

17.12 DESIGNATION OF PET AREAS

Residents shall keep their pet inside their apartment at all times except as necessary to take the pet out. When outside of their apartment, residents shall keep their pet on a short leash (dog or cat) or in an appropriate container. Cats or dogs will not be permitted to

roam unrestrained on the property. Dogs may not be tied or chained outside or in common areas. The pet shall be accompanied by and under control of the resident at all times. Barking will not be tolerated in that it is considered to be a nuisance to other residents. Residents must clean up after their pets in their apartment. Residents must properly dispose of waste. Proper disposal of cat litter (secured and bagged) must be done on a frequent basis. Odors arising from cat litter will not be tolerated. Birds must be properly caged and cage shielded to prevent accumulation and/or damage to floors. Aquariums must not leak and must be cleaned regularly to prevent foul water and/or odors.

Management will designate space to be used exclusively for the purpose of walking pets. Pet owners shall be responsible for immediate clean up after exercising their dog.

Should an accident occur in any area other than an exercise area, resident shall be responsible for immediate clean up after the pet.

17.13 VISITING PETS

Visiting pets are strictly prohibited.

17.14 EMERGENCY CARE OF PETS

Pet owners must supply to the Management Office an affidavit of agreement, with the names of at least two people who will be willing to assume IMMEDIATE responsibility for the pet in case of emergency. In case of emergency where Management, despite its best efforts, is unable to reach one of the designated “backup” persons, pet owner agrees to allow Management to have pet removed by City Animal Control, or other public or quasi-public authority to a Veterinarian of Management’s choice. All fees and costs shall be borne by the pet owner.

18.0 REPAYMENT AGREEMENTS

When a resident owes the Clearwater Housing Authority back charges and is unable to pay the balance by the due date, the resident may request that the Clearwater Housing Authority allow them to enter into a Repayment Agreement. The Clearwater Housing Authority has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed five (5) months, one half due within thirty (30) days and the remaining balance paid in equal increments every thirty (30) days for no more than four (4) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the resident to eviction procedures.

19.0 TERMINATION

19.1 TERMINATION BY RESIDENT

The resident may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

19.2 TERMINATION BY THE HOUSING AUTHORITY

The Clearwater Housing Authority after April 1, 2001 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Clearwater Housing Authority will terminate the lease for serious or repeated violations of material lease terms. Such violations include, but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of Clearwater Housing Authority property or failure to cause guests to refrain from such acts;
- J. Any criminal activity on or off Clearwater Housing Authority property or violent or drug-related criminal activity on or off Clearwater Housing Authority property. This includes but is not limited to the manufacture of any controlled substance on Clearwater Housing Authority property;
- K. Any criminal activity or violent or drug-related criminal activity caused by guests and failure to cause guest to refrain from such acts.

- L. Non-compliance with Non-Citizen Rule requirements;
- M. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority;
- N. Abuse of alcohol in a way that may interfere with the health, safety, or right of resident, staff or vendors; and
- O. Other good cause.

The Clearwater Housing Authority will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

19.3 ABANDONMENT

Clearwater Housing Authority may take possession of the dwelling unit after resident has moved out. In the absence of actual knowledge of abandonment, it shall be presumed that resident has abandoned the dwelling if resident is absent from the dwelling for a period of fifteen (15) days, the rent is not current, and resident has not notified Clearwater Housing Authority in writing in advance of an intended absence, or otherwise as provided in the Lease.

By signing the Lease resident agrees that upon surrender or abandonment, as defined by Chapter 83, Part II, Florida Statutes, as may be amended, Clearwater Housing Authority shall not be liable or responsible for storage or disposition of resident's personal property.

The reasonable cost of any storage, removal and/or disposal shall be charged to resident or assessed against resident's security deposit, unless in Clearwater Housing Authority's sole discretion, it is determined that documentable conditions existed which prevented resident from occupying the dwelling unit.

19.4 RETURN OF SECURITY DEPOSIT

Resident understands that the security deposit, or any part thereof may not be used by resident to pay unpaid rent or other charges owed by resident to Clearwater Housing Authority while the resident remains in occupancy of the dwelling unit. At the termination of their lease and/or after resident has vacated the dwelling unit the dwelling unit shall be inspected by Clearwater Housing Authority. Clearwater Housing Authority shall refund the security deposit of resident, less any charges for the following:

- A. All unpaid rents, maintenance or repair charges, excess utility charges, court costs and/or attorneys fees, or other charges which are due to Clearwater Housing Authority;
- B. The cost of non-routine cleaning or repair of the dwelling or its appliances and other equipment, where such non-routine cleaning or repair is not due to normal wear and tear;
- C. The cost of replacing all keys to the dwelling unit not returned to the Property Office of resident's community and/or the cost of replacing, removing or having removed locks, and/or of removing or having removed alarm systems at the dwelling due to resident's failure to return all keys to the dwelling and/or failure to have alarm systems removed;
- D. The reasonable charge for storage, removal and/or disposal of property abandoned by resident; or
- E. Thirty (30) days rent if proper notice of termination is not given by resident as provided by the terms of this Agreement.

Notice of all charges to be deducted from the security deposit shall be given to resident by Clearwater Housing Authority within fifteen (15) days after resident has vacated the dwelling, and as provided by Chapter 83, Part II, Florida Statutes, as it may be amended. The security deposit or any part thereof, if any, shall be refunded by U.S. Mail to the forwarding address provided by resident at the time the dwelling unit is vacated (or the last known address of resident if no forwarding address is provided by resident) within fifteen (15) days after resident has vacated the dwelling unit and such dwelling unit has been inspected by Clearwater Housing Authority. Resident agrees to Clearwater Housing Authority making the refund of the security deposit, if any, to the resident first named in the lease (or either named resident if more than one), and Clearwater Housing Authority shall not be responsible for any division of security deposit funds between the persons listed as members of the household members. If a sole resident dies, the security deposit, if any, shall be returned to a personal representative, next of kin, or resident's beneficiary who executes the proper receipt for the return of the security deposit, or has received a court order giving access, control, or possession of resident's security deposit. Any security deposit, or any part thereof which cannot be returned shall be considered abandoned pursuant to Chapter 717.113, Florida Statutes, as it may be amended.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$132,949

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Executive Summary

The Clearwater Housing Authority (CHA) is applying to the U.S. Department of Housing and Urban Development (HUD) for a year 2000 Public Housing Drug Elimination Program (PHDEP) grant. The purpose of the PHDEP program is to reduce drugs and drug related criminal activity within public housing. HUD has revamped the PHDEP grant from a competitive grant to a formula grant. Under 2000 PHDEP CHA was awarded \$132,914 for 580 units.

CHA has established close relationships with the City of Clearwater Police Department, and included in our 2000 PHDEP program is \$66,160 to fund one officer to be stationed at Jasmine Courts and Homer Villas. Through a partnership with the City of Clearwater Police Department a total of five officers will be covering the Jasmine Courts, Chesapeake Villas, Homer Villas, and Wood Valley communities. The use of a community policing strategy has had a positive impact on the neighborhoods and these funds will strengthen our ability to address issues before they become crimes. For our PHDEP year 2001 program we are proposing to continue the funding of one officer for two years.

If granted the year 2001 PHDEP grant we will be able to have an officer devoted to our public housing communities. Their dedication, presence, and cooperation in the past have given CHA a strong relationship with the community. Security has increased and residents feel better about where they live. It also deters a great deal of drug activity in the community. Through this program we believe we can provide a better and safer living environment for our children and community as a whole.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target
--	--	---

		Area(s)
Jasmine Courts	284	1085
Chesapeake Villas	35	124
Homer Villas	61	184

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	186,237	FL29DEP0750196	0	N/A	N/A
FY 1997					
FY 1998					
FY 1999	127,565	FL29DEP0750199	89,699	Awarded 12/99	1/1/2002
FY 2000	132,949	FL29DEP0750100	132,949	Awarded 10/00	9/30/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The CHA is applying for funds to address the serious problem of drug related criminal activity in its public housing developments. This Strategy is a continuation of the strategy that began in 1996 through the use of Public Housing Drug Elimination Program (PHDEP) grant funds and is a part of a larger strategy and partnership funded through a variety of sources. Our goal is to reduce drug and criminal activity within our communities by strengthening community policing strategies and other resident involvement strategies, while at the same time using preventative measures such as tutoring within our computer labs. Computer lab tutors are funded through our 2000 PHDEP grant. CHA has a long established partnership with the City of Clearwater Police Department and the Pinellas County School Board who supply the tutors through the 1999 PHDEP grant. Monies for prevention in the 2001 PHDEP will be used for field trips for the children, which the police officers will conduct.

The Police officer in charge of the unit takes part in our monthly Board meeting providing a written report on any criminal activity in and around our communities. We monitor trends and activities monthly through these reports and meetings. The Police work very closely with management and the residents in resolving problems and preventative activities for the children and show a constant presence without established Police substations at Jasmine Courts and Homer Villas.

By continuing our partnership with the Clearwater Police Department, a total of five officers will be involved in community policing at Jasmine Courts, Chesapeake Villas, Homer Villæ and the surrounding community. A police officer, completely devoted to public housing properties, will be funded for the next two years if we are granted this funding.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to eachline item.

FY _____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	130,949
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	2,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	132,949

PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 130,949		
Goal(s)	Safer Community						
Objectives	Provide community policing beyond base-line services						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Community Policing			10/1/01	9/30/03	130,949	25,000	
2.							
3.							

9160 – Drug Prevention					Total PHDEP Funding: \$ 2,000		
Goal(s)	Provide opportunities for youth to have positive outlets and not turn to drugs						
Objectives	Police officers to conduct field trips for children in communities throughout the year in order to educate and expose them to new opportunities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Community Policing			10/1/01	9/30/03	2,000		
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Community Policing	130,949 (99%)	Community Policing	130,949 (99%)
9120				
9130				
9140				
9150				
9160	Drug Prevention	2,000 (1%)	Drug Prevention	2,000 (1%)

9170				
9180				
9190				
TOTAL		\$132,949		\$132,949

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Community Service Requirement
Attachment D
Filename: FL075d01.doc

Clearwater Housing Authority has established the following policy:

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL (IN COMPLIANCE WITH THE INSTRUCTIONS OF THE INTERIM RULE THIS PARTICULAR SECTION IS NOT FINALIZED NOR EFFECTIVE UNTIL HUD COMPLETES ITS RULE MAKING PROCESS.)

In order to be eligible for continued occupancy, each adult family member must either contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or participate in an economic selfsufficiency program unless they are exempt from this requirement.

13.2 EXEMPTIONS

The following adult family members of resident families are exempt from this requirement. (§13.1)

- A. Family members who are 62 or older;
- B. Family members who are blind or disabled;
- C. Family members who are the primary care giver for someone who is blind or disabled;
- D. Family members engaged in work activity;
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program; or
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

13.3 NOTIFICATION OF THE REQUIREMENT

The Clearwater Housing Authority shall identify all adult family members who

are apparently not exempt from the community service requirement.

The Clearwater Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Clearwater Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

13.4 VOLUNTEER OPPORTUNITIES

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

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

The Clearwater Housing Authority will partner with local agencies in identifying a list of volunteer community service opportunities.

13.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Clearwater Housing Authority will do thefollowing:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

Approved and signed worksheets are to be submitted to the housing manager no later than at the family's annual review. The family members must show 8 hours per month of volunteer work.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

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

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, non-compliance will result in non renewal of lease or termination of lease;

13.7 OPPORTUNITY TO CURE

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

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after two (2) months, the Clearwater Housing Authority shall take action to terminate the lease.

Pet Policy
Attachment E
Filename: FL075e01.doc

Clearwater Housing Authority has established the following policy:

17.0 PET POLICIES

17.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

17.2 PETS IN PUBLIC HOUSING COMMUNITIES

The Clearwater Housing Authority (CHA) will allow for pet ownership in projects or buildings designated for use by elderly and/or disabled families and in any project or building for which elderly and/or disabled families are given preference. The CHA also allows for pet ownership in its Public Housing Family communities. Separate policies are in place for the respective complexes as fully described in §14 of the CHA Agency Plan.

17.3 APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. The Clearwater Housing Authority will require to see pet before final approval.

17.4 TYPES AND NUMBER OF PETS IN FAMILY COMMUNITIES

Per apartment unit, residents shall be permitted to keep only one (1) dog or cat (which when fully mature, shall not exceed 25 pounds in weight), two (2) birds in cages (cages not to exceed 10 cubic feet, or fish in an aquarium (tank size not to exceed 30 gallons).

Dogs and cats must be spayed or neutered and cats must be declawed (front feet) with a veterinarian report supplied verifying the operation. No pets shall be kept or raised for commercial purposes.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

Only one (1) dog or cat per unit is allowed.

17.5 TYPES AND NUMBER OF PETS ñ ELDERLY COMMUNITIES

The Clearwater Housing Authority will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be spayed or neutered, and cats must be declawed (front feet).

Only one (1) pet per unit is allowed, and dogs are not permitted beyond the third floor at Barbee Towers.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animals may exceed twenty (20) pounds at full maturity.

17.6 PET DEPOSIT & FEES ñ FAMILY COMMUNITIES

Each Pet Owner must provide a Pet Deposit in an amount of \$200.00 for a dog or cat. This amount shall be periodically revised by Management if necessary, but shall not exceed \$300.00. The Pet Deposit must be paid prior to a pet being brought into the apartment. A non-refundable pet fee of \$50.00 shall be payable annually. In addition, should damage be done to the apartment by pet be in excess of the Pet Deposit, cost of such damage shall be borne by the resident. Any balance of deposit shall be refunded to the resident within thirty (30) days of move-out.

17.7 PET DEPOSIT & FEES ñ ELDERLY COMMUNITIES

A pet deposit of \$100.00 is required at the time of registering a dog or cat. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear. Any balance of deposit shall be refunded to the resident within thirty (30) days of moveout.

17.8 INOCULATIONS

All pets must be registered with the Housing Manager prior to being brought on the premises. Pets must have all County and City Licenses and records of vaccinations and inoculations. These will be renewed annually and a copy kept in the resident's file.

17.9 INSURANCE

Insurance for pets is required for liability purposes. Proof of insurance must be provided to the Housing Manager in order for pet to be approved. This insurance must be kept current and will be verified at least annually during reexamination.

17.10 FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Clearwater Housing Authority reserves the right to exterminate and charge the resident.

17.11 NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Clearwater Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

17.12 DESIGNATION OF PET AREAS

Residents shall keep their pet inside their apartment at all times except as necessary to take the pet out. When outside of their apartment, residents shall keep their pet on a short leash (dog or cat) or in an appropriate container. Cats or dogs will not be permitted to roam unrestrained on the property. Dogs may not be tied or chained outside or in common areas. The pet shall be accompanied by and under control of the resident at all times. Barking will not be tolerated in that it is considered to be a nuisance to other residents. Residents must clean up after their pets in their apartment. Residents must properly dispose of waste. Proper disposal of cat litter (secured and bagged) must be done on a frequent basis. Odors arising from cat litter will not be tolerated. Birds must be properly caged and cage shielded to prevent accumulation and/or damage to floors. Aquariums must not leak and must be cleaned regularly to prevent foul water and/or odors.

Management will designate space to be used exclusively for the purpose of walking pets. Pet owners shall be responsible for immediate clean up after exercising their dog.

Should an accident occur in any area other than an exercise area, resident shall be responsible for immediate clean up after the pet.

17.13 VISITING PETS

Visiting pets are strictly prohibited.

17.14 EMERGENCY CARE OF PETS

Pet owners must supply to the Management Office an affidavit of agreement, with the names of at least two people who will be willing to assume IMMEDIATE responsibility for the pet in case of emergency. In case of emergency where Management, despite its best efforts, is unable to reach one of the designated “back-up” persons, pet owner agrees to allow Management to have pet removed by City Animal Control, or other public or quasi-public authority to a Veterinarian of Management’s choice. All fees and costs shall be borne by the pet owner.

Statement of Progress
Attachment F
Filename: FL075f01.doc

Our mission is to lead in creating housing opportunities to enhance the lives of those we serve. We will:

1. Build communities with innovative programs.
2. Sustain a dignified and desirable environment.
3. Create alliances to nurture self-sufficiency.

In this vein, the Clearwater Housing Authority has acquired 204 additional affordable housing units in its portfolio. Twenty percent of these units have been set aside for low income families. Our portfolio now includes 715 units of affordable housing, in addition to 580 public housing units. Through this acquisition, we have expanded the opportunities for affordable housing; we have increased housing choices; we have improved the community's quality of life and economic vitality.

Clearwater Housing Authority applied for and was awarded the Resident Opportunity and Self-sufficiency Grant for \$500,000. This grant will allow us to continue our self sufficiency programs not only by improving the quality of life for our participants but also, and more importantly, by promoting self-sufficiency and asset development of families and individuals.

The Clearwater Housing Authority has progressed in meeting the mission and goals outlined in our five-year plan.

Resident Member of the Board
Attachment G
Filename: FL075g01.doc

Candidates apply with the City. The Mayor of the City of Clearwater selects the candidates and he or she may confer with the Clearwater Housing Authority Executive Director and Board members, as well as residents. The Mayor then recommends candidates to the City Commission. Once the City Commission approves, the Mayor appoints to the Clearwater Housing Authority Board.

Resident Advisory Board
Attachment H
Filename: FL075h01.doc

The Resident Advisory Board for the Clearwater Housing Authority is selected in the following manner:

1. Applications are distributed among residents and at on-site agencies.
2. The applications are reviewed by staff.
3. The top candidates are presented to the Board for approval and appointment.
4. The Board approves four members, two from the Section 8 program and one from Public Housing, and the current resident Board Commissioner is automatically appointed.
5. Terms are for one year and terms are limited to five, excluding the resident Board Commissioner.

Current Resident Advisory Board members are:

Linda Long – Public Housing
Carolena Fields – Section 8
Erica Jones – Section 8
William Ethington – Resident Board Commissioner

**Organizational Structure
Attachment I
Filename: FL075i01.doc**

**CLEARWATER HOUSING AUTHORITY
Organizational Matrix**

