

PHAPlans

5YearPlanforFiscalYears2001 -2005
AnnualPlanforFiscalYear2001

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: CityofParisHousingAuthority

PHANumber: TX048v04

PHAFiscalYearBeginning:(mm/yyyy) 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
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

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)

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space 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: (PHA score)
 - ☐ Improve voucher management: (SEMA score)
 - ☐ 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:
- ☐ Other: (list below)

- ☐ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach effort to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ 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)
 - ☐ 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)

AnnualPHAPlan
PHAFiscalYear2000
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☒ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
☐ **SmallAgency (<250PublicHousingUnits)**
☐ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

TheHousingAuthorityoftheCityofPariscurrentlymanagesandoperates258units intheLow -RentPublicHousingProgram.Theseunitsarelocatedthroughoutthecity ofParisinfivedifferentlocations.GeorgeW.WrightHomeshas140unitsofproject basedhousingandBookerT.Washingtonhas68unitsofprojectbased housingbuilt in1950's.Therearethreescatteredsitesbuiltin1993,JacksonCourt,ClovisGraves HomesandPriceCircle.Thesenewscatteredsitehomesmakeuptheremaining50 unites.Itisachallengetothepublichousingstafftoservicethesefamiliesinthe scatteredlocationsinasefficientwayaspossible.Thereisnotimetobewastedwith thedemandsoftheoperationsofthisunit.

TheHousingAuthorityofthecityofPariscurrentlyadministers131certificates,that arebeingtransferred tovouchers,95vouchersandrecently25additionalvouchers havebeenaddedtothebudgetauthorityfortheFairHousingCentertoassistfamilies inmakingdesecratedmovesintothecommunity.Thisistpartoftheeffortsinthe YoungLitigation.Theauthorityalsoisthecontractadministratortoa120 -unit moderaterehabcontract.

ThebasicgoaloftheHACPistoprovidelow -incomefamiliesaffordablehousingthat isdecent,safeandsanitary,andprovideservicesandprogramsthatimprovethethe residents'qualityoflifeandprovidetheopportunitytobecomeseff -sufficient.Inthis efforttheHACPiscommittedtotheefficientdeliveryofqualityservicestothe residentsofpublichousing.

We,theemployees,fulfillthemissionthroughpersonalandorganizational commitmenttothefollowingvalues:

- **Accountability, accepting responsibility as stewards of public resources and investing pride in our work;**
- **Initiative taking positive action to accomplish our mission;**
- **Respecting our differences, treating each other with understanding and dignity;**
- **Development, enhancing our skills and increasing our knowledge to achieve our personal best;**
- **Communication, each employee openly sharing and receiving information;**
- **Leadership at all levels, challenging the process, inspiring the vision, and modeling the way;**
- **Teamwork, approaching decision-making and problem-solving by involving all employees, focusing on people first, then processes;**
- **Continuous improvement as a way of life.**

We believe that our commitment is the foundation of all our endeavors to make public housing a better place now and for future generations.

The purpose of this 5 Year Comprehensive Plan is to continue to chart the course of action for the HAC to continue the efforts to improve the physical and management in the overall operation and management of the programs.

The Housing Authority plans to continue the effort of getting all families in the area we service aware of the affordable housing and working to educate the families of their responsibilities in order for them to continue to have this housing as long as needed, therefore reducing the turnovers.

In the efforts to educate the families the administration is working to give the families the resources to better their lives and become self-sufficient. The authority has adopted the flat rent schedule and will work to encourage the families to keep the jobs that they have by allowing them to pay a flat rent. For Section 8 the program has had much success of bringing many new landlords on the program with a good housing stock. The efforts over the next 5 years is to work to keep the landlords and keeping the program at 100%. If this goal is attainable the authority will be working to put a home ownership program in place.

The authority has worked to utilize any funds available to the authority in the best possible way.

Comprehensive Grants has allowed the agency to keep the public housing stock upgraded, the reserves have been invested for the last 2 years allowing the agency to expand these resources and the HA has once again received a PHDEP grant to further these security measures. Measures are being taken like putting up gates that will continue to provide security even if funds do not continue. In S8 program a large amount of housing has been added to the program allowing the agency to work to get program at 100% bringing the administrative fees up to the maximum.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

Page#

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversion of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- X Admissions Policy for Deconcentration: **The PHA is including in the pending Ruling from the Justice system on the Young vs. Martinez litigation. Template of required questions attached.**
- X FY2001 Capital Fund Program Annual Statement
- X 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
- X FY2000 Capital Fund Program 5 Year Action Plan
- X Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

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
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statements to housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	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
	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	Annual Plan: Demolition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	disposition of public housing	and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
X	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion

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	963	4	4	3	4	4	4
Income > 30% but ≤ 50% of AMI	680	3	3	4	3	2	3
Income > 50% but < 80% of AMI	410	2	3	2	2	2	1
Elderly	508	3	3	4	4	2	3
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	1151.7	3	2	3	3	2	3
Race/Ethnicity	837.53	3	2	3	4	2	4
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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:
- X 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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

HousingNeedsofFamilieson theWaitingList			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance XPublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	56	100%	48%
Extremelylow income<=30%AMI	39.5%	70%	
Verylowincome (>30%but<=50%AMI)	16.5%	30%	
Lowincome (>50%but<80%AMI)	0	0	
Familieswith children	36	64%	
Elderlyfamilies			
Familieswith Disabilities	4	.1%	
Race/ethnicity1	7	13%	
Race/ethnicity2	49	88%	
Race/ethnicity3	0	0	
Race/ethnicity4	0	0	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	22	39%	15%
2BR	17	30%	74%
3BR	11	20%	10%
4BR	6	11%	1%
5BR	NA	NA	NA
5+BR	NA	NA	NA

HousingNeedsofFamilieson theWaitingList	
Isthewaitinglistclosed(selectone)?XNo <input type="checkbox"/> Yes	
Ifyes:	
Howlonghasitbeenclosed(#ofmonths) ?	
DoesthePHAexpecttoreopenhelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes	
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
XSection8tenant -basedassistance			
PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> P ublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	191	100%	18%
Extremelylow income<=30%AMI	0	0	
Verylowincome (>30%but<=50%AMI)	133	70%	
Lowincome (>50%but<80%AMI)	58	30%	
Familieswith children	128	67%	
Elderlyfamilies	13	.07%	
Familieswith Disabilities	11	.06%	
Race/ethnicity1	14	.07%	
Race/ethnicity2	177	93%	
Race/ethnicity3	0	0	
Race/ethnicity4			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	NOTAPPLICABLE	NOTAPPLICABLE	NOTAPPLICABLE
2BR	NOTAPPLICABLE	NOTAPPLICABLE	NOTAPPLICABLE

Housing Needsof FamiliesontheWaitingList			
3BR	NOTAPPLICABLE	NOTAPPLICABLE	NOTAPPLICABLE
4BR	NOTAPPLICABLE	NOTAPPLICABLE	NOTAPPLICABLE
5BR	NOTAPPLICABLE	NOTAPPLICABLE	NOTAPPLICABLE
5+BR	NOTAPPLICABLE	NOTAPPLICABLE	NOTAPPLICABLE
Isthewaitinglistclosed(selectone)?XNo <input type="checkbox"/> Yes Ifyes: Howlonghasitbeenclosed(#ofmonths)? DoesthePHAexpecttoreopenhelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR**, andtheAgency'sreasonsfor choosingthis strategy.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:

Selectallthatapply

- ☐ Employeffectivemaintenanceandmanagementpoliciestominimizethe numberofpublichousingunitsoff -line
- ☐ Reduceturnovertimeforvacatedpublichousingunits
- ☐ Reducetimetorenovatepublichousingunits
- ☐ Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- ☐ Seekreplacementofpublichousingunitslosttotheinventorythroughsection 8replacementhousingresources
- X Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamieliestorentthroughoutthejurisdiction
- ☐ Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessounitsizerequired
- ☐ Maintainorincreasesection8lease -upratesbymarketingtheprogramto owners,particularlythoseoutsideofareasofminorityandpoverty concentration
- ☐ Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ☐ ParticipateintheConsolidatedPlandevelopmentprocesstoensure coordinationwithbroadercommunitystrategies
- ☐ Other(listbelow)

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

Select all that apply

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

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special -purpose voucher 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 voucher targeted to families with disabilities, should they become available
- X Affirmatively market to local non -profit agencies that assist families with disabilities
- ☐ Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- ☐ Funding constraints
- X 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
- X Result of consultation with local or state government
- X Result of consultation with residents and the Resident Advisory Board
- X Result of consultation with advocacy groups
- X Other: *Result of consultation with other organizations that work with other low income families.*

2. Statement of Financial Resources

[24CFR Part 903.79(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 2000 grants)		
a) Public Housing Operating Fund	\$493,772.00	
b) Public Housing Capital Fund	\$443,107.00	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$1,119,686.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$43,388.00	
g) Resident Opportunity and Self - Sufficiency Grants	NA	
h) Community Development Block Grant	NA	NA
i) HOME	NA	NA
Other Federal Grants (list below)	NA	NA
2. Prior Year Federal Grants (unobligated funds only) (list below)		
		NA

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1999 Comprehensive Grant	\$0.00	NA
2000 Capital Fund	\$443,107.00	NA
3. Public Housing Dwelling Rental Income	\$264,452.75	Administrative, Maintenance, Salaries, Utilities, Insurance, Routine expenditures
4. Other income (list below)	NA	
4. Non -federal sources (list below)	NA	
Total resources	\$2,827,512.75	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA 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)
- X Other: *When applying we begin screening and begin offering, this is due to the shortage of applicants on the waiting list.*

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

- X Criminal or Drug -related activity
- X Rental history
- X Housekeeping
- ☐ Other (describe)

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

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

e. ☐ Yes X 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
- X Other *Applicants are put on the waiting list by order of date and time of the application.*

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

- X PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

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

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

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

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

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

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

(3) Assignment

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

- X One
- ☐ Two
- ☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

X 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 transfer take precedence over new admissions? (list below)

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

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
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- ☐ At an annual reexamination and lease renewal
- ☐ Anytime 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) development(s) 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 development 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: PHA 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)
- The Housing Authority does additional screening to determine whether an applicant owes any money to the Authority or if they have been evicted from any other housing assistance program.***
- ☐ 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
- ☒ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ 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 assistance? (select all that apply) -based

X PHA main administrative office

☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household 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 the choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensure 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 admission to any special -purpose section 8 program administered by the PHA contained?(select all that apply)

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

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

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

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

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

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

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

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

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

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

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

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

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

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

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

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 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 redeterminations:

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
☒ Anytime the family experiences an income increase
☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
☒ Other: *Anytime a family experiences a decrease in income that is not a result of the tenants' actions.*

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)

Comparability of other authorities with some characteristics.

B. Section 8 Tenant -Based Assistance

Exemptions: PHA 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

- X 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)

- X Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- X Success rates of assisted families
X Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

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

- ☐ \$0
X \$1-\$25
☐ \$26-\$50

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

5. Operations and Management

[24CFR 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)

- X An organization chart showing the PHA's management structure and organization is attached. (TX048V04D01)
- ☐ 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	258	73.5%
Section 8 Vouchers	95	10.3%
Section 8 Certificates	131	15.6%
Section 8 Mod Rehab	120	50.1%
Special Purpose Section 8 Certificates/Vouchers (list individually)	25	0%
Public Housing Drug Elimination Program (PHDEP)	258	NA
Other Federal Programs (list individually)	NA	NA

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.79(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:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA offices 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 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

a. X 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 as Attachment (state name)
- or-
- ☐ The Capital Fund Program 5 - Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

- ☐ Yes ☒ 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 -financed development activities for public housing in the Plan year?
- If yes, list developments or activities below:

☐ 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:

8. Demolition and Disposition

[24CFR Part 903.79(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:	
1b. Development (project) number:	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>
3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24CFR Part 903.79(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)	

- ☐ Part of the development
☐ Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as 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 903.79(k)]

A. Public Housing

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

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 11 B; 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**

PHAstatus.PHAscompletingstreamlinedsubmissionsmay
skiptocomponent11B.)

2.ActivityDescription

XYes ☐No: HasthePHAprovidedallrequiredactivitydescription
information forthiscomponentinthe **optional**PublicHousing
AssetManagementTable?(If“yes”,skiptocomponent12.If
“No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Appli cationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

B.Section8TenantBasedAssistance

1. ☐YesXNo: DoesthePHAplantoadministeraSection8Homeownership
programpursuanttoSection8(y)oftheU.S.H.A.of1937,as
implementedby24CFRpart982?(If“No”,skiptocomponent
12;if“yes”,describeeachprogramusingthetablebelow(copy
andcompletequestionsforeachprogramidentified),unless
thePHAiseligibletocompleteastreamlinedsubmissiondueto
highperformerstatus. **HighperformingPHAs** mayskipto
component12.)

2.ProgramDescription:

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

[24CFR Part 903.79(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 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? DD/MM/YY

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 program to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare -to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- ☐ Public housing rent determination policies
- ☐ 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 home ownership option participation
- ☐ Preference/eligibility for section 8 home ownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes ☐ No: Does the PHA coordinate, promote or provide any program 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)
<i>Northeast Texas Council on alcohol and drug abuse</i>	<i>Na</i>	<i>Per referral</i>	<i>Social Services Office</i>	<i>Public Housing</i>
<i>Texas agriculture Extension Services</i>	<i>Na</i>	<i>Per referral</i>	<i>Social Services Office</i>	<i>Public Housing</i>
<i>Consumer Credit Counseling</i>	<i>Na</i>	<i>Per referral</i>	<i>Social Services Office</i>	<i>Public Housing</i>

<i>Service</i>				
<i>LamarCountyHeadStart</i>	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>
<i>NortheastTexasTechnical AssistanceOffice</i>	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>
<i>ParisJuniorCollegeSpecial PopulationOffice</i>	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>
<i>EvenStart</i>	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>
<i>RedRiverCountyGirlScouts</i>	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>
<i>DepartmentofHuman Services</i>	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>
	<i>Na</i>	<i>Perreferral</i>	<i>SocialServicesOffice</i>	<i>PublicHousing</i>

(2)FamilySelfSufficiencyprogram/s

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2000Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing	Na	Na
Section 8	Na	Na

- b. ☐ YesxNo: IfthePHAisnotmaintainingtheminimumprogramsizerequiredbyHUD,doesthemostrecentFSSActionPlanaddressthestepssthePHAplanstotaketoachieveatleasttheminimum programsiz?
Ifno,liststepsthePHAwilltakebelow:

C.WelfareBenefitReductions

1.ThePHAiscomplyingwiththestatutoryrequirementssection12(d)oftheU.S.HousingActof1937(relatingtothetreatmentofincomechangesresultingfromwelfareprogramrequirements)by:(selectallthatapply)

- ☐ AdoptingappropriatechangestothePHA'spublichousingrentdetermination policiesandtrainstafftocarryouthosepolicies
- ☐ Informingresidentsofnewpolicyonadmissionandreexamination
- ☐ Activelynotifyingresidentsofnewpolicyattimesinadditiontoadmissionandreexamination.
- X EstablishingorpursuingacooperativeagreementwithallappropriateTANF agenciesregardingtheexchangeofinformationandcoordinationofservices

- ☐ 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

The Housing Authority of the City of Paris will be implementing a community Service/Self-Sufficiency Policy. The policy is an attachment to the Admissions and Occupancy Policy used for the administering of the Public Housing Program. It includes definitions of Community Service, Self Sufficiency Activities, Exemptions and Requirements. The exemption form will be implemented into the admissions packet at briefing and all current residents of the program will be given the policy and exemption form. There will be meetings held to discuss and explain the new policy and procedure to the residents prior to the implementation.

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- X High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- X High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children
- X Observed lower -level crime, vandalism and/or graffiti
- X 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
- X Other (describe below)

Sparta security assessment.

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

- X Safety and security survey of residents

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

3. Which developments are most affected? **George Wright Homes and Booker T. Washington.**

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

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

- X Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- X Crime Prevention Through Environmental Design
- X Activities targeted to at-risk youth, adults, or seniors
- X Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

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

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)

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

X Other activities (list below)
Cops program covers all Housing Authority Sights.

2. Which developments are most affected? All

George Wright Homes, Booker T. Washington, Jackson Court, Price Circle, and 13th S.E.

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

☐ Yes XNo: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?

XYes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: TX048V04E01)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

The Housing Authority of the City of Parish has adopted a pet ownership policy that includes pet rules, violation procedure, and termination information. Also, included in this policy is a pet agreement and a pet policy certification. This will become effective then new July 1, 2002 fiscal year replacing the old policy that needed to be updated. Prior to the implementation of the policy meetings will be held so that the current resident can be told of the policy and it will be implemented into the briefing information for the upcoming residents.

This policy is an addendum to the Admissions and Occupancy Policy used to administer public housing program.

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

16. Fiscal Audit

[24CFR Part 903.79(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?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.79(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 903.79(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 (Filename)
X Provided below:

Comments made at the meeting were as follows: We need more lighting in GW and BT Homes, Housing needs to keep the off duty policing active to keep crime down.

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:

X Other: (list below)

The lighting has been addressed in the 2001 Capital Fund that has not been released due to the revision being made for lead based testing in GW and BT Homes.

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

1. ☐ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes X No: Was there a 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

X Other: (describe) mayor appoints resident commissioners, based on recommendation of the PHA.

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
x Other (list)

Any adult member in Public Housing in good financial standing with the Housing Authority.

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non dwelling Structures	
13	1475 Non dwelling Equipment	
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)	
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	
24	Amount of line 20 Related to Energy Conservation Measures	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA plannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5 informationisincludedintheCapitalFundProgramAnnualStatement.

-widephysicalormanagementimprovements
-Yearcycle,becausethis

Optional 5-YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	% Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimatedcostovernext5years				

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>

ATTACHMENT H

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

PHA Name: Master Housing Authority	Grant Type and Number: TX21P048501-01	Federal FY of C 2001
Housing Authority of the City of Paris	Capital Fund Program CFP Capital Fund Program Replacement Housing Factor Grant No:	

☒ Original Annual Statement (revision no:) ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement

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

Lin e	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
No.		Original	Revised	Obligated	Expend
1	Total non-CFP Funds				
2	1406 Operations	\$44,310.00			
3	1408 Management Improvements	\$14,920.00			
4	1410 Administration	\$56,840.00			
5	1411 Audit	NA			
6	1415 liquidated Damages	NA			
7	1430 Fees and Costs	NA			
8	1440 Site Acquisition	NA			
9	1450 Site Improvement	\$92,372.00			
10	1460 Dwelling Structures	\$75,290.00			
11	1465.1 Dwelling Equipment—None expendable	\$93,249.00			
12	1470 Nondwelling Structures	\$31,500.00			
13	1475 Nondwelling Equipment	NA			
14	1485 Demolition	NA			

ATTACHMENT H

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Master Housing Authority

Grant Type and Number: TX21PO48501-01

Capital Fund Program: CFP

Federal FY of G
2001

Housing Authority of the City of Paris

Capital Fund Program
Replacement Housing Factor Grant No:

☒ Original Annual Statement
(revision no:)

☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Sta

☐ Performance and Evaluation Report for Period Ending:

☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost
15	1490 Replacement Reserve	NA	
16	1492 Moving to Work Demonstration	NA	
17	1495.1 Relocation Costs	NA	
18	1498 Mod Used for Development	NA	
19	1502 Contingency	NA	
20	Amount of Annual Grant: (sum of lines 2-19)	\$443,107.00	
21	Amount of line 20 Related to LBP Activities	NA	
22	Amount of line 20 Related to Section 504 Compliance	\$0.00	
23	Amount of line 20 Related to Security	\$68,286.00	
24	Amount of line 20 Related to Energy Conservation Measures	\$27,029.00	

Part II: Supporting Pages

Federal RV of Grant: 2000

[illegible]

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

PHA Name: Master Housing Authority Housing Authority of the City of Paris		Grant Type and Number Capital Fund Program #: TX21P04850201 Capital Fund Program Replacement Housing Factor: #:				Federal FY of Grant: 200		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		S P
				Original	Revised	Funds Obligated	Funds Expended	
TX048-002	Top soil/sod	1450		2,400.00				
Booker T. Washington Homes	Underground Drainage	1450		9,000.00				
	Improve Complex Lighting	1450		6,500.00				
	Replace Floor Fixtures	1460		4,760.00				
	Flow restrictors (water)	1460		2,380.00				
	New passage hardware	1460		6,800.00				
	Roach/Vermmin/Termite treatment	1460		2,720.00				
	Replace Refrigerators	1465		7,378.00				
	Replace Ranges	1465		3,978.00				

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

PHA Name: Master Housing Authority Housing Authority of the City of Paris		Grant Type and Number Capital Fund Program #: TX21P04850201 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		S P
				Original	Revised	Funds Obligated	Funds Expended	
TX048-004	Lawn Care Maintenance	1450		8,800.00				
Jackson Court	Install floor fixtures	1460		1,750.00				
	Install flow restrictors (water)	1460		875.00				
	Laundry Facilities	1470		54,121.00				
TX048-04	Lawn care maintenance	1450		7,200.00				
Clovis Graves Site	Install Floor Fixtures	1460		1,330.00				
	Install Flow Restrictors (water)	1460		665.00				
TX048-004	Lawn Care Maintenance	1450		1,200.00				
Price Circle	Install Floor Fixtures	1460		420.00				
	Install Flow Restrictors (water)	1460		210.00				

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

PI/A Name: Master Housing Authority Housing Authority of the City of Paris		Grant Type and Number Capital Fund Program #: TX21P04850201 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		S P
				Original	Revised	Funds Obligated	Funds Expended	
Management Improvements	Staff training	1408		1,000.00				
	Capital Fund update Courses	1408		1,200.00				
	Money budgeting classes for residents	1408		2,000.00				
	Self-Sufficiency Classes	1408		2,000.00				
	Housekeeping classes for residents	1408		120.00				
	Home Ownership classes for residents	1408		100.00				
	Staff Computer Training	1408		3,500.00				
	Resident Participation	1408		4,000.00				
Operations		1406		44,310.00				

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
TX048	9/30/2003	9/30/2004

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX048-001	George Wright Homes			
Description of Needed Physical Improvements or Management Improvements				Estimated Cost
				Planned Start Date (HA Fiscal Year)
Replace Cabinets and Sinks				2002
Replace Balance of Cabinets and Sinks				2003
Replace Lavatories with Vanity Cabinets				2003
Covered Pavilion Playground				2003
Interior Painting				2004
Replace Furnaces				2004
Replace Tubs				2004
Replace Balance of Furnaces				2005
Exterior Painting				2005

Total estimated cost over next 5 years		\$332,120.00
--	--	--------------

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX048-002	Booker T. Washington Homes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Furnaces			\$28,000.00	2002
Replace Tubs			\$43,560.00	2004
Rehab 2 Buildings			\$14,000.00	2004
Total estimated cost over next 5 years			\$85,560.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX048-004	Jackson Court			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	Agency Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Recreation Area Facilities			\$31,000.00	2005
Total estimated cost over next 5 years			\$31,000.00	

Table Library

Annual Statement / Performance and Evaluation Report Comprehensive Grant Program (CGP) Part I: Summary

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

OMB Approval No. 2577-0157
(exp. 3/31/2002)

CGP Name
The Housing Authority of the City of Paris

Comprehensive Grant Number
TX21PD48705-99

FY of Grant Approval
1999

Original Annual Statement: ☐ Revised Annual Statement/Revision Number: _____
☒ Performance and Evaluation Report for Program Year Ending 1999 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original Total Estimated Cost	Revised ¹	Calculated Total Actual Cost ²	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements	27620.00			27620.00
4	1410 Administration	35632.00			36726.49
5	1411 Audit				
6	1415 Unallocated Damages				
7	1430 Fees and Costs	34500.00	73700.00		72605.51
8	1440 Site Acquisition				
9	1450 Site Improvement	46780.00			46780.00
10	1460 Dwelling Structures	203370.00	143370.00		143370.00
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	20290.00			20290.00
14	1485 Demolition				
15	1490 Replacement Reserve	0	20800.00		20800.00
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10000.00			10000.00
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	378192.00			378192.00
21	Amount of line 20 Related to LBP Activities	82605.51			
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	91020.00			
24	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director	Date	

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HAWIC Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
TX048-001	George Wright Homes							
	SITE IMPROVEMENTS							
	Sewer Line replacement	1450	300 ft	7000.00			7073.47	
	Topsoil/Landscaping	1450	10 lbs	1000.00			1000.00	
	A/C replacement/laundrymat	1450	1	0	750.00		750.00	
	TOTAL SITE IMPROVEMENT 001			8000.00	8750.00		8623.47	
	DWELLING STRUCTURE							
	Security Screens	1460	1000	125000.00	62570.00		62570.00	
	Rehab. 9 units	1460	9	0	51000.00		51000.00	
	Exterior Door Replacement	1460	200		0			
	TOTAL DWELLING STRUCTURE			185000.00	113570.00		113570.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

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

Page ____ of ____

Previous edition is obsolete

Form HUD-58837 (8/96)
ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
TX048-002	Booker T. Washington Homes							
	DWELLING STRUCTURE							
	Security Screens	1450	520	60000.00	28450.00		28450.00	
	TOTAL DWELLING STRUCTURE			60000.00	28450.00		28450.00	
TX048-004	Jackson Court							
	SITE IMPROVEMENTS							
	Lawn Care/Maintenance	1450	site	8800.00			8728.53	
	TOTAL SITE IMPROVEMENTS			8800.00				
	DWELLING STRUCTURE							
	Exterior Painting	1450		17500.00			17500.00	
	TOTAL DWELLING STRUCTURE			17500.00			17500.00	
Signature of Executive Director				Signature of Public Housing Director				Date

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

Form HUD-52837 (3/98)
Ref Handbook 7485.3

Previous edition is obsolete

Page ____ of ____

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development: Housing Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
TX048-004	Clovis Graves Homes (13th)							
	SITE IMPROVEMENTS							
	Lawn Care/Maintenance	1450	site	7200.00			7200.00	
	Comm. Bldg A/C Replacement	1450	2	0	2130.00		2130.00	
	TOTAL SITE IMPROVEMENT			7200.00	9330.00		9330.00	
	DWELLING STRUCTURE							
	Exterior Painting	1450		1200.00			1200.00	
	TOTAL DWELLING STRUCTURE			1200.00			1200.00	
TX048-004	Price Circle							
	SITE IMPROVEMENTS							
	Lawn Care/Maintenance	1450		1200.00			1200.00	
	TOTAL SITE IMPROVEMENT			1200.00			1200.00	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name H.A. Wides Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
TX048-004	DWELLING STRUCTURES							
	Exterior Painting	1460		2250.00			1350.00	
	TOTAL DWELLING STRUCTURES			2250.00			1350.00	
	AGENCY WIDE TX048							
	Relocation Costs	1485.1		0	10000.00		10000.00	
	NONDWELLING EQUIPMENT							
	Maintenance Tools, Supplies, equipment	1475		10000.00			10000.00	
	Tailgate Lift	1475		1800.00			1800.00	
	Community Ctr. Supplies/Resident Ser	1475		1000.00			1000.00	
	Computer Resident Services	1475		5000.00			5000.00	
	Bookshelves/Chairs Centers	1475		2490.00			2490.00	
	TOTAL NONDWELLING EQUIPMENT			20290.00			20290.00	
Signature of Executive Director				Date		Signature of Public Housing Director		Date

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

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name H-A-Wilee Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
	FEES AND COSTS							
	Pro Comp Services	1430		3500.00			3830.00	
	Lead Testing/Assessment	1430		31000.00			31000.00	
	Arch. & Engineering	1430			11000.00		11000.00	
	Abatement Plan Testing	1430			15700.00		14275.51	
	Mold Removal of LBP	1430			9000.00		9000.00	
	Consulting Fees	1430			3500.00		3500.00	
	State Fees	1430						
	TOTAL FEES AND COSTS			34500.00	73700.00		72605.51	
	ADMINISTRATION							
	Social Services Coordinator	1410		19750.00			19750.00	
	Comp Resident Clerk	1410		10712.00			10712.00	
Signature of Executive Director				Signature of Public Housing Director				Date

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

2 To be completed for the Performance and Evaluation Report.

Page ___ of ___

Previous edition is obsolete

Form HUD-52837 (05/99)
ref Handbook 7483.3

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

Development Number/Name Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
	Maintenance Super/Comp Coordinator	1410		4160.00		4160.00		
	Sundry Expenses Admin. Grant	1410		1000.00		2094.49		
	TOTAL ADMINISTRATION	1410		35632.00		36726.49		
<div style="display: flex; justify-content: space-between;"> <div> Signature of Executive Director Date </div> <div> Signature of Publishing Director Date </div> </div>								

Page of

Previous action is obsolete

from HUD-62837 (9/89)
re: Hancock 7485.3

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Progress: Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
Agency Wide continued								
SITE IMPROVEMENT								
	PHAS Training Staff	1408		3000.00			300.00	
	GAAP/Finance updating training	1408		2500.00		2500.00	2500.00	
	Automated System Training Update	1408		1500.00		1500.00	1500.00	
	Resident Council Development	1408		3500.00		3500.00	3500.00	
	Dev. Money/Budget Mgmt Classes	1408		1000.00		1000.00	1000.00	
	Homeownership Course	1408		120.00		120.00	120.00	
	Self Sufficiency/Job Training Course	1408		1000.00		1000.00	1000.00	
	Develop Housekeeping	1408		1000.00		1000.00	1000.00	
	Update Imp. Vacancy Relocation plan	1408		2000.00		2000.00	2000.00	
	Implement Auto Orien. Program	1408		2000.00		2000.00	2000.00	

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

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development: Number/Name HA-WICA Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Desk office file cabinets	1406		10000.00	10000.00		10000.00	
	TOTAL MGMT IMPROVEMENT			27620.00			27620.00	

Annual Statement / Performance and Evaluation Report Comprehensive Grant Program (CGP) Part I: Summary

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

OMB Approval No. 2537-0157
(exp. 3-31-2002)

File Name: The Housing Authority of the City of Paris
Comprehensive Grant Number: TX21P048705-00
Fiscal Year: 2000

Original Annual Statement: ☐ Reserve for Disaster/Emergencies
Performance and Evaluation Report for Program Year Ending 2000: ☒ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original	Total Estimated Cost	Revised 1	Collocated	Total Actual Cost ²	Expended
1	Total Non-CGP Funds						
2	1406 Operations (May not exceed 10% of line 20)	43430.00			43430.00		43430.00
3	1408 Management Improvements	13420.00			13420.00		170.88
4	1410 Administration	56840.00			56840.00		56840.00
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement	96868.00		17200.00	17200.00		16824.45
10	1460 Dwelling Structures	90280.00		261412.00	7320.00		2281.80
11	1485.1 Dwelling Equipment—Non-expendable	34646.00		0			
12	1470 Non-dwelling Structures	53328.00		0			
13	1475 Non-dwelling Equipment	45500.00		29000.00	29000.00		29000.00
14	1485 Demolition						
15	1490 Replacement Reserve						
16	1492 Moving to Work Demolition						
17	1495.1 Relocation Costs		0	13000.00			
18	1498 Med Used for Development						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant (Sum of lines 2-19)	434302.00			285754.97		148547.03
21	Amount of line 20 Related to LBP Activities			254092.00			
22	Amount of line 20 Related to Section 504 Compliance						
23	Amount of line 20 Related to Security						
24	Amount of line 20 Related to Energy Conservation Measures						
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

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

Page ____ of ____ Previous edition is obsolete. Form HUD-52857 (8/96) ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/ Name HA-VI-CA Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ¹
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
TX048-001	Roach/Vermont/Tamita Treatment	1480	140	4800.00		4800.00	2281.90	
	Lead-Based Paint Assessment/Abatement	1480	140	132968.00				
	Relocation Costs	1495.1	40	8000.00				
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

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

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Charged ²	Funds Expended ³	
TX048-002	Rosch/Vermitt/Terrill Treatment ¹	1480	68	2720.00		2720.00		
	Lead-Based Paint Assessment/Acetestment ¹	1460	68	120424.00				
	Relocation Costs	1495.1	25	5000.00				

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name H-A/V/CA Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost:		Total Actual Cost:		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
Continued								
TX048-004								
Jackson Ct	Lawn Care Maintenance	1450	25	8800.00		8800.00	8800.00	
Clovis Grn	Lawn Care Maintenance	1450	19	7200.00		7200.00	7200.00	
Pine Circle	Lawn Care Maintenance	1450	6	1200.00		1200.00	824.45	
Signature of Executive Director								
Date				Signature of Public Housing Director				Date

1 To be completed to the Performance and Evaluation Report of a Revised Annual Statement.
2 To be completed to the Performance and Evaluation Report.

Page ____ of ____

Previous edition is obsolete

Form HUD-52837 (3/98)
ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-WHO Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ³	
Continued								
Agency Wk	Moving Equipment	1475	2	14000.00		14000.00	14000.00	
	Maintenance Tools/Supplies	1475		15000.00		15000.00	15000.00	
	Social Services Coordinator	1410	1	24000.00		24000.00	24000.00	
	Comp./Resident Service Clerk	1410	1	15680.00		15680.00	15680.00	
	Priorite Maint./Coord.	1410	1	6160.00		6160.00	6160.00	
Adminstral	Sundry Expenses	1410		1000.00		1000.00	1000.00	
	Benefits	1410		10000.00		10000.00	10000.00	
Signature of Executive Director				Date		Signature of Public Housing Director		Date

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

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development NurseryName HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Continued								
Management	Capital Fund Update Course	1408	1	1200.00		1200.00		
	Money Budgeting Classes For Resident	1408		3000.00		3000.00		
	Self Sufficiency Classes	1408		2000.00		2000.00		
	Housekeeping Classes	1408		120.00		120.00		
	Home Ownership for Residents	1408		100.00		100.00		
	Staff Computer Training	1408		3500.00		3500.00		
	Resident Participation of Activities	1408		3500.00				
Signature of Executive Director				Date		Signature of Public Housing Director		Date

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

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HIA-Wild Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Freeze for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
1405	9/30/01		9/30/01	9/30/01		9/30/01	
1406	9/30/02	9/30/02			9/30/02		
1410	9/30/02	9/30/02	6/30/02	6/30/02		6/30/02	
1450	6/30/02		6/30/02	9/30/02		9/30/02	
1460	6/30/02	9/30/02		9/30/02		9/30/02	
1476	9/30/02	6/30/02	6/30/02	6/30/02		6/30/02	
1485.1	9/30/02	9/30/02		9/30/02		9/30/02	
Signature of Executive Director							
Date				Signature of Public Housing Director			
				Date			

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

**Housing Authority of the
City of Paris**

Denny Head - Acting Executive Director

Denny Head - Maintenance
Supervisor/Comp Grant
Coordinator

Benny
Goforth -
Working
Foreman

Comp
Clerk-
Vacant

Maintenance Mechanic A
Bobby Bailey
Maintenance Mechanic B
Jim Knight
Maintenance Aide A
Paul Liggins

Lee Taylor - Director
of Social Services

Sally Gibson -
Administrative
Assistant/Bookkeeper/
Systems Manager

Administrative Clerk
- Patti
Torres

Receptionist
/Application
Coordinator
- Elizabeth
Brooks

Trish Pridemore - Operations
Manager

Inspector -
Vacant
LARRY
RAHNER

Caseworkers
RhoShonda
Nickerson-
Public
Housing
Deborah
Ritchey -
Section 8

**DWELLING LEASE
HOUSING AUTHORITY OF THE CITY OF PARIS, TEXAS**

TENANT NAME	COMPLEX NAME	APARTMENT #	# OF BEDROOMS

I. PARTIES AND PREMISES

The Housing Authority of Paris Texas (hereafter referred to as **"Management"**) does hereby lease to:

_____ (hereafter referred to as **"Resident"**) the premises located at:

Complex Address: _____ Apt. NO: _____ Complex Names: _____

Located at _____, Texas, and any steps, porch, lawn and yards surrounding the apartment, subject to the terms and conditions contained in this Lease. The premises leased are for the exclusive use and occupancy of the Resident and his/her household consisting of the following named individuals, who will reside in the apartment. Residents shall date and initial the following **"Members of Household"** list whenever a household member moves into or out of the apartment. Unless Management so approves in writing, no addition of household members to Lease shall be made. Management reserves the right to refuse admission to household members who do not meet criteria as outlined in **Management Occupancy Policy** (which is posted in the Management office and incorporated herein by reference), or whose admission would result in violation of occupancy standards as outlined in the Occupancy Policy. Resident agrees to wait for Management's written approval before allowing additional persons to move into the Apartment. Failure by Resident to comply with this provision shall be considered a serious Lease violation and grounds for termination of this Lease. Deletions (for any reason) from the list of household members on this Lease shall be reported by the Resident to Management in writing, within ten (10) days of the occurrence.

Members of Household

Name	Date of Birth	Relationship	Delete/Add	Initial	Date

II. Rent

A. For resident Leasing after the first day of the month, rent payment is \$_____ to cover the period from _____, ending at midnight on _____.

B. Thereafter, Resident will pay \$_____ rent, payable on or before the first of each calendar month, beginning _____, unless the rent is adjusted as described in **Section VII**.

C. If rent payments and other charges due and payable on the first day of the month are not paid by Resident to Management by the _____ day of the month, a charge of **\$20.00** shall be due from and payable by Resident on the first day of the following month, unless Management has issued to Resident a written authorization for late payment.

D. If resident is late in payment of rent and the **\$20.00** charge has been assessed three (3) times within a twelve (12) month period, a fourth (4th) such late payment within that twelve (12) month period shall be considered a serious Lease violation and grounds for termination of this lease.

E. Residents shall pay all rent and other charges at the Management Office at 100 George Wright Homes on 9th and _____ Chism.

F. A charge of **\$20.00** shall be assessed for checks returned for insufficient funds. If the check is not honored by a financial institution by the _____ day of the month, the rent will be deemed unpaid and subject to the \$_____ late charge. If Resident has a check returned for insufficient funds all future payments must be by money order or cashier's check.

III. LEASE TERM

Unless terminated in accordance with Section XV, this Lease shall be for an initial term of two _____ (12) months and will automatically renew for successive terms of twelve (12) months.

IV. Security Deposit

A. The Resident shall pay \$_____ as a security deposit. The amount of these security deposits shall be in accordance with Management's Security Deposit Policy (posted in Management Office and incorporated herein by reference) in effect at the time this Lease is signed by the parties.

B. After Resident has vacated the apartment and premises have been inspected by Management, _____ the security deposit shall be refunded to Resident, less any charge for:

1. All maintenance and repair charges (beyond normal wear and tear), excess utility charges, rent and/or court costs which are due from Resident pursuant to this _____ Lease at the time Resident vacates the apartment.
2. The cost of non _____ routine cleaning or repair of the premises or its equipment (no charge is made for normal wear and tear)
3. The cost of apartment and mailbox keys which Resident fails to return to the Management Office according to Section VIII A.24 and 25 of this Lease.

C. Security Deposit will not be refunded if proper notice is not given in accordance with SECTION XV BELOW.

D. Not later than the **30th** day after Resident vacates the apartment, Management will mail Resident, at the address Resident provides to Management in a written statement for the purpose of refunding security deposit, either:

1. Resident's security deposit; or
2. An itemized list of deductions from Resident's security deposit and/or the partial security deposit remaining, if any, after aforementioned deductions are applied.

Management shall not return Resident's security deposit or give Resident a written description of damage _____ and charges until Resident gives Management a written statement of Resident's forwarding address for the purpose of refunding the security deposit or until Resident comes to Management Office in person to collect the security deposit, if any, and/or written description of damages and charges.

E. The security deposit may not be used to pay rent or other charges while Resident is in occupancy.

V. UTILITIES AND APPLIANCES

A. **Management Supplied Utilities:** If indicated by a check mark below, the Management _____ will supply the utility. Management will not be liable for the failure to supply utility service due to any cause whatsoever beyond its control, including but not limited to, acts of God and nature, power failures and employee strikes.

☐ Electricity ☐ Natural Gas ☐ Heating Fuel ☐ Water & Sewer ☐ Other _____

If indicated by a check mark below, Management will provide the following appliance for the premise _____ s:

☐ Range ☐ Refrigerator

Where Management provides utilities, Resident will be assessed and shall pay charges for excess consumption of utilities, if any, according to Management's Occupancy Policy. The rate _____ Management shall use to compute any excess utility charges shall be the same as that used by the utility company.

B. **Resident Supplied Utilities:** If Resident resides in a development where Management does not supply all or part of the utilities, Management shall provide Resident with a Utility Allowance in the monthly amount of \$_____ for the following utilities.

☐ Electricity ☐ Natural Gas ☐ Heating Fuel ☐ Water & Sewer

☐ Other _____

Resident -supplied utilities are paid directly to the utility supplier by the Resident.

1. If the Utility Allowance exceeds the Resident's Total Tenant Payment (as calculated by Management) Management will reimburse the Resident the difference in accordance with the Occupancy Policy.

2. If the Resident's actual utility bill exceeds the Utility Allowance, Residents shall be responsible by paying the difference to the utility company.

C. Resident agrees not to waste the utilities provided by Management and to comply with all applicable laws, regulations, and guidelines of all governmental entities regulating utilities or fuels. Illegal tampering with utility metering devices, pursuant to the Texas Penal Code, shall be considered a violation of this Lease and grounds for termination of the Lease.

D. Management may change the Allowance for Utilities at any time during the term of the Lease and shall give the Resident sixty (60) days written notice of the revised Allowances.

VI. Maintenance, Repair and Services

A. Resident will pay charges for maintenance, repair and service beyond normal wear and tear, caused by Resident, household and/or Resident's guests, as reflected in the current Schedule of Other Charges posted in the Management Office and incorporated herein by reference.

B. Charges pursuant to VI. A. above will be due on the first day of the month following a two (2) week written notice of the charges sent by Management to Resident. Failure to pay such charges on the date due shall be considered a serious violation of the Lease and grounds for termination of this Lease.

C. Management shall not be responsible for the repair of the Resident-owned appliances or damage to Resident's possessions or property.

VII. Re-examination of Rent, Apartment Size Eligibility for continued occupancy

A. Annual Re-examination

1. Management will conduct an Annual Re-examination (review) to determine whether or not any changes have occurred in Resident's family circumstances which would affect rent, eligibility and appropriateness of apartment size.

2. Management will review family's compliance with the Community Service / Self Sufficiency Policy, incorporated herein by reference.

3. All adult members of Resident's household must accompany the head of household to the Annual Re-examination interview.

4. Resident will furnish upon request such information and certifications as may be necessary for Management to make a determination with respect to rent, eligibility and appropriateness of apartment size, in accordance with the current Occupancy Policy.

5. Resident's misrepresentation or failure, if any, to report facts relevant to the Annual Re-examination (for example, changes in income and household members) shall be considered a violation of this

B. Changes in Rent

1. Rent will not be changed during the first year of this Lease or between Annual Re-examinations unless during such period:

a. It is determined that rent is based on false or incomplete information supplied by Resident;

b. It is found that an error was made at admission or Re-examination (Resident will not be charged retroactively for error made by Management);

c. A regular Re-examination was impossible to verify resident's income. In this case a temporary rent is charged and Resident must report to the Management every thirty (30) days until a regular rent can be set. Such rent will be effective the date the temporary rent was set, and any overpayment will be credited to Resident's account and underpayment will become due and payable;

d. A rent increase or decrease is necessary to comply with requirements of HUD or other requirements of law.

e. ☐ Option 1: An increase in annual gross income of \$ \$ _____ or more has occurred.
☐ Option 2: An increase in annual gross income has occurred.

f. Resident can show a change in circumstances (such as loss of job or emergency medical costs) or a decline in

income which would justify a reduction in rent.

g. Public Assistance (for example, TAN, SSI) to Resident or household member is begun or is terminated, Except that, pursuant to Section 512, Subsection 12(d) of the Quality Housing and Work Responsibility Act of 1998, **RENT WILL NOT BE REDUCED DUE TO REDUCTION OR SUSPENSION DUE TO "FRAUD OR FAILURE TO PARTICIPATE IN AN ECONOMIC SELF-SUFFICIENCY PROGRAM OR COMPLY WITH A WORK ACTIVITIES REQUIREMENT."** and/or

h. There is a change in Resident's family composition (for example, size) that would affect rent.

2. Any and all changes in family income and composition (for example, size) that would cause a change in rent must be reported by Resident to Management within ten (10) days of such change(s)

3. No change will be made in rent until Management has received adequate verification to justify the change and Resident has received a Notice of Rent Adjustment from Management.

a. **Decreases** in rent will be effective the first day of the second month following the month in which the change was reported to and verified by Management.

b. **Increases** in rent will be effective the first day of the second month following the month in which the change was reported to and verified by Management, unless the increase is due to false or incomplete information supplied by the Resident.

c. If Resident did not timely furnish the information requested by Management or if Resident misrepresents and/or failed to report facts upon which rent was based, so that the rent being paid is less than the rent which should have been charged, the deficiency retroactive to the date the increase in rents should have taken effect, will be due from and payable immediately by Resident to Management.

4. Resident will accept a "Notice of Rent Adjustment" as an amendment to this Lease.

C. Changes in Apartment Size

Should the Resident's family composition cease to conform to Management's Occupancy Standards as outlined in the Management's Occupancy Policy, Resident will transfer to an appropriate size apartment after receiving appropriate notification by Management that such apartment is available.

D. Management shall not begin eviction proceedings, or refuse to renew a lease, based upon the income of the Resident family unless:

1. Management has identified for possible rental by the family, other decent, safe and sanitary housing of suitable size available at a rent not exceeding the family's gross rent, or

2. Management is required to do so by law.

VIII. RESIDENT/MANAGEMENT OBLIGATIONS

A. Resident Agrees:

1. To use the apartment solely as private dwelling for the exclusive use of Resident and Resident's family as listed in Section 1 above, and not to use or permit the use of the apartment for any other purpose except as approved in writing by Management. With written consent of Management, Resident and household members may engage in legal profit making activities in the apartment, where Management determines that such activities are incidental to primary use of the leased unit for residence by Resident and members of Resident's household.

2. Not to assign this Lease, sublet, or transfer possession of the premises to persons not listed as occupants in Section 1 above.

3. Not to provide accommodation to boarders or lodgers, or other persons not listed on the Lease, except that Resident may, with Management's written approval, give accommodation to foster children or a person providing live-in care for a member of the household.

4. Not to have guests or visitors in the apartment for more than fifteen (15) consecutive days without prior written approval of Management. A guest is defined as a person in the leased apartment or on the property with the consent of a Resident's household member. Management may regulate, limit or prohibit from Housing Authority property guests who have been disturbing other residents or violating this Lease or Management Policies.

5. To notify management in advance and to make arrangements for the care of the leased premises if Resident and Resident's household plan to be away from the premises for more than fifteen (15) consecutive days.

6. To abide by and see that Resident's household members and guests abide by such necessary and reasonable regulations as may be set forth by management for the benefit and well-being of the apartment community and which shall be posted in the Management Office and incorporated herein by reference.

7. To refrain from, and cause members of the Resident's household to refrain from, keeping, maintaining, harboring, or boarding any dog, cat, livestock, or pet of any nature on the premises of any of Management's developments, unless verified physical handicap warrants the use of a pet or unless animal is registered as a pet in accordance with management's Pet Policy (which is posted in Management Office and incorporated herein by reference).

8. To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilation, air conditioning, elevators and other facilities and appurtenances (accessories) to the apartment.

9. To comply with all obligations imposed upon Residents by applicable provisions of City, State and Federal codes which materially affect the health and safety.

10. To use reasonable care to keep the apartment in such condition as to ensure proper health and sanitation standards for Resident, household members and neighbors and to dispose of all garbage, rubbish and other waste in a sanitary and safe manner; and to abide by Management's Housekeeping Policy, Incorporated herein by reference.

11. To take reasonable precautions to prevent fires; to refrain from storing or keeping flammable materials upon the premises; to insure that smoke alarms are operable at all times.

12. Not to make any repairs or alterations or install any equipment, including new locks and/or radio or television/satellite antennae.

13. To avoid obstructing sidewalks, areas, passages or stairs, and to avoid using these for purposes other than going in and out of the apartment.

14. To cooperate with management in maintaining yards assigned to Resident in a neat and orderly manner, by picking up and removing trash, and by mowing lawn assigned to Resident's apartment, unless an agreement has been signed providing for the lawn to be mowed by Management for a fee, as designated in the Schedule of Other Charges. Residents unable to perform the above tasks due to age or disability shall be exempt from this provision.

15. To refrain from placing signs of any type in or about the apartment except those allowed under applicable zoning ordinances and then only after having received written permission from Management.

16. To refrain from placing signs of any type in or about the apartment except those allowed under applicable zoning ordinances and then only after having received written permission from Management.

17. To notify Management immediately of any conditions in or about the apartment that are hazardous to health and safety of Resident, household members or other residents and that are in need of repair.

18. To pay reasonable charges (beyond normal wear and tear) for repair of damage to apartment or to the complex caused by the Resident, Resident's household members or guest, according to the Schedule of Other Charges posted in the Management Office and according to Section VI of this Lease.

19. To pay for damages caused by fire or smoke that are direct result of negligence on the part of the Resident, any household member or guest, as determined by the fire Department. Such fire and smoke damage charges shall be the amount of the repair/replacement, actual costs, or the deductible amount on the management's fire insurance policy, whichever is less.

20. To act in a cooperative manner with neighbors and Management staff. To refrain from and cause Resident's household members and guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and Management staff.

21. To act, and cause Resident's household members and guests to act in a manner that will not disturb other residents' peaceful enjoyment of their accommodations and that will be conducive to maintaining all Housing Authority developments in a decent, safe and sanitary condition.

Behavior resulting from alcohol abuse that Management determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents shall be cause for termination of tenancy and for eviction from the apartment.

22. Not to display, use or allow Resident's household members or guests to display or use any firearms (operable or inoperable) or other weapons (as defined by the Texas Penal Code) in violation of the laws of the State of Texas, anywhere on the property of the Housing Authority.

23. That the Resident, all members of the Resident's household, guests and all other persons under the Resident's control

shall not engage in:

- a. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the Housing Authority's public housing premises by other residents or employees of the Housing Authority; or
- b. Any drug -related criminal activity on or off such premises.

SUCH CRIMINAL ACTIVITY SHALL BECAUSE FOR TERMINATION OF TENANCY AND FOR EVICTION FROM THE APARTMENT.

For purposes of this Lease, the term "drug related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802)).

24. To leave the apartment in clean and good condition upon vacating (reasonable wear and tear expected) and to return to the Management Office all apartment and mailbox keys on the first business day after Resident vacates the apartment.

25. To pay the cost of replacement keys to an apartment and mailbox keys that Resident fails to return to the Management Office according to number 24 above and according to the Schedule of Other Charges posted in the Management Office.

B. Management Agrees:

1. To keep the building facilities, common area and grounds, not otherwise assigned to Resident for maintenance and in good condition, in decent, safe and sanitary condition.

2. To comply with requirements of all applicable building codes, housing codes, state laws and HUD regulations materially affecting health and safety.

3. To make necessary repairs to the premises, within a reasonable time period, upon receiving appropriate notice from the Resident.

4. To maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilation, and other facilities and appliances (ranges and refrigerators) supplied or required to be supplied by Management.

5. To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Resident family) for deposit of garbage, rubbish and other waste removed from the premises by residents in accordance with Section VIII, A, 10, above.

6. To furnish utilities in accordance with current Occupancy Policy and as outlined in Section V of this Lease.

7. To notify Resident in writing of the specific grounds for any proposed adverse action (including, but not limited to proposed lease termination, transfer of Resident to a different apartment, rent increase, charges for maintenance or for excess utility usage) and of the right to a hearing under the Management Grievance Procedure posted in the Management Office and incorporated herein by reference.

a. In the case of lease termination, a Notice of Lease Termination that complies with 24 CFR 966.4(l)(3) shall constitute adequate notice of proposed adverse action.

b. If the resident is disabled or handicapped, Management will provide assistance in accordance with the equal access statement in the Occupancy Policy.

c. Management shall not take any proposed adverse action until time for Resident to request a hearing under the Grievance Procedure has expired or the grievance process has been completed.

8. To inspect the apartment with Resident or his/her representative before Resident in and to give Resident a written statement of the condition of the premises and equipment provided, signed by both parties.

9. To inspect the apartment when Resident moves out and give Resident a written statement of charges, if any, for repairs. Residents shall be notified and may participate in this inspection unless Resident has vacated without notice.

10. To post in the Management Office copies of all rules, regulations, schedules of charges and other documents which are of this Lease (by attachment or reference), and to make these available to the Resident.

11. For all aspects of this Lease and the Grievance Procedure, to provide disabled persons reasonable accommodation to the extent necessary to provide such persons with an opportunity equal to that of a non-disabled person to use and occupy the apartment.

12. To enforce the terms of this Lease fairly, impartially and in good faith.

IX. Parking

Management may regulate the time, manner, and place of parking cars, trucks, motorcycles, bicycles, boats, trailers and recreational vehicles. Management may have improperly parked vehicles removed from the premises, under applicable State statutes. A vehicle is prohibited on Housing Authority property if it:

1. has flat tires or other conditions rendering it inoperable;
2. has an expired license or inspection sticker;
3. takes up more than one parking space;
4. belongs to a Resident or Resident's household member who has surrendered or abandoned the apartment;
5. is parked in a marked handicap space without the legally required handicap insignia;
6. blocks another vehicle from exiting;
7. is parked in a fire lane or designated "no parking" area; or
8. is parked in a space marked for other residents.
9. is parked on the grass or other area not intended for parking.

X. Defects and conditions Hazardous to Life, Health and Safety

In the event that the apartment is damaged to the extent that conditions are created which are hazardous to the life, health or safety of the occupants:

A. Management Responsibilities

1. Management shall be responsible for repairs of the unit within a reasonable period of time after receiving notice from Resident, provided that, if the damage was caused by Resident, household members or guests, the reasonable cost of the repairs shall be charged to and payable by the Resident to Management.
2. Management shall offer Resident replacement housing, if available, if necessary repairs cannot be made within a reasonable time. Management is not required to offer replacement housing if the hazardous condition was caused by Resident, household members or guests.
3. In the event repairs cannot be made by Management within a reasonable period of time or alternative housing is unavailable, then rent shall be reduced in proportion to the seriousness of the damage and loss in value as determined by Management. However, **no reduction of rent shall occur if Resident rejects an offer by Management of alternative housing or if the damage was caused by the Resident, household members or guest.**
4. If Management determines that the unit should not be occupied because of an imminent danger to life, health and safety of Resident and household, and alternative housing is refused by Resident, this Lease shall be terminated and any rent paid for the month in which the Lease is terminated will be refunded to Resident.

B. Resident responsibilities

1. Resident shall notify Management immediately of any damage or condition hazardous to life, health or safety.
2. Resident shall accept any replacement housing offered by the Management during repair period.
3. Resident shall continue to pay full rent, less the discount, if any, agreed upon by Management, during the time damage remains unrepaired.
4. Resident agrees to pay the cost of repairs for damage that is determined to be the fault of the Resident, household members, or guests.

XI. Entry of the Premises During Occupancy

A. Resident agrees that the authorized agent, employee or representative of Management shall be permitted to enter Resident's apartment during reasonable hours for the purpose of performing routine inspections, maintenance, and pest control making improvements or repairs, showing premises for re-leasing and determining occupancy of the apartment when reasonable doubt exists as to Resident's occupancy therein.

B. Management will give to Resident at least two (2) days notice in writing stating the day and approximate time of the planned entry.

C. Management may enter Resident's apartment without notice to Resident if entry is requested by Resident or if there is reasonable cause to believe an emergency or urgent situation exists. If Resident and all adult household members are out of the apartment at the time of entry, management will leave written notice of the date, time and purpose of such entry.

XII. Keys

Management will provide Resident _____ apartment key(s) and _____ mailbox key(s). Resident may not duplicate such keys. Any member of the Resident's household per Section I of this Lease who has moved out of the apartment is no longer entitled to keys unless Management expressly so authorizes in writing.

XIII. Abandonment and Abandoned Property

A. If the Resident and all household members are absent from the premises for seven (7) consecutive days during the Lease term or any renewal or extension period while rent is delinquent, the premises may be deemed by Management as abandoned if inspections show that all or most of the Resident's property has been removed. If Resident and household members are absent from the leased premises for thirty (30) consecutive days and the rent is thirty (30) days delinquent, the apartment and property will be deemed abandoned.

B. Management may secure Resident's abandoned apartment against vandalism and attach a notice of entry to the door of said apartment. If there is no response to this notice of entry after forty-eight (48) hours or if all Resident's possessions have been removed, management will take possession of the apartment, provided that there is still remains unpaid.

C. Any possessions left in Resident's abandoned apartment will be removed and stored by Management, all the expense of the Resident. There shall be no sale or disposition of any of the foregoing property except pursuant to this Lease as follows:

1. Any sale of Resident's property under this Lease shall take place only after a thirty (30) day written notice of time and place of sale is sent certified mail and return receipt requested to Resident at Resident's last known address.

2. Sale will be public and subject to any recorded chattel mortgage or financing statement.

3. Sale shall be to the highest cash bidder; proceeds shall first be credited to cost of sale and then to indebtedness; and any surplus shall be mailed to the Resident at his/her forwarding or last known address.

D. Resident may claim possessions at any time prior to the sale.

E. Nothing in this Section shall limit Management's right to immediately dispose of trash or other property appearing to have no value.

XV. Termination of Lease

A. Notice of termination by either party to this lease may be given on any day of the month.

B. Resident may terminate this Lease only by giving thirty (30) days written notice to Management in the manners specified in Section XIV above.

C. Management may terminate or refuse to renew this Lease for serious or repeated violations of Resident's obligations under any section of this Lease or for other good cause. The specific mention in this Lease that certain violations are considered serious violations and grounds for termination of the Lease does not prohibit Management from asserting in any proceeding that other violations of the Lease are serious violations and grounds for termination. Management's failure to terminate this Lease for serious or repeated violations, shall not constitute a waiver or prohibit Management from terminating the Lease upon a Resident's subsequent serious or repeated violations of the Lease.

D. Management shall give Resident written notice of such termination as outlined in Section XIV above. Such notices shall:

1. include the specific grounds for termination;

2. inform Resident of his/her right to make such reply as he/she may wish;

3. inform Resident of his/her right to examine the Management's documents directly relevant to the termination or eviction; and

4. Inform Resident of his/her right to request a hearing in accordance with the current Grievance Procedure.

E. Notice to vacate may be combined with and run concurrently with notice of lease termination. The Notice to Vacate must be in writing and specify that if Resident fails to vacate the premises within the applicable statutory period, appropriate

action will be brought against Resident. Notices shall be:

1. Fourteen (14) days in the case of failure to pay rent or the chronic late payment of rents.

2. Three (3) days in the case of creation or maintenance of a threat to the health, safety or security of any Resident, guest, or Management employee.

3. Thirty (30) days in all other cases.

F. Residents shall pay all court costs and Management's reasonable attorney's fees and other expenses incurred in enforcing or defending this Lease and in recovering possession of the premises unless Resident prevails in such legal action.

G. If Resident is entitled to and begins proceedings under the Grievance Procedure, eviction will not occur until a decision on the grievance is rendered.

H. This Lease shall terminate upon abandonment of the premises by Resident, as outlined in Section XIII of the Lease.

I. If this Lease is terminated because of criminal activity, Management will notify the United States Post Office that Resident is no longer a resident of the Management (Housing Authority) and does not receive mail at this address.

XVII. Community Service/Self Sufficiency Activity Requirement

The Quality Housing and Work Responsibility Act of 1998 requires, AS A CONDITION OF LEASE RENEWAL, that all non-exempt Public Housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self sufficiency and economic independence. Failure to comply with the Authority's Community Service/Self Sufficiency Policy, incorporated herein by reference, may result in non-renewal of this Lease.

XVIII. Pre-Suit Mediation

Resident agrees that should Resident have any dispute with this lease, with Management or any matter in any way related to Resident's tenancy of the premises, which dispute is not resolved through the Grievance Procedure per Section XVI of this Lease, it is a precondition to Resident filing any action concerning any such dispute that Resident submit the dispute to non-binding mediation, except in the case where immediate injunctive relief is sought. Upon Resident giving notice of a request for mediation, Management will make itself available to mediation within thirty (30) days of that notice.

XIX. Waiver

No delay or failure by the Management in exercising any right under this Lease agreement, and no partial or single exercise of any such right shall constitute a waiver (past or prospective) of that or any other right, unless otherwise expressly provided herein.

XX.

Management will furnish smoke detectors as required by law and will test them and provide working batteries when Resident first moves into an apartment. After that, Resident must pay for and replace batteries as needed, unless the law provides otherwise. Management may replace dead or missing batteries at Resident's expense without prior notice to household members or guests may disconnect smoke detectors. **If Resident, Resident's household members or guests damage or disconnect the smoke detector(s) or remove a battery without replacing it with a working battery, Resident may be liable to Management under section 92.2611 of Property Code for \$100 plus one month's rent, actual damages and attorney's fees.**

XXI. LIABILITY

Management will not be liable to Resident, Resident's household or guests for any damages or losses to person or property caused by other persons, including theft, burglary, assault, vandalism or other acts or omissions of other persons. Management will not be liable to Resident, Resident's household, guest, or persons who have left property with Resident, for personal

injury or for damage to or loss of their personal property (furniture, jewelry, clothing, etc.) from fire, flood, water leak, rain, hail, ice, snow, smoke, lightning, wind, explosion, interruption of utilities, or other occurrences. Management strongly recommends that Resident secure his/her own insurance to protect against all of the above occurrences. Resident agrees that existing locks and latches are safe and acceptable, subject to Management's duty to make needed repairs of same upon written request by Resident. Management shall have no duty to furnish smoke detectors, security guards, or additional locks and latches, **except as required by law.**

XXII. DISCLOSURE RIGHTS

If information is requested from Management regarding Resident or Resident's rental history for purposes of law enforcement, government or business, Management may provide such information to other persons, agencies or companies.

XXIII. Modification of this Lease

A. This Lease and all policies, rules and charges which are part of this Lease by attachment or by reference may be modified from time to time by Management provided Management gives at least thirty (30) day written notice to each resident setting forth the opportunity to present written comment which shall be taken into consideration by Management prior to the proposed modification becoming effective. A copy of such notice shall be either delivered or mailed to each resident or posted in at least three (3) conspicuous places in the Management Office.

B. THIS LEASE, TOGETHER WITH ANY FUTURE ADJUSTMENTS OF RENT EVIDENCE THE ENTIRE AGREEMENT BETWEEN MANAGEMENT AND RESIDENT. NO CHANGES HEREIN SHALL BE MADE EXCEPT IN WRITING, SIGNED AND DATED BY ALL PARTIES TO THIS LEASE, EXCEPT FOR SECTION I. HOWEVER, NOTHING SHALL PRECLUDE MANAGEMENT FROM MODIFYING THIS LEASE TO TAKE INTO ACCOUNT REVISED PROVISION OF LAW OR GOVERNMENT ACTION.

XXIV. OTHER CONDITIONS OF LEASE

IN WITNESS WHEREOF, the Parties have executed this Dwelling Lease this _____ day of _____, _____ at _____, Texas.

BY _____ RESIDENT

TITLE RESIDENT

HOUSING AUTHORITY OF THE CITY OF PARIS, TX _____ RESIDENT

Copies of the following have been provided to Family:

<input type="checkbox"/> Community Service/Self Sufficiency Policy	<input type="checkbox"/> Lead -Based Paint Brochure/Certification
<input type="checkbox"/> Grievance Procedure	<input type="checkbox"/> Pet Policy
<input type="checkbox"/> Housekeeping Policy	<input type="checkbox"/> Schedule of Other Charges
<input type="checkbox"/> Lawn Care Agreement	<input type="checkbox"/> Smoke Detector Certification
<input type="checkbox"/> Other _____	

Emergency Maintenance Number 784-6651

**UTILITY ALLOWANCE SCHEDULE
DEVELOPMENTS SUPPLIED UTILITIES**

The following utilities in the indicated quantities, will be allowed for the residents residing in the following sites: George Wright Homes, TX048 -001, and Booker T. Washington Homes, TX048 -002. Resident consumption, or usage in excess of these allowances will be billed on a unit of purchase price, cents per kilowatt hour of electricity, and (MCF) thousand cubic feet of gas. These additional costs will be figured into the amount owed to the Housing Authority and billed monthly.

Electricity: For lighting, refrigeration, small appliances, electric heaters, furnace blowers, air conditioning and/or washers and dryers.

Electricity (KWH)

MONTHS	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM
JAN-FEB-MAR	685	1160	1620	1700
APR-MAY-JUNE	1300	1950	2450	2700
JULY-AUG-SEPT	2000	2550	2850	3300
OCT-NOV-DEC	850	1360	1540	1900
TOTAL	4835	7020	8460	9600

Gas: For cooking, heating, domestic water heating

GAS (MFC)

MONTHS	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM
JAN-FEB-MAR	320	345	425	475
APR-MAY-JUNE	145	160	190	205
JULY-AUG-SEPT	80	85	100	115
OCT-NOV-DEC	275	295	375	415
TOTAL	820	885	1090	1210

UTILITY ALLOWANCE FOR NEWSITES: JACKSON COURT, CLOVIS GRAVES, PRICE CIRCLE

3 BEDROOM UNITS

	Monthly	Yearly
ELECTRIC CONSUMPTION	\$624	\$7488
GAS CONSUMPTION	\$54	\$649

OLD SITES VERSUS NEWSITES

	ELECTRICITY	GAS
GWH & BTW		
MONTHLY	705	91
NEWSITES	624	54

CONSUMPTION AT AVERAGE RATES

ELECTRICITY 624 @ .0950 = \$59.28

GAS 54 @ .0098 = \$52.92

TOTAL \$112.20

	EffectiveDate4-27-2001		
DESCRIPTION		LABORLINE	LABORCOST
BATHROOMS			
UNSTOP	COMMODE	1	\$10.50
	LAVATORY	1	\$10.50
	TUB	1	\$10.50
REPLACE	COMMODE	11/2	\$15.75
	COMMODELID&SEAT	1/2	\$5.25
	COMMODEHANDLE	1/4	\$2.63
	LAVATORY	1	\$10.50
	TISSUEHOLDER	1/2	\$5.25
	TISSUEROLLER	1/4	\$2.63
	TOWELBAR	1/2	\$5.25
	SOAPDISH	1/2	\$5.25
	TOOTHBRUSHHOLDER	1/2	\$5.25
	GRABBAR	1/2	\$5.25
PULL	COMMODE	13/4	\$18.38
KITCHEN			
UNSTOP	SINK	1	\$10.50
REPLACE	BASKETSTRAINER	1/4	\$2.63
	RUBBERSTOPPER	1/4	2.63
	(ALLSIZES)		
	STOVEKNOBS	1/4	\$2.63
	OVENCONTROLVALVES	3/4	\$7.89
	BURNERGRATES	1/4	\$2.63
	ADJUST&CLEANBURNER	1/2	\$5.25
	OVENHANDLE	1/2	\$5.25
	REFRIGERATORHANDLES	1/4	\$2.63
	REF.BOTTOMDOORBARS	1/2	\$5.25
REF	BOTTOMDOORBRACKETS	1/2	5.25
	FREEZERDOORBARS	1/2	5.25
	FREEZERDOORBRACKETS	1/2	\$5.25
INSTALL	CABINETHINGES(2)	1/2	\$5.25
DOORS			
REPLACE	SCREENDOOR	1	\$10.50
	SCREENDOORLOCK	1/2	\$5.25
	METALFRONTDOOR	21/2	\$26.75

RENT COLLECTION POLICY

Rent is due and payable without notice at the office of The Housing Authority of the City of Paris office of George Wright Homes on the first working day of each month. If not received by close of business on the sixth (6th) day of the month, the Housing Authority will charge a late charge of twenty dollars (\$20.00) and mail or deliver a notice of delinquent rent to the tenant's address.

Such notice will remind the tenant of his/her obligation under the lease and will designate a deadline, not to exceed 14 days from the date of the notice, by which time the tenant must contact the Housing Authority office to make arrangements for payment.

If there is good reason for an extension of time to pay the delinquent rent, the Administrative Assistant/Bookkeeper may enter into a Back Rent Agreement with the tenant. Such Agreement will be in writing, signed by both parties and will require the tenant to make future rent payments in full not later than the 6th of the month during which they become due. Late fees will not be charged when the tenant is under a Back Rent Agreement as long as the tenant is abiding by the terms of the agreement. The Agreement will specify the due dates and dollar amount of periodic payments to be made towards settlement of the past -due balance. A sample Back Rent Agreement is attached to this Rent Collection Policy.

Failure to reach an Agreement, or failure of the tenant to abide by the terms of the Agreement, will result in a 14-day notice of lease cancellation to the tenant in writing.

If the tenant contacts and pays in full the Housing Authority within the 14-day notice period, cancellation will be rescinded. If the tenant does not contact the Housing Authority during the 14-day notice period and does not pay the past -due balance in full, then the Housing Authority may file for eviction. Once the eviction has been filed, the Housing Authority has the option to accept payments on past -due or current rent.

All terminations shall be processed in accordance with the requirements of the lease, State Law and Federal Regulations.

Charges Other Than Rent

The rent collection policy is modified with respect to charges other than rent as follows:

Charges other than rent, such as excess utilities and tenant caused damages and repairs, shall not be due and collectible until 30 days after the Housing Authority gives written notice to the tenant of the charges. Failure to make payment on these charges are also grounds for eviction.

**GRIEVANCE PROCEDURE OF
THE HOUSING AUTHORITY OF THE CITY OF PARIS**

Definitions applicable to the grievance procedure [966.53]

- A. **GRIEVANCE** - Any dispute which a Tenant may have with respect to PHA action or failure to act in accordance with the individual Tenant's lease or PHA regulations which adversely affects the individual Tenant's rights, duties, welfare or status.
- B. **COMPLAINANT** - Any Tenant (as defined below) whose grievance is presented to the PHA (at the central office or the development office) in accordance with the requirements presented in this procedure.
- C. **ELEMENTS OF DUE PROCESS** - An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - (1) Adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the Tenant to be represented by counsel;
 - (3) opportunity for the Tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have;
 - (4) A decision on the merits.
- D. **HEARING OFFICER** - A person selected in accordance with 24 CFR 966.55 and this procedure to hear grievances and render a decision with respect thereto.
- E. **HEARING PANEL** - A three member panel selected in accordance with 24 CFR 966.55 and this procedure to hear grievances and render a decision with respect thereto.
- F. **TENANT** - The adult person (or persons) (other than a Live-in aide): (1) Who resides in the unit, and who executed the lease with the PHA as lessee of the dwelling unit, or, if no such person now resides in the unit, (2) Who resides in the unit, and who is the remaining head of household of the Tenant Family residing In the dwelling unit.
- G. **RESIDENT ORGANIZATION** - An organization of residents, which also includes a resident management corporation.

EXHIBIT A

ADDENDUM O

COMMUNITY SERVICE/SELF SUFFICIENCY POLICY

A. BACKGROUND

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self-sufficiency and economic independence. This is a requirement of the Public Housing Lease.

B. Definitions

Community Service - volunteer work which includes, but is not limited to:

1. Work at a local school, hospital, or child care center
2. Work with youth organizations
3. Work at the Authority to help improve physical conditions
4. Work at the authority to help improve physical conditions
5. Helping neighborhood groups with special projects
6. Working through a resident organization to help other residents with problems

Note: Political activity is excluded.

Self-Sufficiency Activities - activities which include, but are not limited to:

1. Job training programs
2. Substance abuse or mental health counseling
3. English proficiency or literacy (reading) classes
4. Budgeting and credit counseling
5. Any kind of class that helps a person toward economic independence

EXEMPT ADULT - an adult member of the family who

1. Is 62 years of age or older
2. Has a disability that prevents him/her from being gainfully employed
3. Is the caretaker of a disabled person
4. Is working at least 20 hours per week.
5. Is participating in a welfare to work program
6. Is receiving assistance from **TANF** and is in compliance with job training and work activities requirements of the program.

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity or a combination of the two.

2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.

3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.

4. Family Obligations

a. At Lease execution or re-examination after October 1, 1999, all adult members (18 or older) of a public housing resident family must

1) provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and

2) sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community Service requirement will result in non-renewal of their lease.

b. At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.

c. If a family member is found to be non-compliant at re-examination he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

d. Change in exempt status:

1) If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.

2) If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

5. Authority Obligations

a. To the greatest extent possible and practicable, the Authority will

1) provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. **(According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to gainfully employed is not necessarily exempt from Community Service requirement)**

2) provide in-house opportunities for volunteer work or self-sufficiency programs.

b. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution

c. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.

d. Non-compliance of family member

1) At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.

2) If the Authority finds a family member to be non-compliant, the Authority will enter into an agreement with the non-compliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.

3) If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-compliant member agrees to move out of the unit.

4) The family may use the Authority's Grievance Procedure to protest the lease termination.

CommunityServiceExemptionCertification

I Certify that I am eligible for an exemption from the Community Service requirement for the following reason:

☐ I am 62 or older

☐ I have a disability which prevents me from working
(*Certification of Disability Form will serve as documentation*)

☐ I am working at least 20 hours per week
(*Employment Verification form will serve as documentation*)

☐ I am participating in a Welfare to Work Program
(*Must provide verification letter from agency*)

☐ I am receiving TANF and am participating in a required economic self sufficiency program or work activity
(*Must provide verification from the funding agency that you are complying with job training or work requirements*)

Resident

Date

APPENDIX 2

COMMUNITY SERVICE COMPLIANCE CERTIFICATION

I/WE have received a copy of, have read and understand the contents of the Authority's Community Service/ Self Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident Date

Resident Date

Resident Date

FAMILY CHOICE OF RENTAL PAYMENT

I, _____, Head of Household, have been informed that my rent based upon my income is \$ _____. The Ceiling/Flat Rent for this unit is \$ _____.

- ☐ I, _____ elect the Ceiling/Flat Rent.
- ☐ I, _____ elect rent based upon my income.

I, understand that my monthly rental amount is \$ _____.

Head of Household

Date

Employee: _____ Date _____

ESTABLISHED CEILING/FLAT RENTS

1 Bedroom: \$ 341.00 2 Bedroom \$ 401.00 3 Bedroom: \$ 561.00
4 Bedroom: \$ 663.00

HOUSING AUTHORITY OF THE CITY OF PARIS ADMINISTRATIVE PLAN FOR SECTION 8

EXISTING/RENTAL REHABILITATION PROGRAM

1. INTRODUCTION

This Administrative Plan provides guidelines for the efficient and effective operation of the Section 8 Existing/Rental Rehabilitation Program for the Housing Authority of the City of Paris within the guidelines established by the United States Department of Housing and Urban Development (HUD). The primary objective of the Program is to assist very low income families to secure decent, safe, and sanitary housing in the private market. This allows the families to choose a neighborhood in which they prefer to live and helps to upgrade and maintain the quality of neighborhoods, as subsidized units must meet Housing Quality Standards (HQS) established by HUD. Other goals of this Plan are to assist as many very low income families as possible, providing them the opportunity of improving their lifestyle and becoming more self-sufficient; to encourage freedom of housing choice and spatial deconcentration of assisted housing into areas outside of those in which low income and minority households are concentrated; and to provide improved living conditions for low income families while maintaining their rent payments at an affordable level.

The Housing Authority of the City of Paris (the HA) makes housing assistance payments directly to landlords for participating families. The Housing Assistance Payment (HAP) is defined as the difference between contract rent and total tenant payment (TTP). The contract rent cannot exceed the HUD determined Fair Market Rent (FMR) except as allowed generally by HUD guidelines.

The HA has 131 Certificates and 95 Vouchers; the Certificates and Vouchers are distributed in accordance with budgetary constraints. In addition to financial assistance, our objective implies certain ancillary functions that need to be performed. These include such diverse tasks as educating that portion of the population most in need of assistance about the programs, counseling them where necessary in the ways and means of obtaining adequate housing, and helping them to deal with problems such as discrimination. These functions, in addition to the technical aspects of certifying applicants, qualifying units, and performing other administrative details, require an approach to the Program that is sensitive to both family needs and program requirements.

The Administrative Plan must be approved by the Board of Commissioners. The Board oversees the operation of this Authority and must also approve operating reserve expenditures.

1. STAFF

1. The Staff is headed by the Executive Director who is responsible for the overall operation of the office and supervision of the staff. This includes overall operations of inspections, making sure that all units on the Program meet the HUD Housing Quality Standards and the City's Housing Code requirements, insuring that all of the rules and regulations and records required by HUD are kept accurately and up to date, making sure that all expenditures are kept within the current budget, and insuring that all employees have a drug-free workplace.
2. The Applications Coordinator performs various functions including taking applications, verifying preliminary eligibility, and maintaining the Waiting List. This employee provides other assistance as required.
3. The Section 8 Coordinator does Program Orientation, completes paperwork, obtains required signatures, screens for suitability, maintains necessary local records, and prepares Section 8 HAP and Utility Reimbursement Payment checks. The Section 8 Coordinator also performs annual recertifications, balances local records, and forwards all necessary data to the Fee Accountant each month so that financial reports required by HUD are prepared in a timely manner. Reports are given to the Executive Director for presentation to the Board of Commissioners each month to keep them abreast of the occupancy status, financial information, and any problems encountered with the Housing Program.
4. The Administrative Assistant/Bookkeeper and the Fee Accountant provide assistance in preparing the Section 8 HAP and Utility Reimbursement Payment (URP) checks and in the maintenance of the budget and program accounting requirements.
5. The Housing Inspector performs HQS inspections and maintains information for determining Rent Reasonableness and Utility Allowances for the Section 8 Program. HQS inspections may be performed, as the workload requires, by a qualified Inspector. This individual will be familiar with the HQS Manual and will be assigned to conduct annual inspections for recertification or initial inspections when a unit is being considered by a Program Certificate/Voucher Holder.

II. OUTREACH TO FAMILIES AND OWNERS

The HA publicizes and disseminates information concerning the availability and nature of housing assistance for very low income families and issues public invitation to owners to make dwelling units available for leasing by eligible families in accordance with the Equal Opportunity Housing Plan.

When the number of applicants is not consistent with the HA's outreach goal, advertisements in the newspaper and on the radio are made and brochures are distributed to local businesses. The HA staff also makes personal contact by formal and informal discussions or meetings with private property owners, property managers (as appropriate), real estate agencies, and community groups. Program requirements are explained and printed material is offered to acquaint the owner/manager with the opportunities under the Program. Owners of property throughout the city are targeted by this outreach so as to encourage participation in areas that are not of low income or minority concentration. The HA maintains a regularly updated list of landlords with property available for rental programs. This list is kept in the office for public review.

If the receipt of applications is too rapid, dates to accept applications may be reduced or discontinued completely until the number on the Waiting List merits taking more applications. (Ref. 24CFR 982.206(c))

III. OCCUPANCY

1. OVERVIEW

This section outlines occupancy requirements and covers the steps in chronological order for processing family applications.

Applications are accepted at the HA office located at 100 George W. Wright Homes, Paris, Texas, during the hours of 8:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m., Monday through Thursday (unless amended by resolution of the Board of Commissioners or discontinued or reduced according to procedures noted in "II. Outreach").

The Administrative office displays the Equal Housing logo and Fair Housing opportunity posters, which explain the procedures for filing complaints with HUD.

The first step in obtaining rental assistance is for the family to complete an application giving family members' names, dates of birth, Social Security numbers, and all other required information as well as income per month. The Waiting List will include (1) applicant name; (2) family unit size; (3) date and time of application; (4) qualifications for any ranking or local preference; and (5) racial or ethnic

designation of the head of household (Ref. 24CFR 982.204(b)). The family will go on the Waiting List according to date and time that the application is completed, signed, and returned to the HA staff.

Interviews for completion of an application are by appointment only and are scheduled according to the date and time, bedroom size, and Elderly or Family designation. All adult family members (other than full-time students or full-time employees) are requested to attend the interview with the head of household. Exceptions are made for these severely handicapped or similar hardships.

Any inquiries about an application, including applicant's estimated date of housing or changes to the application, must be done in person during office hours or by mail. Telephone inquiries will not be accepted. Changes to the application or information concerning the applicant's status will be given to a friend or family member if applicant authorizes this action in writing which includes date, instructions, and signature of applicant.

The Authority will not, on the basis of race, color, religion, sex, national origin, handicap, familial status, or age, deny to any family the opportunity to apply for admission, nor deny an eligible applicant the opportunity to lease a dwelling unit suitable to its needs in any area of operation of the HA.

Single pregnant women with no other children will be allowed to apply for assistance as a two-member family. Applicants who are not noticeably pregnant will be required to provide medical documentation of their condition by providing either a physician's certificate, a certificate from the Health Department, or certification from a family planning agency. Persons in the process of adopting a child under age 18 will be treated identically to a single pregnant woman, but persons in the process of securing legal custody through other means must provide evidence of a reasonable likelihood of success to be admitted to occupancy prior to obtaining custody except as provided in paragraph B of this Section. If the pregnancy or adoption is terminated prior to an offer of housing being made, the HA will deny eligibility. If the pregnancy or adoption is terminated after admission, the individual constitutes the remaining member of a tenant family and could continue in the Program under the existing Lease.

The Administrative office has designated parking for the handicapped and a ramp for accessibility.

2. ELIGIBILITY REQUIREMENTS (Ref. 24CFR 982.201)

1. In order to qualify for assistance, the applicant must be a "family," must be income-eligible, must be a citizen or a non-citizen who has eligible

immigration status as determined in accordance with 24 CFR part 5, must successfully pass a police screening (must not have been charged with any drug-related, weapon-related, or other violent crime), and must not owe any money to the HA.

1. **Income.** To be income eligible, the family must be either:
 1. A “very low -income” family (annual income does not exceed 50% of median income for the area); or
 2. A “low -income” family (annual income does not exceed 80% of the median income for the area) in any of the following categories:
 - (A) A low -income family that is “continuously assisted” under the 1937 Housing Act.
 - (B) A low -income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
 - (C) A low -income non -purchasing family residing in a HOPE1 (HOPE for Public and Indian Housing Home ownership) or HOPE2 (HOPE for Home ownership of Multifamily Units) project.
 - (D) A low -income non -purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.
 - (E) A low -income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
 - (F) For the certificate program only, a low -income family residing in a HUD -owned multifamily rental housing project when HUD sells, forecloses, or demolishes the project.
- iii. The HA determines whether the family is income -eligible by comparing the family's annual income (gross income) with the HUD-established very low -income limit or low -income limit for the area. The applicable income limit for issuance of a certificate or voucher when a family is selected for the program is the highest income limit (for the family unit size) for areas in the HA jurisdiction. The applicable income limit for admission to the program is the income limit for the area where the family is initially assisted in the program. The family may only use the certificate or voucher to rent a unit in an area where the family is income eligible at admission to the program.

2. Family composition.

1. A “family” may be a single person or a group of persons.
2. A “family” includes a family with a child or children.
3. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a “family.”
4. A pregnant woman is a two-person “family.”
5. A person in the process of adopting a child under the age of 18 is a “family.”
6. A person attempting to gain legal custody of a child under the age of 18 is a “family.”
7. A single person family may be:
 - (A) An elderly person (at least 62 years of age).
 - (B) A displaced person.
 - (C) A disabled person.
 - (D) Any other single person.
- viii. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

3. Continuously assisted.

1. An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program.
 2. If an applicant applied for assistance under the Section 8 Program while receiving assistance under any 1937 Housing Act program, there is considered to be a continuity of assistance. An applicant who is not receiving assistance under any 1937 Housing Act program at the time of his or her application for assistance under the Section 8 Program is not considered to have continuity of assistance.
 4. The HA must receive information verifying that an applicant is eligible within the period of sixty (60) days before the HA issues a certificate or voucher to the applicant.
2. All completed and verified applications will be added to an “eligible to be notified” list, and families will be called in for briefing and issuance of certificates/vouchers in accordance with herewith.

3. A Statistical report will be prepared by the Section 8 Staff each month to insure that the very low -income requirement is met, that the elderly/non elderly, and unit size distribution is followed, and that the number of certificates issued is sufficient to maintain HAP Contracts on the number of units authorized.

3. REASONS FOR INELIGIBILITY

1. If a family has previously lived in one of the assisted housing programs and moved owing a bill for unpaid rent, damages, or any other charges, they will not be eligible for a Section 8 Certificate/Voucher until the debt to the HA is paid in full. If a family has been on the Section 8 Program and owes for damages, unpaid rent, vacancy loss or rent paid on a vacant unit, they will be ineligible for the Program until the HA and Landlord are reimbursed for such claims.

2. If the family is determined to be ineligible because of family composition or income or for any other reason, the application will be marked "INELIGIBLE" and filed in the Ineligible file. The family will then be taken off the Waiting List and informed in writing of the reason for ineligibility. At this time the ineligible family may request an informal hearing on the determination of ineligibility. If such a request is made, a meeting between the family and a person not involved in the original decision will be arranged for this purpose.

3. POLICY FOR RE PAYMENT BY TENANT OR FORMER TENANT

1. Former tenants who owe a bill for unpaid rent, damages, or any other charges will be notified, upon their name coming to the top of the waiting list, that they have ten (10) days to reimburse the HA for such charges. Failure to reimburse the HA within the prescribed time period will result in removal of the former tenant's name from the waiting list.
2. A repayment agreement will be made between the tenant and the HA and arrangements for monthly payments will be made on the basis of the tenant's ability to pay. The time period for repayment can be any length of time not to exceed twenty -four (24) months from the date of the agreement. Any program participant who owes the HA money will not be eligible to move to another unit until his or her debt is paid in full.
3. Any tenant who goes off the Program without giving the proper

notice to both landlord and the HA will not be eligible for the Program for a period of one (1) year from the date that he or she reapplies. Also, the tenant must pay the HA for any overpayment of rent to the landlord that has not been paid.

4. **WAITING LIST (Ref. 24CFR982.204)**

Applicants screened for eligibility are placed on a Waiting List according to date and time, bedroom size, and Elderly or Family Designation. If an applicant is determined ineligible, written notification outlining the reason(s) for the determination will be sent to the applicant.

Every six (6) months, the HA will send to the Applicants a request for an update of information. Applicants are required to return the update within thirty (30) days. They are also required to provide the HA with a current address any time their address changes. Such changes must be reported to the office by the head of the household or family representative. Applicants who have mail from the HA returned are considered to have moved and are removed from the List.

Changes in family composition may result in a change of the family from one size Waiting List to another appropriate for their family size and composition.

Low Rent Public Housing residents may apply for and be placed on the Section 8 Waiting List and may be changed from one Program to the other upon meeting all eligibility requirements. Applicants who are on both lists and receive assistance through Low Rent Public Housing are required to notify the HA that they no longer need assistance under the Section 8 Program.

1. **OPENING AND CLOSING OF WAITING LIST (Ref. 24CFR982.206)**

The Section 8 office may suspend the acceptance of further applications if the waiting list is such that additional applicants would not be able to receive a Certificate/Voucher within the next twelve (12) months.

If applications are to be suspended, a public notice will be published in the local newspaper. When applications are resumed, a public notice will again be published in the local newspaper. Such notices shall state when and where to apply and list any limitations on whom may apply for available slots in the program.

E. VERIFICATION OF INCOME AND DETERMINATIONS OF GROSS FAMILY CONTRIBUTION

Before issuing a Certificate/Voucher to the applicant, he or she will be asked to sign a release form which will allow the HA to check with the employer or appropriate person(s) concerning income and/or medical expenses and child-care expenses to the extent necessary to enable another member of the family to be employed or to further his or her education (when applicable). This form will then be mailed directly to the authorized person or persons to be completed and returned to the Administrative Office. The HA will verify family income, family composition, status of full-time students, value of assets, and other factors relating to eligibility.

The Total Tenant Payment will be computed according to HUD's current regulations. (Ref. 42 U.S.C. 1437a)

Applicants who report child care expense from an individual providing home care in excess of \$50.00 per week must provide a copy of their signed Income Tax Return showing the deduction for child care as verification of the expense. Applicants failing to provide this verification will only be allowed a maximum of \$50.00 per week for child care allowance.???

A quality control check will be made of at least 5% of all files.

F. BRIEFING OF FAMILIES AND ISSUANCE OF CERTIFICATES

Briefing of Certificate/Voucher holders is handled on a group basis by staff members. Applicants are interviewed individually after the group briefing, given an opportunity to ask questions and are requested to sign their Certificate/Voucher.

Certificate/Voucher holders will be notified at their briefing session that the HA updates the listing of available housing weekly and are invited to pick up the weekly update from the office. Additional assistance is provided as needed upon request.

The family will be briefed as follows (Ref. 24 CFR 982.301):

- 1. **Subsidy Standards.** The family is responsible for finding a dwelling unit of size for which they are qualified. The rule for no more than two (2) persons per bedroom or living/bedroom will be explained.

Certificate Size	Min. # In Household	Max. # In Household
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	4	6
4 Bedroom	6	8

2. Exceptions may be made, however, and a larger certificate/voucher may be issued under the following circumstances (Ref. 24CFR 982.402(b)(8)):
 1. Current policies of most apartment complexes within the HA area of operation require two bedroom units for a two member family other than husband and wife, or parent and infant child. For this reason, the HA issues original certificate/voucher holder a two bedroom certificate if the family consists solely of a parent and one child four years of age and older. When a child reaches the age of four, a certificate/voucher holder is not automatically entitled to a larger size certificate, but would have to meet criteria under "c" below for a change in bedroom size.
 2. Medical reasons requiring a family member to have a separate bedroom.
 3. Special circumstances regarding relationship, age, sex, or handicap if need is requested by family, properly documented, and verified.
3. State Law requires that the number of adults per bedroom not exceed three (3). The HA will comply with this State regulation. If a family can locate suitable housing at the FMR of a smaller unit, the HA will make every effort to accommodate that family provided HQS and other requirements are met.
4. If a family is currently living in a high poverty census tract in the HA's jurisdiction, the advantages of moving to an area that does not have a high concentration of poor families will be explained.
5. For the Certificate Program, the family will be given the Fair Market Rent for their sized dwelling unit along with an explanation of the utility allowance schedule.
6. For the Voucher Program, the family will be given information on the payments standards and the utility allowance schedule.
7. The family will be advised as to where it may lease a unit.
8. The amount of the Gross Family Contribution (Total Tenant Payment) will be computed and explained to the family.
9. The family will be advised that they may be required to pay utility deposits

and, in addition, a Security Deposit to the owner in the amount of one month's TTP or \$50.00, whichever is greater.

10. The family will be advised that the dwelling unit must meet HUD HQS and City of Paris Housing Codes.
11. Advice will be given on how to find a suitable dwelling unit. Family will be advised as to the area covered by the HA.
12. Information will be given to the family on action to take if they suspect they are encountering discrimination.
13. When briefing a family that includes any disabled person, the HA will take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6.
14. A packet will be given to each family that has been issued a Certificate or Voucher, which will include the following (Ref. 24 CFR 982.301):
 1. Section 8 Program Fact Sheet (includes a description of how the program works; summarizes family and owner responsibility; describes where the family may lease a unit; and miscellaneous information);
 2. General Information Sheet and Miscellaneous Certifications;
 3. Terms of voucher/certificate; Policy on Extensions or Suspensions; of Certificates/Vouchers;
 4. Information on how HAP is determined;
 5. For the Certificate Program, Fair Market Rent Information;
 6. For the Voucher Program, Payment Standards Information;
 7. Schedule of Utility Allowances;
 8. Notice of Portability;
 9. Lease Addendum;
 10. Required Lease Provisions and Prohibited Lease Provisions;
 11. Request for Lease Approval;
 12. Subsidy Standards; Exceptions;
 13. "A Good Place to Live!";
 14. "Protect Your Family From Lead in Your Home";
 15. Equal Opportunity Statement and Complaint Form;
 16. List of Landlords;
 17. Notice to Disabled Persons;
 18. Family Obligations;
 19. Assistance Termination Information; and
 20. Procedures for Conducting Informal Hearings.

15. The family will be informed that the Certificate/Voucher is valid for only sixty (60) days and that the unit selected must be inspected before the expiration date of the Certificate/Voucher. In order to retain validation, they must report to the Section 8 Office periodically, preferably every ten (10) days, either in person or by telephone, in order for the staff to more adequately assist them in finding a unit. The Section 8 office may extend the Certificate/Voucher on not more than (2) occasions and for not more than a total of one hundred twenty (120) days if the Certificate/Voucher Holder is making an honest effort in locating an acceptable unit or has extenuating circumstances, such as hospitalization or family emergencies which affected the family's ability to locate an acceptable unit, and makes a written request for the extension. The HA shall notify families in writing whether an extension has been granted.
16. The HA shall grant a family a suspension of the initial term, or any extension thereof, of the Certificate/Voucher if the family has submitted a request for lease approval during the term of the Certificate/Voucher. Such suspension shall commence on the date the Request for Lease Approval is submitted to the HA and shall end on the date that the HA either approves or denies the request. Suspension is defined as stopping the clock on the term of the Certificate/Voucher during the period of lease approval.
17. If the certified family finds a suitable dwelling unit and the owner agrees to participate in the Program, they must complete the Preliminary Checklist and the Request for Lease Approval provided in the Tenant Packet and return it to the Section 8 office before an inspection will be made.

7. DISCRIMINATION (Ref. 24 CFR 982.304)

In the event a family claims that illegal discrimination because of race, color, religion, sex, national origin, age, familial status, or disability prevents the family from finding or leasing a suitable unit with assistance under the program, the HA shall provide the family with a copy of the Housing Discrimination Complaint Form and information on how to complete the same.

8. ISSUANCE OF CERTIFICATE/VOUCHER; LEASE APPROVAL (Ref. 24 CFR 982.302)

When a family is selected to participate in the program, the HA shall issue a certificate or voucher to the family. The family may then begin its search for a unit. If the family finds a unit and the owner is willing to lease the unit under the program, the family must submit to the HA a Request for Lease Approval and a copy of the proposed lease. Both documents must be submitted during the term of the certificate

or voucher.

2. PROVIDING INFORMATION TO PROSPECTIVE OWNERS (Ref. 24 CFR 982.307)

By the placement of a family on the HA waiting list or by selecting a family for participation in the program, the HA is making no representation to the owner about the family's expected behavior or the family's suitability for tenancy. At or before HA approval to lease a unit, the HA shall inform the owner that the HA has not screened the family's behavior or suitability for tenancy and that such screening is the owner's own responsibility.

The HA shall encourage owners to screen families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

1. Payment of rent and utility bills;
2. Caring for a unit and premises;
3. Respecting the rights of others to the peaceful enjoyment of their housing;
4. Drug-related criminal activity or other criminal activity that is a threat to the life, safety, or property of others; and
5. Compliance with other essential conditions of tenancy.

The HA will provide to the owner:

1. The family's current and prior address (as shown in the HA records); and
2. The name and address (if known to the HA) of the landlord at the family's current and prior address.

When a family wants to lease a dwelling unit, the HA shall offer the owner any and all other information in the HA's possession about the family, including information about the tenancy history of family members or about drug -trafficking by family members, the release of which is not prohibited by law. Without exception, the HA shall give the same types of information to all owners.

10. CALCULATING TENANT RENT AND TOTAL TENANT PAYMENT; DETERMINING RENT REASONABLENESS; RENT INCREASES; AFFORDABILITY ADJUSTMENTS

1. Total tenant payments are recalculated according to HUD's current regulation (Ref. 42 U.S.C. 1437a) by the staff member conducting the initial, interim, or annual interview.

2. For the Section 8 Existing Program, the HA certifies and documents on a case-by-case basis that the Contract Rent for each unit for which a lease has been approved is:
 1. Reasonable in relation to rents currently being charged for comparable units in the private unassisted market; and
 2. Not in excess of rents currently being charged by the owner for comparable unassisted units.
3. Rent increase requests for the Section 8 Existing Program do not exceed the applicable annual adjustment factors as published by HUD.
4. Rent Reasonableness

The HA will make every effort to determine that the rent requested by the Landlord is reasonable. A rent reasonableness study conducted by the Inspection Department is performed for each unit to ensure rent requests are comparable to unassisted units in the same area. The HA will not approve a rental amount or a request for a rental increase that exceeds the rent amount being charged unassisted Families in the same unit size and type, living in the same building or apartment complex.

The HA will examine the following for the purpose of determining rent reasonableness:

1. Rents in the immediate area or neighborhood or in similar nearby neighborhoods if comparables are unavailable; and
 2. Rental information obtained from classified advertisements in the newspapers, adjacent apartment complexes, and from other sources.
5. Rent Increase Procedures/Affordability Adjustments

1. Rental Certificates

Landlords are required to submit requests for rent increases to the HA at least sixty (60) days in advance of the effective date of the proposed increase. In a request for a rent increase, the Landlord must document the reason for the increase over the amount previously charged for the unit. The HA will review each proposed increase to determine whether the request is justified. The maximum increase allowable in the Certificate Program is subject to the lesser of the following:

1. The pre -adjusted rent to the Landlord multiplied by the applicable Section 8 annual adjustment factor, published by HUD in the Federal Register, that is in effect 60 days before the HAP contract anniversary;
2. The reasonable rent (as most recently determined by the HA) in accordance with Section 24 CFR 982.305, as amended; or
3. The amount requested by the owner.

Some reasons for contract rent increases to be considered by the HA include increases:

1. due to escalating utility rates (only for Landlord paid utilities);
2. caused by increasing operating expenses;
3. from recently completed repairs or rehabilitation made to improved dwelling units; or
4. caused by changes in market rental rates.

The HA will certify all approved rent increases in writing. All certifications will include justification for the increase. Each certification will be maintained in the Family's file and will be approved by the Executive Director, or designee.

The HA will use HUD regulations as a guide for determining justification for refusal of a contract rent increase. In cases where the HA disapproves a Landlord's request for a contract rent increase, the HA will notify the Landlord and the Family, in writing, and will state the reason(s) for not approving the increase. Should a Landlord insist on the increase request, the Family will be offered a new Rental Certificate and relocation assistance.

2. Rental Vouchers

The Voucher Contract requires the Landlord to notify the Family, in writing, of proposed increases, and the date the increase will go into effect. A copy of this letter must be sent to the HA at least sixty (60) days prior to renewal. All proposed rent increases must be approved by the HA as reasonable and cannot exceed rents charged for comparable unassisted units in the same area.

11. PREPARATION OF TENANT FILE

After the unit has passed inspection, the Tenant's file will be prepared and all necessary documents will be signed by the appropriate parties. For all initial inspections, including applicants originally going on the Section 8 Program and tenants moving from one unit to the other, the Inspection Checklist will be signed by

the owner and a copy given to him for his records.

IV. HOUSING QUALITY STANDARDS (HQS) AND INSPECTIONS (Ref. 24 CFR 982.401)

1. A unit must comply with HQS performance requirements and acceptability criteria both at the initial occupancy of the dwelling unit and during the term of the assisted lease.
2. When a mobile home is to be inspected, the State's Mobile Home Code for Tie downs shall be used along with the HUD program requirements.
3. If, upon the initial inspection, the unit fails to pass the minimum Housing Quality Standards, the owner will be informed of the deficiencies and told that he has up to thirty (30) days to correct these. When he/she contacts the HA's Section 8 office that the deficiencies have been corrected, the Housing Inspector will re-inspect the unit, making sure that the necessary repairs or adjustments have been made.
4. Landlords requiring more than two (2) inspections on any unit due to their failure to correct all deficiencies found on the initial inspection or have the unit accessible for the Inspector will be charged \$20.00 for each additional inspection required.
5. Landlords and tenants are responsible for determining that units generally meet HQS as described in the handout "A Good Place to Live!" The Executive Director reserves the right to refuse a third or subsequent inspection when the landlord, applicant or participant has scheduled an initial inspection, been given the requirements to bring the unit up to HQS, has scheduled a follow-up inspection where they have not followed through on correcting identified problems, and then requests a third inspection.
6. The initial inspection report will have an entry made on the bottom of the front page to indicate the quality of the unit, which will help in determining the rent reasonableness.
7. The HA will respond promptly to complaints by families or owners.
8. In response to complaints by families about owners, the tenant must first provide the HA with a copy of a letter written to the landlord in an attempt to inform him/her of the current problems. The landlord will be given sufficient time to make any repairs. If he or she should not do this within ten (10) days from the date of the letter sent by the tenant, an inspector will make a special inspection of the unit and, if necessary, the landlord will be given a list of repairs required to keep the rental property within the Housing Quality Standards. Where the health or safety of the tenant is in

immediate danger, the landlord will be required to complete the repairs within a twenty-four (24) hour time period. Any additional repairs required to meet HQS must be completed within thirty (30) days or HAP may be abated. Should the landlord elect not to make these repairs, the HAP Contract will be canceled and the tenant allowed to find another unit meeting Housing Quality Standard requirements.

9. The HA will maintain an inspection standard to insure quality of approved housing and that the requested rent meets rent reasonable test and landlords are given opportunity to lower their rent and make the requested repairs. The following items and their condition are inspected when a landlord requests a rent in excess of an amount the unit would bring in its existing condition under the minimum Housing Quality Standard.

1. Type and condition of wall covering.
2. Insulation and weatherstripping. (More than minimum.)
3. Type of heat source.
4. Light covers.
5. Type and condition of floor covering.
6. Neighborhood amenities with relationship to rent requested.
7. Air circulation.
8. Screens on doors and windows.

22. LEASE APPROVAL AND HOUSING ASSISTANCE PAYMENTS CONTRACT EXECUTION

A copy of the Housing Assistance Payments Contract will be provided to owners. A copy of the Lease and Lease Addendum will be provided to the owner upon request; additionally, owners are provided a Landlord Packet to explain HQS.

1. DISAPPROVAL OF OWNER (Ref. 24 CFR 982.306)
 1. The HA will not approve a unit if the HA has been informed (by HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.
 2. When directed by HUD, the HA must not approve a unit if: (1) The federal

government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or (2) A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

3. In its administrative discretion, the HA may deny approval to lease a unit from an owner for any of the following reasons: (1) The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f); (2) The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program; (3) The owner has engaged in drug trafficking; (4) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program; (5) The owner has a history or practice of renting units that fail to meet State or local housing codes; or (6) The owner has not paid State or local real estate taxes, fines, or assessments.
4. Nothing in this rule is intended to give any owner any right to participate in the program.
5. For purposes of this section, "owner" includes a principal or other interested party.

VI. RESPONSIBILITIES OF THE TENANT AND LANDLORD (Ref. 24CFR 982.404(b) and 24CFR 982.551)

1. TENANT/PARTICIPANT RESPONSIBILITIES

1. The family must supply any and all information that the HA or HUD determines is necessary in the administration of the Program, and such information must be true and complete.
2. The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the Program.
3. The family must not own or have any interest in the unit.
4. The family must use the assisted unit for its residence, and it must be its only residence.
5. The family will be told that they are to inform the Section 8 office within ten

(10) days of the effective date of a change in family income, family composition, child care expenses, or medical expenses (in the case of an Elderly family). Any family who fails to report this information will be required to repay the Section 8 office the irrecomputed rent for the retroactive period for which they had income.

6. The tenant must provide the Section 8 office the necessary verifications and sign the required documents for an interim rent change no later than the 20th day of the month preceding the effective date of the rent change.
7. If the tenant should find it necessary to leave his or her unit unoccupied for more than seven (7) consecutive days, the landlord and the Section 8 office must be notified of the absence.
8. The family must notify the HA and the Landlord before the family moves out of the unit or terminates the lease.
9. The family will be notified that they are not allowed to move from one unit to another unit during the first year of their Lease unless they are certified by the Section 8 office for a legitimate reason, such as change in family composition, Owner's neglect to keep the unit up to HQS, or mutual agreement between owner and tenant to rescind Lease. (Ref. 24 CFR 982.314(c)(2))
10. The family will be informed that no side payments may be paid to the landlord. Only the amount of Tenant Rent designated in the Lease or Lease Amendment is to be paid.
11. The family will be told that, if they decide to cancel off the Program, they must give the owner and the Section 8 office proper written notice of their intent to go off the Program. Should they not give the proper notice, they may lose their Security Deposit (if applicable) and, in certain circumstances, could be ineligible for future participation in the Section 8 Program.
12. The family may not commit any serious or repeated violation of the lease.
13. The family may not assign the lease or transfer the unit.
14. The family may not sublease or let the unit.
15. The family must allow the HA and the Landlord to inspect the unit at reasonable times and after reasonable notice.

16. The family must pay for utilities that the owner is not required to pay for.
 17. The family must provide and maintain any appliances that the owner is not required to provide.
 18. A member of the household or any guest thereof must not damage the dwelling unit.
 19. The family must correct, within 24 hours, any life-threatening HQS breach caused by it and, within 30 days, any non-life-threatening HQS breach caused by it.
 20. The family must promptly give the HA a copy of any ownereviction notice.
 21. The members of the family may not engage in drug-related criminal activities or violent criminal activities.
 22. An assisted family, or members of the family, may not receive Section 8 assistance while receiving another housing subsidy.
2. LANDLORD/OWNER RESPONSIBILITIES (Ref. 24CFR 982.404(a) and 24CFR 982.452)
1. Landlords must perform all of their obligations under the HAP Contract and the lease.
 2. Landlords must perform all management and rental functions for the assisted unit, including selecting a certificate/voucher holder to lease the unit and deciding if the family is suitable for tenancy of the unit.
 3. Landlords must ensure that tenants are in place and that their unit meets HQS before accepting and cashing the HAP check.
 4. Landlords must take prompt and vigorous action to correct HQS failures.
 5. Landlords must correct, within 24 hours, any life-threatening HQS failures and, within 30 days, any non-life-threatening HQS failures.
 6. Landlords must perform ordinary maintenance on the unit.
 7. Landlords must enforce the Lease Agreement to include ensuring that only the appropriate family members are occupying the unit.

8. Landlords are responsible for the collection of the security deposit and tenant contribution and any charges for unit damage by the family.
9. Landlords must collect no more than the HA approved Security Deposit from the family.
10. Landlords must collect only the amount of rent that is designated on the Lease or the Lease Amendment, whichever is applicable.
11. Landlords must pay for utilities and services not paid by the family under the lease.
12. Landlords must notify the HA immediately when the family vacates the unit.
13. The landlord shall not discriminate against any person on the grounds of race, color, religion, sex, national origin, handicap, familial status, or age.
14. The landlord shall cooperate with the HA and HUD in conducting compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders, and all related rules and regulations.
15. The landlord shall provide any information pertinent to the HAP Contract which the HA or HUD may reasonably require.
16. The landlord shall permit the HA or HUD or any of their authorized representatives to have access to the premises and, for the purposes of audit and examination, to have access to any books, documents, papers, and records of the landlord to the extent necessary to determine compliance with the HAP Contract, including the verification of information pertinent to the Housing Assistance Payments.
17. The landlord must not make any transfer in any form of the HAP Contract without the prior written consent of the HA.
18. The landlord shall not terminate the tenancy of the Family except for:
 3. Serious or repeated violations of the terms and conditions of the Lease;
 4. Violations of Federal, State, or Local Law which impose obligations on the Family in connection with the occupancy and use of the dwelling unit and surrounding premises; or
 5. Other good cause.

19. Landlords must have the unit organized and ready for HQS inspection. Units that are unorganized or in the process of being rehabilitated will not be inspected. Upon the initial inspection of the unit, the condition of the unit should be as close to the requirements stated on the basic requirements list as possible. In case of owner dispute concerning the inspector's refusal to inspect the unit, the final decision will be determined by the Executive Director.
20. Any landlord owing the HA a past balance under any HAP Contract will not be allowed to participate in the Section 8 Program again until such balance is paid in full.

VII. PAYMENTS TO OWNERS

A Housing Assistance Payments Register will be kept for the purpose of recording information regarding payments made to the owner (and tenant when applicable). Each tenant will have a sheet in the register which will contain the following information: Tenant's name and address, Owner's name and address, the certificate number, utility allowance, total HAP, family contribution, contract rent, beginning date of Lease, HAP in form of Utility Reimbursement Payment (URP) to family (if applicable), and certificate unit size. The preparation of checks will be started in sufficient time to allow them to be mailed to reach the owner by the 5th of each month, unless the 5th falls on a weekend or holiday, in which case the checks will be mailed to reach the owner as soon after the fifth as possible. URP to Tenants will be picked up at the Section 8 Office by the Tenant and will be made payable to the Head of Household and utility company of choice.

Internal controls used to assure integrity of the payment system include the use of a check voucher system requiring the signature of the Executive Director and one of the Board of Commissioners. The Journal Entries and records required by HUD are prepared each month by the Fee Accountant or the Administrative Assistant/Bookkeeper. A separate bank account is used for all Section 8 monies, and the bank statement is reconciled each month by local staff as well as the Fee Accountant or Administrative Assistant/Bookkeeper. The staff has contact with the clients of this Program several times a year which gives this Agency the opportunity to confirm that the Lease arrangements remain as agreed.

VIII. REVIEW OF FAMILY CIRCUMSTANCES

1. Reexamination will be made each year for each family on the Section 8 Program following the procedure outlined in 24 CFR 882.212. When reexaminations are made, questions will be asked of the tenant that could detect fraud or unauthorized payments made by the tenant to the landlord. The HA will notify the tenant and owner of the date and requirements for reexamination. The tenant and landlord have certain identified responsibilities mentioned in the letter of the notice for

reexamination. If the tenant does not come in or contact the office by the deadline date in the letter, a 30 -day written notice of cancellation will be sent to both the tenant and landlord. The notice of termination for failure to cooperate with the reexam process will be included in the initial letter advising the tenant and landlord of the requirements for reexamination. Any tenant canceled from the Program for failure to re-certify will have the option of a hearing to appeal this decision.

2. The HA will maintain a cardex system of units under contract files by month to insure systematic reviews of contracts, allowances for utilities and other services, and housing quality in accordance with the requirement for annual reexamination.
3. A survey of the utility rate increases within the City of Paris is made annually and the Schedule for Utility Allowance and Other Services is adjusted by the Coordinator if needed, at the time the Fair Market Increases are published by HUD.
4. Requests from families for reviews and/or inspections of units are handled in a timely manner. If the quality control checkoff file reveals a need for a special review, the HA promptly performs one. Files which have been marked "unstable" because of fluctuating family circumstances are reviewed regularly until the situation stabilizes. Re-exams are done annually, 12 months from the date of their last annual reexamination or at the anniversary of the family's initial entry into the program.
5. Reexaminations, other than annual, for the purpose of adjusting the Total Tenant Payment are scheduled as follows:
 1. Tenants claiming to be without any income at all are required to report to the Section 8 office every thirty (30) days. During this visit, they must provide proof of application for employment from three (3) different employers or places of employment or proof of application for monetary assistance. These tenants receive special attention and each case is monitored closely by the staff. Tenants who do not cooperate with this procedure will be canceled from the Program.
 2. For families whose annual income cannot be projected with any reasonable degree of accuracy, reexaminations shall not be less than every thirty (30) days nor more than every ninety (90) days.
 3. For families where an error was made at admission or reexamination (family will not be charged retroactively for error made by HA personnel).
 4. When an increase is required by HUD regulations.
 5. For families whose rent has been based on false or incomplete information

supplied by applicant.

6. For families who request a review due to a decrease in income or increase in allowable expenses.
 7. For families who have had their rent reduced under a previous interim reexamination.
 8. For families who have added and deleted member(s) of their household from the original family composition.
 9. For families whose income source has changed.
6. Increases in the Total Tenant Rent are effective the first day of the second month following verification of the change. Retroactive increases are charged when a Certificate holder has failed to provide information within the required time period.
- H. Families are required to complete a re-exam, within thirty (30) days from the date of income change, regarding an increase in income or decrease in expenses, regardless of source, when the family has previously received a reduction in the Total Tenant Payment as a result of an interim redetermination.

IX. ABSENCES FROM UNIT (Ref. 24 CFR 982.551(i))

In the event the family will be absent from the unit for more than seven (7) consecutive days, the family must promptly notify the HA of such absence and provide any information requested on the purposes of the family absence. The family may be absent for brief periods of time because of vacation or hospitalization, but may not be absent from the unit for more than thirty (30) consecutive days or sixty (60) non-consecutive days. In the event of hospitalization due to a serious illness, the HA may consider an extension of the maximum length of time upon written request by the family; however, under no circumstances shall such absence exceed sixty (60) consecutive calendar days.

The HA may, in its discretion, verify family occupancy or absence through the use of letters to the family at the unit, phone calls, visits, or questions to the landlord or neighbors.

Housing assistance payments terminate if the family is absent for longer than thirty (30) consecutive days. The term of the HAP contract and assisted lease also terminate. (The owner must reimburse the HA for any housing assistance payment for the period after the termination.) If a family has been absent for more than the permitted time period, the HAP payments have been terminated, and the HAP contract and assisted lease have been terminated, the family will be required to reapply for assistance under the Section 8 programs. No resumption of assistance will be permitted.

Absence means that no member of the family is residing in the unit.

24. **FAMILY BREAK -UPS; DETERMINATION OF CONTINUED ASSISTANCE (Ref. 24 CFR 982.315)**

1. In the event of a family break -up due to divorce or separation, the Certificate/Voucher will remain with the family member(s):
 1. Who is elderly;
 2. Who is disabled;
 3. With whom minor children or ill, elderly, or disabled family members reside.
 4. Who has a serious illness as confirmed by a physician;
 5. Who are forced to leave the unit as a result of actual or threatened physical violence against them by a spouse or other member of the household; or
 6. Who remains in the original assisted unit.
2. If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement or judicial decree, the HA shall be bound by the court's determination of which family members continue to receive assistance in the program.

XI. TENANT MOBILITY; PROCESSING CLAIMS

1. Each year when they are being re-certified, families will be reminded of their responsibility to notify the Section 8 Office and owner if they plan to move. Tenant must give landlord and the HA thirty (30) days prior notice in writing. If they wish to move to another unit and continue as a participant in the Program, they will be given another Certificate/Voucher Holder's packet and a list of owners to assist them in finding another unit. The HA WILL NOT issue a new Certificate/Voucher and the family will not be allowed to relocate if:
 1. The family moves out without giving proper notice to the owner and the Authority;
 2. The family notifies the Authority that they wish to voluntarily terminate their assistance; or
 1. The family owes an unpaid balance to either Section 8 or Public Housing Programs.
1. If the Security Deposit is insufficient for the reimbursement of Tenant damages, or if the Owner did not collect a Security Deposit, the Owner may seek to collect the balance from the tenant.

2. The HA may terminate a HAP Contract if the Tenant is not maintaining the unit in decent, safe, and sanitary condition as determined at annual or special inspections by Section 8 Staff for the Landlord. If a Landlord is not willing to evict a Tenant who is preventing a unit from meeting HQS, he or she is not complying with obligations of the Owner under the HAP Contract.
3. If the HA has found it necessary to terminate the HAP Contract due to Owner's failure to respond to notification that a unit no longer meets the minimum HQS, and the current Section 8 participating family has found it necessary to move in order to continue receiving assistance, the Authority will not approve the unit for Housing Assistance Payment Contract with a new Certificate/Voucher Holder for a minimum of one (1) year and ONLY then upon receiving written assurances from the Owner that he or she will fulfill the requirements of the minimum HQS in the future.
4. Owner's are required to follow eviction procedures consistent with their Contract, and must comply with the requirements of Federal, State, and Local Law. The HA must be provided with a copy of such notice within five (5) days.
5. If the Family has committed fraud or misrepresentation in connection with the HA Section 8 Existing/Rental Rehabilitation Program, the HA may terminate assistance and cancel the HAP Contract. The HA will make every effort to recover any overpayments made as a result of tenant fraud or abuse.
6. If the landlord has committed fraud or misrepresentation in connection with the HA Section 8 Existing/Rental Rehabilitation Program, the HA terminates the HAP Contract and reviews the circumstances and family's involvement to determine if the family is eligible for recertification to relocate to another unit and continuation of assistance. The HA makes every effort to recover any overpayments made as a result of landlord fraud or abuse.
7. Owners who have refused a tenant continued occupancy and/or have canceled their Existing Contract for business or economic reasons shall not be permitted to re-enter the unit under the Section 8 Program.
8. Owner's claims for payment for vacancy loss under the Section 8 Existing/Rental Rehabilitation Program are reviewed for accuracy and completeness and compared with Authority internal records on the units such as initial inspection report and on-site move-out inspection. The HA checks tenant files to ascertain if the family gave proper notice of its intent to move.
 1. To claim vacancy loss, landlord must meet the minimum requirements of having notified the Inspection Department by calling the Section 8 Coordinator to add the unit to the "Interested Owner's List" maintained by

the HA within three (3) days of the date of move out, following said call by written notice of the unit's availability, and an ad shall have been placed in the local newspaper offering the unit "For Lease" and specifying "Section 8 Families Welcome". The HA will check the Interested Owners List to insure owner has complied with this policy and owners shall furnish the HA with a copy of the advertisement and the date advertised at time of submission of vacancy loss claim. No eligible tenant may have been denied housing in order for owner to claim vacancy loss.

2. Proof for verification that owner has attempted to collect any monies owed directly from tenant must be submitted with the vacancy loss claims. Landlords must mail said request for payment by Certified Mail, Return Receipt Requested, to the tenant's last known address, with a request for the post office to "Please forward," and a copy of said letter in the care of (c/o) tenant's next of kin, which the landlord shall have obtained at the time of tenant's move -in.
3. All claims must be submitted within sixty (60) days of the date of move -out.
9. Vacancy loss claims are not permitted or approved under the Voucher Program.
10. Damage claims are not permitted under any Section 8 Program.
11. When a HAP Contract is terminated and the Family does not continue in the program, the HA promptly issues a Certificate/Voucher to the family next in line on the waiting list.

XII. TERMINATION OF PARTICIPATION

The HA will terminate the participation of any family for the following reasons:

1. The Family moves out of their dwelling unit without giving proper written notice to the HA and their Landlord;
2. The HA determines that the Landlord is entitled to payments due on non-payment of rent, damages, or other amounts owed under the Landlord's lease by the Family and the Family has failed to satisfy any such liability by repayment to the HA;
3. The Family notifies the HA that they wish to voluntarily terminate their assistance;
4. Any member of the Family has engaged drug-related criminal activity or violent criminal activity as defined in 24 CFR 882.118(b)(4), 24 CFR 982.4, or 24 CFR 982.553;

5. Any member of the Family has violated any Family obligation under the Section 8 Program as outlined in 24CFR982.551, as amended;
6. Any member of the Family is determined by the HA to be illegally using a controlled substance;
7. Any member of the Family is determined by the HA to abuse alcohol to such an extent that it would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; or
8. Any member of the Family commits fraud, bribery, or any other corrupt or act in connection with any federal housing program.

XIII. INFORMAL HEARINGS AND REVIEWS

General Requirements: The purpose of review and hearing procedures is to resolve applicant/participant disputes with the HA without legal action and to correct any HA errors. A “Review” is for applicants and a “Hearing” is for Program participants.

1. **INFORMAL REVIEWS FOR APPLICANTS (Ref. 24CFR982.554)**
 1. The HA must provide applicants with the opportunity for an informal review of decisions denying assistance.
 2. Informal reviews are not required for the following:
 1. Discretionary administrative determinations;
 2. General policy issues or class grievances;
 3. Determination of family unit size on the Certificate/Voucher;
 4. Rejection of a unit that does not meet HQS;
 5. Rejection of a unit that does not meet HQS because of the family size or composition;
 6. Determination not to grant approval to lease a unit or to approve a proposed lease; or
 7. Refusal to extend or suspend a Certificate/Voucher.
 3. The denial notice must describe:
 1. The reasons for the decision;
 2. The family's right to an informal review; and,
 3. The procedures and time frames for obtaining a review.

4. The review must be conducted by persons other than those who made or approved the decision. Applicants may present oral or written objection to the decisions.
 5. After review is completed, the HA shall promptly notify the applicant in writing of the final decision and state the reason(s) for its determination.
2. **INFORMAL HEARINGS FOR PROGRAM PARTICIPANTS (Ref. 24 CFR 982.555)**
1. The HA must provide Program participants with the opportunity for an informal hearing for the decisions related to:
 1. Determination of annual or adjusted income;
 2. Calculation of the TTP;
 3. Determination of the appropriate utility allowance;
 4. Termination of assistance because of family's action or failure to act;
 5. Termination for absence from unit;
 6. Determination that a family is over -housed and is denied an exception to the occupancy standards; or
 7. Determination of family unit size entered on the Certificate/Voucher.
 2. Informal hearings are not required for the following:
 1. Discretionary administrative determinations;
 2. General policy issues or class grievances;
 3. Failure of a unit for HQS violations;
 4. Refusal to extend or suspend a Certificate/Voucher; or
 5. Imposition of sanctions against a nonowner who is not in compliance with Program requirements.
 3. The HA **MUST** give participants a prompt written notice of the determination. The notice must describe:
 1. The reasons for the decision;
 2. The family's right to an informal hearing; and
 3. The procedures and time frames for obtaining a hearing.
3. **PROCEDURE**
1. The applicant, Certificate/Voucher Holder, or Program Participant should submit a written request to the HA for an informal hearing or review within seven (7) working days after notification of ineligibility or termination and

prior to actual termination of assistance.

2. An appointment will be scheduled with an HA staff member other than the person who made or approved the initial decision. This could be a Commissioner if the Executive Director was involved in the decision. This individual will serve as Officer at the review/hearing.
 3. The family has the right to legal counsel at their own expense.
 4. The family has the right to examine, prior to the hearing, any relevant HA documents, and the family may copy such documents at their own expense.
 5. The HA has the right to examine, prior to the hearing, at the HA office, any relevant family documents, and the HA may copy such documents at its own expense.
 6. The Officer may regulate the conduct of the review/hearing.
 7. Both the family and the HA will have opportunity to present evidence and question witnesses.
 8. A final decision stating the reason(s) will be issued by the Officer within seven (7) working days of the date of the review/hearing with a copy to the family.
5. The HA is not bound by any hearing decisions which qualify under 24 CFR 982.555(f).

XIV. ONGOING INFORMATION AND ASSISTANCE FOR PARTICIPATING FAMILIES

1. The HA will provide ongoing information and assistance to families while they are Section 8 Certificate/Voucher participants. The Authority will:
 1. Provide updated lists of available units for families required to relocate;
 2. Provide information on procedures related to relocating and a list of available units for families desiring to relocate when eligible for transfer or those who need to be relocated due to health or other factors;
 3. Respond to complaints from families to insure that owners honor their responsibilities under the HAP Contract and applicable housing standards by maintaining dwelling units in decent, safe, and sanitary condition;

4. Inspect dwelling units at least annually or as otherwise needed;
5. Make HAP payments to owners on the family's behalf;
6. Make interim re-examinations of families, especially when they have experienced loss of family income, adjusting their HAP accordingly;
7. Provide counseling to families on Program matters and in instances of alleged discrimination or unfair treatment by a owner. This will include assistance and guidance in completing the appropriate Complaint Forms; and
8. Provide housing information to families and referral to the appropriate social service agencies when requested or needed.

XV. MANDATORY SOCIAL SECURITY NUMBERS

1. Families are required to provide Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by Social Security Administration. All members of the family defined above must either:
 1. Submit Social Security Number documentation; or
 2. Sign a certification if they have not been assigned a Social Security Number. If the individual is under 18, the certification must be executed by his or her parent or guardian. If the Participant who has signed a certification form obtains a Social Security Number, it must be disclosed at the next regularly scheduled income re-examination.
2. Verification will be done through the provision of a valid Social Security card issued by SSA.
3. The HA will accept copies of the Social Security card only when it is necessary for the HA to verify by mail the continuing eligibility of participant families.
4. Applicants may not become Participants until the documentation is provided. The applicant will retain his/her position on the Waiting List during this period.

XVI. SECTION 13. PORTABILITY

1. Assisted families may choose a unit anywhere in the United States where there is a HA administering the Section 8 Certificate and Voucher programs. There are a few conditions:
 1. When the family initially receives a Certificate or Voucher from a Public

Housing Agency (PHA), the family must have been living in that PHA's jurisdiction at the time when the family first submitted their application before they can move to another jurisdiction under portability.

2. If the family was not living in the jurisdiction of the PHA that issues the Certificate or Voucher at the time of initial application, the family must first rent a unit and live in that jurisdiction for the first 12 months of their assistance.
 3. A family must be income-eligible in the area where the family initially leases a unit and, if transferring between the certificate and voucher programs, must be income-eligible for the new program in the area where the family is transferring to. Income-eligibility is not redetermined unless a family transfers between programs.
 4. A family eligible for portability must first consult with the PHA that issued the Certificate or Voucher and let them know that they wish to move to another jurisdiction. The PHA can inform the family of the procedures for portability.
 5. The family must comply with the lease provisions for the unit they currently live in. This includes giving proper notice of intent to vacate. Also, as always, it is the family's responsibility to locate acceptable housing in the jurisdiction to which they wish to move.
2. A family must contact the HA if it wants to move out of the area, and HA staff will assist the family in completing a *Request for Portability* and provide the family with important information.
 3. The HA will assume the responsibilities of the issuing PHA toward the family. HA will either bill the issuing PHA for the housing assistance payments on behalf of the family or provide assistance to the family utilizing funding under its ACC.
 4. If no PHA with a certificate program has jurisdiction under State Law for the area where the dwelling unit is located to which the family moves under statutory portability, the HA will fulfill the responsibilities under the certificate program and provide assistance to the family at the new dwelling unit. In such cases, the HA may administer the assistance directly or may subcontract with another PHA in the immediate vicinity, or otherwise subcontract administration of the HA responsibilities. For this purpose, Federal Law overrides State Law limitation of HA jurisdiction and permits the HA to administer outside its normal State-law jurisdiction or out of State.

XVII. MONITORING PROGRAM PERFORMANCE

Monthly statistical reports are maintained and monitored for reviewing the waiting list, the outstanding Certificates/Vouchers, and the HAP register to assure achievement of the outreach goal and leasing schedule.

Changes in approach are initiated on an as-needed basis, subject to program regulations and funding limitations.

The HA shall keep a record of all units, which have been allowed an increase of up to 10% over the Fair Market Rent. In no case shall more than 20% of the allocated units be allowed to exceed the 10% increase allowable above the FMR.

XVII. THRESHOLD FOR OPERATING RESERVE EXPENDITURES

During the annual budget cycle, the Board of Commissioners approves a combined operating budget for all Section 8 Programs, including an approved total for capital expenditures and operating transfers to other programs for eligible purposes. The Section 8 Coordinator approves all routine budgeted expenditures. The Executive Director or his/her designee approves all non-routine expenditures. In the event HUD makes available to the HA funding for special purposes, the budget for the expenditure of such funds is approved by the Board of Commissioners and routine expenditures of such funds are approved by the Executive Director.

THE ONE STRIKE POLICY
FOR THE SECTION 8 PROGRAM
FOR THE HOUSING AUTHORITY OF THE CITY OF PARIS

PASSED AND ADOPTED ON November 11, 1999
RESOLUTION 99-063

PURPOSE

All federally assisted housing is intended to provide a safe and decent place for eligible families to live, free of violent criminal activity and the illegal sale and use of drugs, alcohol and related activity. It is the intention of the Housing Authority of the City of Paris to fully endorse and implement a policy that is designed to:

1. Keep our program participants free from threats to their personal and family safety;
2. Help maintain a safe and drug-free community environment where families can live safely, free of the dangers associated with illegal drug activity.

ADMINISTRATION

1. All screening and eviction procedures shall be administered fairly and in such a way so as not to discriminate on the basis of race, color, nationality, religion, sex, familial status, disability or other legally protected groups, and not to violate one's right to privacy.
2. To the maximum extent possible, and permissible by law, the housing authority will involve other community and governmental entities, as well as resident organizations, in the promotion and enforcement of this policy.
3. This policy will be incorporated in the Administration Plan and posted on the agency's bulletin board, with copies made readily available to residents and/or applicants at each annual recertification and/or eligibility determination meeting.

SCREENING OF APPLICANTS

1. In an effort to deter illegal drug-related and other criminal activity, as well as other patterns of behavior that pose a threat to health, safety, or the right to peaceful enjoyment of the premises by other residents, this agency will endeavor to screen applicants as thoroughly and fairly as possible in accordance with HUD prescribed regulations and guidance, and local laws governing the jurisdiction of this agency.

2. Such screening will apply to all members of the household who are of adult age.

3. Reasonable cause of drug related criminal activity which may pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents may be grounds for denial of assistance. Drug related criminal activity is defined as the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.

4. Reasonable cause to believe that a person's pattern of alcohol abuse may pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents may be grounds for denial of assistance.

5. In both 3 and 4 above, the housing authority may waive its policy of denying assistance if the person demonstrates to the housing authority's satisfaction that he/she is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:

- A. Has successfully completed a supervised drug or alcohol rehabilitation program;
- B. Has otherwise been rehabilitated successfully; or
- C. Is participating in a supervised drug or alcohol rehabilitation program.

6. Persons evicted from Public Housing, Indian Housing, Section 23 or any Section 8 program because of drug related criminal activity are ineligible for admission to the Section 8 programs for a three (3) year period beginning on the date of such eviction. Housing authorities may waive this requirement if:

- A. The person demonstrates successful completion of a rehabilitation program approved by the housing agency; or
- B. The circumstances leading to the eviction no longer exist (e.g. the individual involved in drugs and/or weapons or a violent crime is no longer in the household because the person is incarcerated.)

ENFORCEMENT THROUGH TERMINATION OF HOUSING ASSISTANCE

The housing authority shall enforce this one strike policy with respect to drug related and/or weapon, violent criminal activity which may pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents. Evidence of such activity may be grounds for termination from Section 8 Assistance.

In addition the housing authority will yearly at the time of the recertification process submit a police screening on all adults 18 and over. If any violations of this policy have occurred the housing authority will take action to terminate the lease.

Owners most recent rent charged \$ _____
 Owners purposed contract rent \$ _____
 gross rent \$ _____
 Applicant fair \$ _____

What utilities, appliances or services does this include?

Water Sewer Trash Electric Gas Range Refrigerator

Justification for any approved increased _____
 rent for the unit higher than rents the owner charges for comparable unassisted units?

_____ Yes _____ No

The undersigned hereby certifies that the contract rent for this unit is reasonable in relationship to rents currently being charged for comparable units in the private unassisted market taking into account location, size, type, quality, amenities, facilities, management, and maintenance service of each unit, and is not in excess of rents currently being charged by the owner for comparable unassisted units.

Name _____ Title _____

HUD FAIR MARKETS RENTS

Efficiency-275.00

1 Bedroom \$341.00

2 Bedroom \$401.00

3 Bedroom \$561.00

4 Bedroom \$663.00

Utility of Service Schedule	EFFic	1BDR	2BDR	3BDR	4BDR
Heating:	13.09	16.60	21.79	25.56	27.11
A: Natural Gas	10.96	14.47	22.76	25.73	30.73
B: Electric					
Cooking:	1.46	2.21	2.90	3.65	3.91
A: Natural gas	3.23	4.88	7.36	3.31	9.94
B: ELECTRIC					
Other Electric: lighting, fans, A/C, Refrigeration, FCT.	9.71	10.64	16.74	18.90	22.60
Water Heating	5.27	7.84	10.30	13.07	13.86
A: Natural Gas	8.73	12.76	20.08	22.68	27.12
B: Electric					
Water	11.62	15.57	22.24	24.46	31.14
Sewer	12.43	17.40	24.85	27.34	34.79
Trash collection	7.00	7.00	7.00	7.00	7.00
Range	5.00	5.00	5.00	5.00	5.00
Refrigerator	5.00	5.00	5.00	5.00	5.00

STATEMENT OF PROCUREMENT POLICY
FOR THE HOUSING AUTHORITY OF CITY OF PARIS

TABLE OF CONTENTS

1. GENERAL PROVISIONS
2. PROCUREMENT AUTHORITY AND ADMINISTRATION
3. PROCUREMENT METHODS
4. CONTRACTOR QUALIFICATIONS AND DUTIES
5. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION
6. SPECIFICATIONS
7. APPEALS AND REMEDIES
8. ASSISTANCE TO SMALL AND OTHER BUSINESSES
9. ETHICS IN PUBLIC CONTRACTING

STATEMENT OF PROCUREMENT POLICY

Established for Public Housing Agency/Authority name Paris Housing Authority by Board on May 18, 1995, and revised the 20th day of May, 1999. This Statement of Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, "Procurement Handbook for Public Housing Agencies," and the procurement standards of 24 CFR 5.36.

1. GENERAL PROVISIONS

1. PURPOSE

The purpose of this Statement of Procurement Policy is to: provide for the fair and equitable treatment of all persons or firms involved in treatment of all persons or firms involved in purchasing by the PHA; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the PHA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure the PHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

B. APPLICATION

This Statement of Procurement Policy applies to all contracts for the procurement of supplies, services, and construction entered into by the PHA after the effective date of this Statement. It shall apply to every expenditure of funds by the PHA for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds (such as concession contracts); however, nothing in this Statement shall prevent the PHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this Statement, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

Updated 5/20/99

C. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided in [cite the State Freedom of Information Act or similar law] and shall be available to the public as provided in that statute.

Updated 5/20/99

3. PROCUREMENT METHODS

1. SELECTION OF METHOD

If it has been decided that the PHA will directly purchase the required items, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.

2. SMALL PURCHASE PROCEDURES

1. General. Any contract not exceeding \$15,000.00 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Statement).
2. Petty Cash Purchases. Small purchases under \$ 75.00 which can be satisfied by local sources may be processed through the use of a petty cash account. Petty cash purchases will be for miscellaneous items that are needed immediately; routine items will not be purchased this way; security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher to the PHA bookkeeper; and, the account is periodically audited by the finance officer or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.
3. Small purchases of \$1,000 or less. For small purchases below \$1,000, only one quotation need be solicited if the price received is considered reasonable. Such purchases must be distributed equitably.

Updated 5/20/99

among qualified sources. If practicable, quotations shall be solicited from other than the previous source before placing a repeat order.

4. Small purchases over \$1,000. For small purchases in excess of \$1,000 but not exceeding \$15,000 no less than three offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, as allowed by State or local laws. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect or engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

3. SEALED BIDS

1. Conditions for Use. Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For procurements under the Comprehensive Improvement Assistance Program (CIAP), sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limitation. For professional services contracts, sealed bidding should not be used.

Updated 5/20/99

Unless otherwise required by State or local laws or regulations:

- (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
- (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; and
 - (ii) a 20% cash escrow; or
 - (iii) a 25% irrevocable letter of credit.

3. In the case of construction under the Comprehensive Improvement and Assistance Program (CIAP) funded pursuant to the U.S. Housing Act of 1937, for any contract over \$15,000.00 the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:

- (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
- (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; or
 - (ii) separate performance and payment bonds, each for 50% or more of the contract price; or
 - (iii) a 20% cash escrow; or
 - (iv) a 25% irrevocable letter of credit.

not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.

4. Award. After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the PHA.
5. Architect/Engineer Services. Architect/Engineer Services in the excess of the small purchase limitation (or less if required by State or local law) may be obtained by the qualifications-based selection procedures, unless State law mandates the specific method. Sealed bidding, however, shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

5. NONCOMPETITIVE PROPOSALS

1. Conditions for use. Procurement shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:
 1. The item is available only from a single source, based on a good faith review of available sources;

Updated 5/20/99

Adopted May 24, 1994 Resolution # 603

DISPOSITION POLICY

Personal property shall not be sold or exchanged for less than its fair value. Personal property of the value of \$1,000, which is to be sold to other than a public body for a public use, shall be sold at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$100, the Executive Director may negotiate a sale in the open market after such informal inquiry as he considers necessary to ensure a fair return to the Authority. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$100 to \$1000 the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent records. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$1000 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places specified in the advertisement. A tabulation of all bids received shall be prepared and filled with the contract as a part of the permanent records. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board for its approval. A copy of the Board's approval, together with the complete documentation in support of the destruction, abandonment, or donation, shall be retained as a part of the permanent records.

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

5YearPlanforFiscalYears2001 -2005

AnnualPlanforFiscalYear2001

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: CityofParisHousingAuthority

PHANumber: TX048v02

PHAFiscalYearBeginning:(07/2000)

Public AccesstoInformation

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
PHAF ISCAL YEARS 2001 -2005
[24CFRPart903.5]

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)

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 EN COURAGED 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 PHA scores achieved.) PHA should identify these measures in the space 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: (PHA score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☐ Increase customer satisfaction:
 - ☐ Concentrate one effort 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 placement vouchers:
- ☐ Other: (list below)

- ☐ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach effort to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ 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)
 - ☐ 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)

AnnualPHAPlan
PHAFiscalYear2001
[24CFRPart903.7]

i. AnnualPlanType:

Select which type of Annual Plan the PHA will submit.

X **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

The Housing Authority of the City of Paris currently manages and operates 258 units in the Low -Rent Public Housing Program. These units are located throughout the city of Paris in five different locations. George W. Wright Homes has 140 units of project based housing and Booker T. Washington has 68 units of project based housing built in 1950's. There are three scattered sites built in 1993, Jackson Court, Clovis Graves Homes and Price Circle. These new scattered site homes make up the remaining 50 units. It is a challenge to the public housing staff to service these families in the scattered locations in as efficient way as possible. There is not time to be wasted with the demands of the operation of this unit.

The Housing Authority of the city of Paris currently administers 131 certificates, that are being transferred to vouchers, 95 vouchers and recently 25 additional vouchers have been added to the budget authority for the Fair Housing Service Center to assist families in making desegregated moves into the community. This is part of the efforts in the Young Litigation. The authority also is the contract administrator to a 120 -unit moderate rehab contract.

The basic goal of the HAC is to provide low -income families affordable housing that is decent, safe and sanitary, and provide services and programs that improve the residents' quality of life and

provide the opportunity to become self-sufficient. In this effort the HAC is committed to the efficient delivery of quality services to the residents of public housing.

We, the employees, fulfill the mission through personal and organizational commitment to the following values:

- ***Accountability***, accepting responsibility as stewards of public resources and investing pride in our work;
- ***Initiative***, taking positive action to accomplish our mission;
- ***Respecting*** our differences, treating each other with understanding and dignity;
- ***Development***, enhancing our skills and increasing our knowledge to achieve our personal best;
- ***Communication***, each employee openly sharing and receiving information;
- ***Leadership*** at all levels, challenging the process, inspiring the vision, and modeling the way;
- ***Teamwork***, approaching decision-making and problem-solving by involving all employees, focusing on people first, then processes;
- ***Continuous improvement*** as a way of life.

We believe that our commitment is the foundation of all our endeavors to make public housing a better place now and for future generations.

The purpose of this 5 Year Comprehensive Plan is to continue to chart the course of action for the HAC to continue the efforts to improve the physical and management in the overall operation and management of the programs.

The Housing Authority plans to continue the effort of getting all families in the area aware of the affordable housing and working to educate the families of their responsibilities in order for them to continue to have this housing as long as needed, therefore reducing the turnovers.

In the effort to educate the families the administration is working to give the families the resources to better their lives and become self-sufficient. The authority has adopted the flat rent schedule and will work to encourage the families to keep the jobs that they have by allowing them to pay a flat rent. For Section 8 the program has had much success of bringing many new landlords on the program with a good housing stock. The effort over the next 5 years is to work to keep the landlords and keeping the program at 100%. If this goal is attainable the authority will be working to put a home ownership program in place.

The authority has worked to utilize any funds available to the authority in the best possible way.

The Comprehensive Grant has allowed the agency to keep the public housing stock upgraded, the reserves have been invested for the last 2 years allowing the agency to expand these resources and the HA has once again received a PHDE P grant to further these security measures. Measures are being taken like putting up gates that will continue to provide security even if funds do not continue. In S8 program a large amount of housing has been added to the program allowing the agency to work to get program at 100% bringing the administrative fees up to the maximum.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

Page#

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions

4. Rent Determination Policies
5. Operations and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversion of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- X *Admissions Policy for Deconcentration: **The PHA is Included in the pending Ruling from the Justice system on the Young vs. Martinez litigation. Template of required questions attached.***
- X FY2001 Capital Fund Program Annual Statement
- X 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
- X FY2000 Capital Fund Program 5 Year Action Plan
- X Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in areas on a best fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 5283 7) for the active grant year	Annual Plan: Capital Needs
X	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
X	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437 c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	963	4	4	3	4	4	4
Income > 30% but ≤ 50% of AMI	680	3	3	4	3	2	3
Income > 50% but < 80% of AMI	410	2	3	2	2	2	1
Elderly	508	3	3	4	4	2	3
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	1151.7	3	2	3	3	2	3
Race/Ethnicity	837.63	3	2	3	4	2	4
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

- ☐ AmericanHousingSurveydata
Indicateyear:
- ☐ Otherhousingmarketstudy
Indicateyear:
- ☐ Othersources:(listandindicateyearofinformation)

B. HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

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.

HousingNeedsofFamiliesontheWaitingList			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	56	100%	48%
Extremely low income <= 30% AMI	39.5%	70%	
Very low income (> 30% but <= 50% AMI)	16.5%	30%	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	36	64%	
Elderly families	0	0	
Families with Disabilities	4	.1%	

HousingNeedsofFamiliesontheWaitingList			
Race/ethnicity1	7	13%	
Race/ethnicity2	49	88%	
Race/ethnicity3	0	0	
Race/ethnicity			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	22	39%	15%
2BR	17	30%	74%
3BR	11	20%	10%
4BR	6	11%	1%
5BR	NA	NA	NA
5+BR	NA	NA	NA
Isthewaitinglistclosed(selectone)?XNo <input type="checkbox"/> Yes			
Ifyes: Howlonghasitbeenenclosed(#ofmonths)? DoesthePHAexpecttoreopenhelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone) <input checked="" type="checkbox"/> Section8tenant -basedassistance <input type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	191	100%	18%
Extremelylow income<=30%AMI	0	0	
Verylowincome (>30%but<=50% AMI)	133	70%	
Lowincome (>50%but<80% AMI)	58	30%	
Familieswith	128	67%	

Housing Needs of Families on the Waiting List			
children			
Elderly families	13	.07%	
Families with Disabilities	11	.06%	
Race/ethnicity 1	14	.07%	
Race/ethnicity 2	177	93%	
Race/ethnicity 3	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2BR	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
3BR	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
4BR	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
5BR	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
5+BR	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Is the waiting list closed (select one)? <input 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.

(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 financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease -uprates 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.
- X 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
- X 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
- X 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
- ☐ Apply for special-purpose voucher 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 voucher targeted to families with disabilities, should they become available
- X Affirmatively market to local non -profit agencies that assist families with disabilities
- ☐ Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- ☐ Funding constraints
- X 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
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- X Other: *Results of consultation with other organizations that work with other low income families.*

2. Statement of Financial Resources

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$493,772.00	
b) Public Housing Capital Fund	\$443,107.00	

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
c) HOPEVIR revitalization	NA	
d) HOPEVIDemolition	NA	
e) AnnualContributionsforSection 8Tenant -BasedAssistance	\$1,119,686.00	
f) Public HousingDrugElimination Program(includinganyTechnical Assistancefunds)	\$63,388.00	
g) ResidentOpportunityandSelf - SufficiencyGrants	NA	
h) CommunityDevelopmentBlock Grant	NA	NA
i) HOME	NA	NA
OtherFederalGrants(listbelow)	NA	NA
2.PriorYear FederalGrants (unobligatedfundsonly)(list below)		
		NA
1999ComprehensiveGrant	\$0.00	NA
2000CapitalFund	\$443,107.00	
3.PublicHousingDwellingRental Income	\$264,452.75	Administrative, Maintenance,Salaries, Utilities,Insurance, Routineexpe nditures
4.Otherincome (listbelow)	NA	
4.Non -federalsources (listbelow)	NA	
Totalresources	\$2,827,512.75	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A. PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

(1)Eligibility

a. Whendoes 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)
- X Other: *When applying we begin screening and begin offering, this is due to the shortage of applicants on the waiting list.*

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

- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping

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

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

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

(2)WaitingListOrganization

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
- X Other: *Applicants are put on the waiting list by order of date and time of the application.*

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

- X PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

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

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

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

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

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

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

(3) Assignment

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

- X One
☐ Two
☐ Three or More

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

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

(4) AdmissionsP references

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- X The PHA - resident lease
- X The PHA's Admissions and (Continued) Occupancy policy

- X PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

- ☐ At an annual reexamination and lease renewal
☐ Anytime 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 development 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 complete ly merged into the voucher program, certificates).

(1) Eligibility

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

- X Criminal or drug -related activity only to the extent required by law or regulation
- X Criminal and drug -related activity, more extensively than required by law or Regulation
- X More general screening than criminal and drug -related activity (list factors below)
The Housing Authority does additional screening to determine whether an applicant owes any monies to the Authority or if they have been evicted from any other housing assistance program.
- ☐ Other (list below)

b. X 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)
- X Criminal or drug -related activity
- X Other (describe below) Current Residence and landlord.

(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)
- X 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)
- X PHA main administrative office
- ☐ Other (list below)

(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:

(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 programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admission 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Homelessness
Highrentburden

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with the 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 admission 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)

- b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?
- ☐ Through published notices
 - ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(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)

- X 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
X \$1-\$25
☐ \$26-\$50

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

3.If yestoquestion2,listthesepoliciesbelow :

c. Rentssetatlessthan30%thanadjustedinc ome

1. ☐ YesXNo:DoesthePHAplantochargerentsatafixedamountor
percentagelessthan30%ofadjustedincome?

2.If yestoabove,listtheamountsorpercentageschargedandthecircumstances
underwhichthesewillb eusedbelow:

d.Whichofthediscretionary(optional)deductionsand/orexclusionspoliciesdoesthe
PHAplantoemploy(selectallthatapply)

☐ Fortheearnedincomeofapreviouslyunemployedhouseholdmember
☐ Fori ncreasesinearnedincome
☐ Fixedamount(otherthangeneralrent -settingpolicy)
Ifyes,stateamount/sandcircumstancesbelow:

☐ Fixedpercentage(otherthangeneralrent -settingpolicy)
Ifyes,statepercentage/sandci rcumstancesbelow:

☐ Forhouseholdheads
☐ Forotherfamilymembers
☐ Fortransportationexpenses
☐ Forthenon -reimbursedmedicalexpensesofnon -disabledornon -elderly
families
☐ Other(describellow)

e.Ceilingrents

1. Doyouhaveceilingrents?(rentssetatalevellowerthan30%ofadjustedincome)
(selectone)

☐ Yesforalldevelopments
☐ Yesbutonlyforsomededevelopments
☐ No

2. Forwhichkindsofdevelopmentsareceilingrentsinplace?(selectallthatapply)

☐ Forallddevelopments

- ☐ 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 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 determination:

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
- X Anytime the family experiences an income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- X Other: *Anytime a family experiences a decrease in income that is not a result of the tenants' actions.*

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.)

- ☒ These 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)

Comparability of other authorities with same characteristics.

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 slower 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 burden of assisted families
☐ Other (list below)

(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)

5. Operations and Management

[24CFR Part 903.79(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. (TX048V04A01)
☐ 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.)

ProgramName	UnitsorFamilies ServedatYear Beginning	Expected Turnover
Public Housing	258	73.5%
Section8Vouchers	95	10.3%
Section8Certificates	131	15.6%
Section8ModRehab	120	50.1%
SpecialPurposeSection 8Certificates/Vouchers (listindividually)	25	0%
PublicHousingDrug EliminationProgram (PHDEP)	258	NA
OtherFederal Programs(list individually)	NA	NA

C.ManagementandMaintenancePolicies

ListthePHA'spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooks thatcontaintheAgency'srules,standards,andpolicies thatg overnmaintenanceandmanagementof publichousing,includingadescriptionofany measuresnecessaryforthe preventionoreradicationof pestinfestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8 management.

(1)Public HousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow)

6. PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.
Section8 -OnlyPH Asareexemptfromsub -component6A.

A. PublicHousing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- X PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(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
option, by completing and attaching a properly updated HUD -52837.

OR, at the PHA's

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment

-or-

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

(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. X 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 as Attachment (state name

-or-

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

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

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

☐ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete or not) 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 -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ 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:

8. Demolition and Disposition

[24CFR Part 903.79(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

X 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:
1b. Development (project) number:

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

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

[24 CFR Part 903.79(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

[24CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 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

[24CFR Part 903.79(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

- XYes ☐ 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"/> HOPEI <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 903.79(1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

XYes ☐No: Does the PHA coordinate, promote or provide any program 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)
Northeast Texas Council on alcohol and drug abuse	NA	Per referral	Social Service Office	Public Housing
Texas Agriculture Extension Services	NA	Per referral	Social Service Office	Public Housing
Consumer Credit Counseling Service	NA	Per referral	Social Service Office	Public Housing
Lamar County Head Start	NA	Per referral	Social Service Office	Public Housing
Northeast Texas Technical Assistance Office	NA	Per referral	Social Service Office	Public Housing
Paris Junior College Special Population Office	NA	Per referral	Social Service Office	Public Housing
Even Start	NA	Per referral	Social Service Office	Public Housing
Red River County Girl Scouts	NA	Per referral	Social Service Office	Public Housing
Department of Human Services	NA	Per referral	Social Service Office	Public Housing
		Per referral	Social Service Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	NA
Section 8	NA	NA

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 plan to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and training 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.
- X 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)

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

The Housing Authority of the City of Paris will be implementing a community Service/Self Sufficiency Policy. The policy is an attachment to the Admissions and Occupancy Policy used for the administering of the Public Housing Program. It includes definitions of Community Service, Self Sufficiency Activities, Exemptions and Requirements. The exemption form will be implemented into the admissions packet at briefing and all current residents of the program will be given the policy and exemption form. There will be meetings held to discuss and explain this new policy and procedure to the residents prior to the implementation.

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- X High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- X High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children

- X Observed lower -level crime, vandalism and/or graffiti
- X People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- X Other: Sparta security assessment.

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

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

3. Which developments are most affected? George Wright Homes and Booker T. Washington.

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

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

- X Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- X Crime Prevention Through Environmental Design
- X Activities targeted to at -risk youth, adults, or seniors
- X Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? All sites

C. Coordination between PHA and the police

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

- X Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- X Other activities: cops program covers all Housing Authority Sights.

2. Which developments are most affected? All

D. Additional information as required by PHDEP/PHDEP Plan

PHA 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. (Attachment File name: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.79(n)]

15. Civil Rights Certifications

[24 CFR Part 903.79(o)]

The Housing Authority of the City of Parish has adopted a pet ownership policy that includes pet rules, violation procedure, termination information. Also, included in this policy is a pet agreement and a pet policy certification. This will become effective then new July 1, 2002 fiscal year replacing the old policy that needed to be updated. Prior to the implementation of the policy meetings will be held so that the current resident can be told of the policy and it will be implemented into the briefing information for the upcoming residents.

This policy is an addendum to the Admissions and Occupancy Policy used to administer public housing program.

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

16. Fiscal Audit

[24CFRPart903.79(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? **YES**
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? NA ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)? NA

17.PHA Asset Management

[24CFRPart903.79(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

[24CFRPart903.79(r)]

A. Resident Advisory Board Recommendations

1. X 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 (Filename)

X Provided below:

Comments made at the meeting were as follows:

We need more lighting in GW and BT Homes. Housing needs to keep the off duty policing active to keep crime down.

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:

x Other: (list below)

The lighting has been addressed in the 200 Cap 8 tal Fund that has not been released due to the revision being made for lead based testing in GW and BT Homes.

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

1. ☐ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes X No: Was there a 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

X Other: mayor appoints resident commissioners, based on recommendation of the PHA.

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)
Any adult member in Public Housing in good financial standing with the Housing Authority.

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of its 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 need 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)

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number TX21PO48501 -01 FFY of Grant Approval: (07/01/2001)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	\$44,310.00
3	1408 Management Improvements	\$14,920.00
4	1410 Administration	\$56,840.00
5	1411 Audit	NA
6	1415 Liquidated Damages	NA
7	1430 Fees and Costs	NA
8	1440 Site Acquisition	NA
9	1450 Site Improvement	\$96,868.00
10	1460 Dwelling Structures	\$90,290.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$34,626.00
12	1470 Non dwelling Structures	\$59,753.00
13	1475 Non dwelling Equipment	\$45,500.00
14	1485 Demolition	NA
15	1490 Replacement Reserve	NA
16	1492 Moving to Work Demonstration	NA
17	1495.1 Relocation Costs	NA
18	1498 Mod Used for Development	NA
19	1502 Contingency	NA
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$443,107.00
21	Amount of line 20 Related to LBP Activities	NA
22	Amount of line 20 Related to Section 504 Compliance	\$0.00
23	Amount of line 20 Related to Security	\$68,286.00
24	Amount of line 20 Related to Energy Conservation	\$27,029.00

	Measures	
--	----------	--

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMa jorWork Categories	Development Account Number	Total Estimated Cost
TX048-001	Addoffstreetparkingarea	1450	\$30,905.00
	AddCommunityCenterParking	1450	\$14,200.00
	IncreaseComplexLighting	1450	\$16,663.00
	Replacefloorfixture	1460	\$9,800.00
	NewPassageHardware	1460	\$14,000.00
	FlowRestrictors(water)	1460	\$4,900.00
	Replace/repairbathkitchenfloors	1460	\$19,080.00
	Roach/vermin/termitetreatment	1460	\$5,600.00
	ReplaceRefrigerators	1465	\$16,250.00
	ReplaceRanges	1465	\$7,020.00
TX048-002 BookerT. WashingtonHomes	Topsoil/Sod	1450	\$2,400.00
	UndergroundDrainage	1450	\$9,000.00
	ImproveComplexLighting	1450	\$6,500.00
	ReplaceFloorfixtures	160	\$4,760.00
	Exteriorsteeldoorreplacement	1460	\$15,000.00
	Flowrestrictors(water)	1460	\$2380.00
	Newpassagehardware	1460	\$6,800.00
	Roach/Vermin/TermiteTreatment	1460	\$2,720.00
	Replace Refrigerators	1465	\$7,378.00
	Replace Ranges	1465	\$3,978.00
TX048-004	Lawn Care Maintenance	1450	\$8,800.00

Jackson Court	Install floor fixtures	1460	\$1,750.00
	Install Flow Restrictors (water)	1460	\$875.00
TX048-004 Clovis Graves Sites	Lawn Care Maintenance	1450	\$7,200.00
	Install Floor Fixtures	1460	\$1,330.00
	Install Flow Restrictors (water)	1460	\$665.00
TX048-004 Price Circle	Lawn Care Maintenance	1450	\$1,200.00
	Install Floor Fixtures	1460	\$420.00
	Install Flow Restrictors (water)	1460	\$210.00
Agency Wide	I		
	Covered Pavillinon Playground	1470	\$20,625.00
	Maintenance / Storage Facility	1470	\$39,128.00
	Mowing Equipment	1475	\$14,000.00
	Maintenance Tool/Supplies	1475	\$15,000.00
	Computer System Update	1475	\$7,000.00
	Community Center Supplies	1475	\$1,000.00
	Playground Park Improvements	1475	\$8,500.00
	Social Services Coordinator	1410	\$25,000.00
	Comp/Resident Services Clerk	1410	\$15,680.00
	Prorate Maint./Coord. Salary	1410	\$6,160.00
	Sundry expense	1410	\$1,000.00
	Benefits	1410	\$10,000.00
	Staff Training	1408	\$1,000.00
Operations	Capital Fund update Courses	1408	\$12,000.00
	Money budgeting classes for residents	1408	\$2,000.00
	Self Sufficiency Classes	1408	\$2,000.00
	Housekeeping classes for residents	1408	\$120.00
	Home Ownership classes for residents	1408	\$100.00
	Staff Computer Training	1408	\$3,500.00
	Resident Participation Activities	1408	\$4,000.00
		1406	\$44,310.00

--	--	--	--

AnnualStatement
CapitalFundProgram(CFP)PartIII:Imp lementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
TX048	9/30/2003	9/30/2004

OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA
plannedi nthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5
informationisincludedintheCapitalFundProgramAnnualStatement.

-widephysicalormanagementimprovements
-Yearcycle,becausethis

Optional5 -YearActi onPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	% Vacancies inDevelopment	
TX048-001	GeorgeWrightHomes			
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedSt artDate (HAFiscalYear)
ReplaceCabinetsandSinks			\$40,000.00	2002
ReplaceBalanceofCabinetsandSinks			\$44,020.00	2003
ReplaceLavatorieswithVanityCabinets			\$32,000.00	2003
ReplaceLavatorieswithVanityCabinets			\$56,000.00	2003
CoveredPavilionPlayground			\$26,121.00	2004
InteriorPainting			\$14,000.00	2004
ReplaceFurnaces			\$72,400.00	2004
ReplaceTubs			\$52,000.00	2005
ReplaceBalanceofFurnaces			\$35,700.00	2005
ExteriorPainting				

Totalestimatedcostovernext5years	\$332,120.00	
---	---------------------	--

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	% Vacancies inDevelopment	
TX048-002	BookerT.WashingtonHomes			
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HA FiscalYear)
ReplaceFurnaces ReplaceTubs Rehab2Buildings			\$28,000.00	2002
			\$43,560.00	2004
			\$14,000.00	2004
Totalestimatedcostovernext5years			\$85,560.00	

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindi catePHAwide)	Number Vacant Units	% Vacancies inDevelopment	
TX048-004	JacksonCourt			
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimatedcostovernext5year s				

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	Agency Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Recreation Area Facilities			\$31,000.00	2005
Total estimated cost over next 5 years			\$31,000.00	

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>
NA	NA	NA	NA	NA	NA	NA	NA	NA

Board of Commissioners

Chairman- Rick Poston
Vice Chairman- Jeff Hoog, ext. 241
Commissioners- Kathleen Edge
Commissioners- Zeph Gibson
Commissioners- Lillian Brooks

Address	Home#	Office#
930 41st SW	785-0929	737-5350
400 Sherman	785-5137	785-7541
3740 Woodland Lane	784-3521	737-5234
1520 Johnson	785-4343	
519 GWH	783-9895	

Resident Council Board Members

Sybil Bills	Board President	202 Booker T. Washington	784-8861
Mary Hughes	Vice President	519 Booker T. Washington	785-6714
Lillian Brooks	Secretary	514 George Wright Homes	783-9395
Jacquelyn Mason	Treasurer	508 Booker T. Washington	784-2656
Lee Taylor	Housing Authority Liaison	100 George Wright Homes	784 -4668

REVISED APRIL 2002

Admissions and Occupancy Policy Housing Authority of the City of Paris

I. PURPOSE

This Policy is established in order that the Housing Authority of, Paris Texas will meet its responsibilities pursuant to the United States Housing Act of 1937, as amended, Title VI of the Civil Rights Act of 1964 and all other civil rights requirements, regulations promulgated by the U. S. Department of Housing and Urban Development (HUD), the Annual Contributions Contract between the Housing Authority and HUD, and State and local laws, with respect to admission and occupancy of the Low Rent Public Housing Program.

This Policy governs admission and occupancy of Public Housing administered by the Housing Authority of Paris, Texas hereafter called the Authority. It is the intent of the Authority to ensure decent, safe and sanitary housing for families of limited income in all Public Housing units owned or operated by the Authority under the United States Housing Act of 1937, as amended. It is the intent of the Authority to provide a suitable living environment, which fosters economic and social diversity and upward mobility. The Authority will periodically review this Policy to assure compliance with housing legislation and civil rights requirements.

II. COMPLIANCE WITH CIVIL RIGHTS LAWS

A. Nondiscrimination

1. It is the policy of the Housing Authority of City of Paris to comply with all applicable laws relating to Civil Rights, including
 - a. Title VI of the Civil Rights Act of 1964 (24CFR1)
 - b. Title VIII of the Civil Rights Act of 1968, as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988. (24CFR100)
 - c. Executive Order 11063, Section 504 of the Rehabilitation Act of

1973 (24CFR8)

- d. Age Discrimination Act of 1975 (24CFR146)
 - e. Title I of the Americans with Disabilities Act, to the extent that it applies; otherwise, Section 504 and the Fair Housing Amendments govern.
 - f. Any applicable state laws or local ordinances
 - g. Any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted (24CFR 960.203)
2. The Authority will not discriminate because of race, color, sex, religion, age, familial status, disability, or national origin in the leasing, or other disposition of housing or related facilities, including land, that is part of any project under the Authority's jurisdiction covered by a contract for annual contributions under the U. S. Housing Act of 1937, as amended, or in the use or occupancy thereof. (24CFR100.5)
 3. The Authority will not, on account of race, color, sex, religion, age, familial status, disability, or national origin:
 - a. Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
 - b. Provide housing which is different from that provided others, unless the housing has been specially adapted for use by persons with disabilities, where applicable and/or required;
 - c. Subject a person to segregation or disparate treatment;
 - d. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
 - e. Treat a person differently in determining eligibility or other requirements for admission;
 - f. Deny a person access to the same level of services (services must be accessible to disabled persons, whether services are offered by the Authority or by another service provider on the Authority's property); or
 - g. Deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.
 4. The Authority will not automatically deny admission to a particular

group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets, or families whose head or spouse is a student). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine. (24CFR960.205).

5. The Authority will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 and the Fair Housing Amendments Act of 1988 the Authority will make structural modifications to its housing and non-housing facilities (24 CFR 8.21, 8.23, 8.24, and 8.25) , make reasonable accommodations (24 CFR 100.204) , or combinations of the two to permit people with disabilities to take full advantage of the housing program.
 - a. In making reasonable accommodations or structural modifications to existing housing programs (see 24CFR 8.24) or in carrying out Other Alterations (see 24 CFR 8.23(b)) for otherwise qualified persons with disabilities, the Authority is not required to:
 - 1) Make each of its existing facilities accessible or make structural alterations when other methods can be demonstrated to achieve the same effect (24CFR 8.24) ;
 - 2) Make structural alterations that require the removal or altering of a load-bearing structural member (24 CFR 8.32(c));
 - 3) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level (24CFR 8.26);
 - 4) Take any action that would result in a fundamental alteration in the nature of the program (24 CFR 8.24 (a)(2)); or
 - 5) Take any action that would result in an undue financial and administrative burden on the Authority. (24CFR 8.24 (a)(2)).
 - b. When the Authority is making substantial alterations (defined in 24 CFR 8.23 as Comprehensive Modernization or work in developments with 15+ units, work whose value exceeds 75% of the replacement cost of the facility) to an existing housing facility, Authority is not required to:

- 1) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below grade level (24CFR 8.26);
- 2) Make structural alterations that require the removal or altering of a load-bearing structural member (24 CFR 8.32(c)); or
- 3) Make structural alterations to meet minimum accessibility requirements where it is structurally impractical. Structural impracticability is defined as: Changes having little likelihood of being accomplished without removing or altering a load-bearing structural member and/or incurring an increased cost of 50% or more of the value of the element of the building or facility involved.

Note that the undue burdens test is not applicable to housing undergoing substantial alteration.

6. The Authority will not permit these policies to be subverted to do personal or political favors. The Authority will not offer units in an order different from that prescribed by this Policy, since doing so violates the Policy, federal law and the civil rights of the other families on the Waiting List. [24CFR 906.204(a)(3)(ii)]
7. The Authority will not discriminate in the assignment of managers and other staff responsible for the administration of the dwelling units.

B. Accessibility and Plain Language

1. Application and management offices, hearing rooms, community rooms, laundry facilities, craft and game rooms and other common areas of the Authority will be available for use by residents with a full range of disabilities. If these facilities are not already accessible and located on accessible routes, some must be made so, subject to the undue financial and administrative burden test. (24 CFR 8.20 and 8.21)
2. Documents intended for use by applicants and residents will be made available in formats accessible for those with vision and hearing impairments (24CFR 8.6). The documents will be written simply and clearly to enable participants with learning or cognitive disabilities to understand as much as possible. (24CFR 912.5(a) requires that any notice or document relative to citizen or eligible immigration status, where feasible, be provided to an applicant or resident in a language that is understood by the individual if the individual is not proficient in English).
3. Some of the concepts that must be described relative to eligibility, rent

computation, applicant screening, reasonable accommodations and lease compliance are complicated, but Authority staff will offer examples where possible to help applicants/residents understand the issues involved. In writing materials to be used by applicants/residents, the Authority staff will keep in mind that mental retardation, learning disabilities and cognitive disabilities may affect the applicant's ability to read or understand, so rules and benefits may have to be explained verbally, perhaps more than once. (24CFR8.6)

4. At the point of initial contact, Authority staff will ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative, advocate) accompany the applicant to receive, interpret and explain housing materials. (24 CFR 8.6)
5. Some applicants will not be able to read (or to read English), so intake staff must be prepared to read and explain anything that they would normally hand to an applicant to be read and filled out. Applicants who read or understand little English may furnish an interpreter who can explain what is going on. *(PHAs are not required to pay the costs associated with having a foreign language interpreter as they are for a sign language interpreter for the hearing impaired [24 CFR 8.6] because the Fair Housing law makes no such requirement)*
6. At a minimum, the Authority may prepare the following information in plain-language accessible formats:
 - a. Marketing and informational materials
 - b. Information about the application process
 - c. How rents and utility allowances are determined
 - d. Application form and required certifications
 - e. All form letters and notices to applicants/residents
 - f. General statement about reasonable accommodation
 - g. Orientation materials for new residents
 - h. Lease and house rules
 - i. Guidance or instructions about housekeeping and care
 - j. Information about the Waiting List
 - k. All information related to applicants' rights to hearings

III.MARKETING

- A. It is the policy of the Authority to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. All marketing efforts will include outreach to those least likely to apply. Outreach efforts will take into consideration:
 - 1. The number of vacant units
 - 2. Availability of units through turnover
 - 3. Waiting List Characteristics
- B. The Authority will periodically assess the factors in order to determine the need for and scope of any marketing efforts.
- C. All marketing and informational materials may
 - 1. comply with the Fair Housing Act requirements with respect to the Equal Housing Opportunity logo and use of nondiscriminatory language [24CFR109.30(a)];
 - 2. describe the housing units, application process, Waiting List, priority system and eligibility accurately;
 - 3. will be in plain language and will use more than strictly English language print media;
 - 4. will target all agencies that serve and advocate for potential applicants;
 - 5. will make clear who is eligible: low income individuals and families; working and non-working people; as well as the elderly and disabled.
 - 6. will make clear that it is the Authority's responsibility to provide reasonable accommodation to people with disabilities.

IV.DEFINITIONS

Accessible Dwelling Units

When used with respect to design, construction or alteration of an

individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered or adapted can be approached, entered, and used by individuals with physical handicaps. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 and Section 40 (the Uniform Federal Accessibility Standards) is "accessible" within the meaning of this paragraph. When an individual unit in an existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that address the impairment of that individual.

Accessible Facility

All or any portion of a facility *other than* an individual dwelling unit used by individuals with physical handicaps (24 CFR 8.21)

Accessible Route

For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility. (24 CFR 8.3 & 40.3.5)

Adaptability

Ability to change certain elements in a dwelling unit to accommodate the needs of handicapped and non-handicapped persons; or ability to meet the needs of persons with different types and degrees of disability (24 CFR 8.3 & 40.3.5)

Adjusted Income

Adjusted income (income upon which rent is based) means Annual Income less the following deductions and exemptions: (24 CFR 5.611)

Non-elderly/Non-disabled Families

1. **Child Care Expenses** : a deduction of amounts anticipated to be paid by the family for the care of children under 13 for the period for which Annual Income is computed. Allowed ONLY when such care is necessary to enable a family member to be gainfully employed, to actively seek employment or to further his/her education. Amounts deducted must be un-reimbursed expenses and shall not exceed:
 - a. amount of employment income included in the Authority's computation of annual income.

- b. an amount determined to be reasonable by the Authority when the expense is incurred to permit education or to actively seek employment.
- 2. **Dependent Deduction** : an exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-In Aide, foster adult or foster child) who is under eighteen (18) years of age or who is eighteen (18) or older and disabled, handicapped or a full-time student.
- 3. **Disability Assistance Expense Deduction** : (for families not considered a "disabled family" but which have a member, other than the head or spouse, who is disabled) a deduction of the cost of all un-reimbursed expenses for Disability Assistance less three percent (3%) of Annual Income, provided the amount so calculated does not exceed the employment income earned.

For Elderly and Disabled Families Only (families whose head, co-head, spouse or sole member is elderly or disabled)

- 1. **Elderly/Disabled Household Exemption:** An exemption of \$400 per household.
- 2. **Medical Deduction and/or Disability Assistance Expense Deduction (medical expenses of all family members counted)**
 - a. ***For Elderly/Disabled Families with Medical Expenses but without Disability Assistance Expenses:*** total unreimbursed medical expenses less three percent (3%) of Annual Income.
 - b. ***For Elderly/Disabled Families with both Medical and Disability Assistance Expenses:***
 - 1) If total of all un-reimbursed disability assistance expense is equal to or greater than three percent (3%) of Annual Income, deduction equals the amount of Disability Expenses less 3% of Annual Income, PLUS actual unreimbursed Medical Expense.
 - 2) If total of all un-reimbursed Disability Assistance expense is less than 3% of Annual Income, then the deduction equals the amount by which the sum of Disability Assistance expenses plus Medical Expenses exceeds 3% of Annual Income.

Alteration

Any change in a facility or its permanent fixtures or equipment. Does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to the mechanical systems.

Annual Income

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional adult family member. It includes all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income.

To annualize full-time employment, multiply as follows:

- a. Hourly wages by 2080 hours
- b. Weekly wages by 52
- c. Bi-weekly wages by 26
- d. Semi-monthly wages by 24
- e. Monthly amount by 12

Income includes but is not limited to: (24CFR5.609)

1. full amount before any payroll deductions, of wages and salaries overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services
2. net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business.
3. interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness will not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

Where the family has net family assets greater than \$5,000, annual income shall include 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 the HUD field

office, whichever is greater.

4. full amount of *periodic* payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum amount or prospective monthly amounts for the delayed start of a periodic amount for other than social security or SSI
5. Payments in lieu of earnings, such as unemployment, disability compensation, worker's compensation and severance pay
6. All welfare assistance payments received by or on behalf of any family member
7. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members
8. All regular pay, special pay and allowances of a family member in the Armed Forces.
9. Imputed welfare income amount (see definition) if family has received a specified welfare benefit reduction as a result of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

Does not include: (24CFR 5.609)

1. Income from the employment of children (including foster children) under the age of 18
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone)
3. 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 property losses
4. Amounts received by the family that are specifically for, or in reimbursement of the cost of medical expenses for any family member
5. Income of a live-in aide, provided the person meets the definition of live-in aide (24CFR 5.403)

6. Full amount of student financial assistance paid directly to the student or the educational institution

7. Special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

8. Certain types of income related to training:

- a. amounts received under HUD funded training programs (such as Step-Up; excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training)
- b. amounts received by a person with disabilities that are disregarded for a limited time for purposes of SSI and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS)
- c. amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program
- d. a resident services stipend: a modest amount not to exceed \$200/month received by a public housing resident for performing a service for the Authority, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to fire patrol, hall monitoring, lawn maintenance and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time.
- e. Compensation from State or local employment training programs and training of family members 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 a limited period as determined in advance by the Authority.

9. Temporary, non-recurring, or sporadic income, including gifts

10. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era

11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse)

12. Adoption assistance payments in excess of \$480 per adopted child
13. Deferred periodic payments of supplemental security income (SSI) and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
14. 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.
15. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the disabled family member at home.
16. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. Include:
 - a. value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977
 - b. payments to volunteers under Domestic Volunteer Services Act of 1973 (RSVP, Foster Grandparents, Senior Companion Program; and Older American Committee Service Program, VISTA, Peace Corps, Service Learning program, Special Volunteer Programs; Small Business Administration Programs such as National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE)
 - c. first \$2,000 of payments received under the Alaska Native Claims Settlement Act
 - d. income derived from certain sub-marginal land of the U. S. that is held in trust for certain Indian tribes
 - e. payments or allowances made under Dept. of Health and Human Services Low-Income Home Energy Asst. Prog.
 - f. payments received under programs funded in whole or in part under the Job Training Partnership Act
 - g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians
 - h. first \$2,000 of per capita shares received from judgment

funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian Tribe by the Secretary of Interior

- i. amounts of scholarships funded under Title IV of Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs (Pell Grants, Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study and Byrd Scholarships).
 - j. payments received from programs funded under Title V of the Older Americans Act of 1965 (Senior Community Services Employment Program, National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayors, National Council on Senior Citizens and Green Thumb)
 - k. payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established in the In Re Orange product liability litigation.
 - l. payments received under the Maine Indian Claims Settlement Act of 1980
 - m. the value of any child care provided or arranged (or any amount received for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990.
 - n. Earned Income Tax Credit refund payments received on or after January 1, 1991.
 - o. Amounts earned by temporary census employees, provided that the term of employment does not exceed 180 days.
17. The first twelve (12) months of additional income due to employment, starting on the date of employment for a family:
- a. whose income increased as a result of employment of a family member who was previously unemployed for one or more years. *(For purposes of this section, "previously unemployed" includes a person who has earned, in the previous twelve months, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage).*
 - b. whose income increased during the participation of a family member in any family self-sufficiency or other job training; or

- c. who, within 6 months previous to new employment, was assisted through TANF (temporary assistance for needy families) in the amount of at least \$500, as verified by the local TANF agency.

Anticipated Annual Income

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period. This method would be used for teachers who are paid for only nine (9) months, or for residents receiving unemployment compensation.

Applicant

A person or a family that has applied for admission to housing.

Application

A written form, to be signed and dated by an adult member of the family, which includes information the Authority needs to determine whether the family may be admitted in accordance with Section V of this Policy.

Area of Operation

The municipality for which the authority is created and the area that is within five miles of the territorial boundaries of the municipality and is not within the territorial boundaries of another municipality. To operate in another jurisdiction requires a resolution from the governing body of that jurisdiction. *(Texas Local Government Code 392)*

Assets

Cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets **do not** include the value of personal property such as furniture, automobiles and household effects or the value of business assets.

Auxiliary Aids

Services or devices that enable persons with impaired sensory, manual or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities. *(24 CFR 8.3)*

Care Attendant

A person who regularly visits the unit of an Authority resident to provide

supportive or medical services. Care attendants have their own place of residence (and if requested by the Authority, must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no right of tenancy.

Ceiling Rent

A maximum total tenant payment amount established by the Authority, which may be tied to one or more individual projects, sites or unit sizes.

Child Care Expenses

A deduction of amounts anticipated to be paid by the family for the care of children under 13 for the period for which Annual Income is computed. Allowed ONLY when such care is necessary to enable a family member to be gainfully employed, to actively seek employment or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed:

1. the amount of employment income included in the Authority's computation of annual income.
2. an amount determined to be reasonable by the Authority when the expense is incurred to permit education or to actively seek employment. The Authority will use the average of rates obtained from four (4) local child care facilities to determine a reasonable maximum child care expense.
3. when there is an unemployed adult household member in the family, child care expenses will not be allowed, unless family can provide proof that the available adult member is not physically or mentally capable of providing child care.

Co-head of Household

A household where two persons are held responsible and accountable for the family.

Community Service

The performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.

Covered Family

Family who receives welfare assistance or other public assistance from a state

or other public agency under a program for which federal, state, or local law requires that a member of the family participate in an economic self-sufficiency program as a condition of such assistance.

Dependent

A member of the household (other than head, spouse, sole member, foster child, foster adults, or Live-in Aide) who is under 18 years of age, or 18 years of age or older and disabled, handicapped, or a full-time student. (24CFR 5.603)

Designated Family

the category of family for whom a housing authority elects (subject to HUD approval of an Allocation Plan) to designate a project (e.g., elderly family in a project designated for elderly families) in accordance with 1992 Housing Act. (24CFR 945.105)

Designated Housing

a project(s) or portion of a project designated for elderly only or for disabled families only in accordance with 24CFR 945.105.

Disability Assistance Expense

Amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member or family members, including the disabled person, to be employed. Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the handicapped or disabled family member. Also included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities. (24CFR 5.603)

Disabled Family

A family whose head/co-head/spouse or sole member is a person with disabilities. The term includes two or more persons with disabilities living together, and one or more such persons living with one or more persons including live-in aides determined to be essential to the care and well-being of the person or persons with disabilities. (24CFR 5.403)

Disabled Person

A person who is under a disability as defined in Section 223 of the Social

Security Act (42 U.S.C. 423), who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act [U.S.C. 6001(7)], or has a disability as determined by HUD regulations at 24 CFR 5.403 and 8.3.

1. **Section 223:** disability defined as inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months, or in the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial gainful activity requiring skills or ability comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.
2. **Section 102(7):** developmental disability defined as a severe chronic disability that:
 - a. is attributable to a mental or physical impairment or combination of the two
 - b. is manifested before the person attains age twenty-two (22)
 - c. is likely to continue indefinitely
 - d. results in substantial functional limitation in three or more of the following areas of major life activity: self care, receptive and responsive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency.
 - e. reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.
3. A person having a physical, mental or emotional impairment that:
 - a. is expected to be of long, continued and indefinite duration
 - b. substantially impedes the person's ability to live independently
 - c. is of such a nature that such ability could be improved by more suitable housing conditions.
4. For purposes of qualifying for housing programs, the term does not include any individual whose disability is based solely on any drug or alcohol dependence.
5. Individual with handicaps, as defined in 24 CFR 8.3, as follows: means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an

impairment; or is regarded as having such an impairment. As used in this definition, the phrase:

- (a) Physical or mental impairment includes:
 - (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
 - (2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
 - (3) The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
 - (b) Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
 - (c) Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
 - (d) Is regarded as having an impairment means:
 - (1) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;
 - (2) Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of other towards such impairment; or
 - (3) Has none of the impairments defined in paragraph (a) of this section but is treated by a recipient as having such an impairment.
6. The definition of handicap in Section 504 of the Rehabilitation Act of 1973 does not include homosexuality, bisexuality, or transvestitism. (*these characteristics do not disqualify an otherwise disabled applicant/resident from being covered*).

Disallowance

An exclusion from annual income for purposes of rent computation.

Displaced Person

A person displaced by government action or a person whose dwelling has been

extensively damaged or destroyed as a result of a disaster declared or otherwise recognized pursuant to Federal disaster relief laws.

Divestiture Income

Imputed income from assets, including business assets, disposed of by applicant or resident in the last two years at less than fair market value.

Domestic Violence

Actual or threatened physical violence of a recent or continuous nature directed against one or more members of the applicant's family by a spouse or other family member.

Due Process Determination

A determination by HUD that specified procedures for judicial eviction under State and local law require that a tenant be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the unit. (24CFR966.53)

Elderly Family

A family whose head, co-head, spouse or sole member is at least 62 years of age. It may include two or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. (24CFR5.403)

Elderly Person

A person who is at least 62 years of age (24CFR5.100)

Elements of Due Process

The court procedures for eviction under State and local law require all of the following before eviction from a unit: (24CFR966.53)

1. the opportunity for a hearing on the existence of serious or repeated lease violations or other good cause for eviction
2. advance notice of the hearing, and of the alleged reasons for eviction
3. hearing before an impartial party
4. the opportunity to be represented by counsel

5. the opportunity to present evidence and question witnesses
6. a decision on the reasons for eviction before the occupants are evicted

Eligibility Income

This is the applicant's **Annual Income** amount. This figure is compared to the HUD-approved income limits (issued annually) to determine if an applicant family is eligible for admission.

Extremely Low Income Family

A Family whose Annual Income is equal to or less than 30% of Area Median Income, adjusted for family size, as published by HUD.

Eviction

Forcing the occupants to move out of the unit.

Family

Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law who will live together in Authority housing; OR two or more persons who are not so related, but are regularly living together, can verify shared income or resources who will live together in Authority housing.

“Family” also includes: Elderly Family, Near Elderly Family, Disabled Family, Displaced Person, Single Person, the remaining member of a tenant family, a foster care arrangement, or a kinship care arrangement. Other persons, including members temporarily absent (e.g., a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family's household if they are living or will live regularly with the family (24CFR 5.403)

Family Self Sufficiency

Any approved program established by the Authority to promote self-sufficiency among participating families, including the provision of supportive services, toward the goal of the families' no longer needing public assistance.

Flat Rents

Total Tenant Payments set by the Authority, that are based on market rate rents and comparable to rents in the private sector for similar type and size units.

Foster Child/Adult

A child/adult placed in the care of a Foster Family by a licensed Child Placement Agency or Adult Placement Agency.

Fraud

Fraud as defined under any Federal or State civil or criminal statute, or any other deliberate misrepresentation to this Authority by any member of an applicant or resident family. (24CFR966.2)

Full-Time Student

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institutions include but are not limited to: colleges, universities, secondary schools, vocational schools or trade school (24 CFR 5.603)

Hardship Waiver (Minimum Rent)

A family may apply for a waiver of the minimum rent if one of the following situations occurs:

1. Family has lost eligibility for or is awaiting approval of federal, state, or local assistance (includes family with member who is a noncitizen who is lawfully admitted for permanent residence)
2. Family's income has decreased because of changes in circumstances, including loss of employment
3. A family member has died

Hate Crimes

Actual or threatened physical violence or intimidation of a recent or continuing nature that is directed against a person or his property that is based on the person's race, age, color, religion, sex, national origin, disability or familial status.

Head of Household

Head of household is the family member (identified by the family) who is held responsible and accountable for the family.

Household

The tenant and other persons who live in a unit with written approval of the Authority. (24CFR966.2)

Imputed Welfare Income

The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Income-Adjusted

See "Adjusted Income"

Income-Annual

See "Annual Income"

Income-Eligibility

See "Eligibility Income"

Income Limits

The income limits for each county in the state are determined and published by HUD annually. Income limits are based on 30%, 50% and 80% of median for the area.

Income-Based Rent

Total Tenant Payment that is based on the family's income

Kinship Care

An arrangement in which a relative or non-relative becomes the caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition.

Live-In Aide (24CFR 5.403)

1. A person who resides with an elderly person(s), near elderly person(s) or person(s) with disabilities and who
 - a. is determined by the Authority to be essential to the care and well being of the person(s)
 - b. is not obligated to support the family member
 - c. would not be living in the unit except to provide the necessary supportive services
2. A Live-In Aide is not listed on the lease and cannot become a remaining

family member for continued occupancy purposes.

3. A Live-In Aide's income is not counted in determining the family's income.

Low Income Family

A family whose annual income does not exceed 80 per cent of the median income for the area as determined by HUD with adjustments for smaller and larger families.

Medical Expense

Medical expenses include but are not limited to:

1. services of physicians and other health care professionals
2. services of health care facilities
3. health insurance premiums, including cost of Medicare
4. prescription and non-prescription medicines
5. transportation to and from treatment
6. dental expense
7. eyeglasses
8. hearing aids and batteries
9. attendant care (unrelated to employment of family members)

These are expenses that are anticipated during the period for which annual income is computed and that are not covered by insurance (24CFR 5.603)

Medical Expense Allowance

For purposes of calculating adjusted income for elderly or disabled families only, medical expense allowance means the medical expense in excess of **3%** of Annual Income, where these expenses are not compensated for or covered by insurance (24CFR 5.611)

Minimum Rent

A family will pay whichever is highest: **10%** of annual (or gross) income; **30%** of adjusted income, or a **\$ 25.00** minimum rent established by the housing authority. This minimum rent is the total tenant payment, which is reduced by an allowance for utilities where the tenant pays part or all of the utilities.

Minor

A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. Some minors are permitted to execute contracts, provided a court has declared them “emancipated.”

Mixed Population Project

A public housing project for elderly and disabled families. The Authority is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan.

Mixed Family

A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. (24 CFR 5.504)

Monthly Income

One-twelfth of Annual Income (24 CFR 5.603)

Monthly Adjusted Income

One-twelfth of Adjusted Income (24 CFR 5.603)

Multifamily Housing Project

For purposes of 504, means a project containing five or more dwelling units (24 CFR 8.3)

Near-Elderly Family

A family whose head, spouse, or sole member is a near-elderly person (at least 50 but less than 62 years of age). The term includes two or more near-elderly persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well-being of the near-elderly person or persons. A near-elderly family may include other family members who are not near-elderly. (24 CFR 5.403)

Near-Elderly Person

A person who is at least 50 years of age but below 62, who may be a person with a disability. (24 CFR 5.603)

Negative Rent

See Utility Reimbursement

Net Family Assets (24 CFR 5.603)

1. The net cash value, after deducting reasonable costs (e.g., brokerage or legal fees, settlement costs, penalties for early withdrawal) that would be incurred in disposing of:
 - a. Real property (land, houses, mobile homes)
 - b. Savings (CD, IRA or KEOGH accounts, checking and savings accounts, precious metals)
 - c. Cash value of whole life insurance policies
 - d. Stocks and bonds (mutual funds, corporate bonds, savings bonds)
 - e. Other forms of capital investments (business equipment) excluding interests in Indian trust lands and excluding equity accounts in HUD homeownership programs
2. In the case of a trust fund not revocable by or controlled by any members of the family or household, the value of the trust fund will not be considered an asset as long as the fund continues to be held in trust. Any income from the trust shall be counted as income.
3. If a family disposed of an asset within the two years preceding the date of the application or re-certification at less than fair market value, the difference between what they received and what they would have gotten, had they received the fair market value is counted as an asset for purposes of determining net family assets.
4. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms.

Non-citizen

A person who is neither a United States citizen nor a National of the United States (24CFR 5.504)

Over-income Family

An individual or family who is not a low-income family at the time of initial occupancy.

Portion of project

Includes one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects (24CFR 945.105)

Project (504 Definition)

Means the whole of one or more residential structures and appurtenant structures, equipment, roads, walks and parking lots that are covered by a single contract for federal assistance or application for assistance, or are treated as a whole for processing purposes, whether or not on a common site (24CFR8.3

Public Assistance

TANF or other payments to families and individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

Reasonable Accommodation

Reasonable accommodation is making alterations or adaptations to provide access to otherwise qualified individuals with disabilities in the use of the program and facilities, without causing undue financial and administrative hardship or substantially altering the program or activity.

Re-certification

Also called re-examination or redetermination. The checking of family circumstances and income at least annually to determine if family composition or income changes would require a change in rent or unit size.

Service Provider

A person or organization qualified and experienced in the provision of supportive services, that is in compliance with any licensing requirements imposed by State or local laws for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis (24CFR945.105)

Single Person

A person who lives alone or intends to live alone and is not an elderly person, a person with disabilities, a displaced person or the remaining member of a resident family (24CFR945.105)

Specified Welfare Benefit Reduction

1. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

2. does not include a reduction or termination of welfare benefits by the agency
 - (a) at expiration of a lifetime or other time limit on the benefits
 - (b) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - (c) because a family member has not complied with other welfare agency requirements.

Spouse

Spouse means the husband or wife of the head of household.

TANF

Temporary Assistance to Needy Families. The term that replaced AFDC.

Tenant Rent

The amount payable monthly by the family as rent to the Authority. Where all utilities (except telephone) and other essential housing services are supplied by the Authority, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the Authority and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance (24 CFR 5.603)

Total Tenant Payment (TTP)

1. Income-Based: Total Tenant Payment is the greater of 30% of the Monthly Adjusted Income (as defined in this Policy) and 10% of the Monthly Annual Income (as defined in this Policy), but never less than the Minimum Rent (except for Hardship Waivers) or greater than the Ceiling Rent, if any.
2. Flat Rent: Total Tenant Payment will be the Flat Rent if the family chooses Flat Rent instead of Income-based rent. (See **Flat Rent**)

If the tenant pays the utilities, the amount of the Utility Allowance is deducted from the TTP. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

Uniform Federal Accessibility Standards

Standards for the design, construction and alteration of publicly owned residential structures to insure that physically handicapped persons will have ready access to and use of such structures. Standards are in Appendix A to 24 CFR 40.

Utilities

Water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone service is not considered a utility.

Utility Allowance (24CFR5.603)

If the cost of utilities (except telephone) for an assisted unit is not included in the Tenant Rent but is the responsibility of the family, an amount equal to the estimate made, as approved by the Authority or HUD, of the monthly costs of a reasonable consumption of such utilities for the unit, consistent with the requirements of a safe, sanitary and healthful living environment.

Utility Reimbursement (24CFR5.603)

The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit. In such a case, the amount will be reimbursed to the family on a monthly basis or directly to the utility company on behalf of the family.

Very Poor Family

See "Extremely Low Income Family"

Very Low Income Family

Family whose Annual Income does not exceed fifty (50) percent of the median income for the area.

V. ELIGIBILITY FOR ADMISSION

- A. It is the Authority's policy to admit only qualified applicants.
- B. An applicant is qualified if he or she meets all of the following criteria:
 1. Is a family as defined in Section IV of this Policy;
 2. Is a family that meets the HUD requirements on citizenship or immigration status; (24CFR5.500-5.528)
 - a. A family is not eligible for full housing assistance unless every member of the family in the unit is determined to be either a U. S. citizen or have eligible immigrant status as defined by the regulations.

- b. A Mixed Family (in which one or more family members is determined to be ineligible on the basis of immigration status) may be eligible for prorated assistance.
- 3. Has an Annual Income at the time of admission that does not exceed the low income limits for occupancy established by HUD, and posted separately in the Authority office.
- 4. Provides a documented Social Security number for all family members, age 6 or older, or certifies that they do not have Social Security numbers (24CFR5.216)
- 5. Meets or exceeds the Applicant Suitability Screening set forth in Section XI of this Policy (24CFR960.205), including attending and successfully completing an Authority pre-occupancy orientation.

VI. APPLICATIONS FOR ADMISSION

A. General Conditions

- 1. Under no circumstances will anyone be denied the right to request or submit an application for housing.
- 2. Applications will be accepted on Mondays and Thursdays from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m. at the office located at George W. Wright Home on Chisum and 9th Street.
- 3. A completed written application form, signed by Head, Co-Head or Spouse or anyone over the age of 18 of the applicant family, will be obtained from all applicants seeking admission to housing.
- 4. No application will be accepted by mail, unless special arrangements are requested and approved by the Authority, based on a person's disability or other extenuating circumstance that would prevent him/her from coming into the office to fill out the application. Applications received by mail will be dated as of the date of the next regularly scheduled application-taking day and marked with the beginning time of the next regularly scheduled application-taking day. On that date, the applicant will then be placed on the Waiting List.
- 5. At the time the applicant comes to the office to make application, the Authority staff will interview the applicant and explain the application, verification and screening process.

6. The application package may consist of:
 - a. Application Form
 - b. Personal Declaration
 - c. Applicant Certification
 - d. Information Concerning Citizenship Verification
 - e. Citizenship Declaration Form/Certification off Non-eligible. Immigrant Status (if applicable)
 - f. Authorization for Release of Information/Privacy Act Notice
 - g. Criminal History Check Acknowledgment Form
 - h. Waiting List Policy Statement
 - i. "Things You Should Know" Brochure
 - j. Applicable Verification Forms
 - k. Community Service Policy/Exempt Forms
 - l. (Mandatory) Class Member Desegregative Housing Opportunities Booklet
7. At the initial visit, the family will complete and sign the application form and sign all certifications and releases. It is important at the first visit that enough information is obtained to make a preliminary determination of eligibility.
8. The Authority will work on the assumption that the facts certified to by the applicant in the application are correct, although all those facts will be subject to verification later in the application process.
9. As soon as the Authority has a completed, signed application form, the application will be marked with the date, time and income priority (if applicable to Young Court Order) and immediately placed on the Waiting List, which is subdivided according to number of bedrooms and type (elderly/non-elderly).
10. **Every applicant who submits a completed, signed application form will immediately be placed on the Waiting List, regardless of whether or not all other application documents have been**

submitted and regardless of whether or not the applicant initially appears eligible.

B. Preliminary Determination of Eligibility

1. Within approximately 30 days following the interview, a preliminary review of the applicant's file will take place to check for apparent eligibility or ineligibility based on the statements made on the application and signed certifications.
2. A review of Authority internal records will be made to determine if an applicant has participated in any of the programs administered by this Authority or any other Housing Authority and left the program owing unpaid rent, damages, vacancy loss, or other charges. Such an applicant will not be determined eligible until all funds are repaid in full.
3. **Applicant Determined Preliminarily Ineligible:**
 - a. An applicant who is determined to be ineligible because of information on the application (e.g., over income) or a record of a prior eviction from public housing or debts owing, will be notified in writing of the ineligibility. Notice will:
 - 1) specify reasons why ineligible
 - 2) inform applicant that he or she has fourteen (14) days after receipt of this notice to request a hearing (see Section XII)
 - 3) if the only reason for denial is money owed to the Authority or another housing agency, inform applicant that he or she has fourteen (14) days to repay the debtor or be removed from the waiting list.
 - b. Applicant is removed from Waiting List.
 - c. Once the decision to deny is made, the application will be filed and kept for three years.
4. **Applicant Determined Eligible :**

Eligible applicants will be notified in writing or by telephone

 - a. that they have been placed on the Waiting List according to the date and time of their application.

- b. that it is their responsibility to submit the rest of their documents, if applicable, within the next six (6) months, as well as report any change in income priority status.
- c. that they will receive notification from the Authority when their name is close to the top of the Waiting List and final verifications are to be processed
- d. that, if they do not hear from the Authority by the end of the six (6) month period, it is their responsibility to contact the Authority to update their information and express interest in remaining on the Waiting List. Otherwise, they will be dropped from the List *unless they have, at initial application, requested assistance with communication as a reasonable accommodation of their disability. Such assistance in updating the Waiting List could include the Authority contacting the applicant with a disability or a designated friend, relative or representative, rather than requiring the applicant to contact the Authority.*

C. The Waiting List will reflect for each application the following information and will be consistent with Title VI objectives and other requirements:

- 1. the date and time of receipt; race and ethnicity of head of household
- 2. Income priority status (If Applicable for Young PHAs).
- 3. the determination by the Authority as to preliminary eligibility or ineligibility
- 4. date determined eligible or ineligible
- 5. the unit size(s) for which eligible
- 6. the date, location, identification and circumstances of each vacancy offered and accepted or denied.

D. Time Table for Final Verifications

- 1. If there are applicants on the Waiting List, final verification (process outlined in Section X) of all application information submitted by the family will be conducted no earlier than 120 days prior to the estimated time the applicant will be offered a unit.
- 2. When an applicant is approximately within thirty (30) days of being at the top of the Waiting List, Authority staff will begin the applicant

screening process, according to Section XI.

3. If there is no one on the Waiting List, verifications and screening will begin immediately after all completed application paperwork has been submitted by the family.

VII. ADMISSION PRIORITIES AND SPECIAL CIRCUMSTANCES

A. Deconcentration and Income Targeting (If applicable for Young PHAs).

In its assignment of units, the Authority will, to the maximum extent possible, avoid concentration of the most economically and socially deprived families in any one or all of its developments, in an attempt to achieve a broad range of incomes.

1. Applicants will be grouped according to the following priorities based on income ranges:
 - a. Priority 1: Families with incomes between 0% and 30% of the area median income
 - b. Priority 2: Families with incomes between 31% and 80% of the area median income (target is 60% of admissions)
2. As required by the **Quality Housing Responsibility Act of 1998**, at least **40 percent** of the families admitted during the fiscal year **must be** admitted from Priority 1. In order to ensure that at any given time the Authority has not fallen below the required 40%, the following test (see worksheet in Addendum B) will be performed prior to each new admission:
 - a. Determine total number of admissions since start of the fiscal year
 - b. Add on to this total (the applicant about to be housed)
 - c. Determine number of families housed to-date with incomes at or below 30% of median
 - d. Divide 3) by 2)
 - 1) if the result is .40 or greater, next admission may have an income greater than 30%
 - 2) If the result is less than .40, the next admission must have an income at or below 30% of median.

- 3 . In order to prevent or correct concentrations of the lowest income families in any one project or portion of project, the Authority may skip over a Priority 1 family on the Waiting List in order to house a Priority 2 family with higher income.
- B. When selecting a family for a unit in housing designated for elderly families, the Authority will give a priority to elderly and near elderly; in housing designated for disabled families only disabled families will be admitted.
- C. When selecting a family for a unit with accessible features, the Authority will give priority to families that include disabled persons who can benefit from the unit's features.
- D. If no family needing accessible features can be found for a unit with accessible features, the Authority will house a family not needing the features, subject to the procedures described in the Tenant Selection and Assignment plan, described in Section XIII Under this Policy. A non-disabled family in an accessible unit will be required to move so that a family needing the unit features cannot take advantage of the unit.
- E. Over-Income Families (for PHAs under 250 units). (If Applicable for Young PHAs). If there are vacant units and there is no one on the waiting list
 1. the Authority will advertise the availability of the unit in the local newspaper
 2. a family wanting to lease the unit may do so on a month to month basis until an eligible family applies.
 3. if an over-income family becomes available to fill the unit before the advertising period is up, the Authority will move the family into the unit immediately.
 4. A market rate rent will be charged for the unit.
 5. When an eligible family becomes available, the over-income family will be given 30 days notice to vacate
- F. If determined necessary to increase security within a project, the Authority may rent a unit to a police officer who is not otherwise eligible.
 1. Rent and terms of the lease will be negotiated between the Authority and the officer.
 2. Officer must be employed full-time as a professional officer licensed by a federal, state or local government agency.

VIII.OCCUPANCYSTANDARDS

- A. It is the Authority's policy that units should be occupied by families of the appropriate size. This policy maintains the usefulness of the units while preserving them from excessive wear and tear.
- B. The following minimum and maximum number of persons per unit guide will govern the number of bedrooms required to accommodate a family of a given size and composition:

Occupancy Guidelines

	<u>Number of Bedrooms</u>	<u>Minimum</u>
	<u>Maximum</u>	
1	0	1
	1	1
2	2	2
4	3	3
6	4	4
8		

- C. Families may choose to be placed on the waiting list for a unit one bedroom size smaller than that designated on the chart. A family that chooses to occupy a smaller size unit must agree not to request a transfer until their family size changes.
- D. Under the minimum-number-of-persons-per-unit standard, generally two people will share a bedroom, except that units will be so assigned that:
1. It will not be necessary for persons of different generations or opposite sex, other than husband and wife, to occupy the same bedroom except at the request of the family.
 2. Exception to these standards may be made in the case of reasonable accommodations for a person with disabilities.
 3. An unborn child will not be counted as a person in determining unit size. A single pregnant woman may be assigned to a one bedroom unit.
 4. In determining unit size, the Authority will consider a child who is

temporarily away from home because of placement in foster care, kinship care or away at school.

5. Two children of the opposite sex will not be required to share a bedroom **except at the request of the family.** Two children of the same sex are expected to share a bedroom, regardless of their ages.
 6. The living room or dining room will not be considered as a bedroom when determining the minimum size unit for which a family qualifies.
 7. A single head of household parent will not be required (but may choose) to share a bedroom with his/her child.
 8. A live-in attendant may be assigned a bedroom.
 9. For verified reasons of medical or health problems, a separate bedroom may be provided for an individual family member.
 10. A single person who is not elderly or disabled may not be placed in a larger than one bedroom unit.
 11. A child aged 18 months or above may be assigned a bedroom
- E. At the discretion of the Authority, families may be permitted to exceed the maximum as shown on the chart when the family requests such occupancy, and when the Authority determines that the unit in question is large enough.
 - F. In any case, no larger unit will be held vacant due to lack of appropriately sized family on the Waiting List, if it is not financially feasible to do so.
 - G. In assigning unit sizes, the Authority will take into account different cultural standards, length of time the family would have to wait for smaller versus larger units, and the age, relationship and sex of family members. *(related language recommended by HUD)*

IX. THE WAITING LIST

A. General Management

1. It is the policy of the Authority to administer its Waiting List as required by the regulations at 24 CFR 960.
 1. At the time of initial intake, the Authority will advise families of their responsibility to notify the Authority when their circumstances, mailing address or phone numbers change.

B. Removal of Applications from Waiting List

1. The Authority will remove an applicant's name from the Waiting List under the following circumstances:
 - a. The applicant requests that the name be removed.
 - b. The applicant has failed to advise the Authority of his/her continued interest in being on the Waiting List. The Authority requires applicants to notify the Authority of continued interest on a six **(6) month** basis (*subject to reasonable accommodation for persons with disabilities--see Section VI B 4 d*) This includes advising the Authority of any changes in family status, priority status, or in physical or mailing address.
 - c. The Authority has made reasonable efforts to contact the applicant to schedule interviews or obtain information necessary to complete the application process and the applicant has failed to respond. In this case, the Authority will notify the applicant in writing or by telephone that he/she has ten **(10) working days** within which to reschedule the interview or provide the needed information. If applicant fails to respond within that period, the application will be withdrawn.
 - d. The applicant has failed to pay an outstanding balance owed to the Authority.
 - e. The Authority has notified the applicant of its intention to remove the applicant's name because the applicant was determined ineligible based on preliminary information on the application or pursuant to the verification process. In this case, the applicant may request an Informal Hearing for Denials (see Section XII), if he/she responds within fourteen **(14) days** of receipt of the written notification.
 - f. The Authority will purge non-updated applications from the Waiting List every six months after proper notification.
2. The Authority will consider mitigating circumstances such as disabilities, health problems or lack of transportation in determining if the applications should be withdrawn.

X. VERIFICATIONS

- A. Verification is required for all information related to admission, annual re-examination, interim re-examination, transfer and any other changes in occupancy. To the maximum extent possible, the Authority will use the forms in the application packet for obtaining verifications.
- B. Applicants must cooperate fully in obtaining or providing the necessary verifications. As families approach the top of the Waiting List, no earlier than **120 days** prior to offer, the Authority will begin to verify the following items:
 - 1. Family Composition and type
 - 2. Annual Income
 - 3. Assets and Asset Income
 - 4. Deductions from Income
 - 5. Social Security Numbers of all Family Members Age 6+
 - 6. Information used in Applicant Screening
 - 7. Citizenship or eligible immigration status
- C. The Authority's first choice is a **written third party** verification to substantiate applicant or resident claims. All family members for whom deductions or other claims are being made by the family must sign verification forms to be sent to the appropriate source. The Authority may also use:
 - 1. phone verification with the results recorded in the file, dated, and signed by Authority staff
 - 2. review of documents, and
 - 3. if no other form of verification is available, applicant certification. Each file will be documented to show that the Authority staff attempted to obtain third-party written documentation before relying on a less acceptable form of information.
- D. Forms of Verification may include:
 - 1. Checklists completed as part of the interview process and signed by applicant
 - 2. Verification forms completed and signed by third parties

3. Reports of interviews
 4. Letters
 5. Notes of telephone conversations with reliable sources, dated and signed
- E. Verification of citizenship or eligible immigration status will be carried out in accordance with 24 CFR 5.500-5.528, the HUD Non-citizen Guidebook and the Immigration and Naturalization Service's (INS) SAVE system manual.
1. Each family member, regardless of age, must submit the following:
 - a. Citizens
 - 1) Signed declaration form (for a child, the responsible party signs)
 - 2) Proof of U. S. Citizenship (US birth certificate, US passport, Social Security Number, Voter Registration or other appropriate documentation).
 - b. Non-citizens claiming legal status
 - 1) Signed declaration form indicating kind of legal immigration status (for a child, the responsible party signs)
 - 2) Applicable INS documents
 - 3) Signed verification consent form (for a child, the responsible party signs)
 - c. Non-citizens 62 or older (applying for assistance on or after September 30, 1996)
 - 1) Signed declaration of eligible immigration status indicating kind of status
 - 2) Proof of age
 2. In the case of a "Mixed Family" applicant, a member who is a non-citizen not claiming to have eligible status must sign, or must have another family member sign, a certification that they do not have eligible status.
 3. Verification Process

a. Primary verification

- 1) Primary verification of the immigration status of a person is conducted through the INS automated system [INS Systematic Alien Verification for Entitlements (SAVE)].
- 2) If INS SAVE system does not confirm eligible immigration status, secondary verification must be performed

b. Secondary verification

- 1) A manual search by the INS of its records to determine an individual's immigration status will be requested by the Authority within 10 days of receiving the results of the primary verification if primary verification does not confirm eligible status
- 2) To request the search, the Authority will send, to a designated INS office for review, photocopies of both sides of the original INS documents required for the immigration status being declared and the INS document verification request form G-845S (available from local INS office), or such other forms specified by the INS.
- 3) If secondary verification fails to confirm eligible status, Authority will notify family of its right to appeal to the INS or request an informal hearing with the Authority.

4. Restrictions on Denial, Delay or Termination of Assistance.

Assistance **may not** be denied or delayed (or in case of re-examinations, reduced or terminated) on the basis of immigration status if:

- a. primary and secondary verifications were submitted in a timely manner but INS has not been completed the procedure
- b. the family member for whom required evidence has not been submitted has moved from the assisted unit (*applicable to re-examinations*)
- c. the family member who is determined not to be eligible following verification process has moved from the assisted unit (*applicable to re-examinations*)

- d. the INS appeals process has not been completed (24 CFR 5.514)
- e. Assistance is prorated according to 24 CFR 5.520 for a mixed family (see Section XX and Addendum F)
- f. Assistance for a mixed family is continued in accordance with 24 CFR 5.516 and 5.518(*applicable to re-examinations*)
- g. Deferral of termination of assistance is granted in accordance with 24 CFR 5.516 and 5.518(*applicable to re-examinations*)
- h. Informal hearing process has not been completed (24 CFR 5.514)

5. Denial or Termination of Assistance.

Assistance **shall be** denied (or in the case of existing residents, terminated) if

- a. Evidence of citizenship and eligible immigration status is not submitted by the family within the required time frame or within any extension granted.
 - 1) Extensions may be granted, in writing, for no more than 30 days
 - 2) Denial of extensions will also be in writing, with reasons provided.
- b. Evidence of citizenship and eligible immigration status was timely submitted but INS verifications do not verify eligible immigration status and
 - 1) family does not pursue INS appeal or informal hearing rights,
or
 - 2) INS appeal and informal hearing rights are pursued but final decisions are against the family
- c. Authority determines that a family member has knowingly permitted another ineligible individual to reside on a permanent basis in the assisted unit (without the Authority's knowledge and without the assistance having been prorated because of

this individual) *In such case, termination will be for at least 24 months.*)

6. Notice of Denial (or termination). Notices shall state:
 - a. that assistance will be denied or terminated and give the reason
 - b. that family may be eligible for prorated assistance
 - c. in case of existing resident, the criteria and procedures for obtaining relief under the provisions for preservation of families.
 - d. that family has right to appeal the INS verifications and submit additional documentations supporting the appeal
 - e. that family has right to request an informal hearing with the Authority either upon completion of INS appeal or in lieu of INS appeal.
 - f. for applicants, that assistance may not be delayed until the conclusion of the INS appeal, but may be delayed during the pending of the informal hearing process.
7. Appeal to INS
 - a. After the Authority notifies family of the results of the INS verification, the family has 30 days to send to INS for an appeal:
 - 1) a cover letter indicating their request for an appeal of the verification results
 - 2) any additional documentation supporting the appeal and a copy of the verification request form used to process the secondary verification
 - b. Family must provide the Authority with a copy of the written request and proof of mailing.
 - c. Within 30 days of receipt of the request, INS will render a decision or notify the family of the reasons for any delay.
 - d. Upon receipt of INS decision, the Authority will notify the family of its right to request an informal hearing on the ineligibility determination.
8. Informal Hearing

- a. Family may request a hearing in lieu of an INS appeal or following it.
 - b. Family must request the hearing within 30 days of the notice of ineligibility determination based on immigration status by the Authority, if it does not wish to appeal to INS; if it has appealed to INS, then the family must request the hearing within 30 days of the INS appeal decision.
 - c. The hearing will be conducted according to the Authority's informal hearing procedure as outlined in Section XII.
 - d. The Authority will provide the family with a written final decision and the reasons for that decision, based solely on the facts presented at the hearing, within fourteen (14) days of the date of the informal hearing.
9. Retention of documents. The Authority will retain for a minimum of 5 years all of the documents related to the INS appeal or informal hearing process. (24CFR 5.514)

F. Social Security Numbers (24CFR 5.210)

- 1. Families are required to provide a Social Security Number for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. All applicable members of the family must either
 - a. submit Social Security Number documentation; or
 - b. sign a certification if they have never been issued or assigned a Social Security Number
- 2. If the individual is under 18, the certification must be executed by his or her parent or guardian.
- 3. If the family member who has signed a certification later obtains a number, it must be disclosed at the next regularly scheduled income reexamination (for residents)

G. Age of Verifications

- 1. Only verified information that is less than **120** days old may be used for certification or re-certification.
- 2. Verified information obtained after the application intake that is less than **90** days old need not be re-verified.
- 3. Verified information not subject to change, such as birth dates need

notbere-verified.

XI.APPLICANTSUITABILITYSCREENING

- A. It is the Authority's policy that all applicants will be screened in accordance with HUD regulations (24 CFR 960) and sound management practices. Otherwise eligible applicants will be screened and those who meet the screening criteria will be considered suitable for housing, as follows:
1. Past performance in meeting financial obligations, particularly rent, is satisfactory
 2. No record of disturbance of neighbors, destruction of property, or living or housekeeping habits which adversely affect the health, safety or welfare of other residents *(this includes alcohol abuse where the abuse results in behavior which interferes with the health, safety, or right to peaceful enjoyment of premises by other residents)*
 3. No history of criminal activity involving crimes of physical violence to persons or property; possession, sale or use of illegal substances; or any other criminal acts that adversely affect the health, safety or welfare of themselves or other residents
 4. Not currently on parole or probation.
- B. Methods of screening: Authority may:
1. complete a credit check and rental history check on all applicants.
 2. complete a criminal background check on all applicants 18 years of age or older. Criminal check will be conducted according to the Authority's One Strike Policy
 3. conduct personal interviews
- C. **Persons convicted for manufacture or production of methamphetamine (Speed) are permanently barred from admission to the Authority's housing.**
- D. Persons who have been evicted from Public Housing, Indian Housing, Section 23 or Section 8 housing because of drug-related criminal activity are ineligible for admission to public housing for a three (3) year period beginning on the date of such eviction. This may be waived by the Authority if

1. the person demonstrates successful completion of a rehabilitation program approved by the Authority
 2. circumstances leading to the eviction no longer exist, e.g., the individual involved in the drug-related activity is no longer in the household because the person is incarcerated.
- E. In the event of receipt of any unfavorable information regarding conduct of the applicant, the Authority will give consideration to the time, nature and extent of applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects in determining eligibility of the applicant. Factors to be considered will include:
1. evidence of rehabilitation;
 2. evidence of applicant family's participation or willingness to participate in social service or other appropriate counseling service programs and the availability of such program;
 3. evidence of the applicant's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
- F. Persons with Disabilities: The Authority may not compel any applicant to reveal information about the nature and extent of an applicant's disability as a routine part of the application process. However, the Authority may.
1. ask all applicants whether they need any special features in their units or any special processing (reasonable accommodation) because of a disability *(to qualify for the special unit features or reasonable accommodation, the applicant must document that the family includes someone who needs the unit features or the reasonable accommodation)*
 2. ask all applicants whether the head or spouse is a person with a disability for the purposes of qualifying the family for
 - a. the \$400 disabled family deduction from income
 - b. if a non-elderly family, the deduction of non-reimbursed medical expenses *(unless the head or spouse is documented to be a person with a disability, the family cannot receive this deduction)*
 3. ask all applicants claiming work-related disability expenses to provide documentation of the presence of a person with a disability.

- G. It will be the Authority's policy to encourage resident participation in the application and screening process.
- H. **Misrepresentations:** If misrepresentations on the Application for Admission result in housing an ineligible or unsuitable family, the family may be required to vacate even though currently eligible. If misrepresentation or failure to provide facts has resulted in payment of a lower Total Tenant Payment than should have been paid, the family will be required to pay the difference between the Total Tenant Payment paid and the amount which should have been paid. In justifiable cases, the Authority may take such other action as deemed reasonable.

XII. INFORMAL HEARING FOR DENIALS

- A. All applicants who are denied by the Authority will receive a letter that informs them of their right to request, within **fourteen (14)** days of receipt of the denial letter, a hearing with the Executive Director or his/her designee.
- B. A hearing may be requested as a result of denial based on preliminary application information or on results of the final verification and screening process.
- C. Upon receipt of the applicant's written request, the Authority and applicant will agree on a time for an informal hearing, which should occur within the 30-day period following the denial date.
- D. During the hearing, the applicant will be afforded an opportunity to present evidence rebutting the grounds for denial.
- E. The hearing will conform to the following procedures:
 - 1. If the decision to deny admission is based on allegations by a third party, the Authority **will attempt** to have the third party present.
 - 2. The Authority staff person whom made the decision must be present to provide available facts and to be questioned.
 - 3. The decision must be based solely on evidence presented at the hearing.
 - 4. The applicant has a right to inspect his/her file.
- F. If, as a result of information presented by the applicant at the Informal Hearing, the Authority reverses its decision to deny the applicant, no new

application is required and the applicant will be returned to the appropriate spot on the Waiting List.

- G. If the applicant does not request a hearing within the designated period, he/she waives his/her right to a hearing.

XIII. TENANT SELECTION AND ASSIGNMENT PLAN Applicable to Young Housing Authorities

(Most recent court ordered TSAP)

A. Organization of the Waiting List

It is HA's policy that each applicant shall be assigned his/her appropriate place on single jurisdiction-wide, cross-jurisdictional or merged waiting list in sequence based upon:

- Any waiting list initiatives required by HUD;
- Type and size of unit needed and selected by the family
- Factors affecting preference or priority, date and time the application is received; and
- The racial composition of the development in which the unit to be offered is located.

This exception to the standard race-neutral Tenant Selection and Assignment Plan is authorized to comply with the Final Consent Decree in Young vs. Cisneros and has been approved in advance by the Assistant Secretary for Fair Housing and Equal Opportunity.

B. Method of Applicant Selection

1. No applicant will receive an offer of a unit until the applicant has been determined to be eligible and has passed the PHA's screening requirements.
2. HA will first match the characteristics of the applicant to the vacant unit available, including the size, type and special features of the unit (if any) and any priorities for admission required for designated or mixed population housing (if the HA has a HUD-approved Allocation Plan). Applicable preferences as described earlier in this policy will then be used to determine the order of selection from the waiting list.

Further, in the selection of a family for a unit with accessible features HA will give preference to families that include a person with disabilities who can benefit from the unit features.

Finally, the HA will consider the race of the applicant only when more than one vacant unit of the appropriate size and type is available to offer at the same time.

3. Federal preferences have been repealed. PHAs may opt to continue to use the former Federal preferences or may adopt local preferences, so long as such local preferences do not have a disparate impact on Young class members. 3
4. Making Offer to Applicants: To assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin, the plan for selection of applicants and assignment of dwelling units is a modified version of PLAN "A". Under this plan each qualified applicant first in sequence on the waiting list is made one offer of a unit of appropriate size without regard to the race of the applicant. The applicant must accept the vacancy offered or be dropped to the bottom of the qualified applicant list, losing any applicable Federal or local preferences.

If more than one unit is available and one of the units is a desegregative housing opportunity, the desegregative housing opportunity unit should be offered to the applicant. If more than one desegregative housing opportunity is available, the offer should be made of the desegregative housing opportunity unit that has been ready the longest. If no desegregative housing opportunity is available, the unit that has been ready the longest should be offered. A desegregative housing opportunity is defined as an offer at a development located in a non-minority census block (as defined in the Young decree), and is located outside an area where a reasonable African American would perceive racial hostility.

5. Except for the "good cause" reasons listed below, the applicant must accept the vacancy offered within ten working days of the date the offer is communicated (by phone, mail, or the method of communication designated by the applicant) or, be dropped to the bottom of the qualified applicant list. (See good cause discussion below). The applicant will be assigned a new date and time of application and will lose all preference status for six months. Offers made over the phone will be confirmed by letter to the applicant. If unable to contact an applicant by phone, HA will send a registered letter, return receipt requested.
6. "Dropped to the bottom of the list" shall mean the applicant will lose standing by being moved to the bottom of the waiting list, losing all preference status for six months.
7. If an applicant is willing to accept the unit offered but is unable to move either at the time of the offer or because of the circumstances of the offer and presents to the satisfaction of HA, clear evidence ("good cause") that acceptance of the offer

of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, religion or national origin, the applicant will not be dropped from the list.

Examples of good cause reasons for the refusal of an offer of housing (public housing or alternative housing opportunity) include, but are not limited to:

- (a) Inaccessibility to source of employment, education, or job training, children's day care, or educational program for children with disabilities when the applicant has a child participating in such a program, that would require the adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities;
- (b) Presence of lead paint in the unit offered when the applicant has children under the ages specified by current law;
- (c) The family demonstrates to HA's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency or a threat assessment that verifies danger from criminal activity. Reasons offered must be specific to the family (including the race of the family.) Refusals due to location alone are not good cause.
- (d) The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move
- (e) An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing.
- (f) A reasonable African American would perceive significant racial hostility at the site where the vacant unit is located.

Examples of good cause related to an applicant's willingness to accept an offer but inability to move at the time of the offer include:

- (a) A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;

The family head, spouse or sole member is serving on an empanelled jury.

8. Except for (f) above, the applicant must be able to document the claimed good

cause for refusing an offer of housing. Where good cause is verified to HA's satisfaction, the refusal of the offer shall not require that the applicant be dropped to the bottom of the waiting list or otherwise affect the family's position on the waiting list. In effect, documentation of good cause is the same as no offer of housing.

9. HA will maintain a record of units offered, including location, date, and circumstances of each offer, and each acceptance or rejection, including the reason for the rejection.

C. Dwelling Units with Accessible/Adaptable Features

1. Before offering a vacant accessible unit to a non-disabled applicant, HA will offer such units:

- (a) First, to a current occupant of another unit of the same development, or other public housing developments under HA's control, having a disability that requires the special features of the vacant unit (in effect, a transfer of the occupant with disabilities from a non-adapted unit to the vacant accessible/adapted unit).
- (b) Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

2. When offering an accessible/adaptable unit to a non-disabled applicant, HA will require the applicant to sign an agreement to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant.

D. Leasing and Occupancy of Dwelling Units

Applications may be processed centrally at the HA making the offer or they may be processed by a Central Administrator acting for a group of HAs participating in one of the Young v. Cisneros Waiting List Initiatives. Initial intake, waiting list management, screening, and offers of housing (including transfers) will be made from central office. Offers may be made in person, in writing or by phone.

E. Transfers and Admissions

HA has five types of transfers: Emergency, Administrative – Category 1, Category 2 and Category 3, and Incentive. Emergency and Category 1 and 2 administrative transfers will take priority over new admissions. Category 3 administrative transfers and Incentive transfers will be processed at the rate of four admissions to each transfer. The specific definitions of each type of transfer are covered in Addendum S.

In making transfers, the HA shall offer residents units at developments where their race does not predominate when units are vacant at such developments. This transfer requirements shall apply to all categories of transfers including administrative transfers to correct over-housing or under-housing.

Footnotes:

1. This Tenant Selection and Assignment Plan is applicable to all Young PHAs except those required to implement the Affirmative Action Tenant Selection and Assignment Plan. This TSAP has been approved by HUD and requires no further HUD approval.

2. Depending upon whether the HA has been required to implement any Waiting List Initiatives by the Final Decree in Young v. Cisneros.

3. Young PHAs considering adopting local preferences are eligible for technical assistance from HUD's Beaumont Office to ensure that the local preferences do not inadvertently have a disparate impact on members of protected classes. At a minimum, HA should submit any local preferences being considered to the HUD Beaumont Office prior to the posting for comment.

XIV. TRANSFERS

TRANSFER POLICY

APPLICABLE FOR YOUNG PHAS (Last court approved Transfer Policy)

A. General Transfer Policy

1. It is HA's policy that transfers will be made without regard to race, color, national origin, sex, religion, or familial status. Residents can be transferred to accommodate a disability.
2. Residents will not be transferred to a dwelling unit of equal size within a site or between sites except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director or designee.
3. Residents will receive one offer of a transfer. Refusal of that offer without good cause will result in lease termination for mandatory transfers or the removal of the household from the transfer list for

voluntary transfers. The good cause standard applicable to new admissions shall apply to transfers.

B. Types of Transfers

1. This policy sets forth several categories of transfers. Priority for transfer and the order in which families are transferred shall be subject to the hierarchy by category set forth below.

(a) Emergency Transfers are mandatory when the unit or building conditions pose an immediate threat to resident life, health or safety, as determined by HA. Emergency transfers within sites or between sites may be made to:

- Permit repair of unit defects hazardous to life, health, or safety;
- Alleviate verified medical problems of a life threatening nature; or,
- Based on threat assessment by a law enforcement agency, protect members of the household from attack by the criminal element in a particular property or neighborhood.

These transfers shall take priority over new admissions.

(b) Category 1 Administrative Transfers include mandatory transfers to:

- Remove to safety residents who are witnesses to crimes and may face reprisals (as documented by a law enforcement agency),
- Provide housing options to residents who are victims of hate crimes or extreme harassment,
- Alleviate verified medical problems of a serious nature,
- Permit modernization of units, to
- Permit a family that requires a unit with accessible features to occupy such a unit.

These transfers shall take priority over new admissions.

Requests for medical transfers will be made to the manager. The Resident shall provide the manager with the necessary documentation to substantiate the need for a medical transfer. Medical transfers may also be offered by HA (e.g., moving a person with mobility problems to a unit with accessible features).

(c) Category 2 Administrative Transfers: Transfers within sites or between sites may be made to:

- Correct occupancy standards (mandatory; over or under the HA's standards; under housed takes precedence over housed).
- Offer incentive transfers (voluntary) as described below,
- Desegregative transfers to achieve racial balance of sites

These transfers will take priority over new admissions.

Category 2 transfers to correct occupancy standards will only be made if the family size is smaller than the HA's minimum number of persons per unit standard for the household or larger than the maximum number of persons per unit standard for the unit the family is occupying. These transfers are mandatory.

If a family's size is between the minimum and maximum occupancy limits for the unit, the family may request a transfer, but it shall be considered a Category 3 transfer.

(d) Category 3 Administrative Transfers: Mandatory transfers within sites or between sites may be made to:

- Correct and avoid concentration of the most economically and socially deprived families; or
- Correct occupancy standards (voluntary if the family is between the minimum and maximum occupancy standard but the family requests a transfer, e.g. to permit older children of opposite sexes to have a separate bedrooms)
- Address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas.

These transfers will **not** take priority over new admissions.

2. Whenever feasible, transfers will be made within a resident's area.

C. Processing Transfers

1. A centralized transfer waiting list will be administered.
2. The central transfer administrator will sort requests for transfer into

categories. Admissions will be made in the following order:

- First emergency transfers, then
- Category 1 Administrative Transfers, and finally
- Category 2 Administrative Transfers
- Applicants

Within each category, transfer applications will be sorted by the date the completed file (including any verification needed) is received.

3. Category 2 transfers to correct occupancy standards may be recommended at time of re-examination or interim redetermination. This is the only method used to determine over/underhoused status.
4. Residents in a Category 2 over/underhoused status will be advised in their 30 day "notice of Result of Re-examination" that a transfer is recommended and that the family has been placed on the transfer list.
5. When a head of household, originally housed in a bedroom by him/herself, has or adopts a child, the family will not be approved for a Category 2 transfer until the child is 18 months of age. Exceptions: spouse or partner returns to the unit, marriage takes place, or family decides to remain in the unit and the unit is large enough (using the maximum persons per unit standard) to accommodate the number of persons now in the household. (Other than for births that occur during tenancy, HA's prior approval of additions to the household is required.)

D. Good Record Requirement for Transfers

1. In general, and in all cases of resident-requested transfers, residents will be considered for transfer only if they;
 - (a) Do not owe back rent or other charges, or evidence a pattern of late payment; or
 - (b) Meet reasonable housekeeping standards and have no housekeeping lease violations.
2. Exceptions to the good record requirements may be made for emergency transfers or when it is to HA's advantage (e.g. a single person is living alone in a three bedroom unit and does not want to move) to move forward with the transfer. The determination to make an exception to the good record requirement will be made by the central transfer administrator with recommendation by the Manager.

Absent a determination of exception the following policy applies to transfer:

- (a) If back rent is owed the resident will not be transferred until a payment plan is established, or if prior payment plans have failed, back rent is paid in full.
- (b) A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

E. Incentive Transfers

1. Incentive transfers are offered to residents without regard to their race, color, national origin, religion, sex, disability or familial status, who have good rental histories and want to move to units other than those they currently occupy.
 - (a) Incentive Transfers – HA will occupy recently modernized and scattered site units through incentive transfers. No applicant shall be admitted directly to scattered site units. Depending on HA's vacant unit status, modernized units will be filled with incentive transfers, new applicants, or a combination of both. HA reserves the right to fill modernization units in a manner that has the least impact on vacant units.
 - (b) Resident requests for incentive transfers should be made to the Housing Manager. Managers may also recommend a resident for an incentive transfer. In order for a resident to be considered for an incentive transfer the following conditions must be met:
 - (1) Residency in a HA development for at least three years.
 - (2) No repayment agreement or unpaid balance at any time in the past two (2) years.
 - (3) No history of disturbances that resulted in lease violations or violence toward staff or neighbors as indicated by notices of lease violation in the applicant's file.
 - (4) Good housekeeping record.
2. Incentive transfers are Category 2 administrative transfers. Scattered site incentive transfers will take precedence over new admissions and modernization incentive transfers may take precedence over new admissions.
3. No exceptions will be granted to the good record requirement for incentive transfers.

F. Cost of Transfers

1. Residents shall bear the cost of transfers to correct occupancy standards,

however, where there is a hardship due to health, disability, or other factors, the manager may recommend that families be reimbursed their out of pocket expenses for an occupancy standards transfer. Transfers requested or required by HA will be paid for or made by the HA.

XV. LEASING PROCEDURE (24CFR966)

- A. It is the Authority's policy that all units must be occupied pursuant to a lease that complies with HUD's regulations (24CFR966)
- B. The Authority shall utilize a Lease which:
 - 1. Does not contain unreasonable terms and conditions;
 - 2. Obligates the Authority to maintain the project in a decent, safe and sanitary condition;
 - 3. Requires the Authority to give an adequate written notice of termination of the Lease which will be:
 - a. Fourteen **(14) days** in the case of nonpayment of rent or chronic late payment of rent
 - b. Three **(3) days** in the case of creation or maintenance of a threat to the health, safety or security of any resident, guest or Housing Authority employee.
 - c. Thirty **(30) days** in any other case
 - 4. Requires that the Authority may not terminate the tenancy except for serious and repeated violations of the terms or conditions of the Lease or for other good cause.
 - 5. At an annual re-examination, the Authority may terminate the tenancy for noncompliance with the Community Service requirement.
- C. Each Lease will specify the
 - 1. unit to be occupied
 - 2. the date of admission
 - 3. the size of the unit to be occupied
 - 4. all family members who will live in the unit
 - 5. the Total Tenant Payment (gross rent) and security deposit to be

charged

6. the utility allowances
 7. other charges under the Lease
 8. terms of occupancy
- D. The Lease will be explained in detail to the applicant family before its execution.
- E. The Lease will be kept current at all times.
- F. Each adult member of the family accepted as a resident is required to sign the Lease prior to actual admission.
- G. One copy of the Lease will be given to the family and the original will be filed as part of the permanent records established for the family.
- H. The Lease package given to the family may include:
1. A copy of the Pet Policy and Pet Agreement, if applicable
 2. Lawn Care Agreement
 3. Lead Based Paint Brochure and Certification
 4. Smoke Detector Certification
 5. Housekeeping Policy
 6. Grievance Policy
 7. Schedule of Other Charges
 8. Community Service/Self Sufficiency Policy and Certification Forms
 9. Rent Choice Certification
- I. If a resident family transfers to a different unit, the existing Lease will be canceled and a new Lease for the new unit will be executed by each adult member of the family.
- J. If any change in a family's status results in the need to change or amend any provisions of the Lease, or if the Authority desires to waive a Lease provision with respect to a family

1. the existing Lease is to be canceled and a new Lease executed, or
 2. A Notice of Rent Adjustment is to be issued, or
 3. an appropriate rider to the Lease is to be prepared and executed by the Authority and the adult family members and made a part of the existing Lease.
- K. Cancellation of a family's Lease will be in accordance with the provisions of the Lease.
- L. The current Grievance Procedure is incorporated into the Lease by reference.

XVI. ADDITION TO HOUSEHOLD AND VISITORS

- A. Only those persons listed on the Lease will be permitted to occupy the unit
- B. Except for natural births to or adoptions by family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit
- C. Following receipt of a family's request for approval to add a new person to the Lease, the Authority will conduct a pre-admission screening of the proposed new member. Subject to the screening process and occupancy standards, the Authority will approve or disapprove the request.
- D. Children born to or adopted by a family member, under the age below which Juvenile Justice records are made available, or children added through a kinship care arrangement are exempt from the pre-admission screening process.
- E. Examples of situations where the addition of a family or household member is subject to screening are:
1. Resident plans to be married and files a request to add new spouse to Lease
 2. Resident is awarded custody of a child or desires to take in a foster child over the age for which Juvenile Justice records are available
 3. Resident desires to add a live-in aide
 4. A unit is occupied by a remaining family member(s) under age (who is

not an emancipated minor) and an adult, not a part of the original household, requests permission to take over as the head of household.

5. The spouse of an existing resident has been released from prison and wishes to move in.
- F. Resident families who fail to notify the Authority of additions to the household or permit persons to join the household without undergoing screening are in violation of the Lease. Such persons are considered unauthorized occupants by the Authority and the entire household will be subject to eviction.
- G. Visitors
1. may be permitted in a dwelling unit so long as the visitors have no previous history of behavior on Authority premises that would be a Lease violation.
 2. Guests or visitors are permitted for a period not to exceed 15 consecutive days, unless the Authority has provided prior written approval
- H. Roomers or lodgers will not be permitted to occupy a unit, nor will they be permitted to move in with any family occupying a unit.
- I. Family members 18 or older or emancipated minors who move from the unit to establish new households will be removed from the Lease. The resident has the responsibility to report the move-out within thirty (30) calendar days of its occurrence.
- J. Residents will not be given permission to allow ex-residents of the Authority who have been evicted to occupy the unit for any period of time.
- K. Applicable income (see Section IV, Annual Income) of individuals added to the Lease will be included in Annual Income and subsequently in determining new rent.

XVII. INSPECTIONS

- A. Units shall be inspected:
1. ***At move-in prior to occupancy*** : dwelling unit and premises will be inspected jointly by the applicant and Authority staff; at this time, both parties will agree on the move-in condition of the unit by signing an inspection check sheet. The original check sheet will be kept by the Authority and a copy will be given to the family.

2. **Every twelve (12) months** (but not less than annually) Follow-up Inspections will be scheduled within **45** days if housekeeping practices or other circumstances require. The inspection will serve as a guide in the determination of needed maintenance or repairs and to assess damage over and above normal wear and tear. Failure to maintain a safe, decent and sanitary dwelling unit and premises may result in Lease termination.
 3. **At move-out** : inspection should be done with family, unless family has previously vacated the unit and is unavailable. In the latter case, Authority staff will conduct inspection independently.
 4. **Special Inspections** , if deemed necessary, may be performed after proper notice.
- B. Appropriate notice to the family prior to inspections will be two weeks .

XVIII. SECURITY DEPOSITS

A security deposit will be charged to resident families, payable prior to occupancy unless other arrangements are made, to cover the cost of property damage and/or abuse that is noted when the family vacates the unit. Amount of security deposit and provisions for refund are contained in the Authority's Security Deposit Policy,

XIX. RESIDENT ORIENTATION

Eligible applicants selected for admission will be required to participate in an orientation program conducted by the Authority to acquaint new resident families with such items as

- A. the Authority policies, including Community Service Policy
- B. the Lease
- C. maintenance procedures
- D. services provided by the Authority
- E. grievance procedures
- F. resident rights

- G. responsibilities and obligations
- H. the operation of appliances and equipment in the unit
- I. The Housekeeping Policy

XX. RENTS AND RENT ADJUSTMENTS

A. Computations

1. Rent will be calculated according to instructions in the lease agreement.
2. If a mixed family requests prorated rent, the Authority will make it available as required in 24 CFR 5.520
3. The family will have a choice of Total Tenant Payment, which will be either an income-based rent or the flat rent
 - a. **Income-Based Rent** - Total Tenant Payment will be the greatest of the following:
 - 1) 10% of Annual Income
 - 2) 30% of Adjusted Annual Income
 - 3) Authority's minimum rent of \$50.00.
 - b. Flat Rent - the flat rents are as follows:

<u>Tx048001 and 002</u>			
<u>Tx048004</u>			
1)	1-Bedroom Unit=	<u>\$225.00</u>	
2)	2-Bedroom Unit=	<u>\$260.00</u>	
3)	3-Bedroom Unit=	<u>\$300.00</u>	3-Bedroom Unit= <u>\$400</u>
			4-Bedroom Unit= <u>\$450</u>

Hardship Cases

1. The family may apply for a waiver of the minimum rent if one of the

following situations occurs

- a. The family has lost eligibility for or is awaiting federal, state or local assistance, including a family that includes a member who is a noncitizen lawfully admitted for permanent residence.
 - b. Income has decreased because of a change in circumstances, including loss of employment
 - c. A family member has died
 - d. When the family would be evicted as a result of the imposition of the minimum rent requirement
2. When the family requests a hardship waiver, the minimum rent requirement will be immediately suspended pending determination by the Authority of the family's eligibility for the suspension.
3. Family determined ineligible for hardship waiver:
- a. If it is determined by the Authority that the family does not qualify for the hardship, the minimum rent will be reinstated plus any back minimum rent owed for the period the rent was suspended.
 - b. Family may appeal the determination through the Authority's Grievance Procedure.
 - c. A family who appeals a financial hardship determination through the Grievance Procedure is exempt from any escrow deposit required.
4. Family determined eligible for hardship waiver
- a. If the Authority determines that the hardship is temporary, the minimum rent will be imposed, including back payment for minimum rent from the time of suspension.
 - 1) Family will not be evicted for nonpayment of rent during the 90-day period beginning on the date of the family's request for waiver.
 - 2) The Authority will negotiate a repayment agreement with the family if necessary for any rent not paid during this period.

- 3) If the family thereafter demonstrates that the financial hardship is of long-term duration, the Authority will retroactively exempt the family from the minimum rent requirement.

- b. If it is determined that the family qualifies for the long-term hardship waiver of the minimum rent, the family will report regularly to the Authority according to Section C below

C. Provisional Rent

If the family is placed on "Provisional" rent, either at admission or following an interim or regularly scheduled re-examination, the family must report to management every thirty (30) days.

D. Interim Adjustments

1. Rent will not be changed between admission and regularly scheduled re-examinations except for reasons and according to procedures outlined in the Lease.
2. **If the family has lost or had its public assistance reduced as a result of fraud or failure to participate in an economic self sufficiency program or comply with a work activities requirement, the rent will not be reduced.**
 - a. If the family has received a specified welfare benefit reduction the amount of imputed welfare income will be included in family income for rent computation purpose.
 - b. The amount of imputed welfare income will be determined by the Authority using information received from the welfare agency.
 - c. When additional income earned by the family from other sources reaches an amount at least equal to the imputed welfare income amount, the imputed welfare income will be reduced to "0".
 - d. The Authority may not include imputed welfare income in annual income if the family was not receiving housing assistance at the time of the sanction by the welfare agency.
 - e. If the family disputes the Authority's calculated amount of imputed welfare income and the Authority denies the family's request to modify the amount, the Authority must give the family

written notice stating:

- 1) the basis for the determination of the imputed welfare income amount
 - 2) that the family may request a hearing under the Authority's **Grievance Procedure** (the family is not required to pay a escrow deposit in this case, in order to obtain a hearing)
3. If the family has been on a twelve (12) month income disregard program and the period has expired, rent payable by the family for the next 12 months will be increased due to the continued employment but the increase will not be greater than 50% of the amount of the rent increase. *For example: Family has been paying \$100 rent. Without income disregard, it would have been paying \$200. At the end of the disregard period, the rent is increased due to the increased income; however, instead of the rent being raised to \$200, it is raised to \$150—or by 50% of the increase amount.*
- a. The first full disallowance is for a maximum of 12 cumulative months.
 - b. The second 50% disallowance is also for a maximum of 12 cumulative months.
 - c. The 12 months can start and stop, but in no case can an individual family member get the disallowance after 48 months from the date of initial exclusion.
4. Interim rent changes will become effective as follows:
- a. **Increases** in rent: first day of the second month following the month which the change occurred, unless the increase is a result of false or incomplete information supplied by the family.
 - b. **Decreases** in rent: first day of the month following the month in which the change was reported and verified.

E. Rent Collections

Rents are due and payable in accordance with provisions of the Lease and the Rent Collection Policy.

XXI. UTILITIES

- A. Family and Authority responsibilities for utilities are outlined in the Lease and in the Utility Allowance Schedule.
- B. In Authority housing developments where the resident pays all or part of the utilities, total tenant payment minus the utility allowance may result in a negative figure. In this case, HUD regulations require that the Authority reimburse this amount (called "utility reimbursement") directly to the resident or directly to the utility company on the resident's behalf. If the Authority elects to pay the utility company directly, it will notify the resident of the amount paid.

XXII. OTHER CHARGES

- A. **Maintenance charges:** Families will be charged for cost of services repairs due to intentional or negligent damage to the unit beyond normal wear and tear, caused by the resident, other household members or guests. Charges will be made in accordance with Schedule of Other Charges.
- B. **Excess Utilities:** In the case of Authority-provided utilities, residents using more than the consumption-based utility allowance will be charged for excess utility usage.
- C. Payment for such charges is due and collectible two weeks after the Authority provides written notice of the charges.

XXIII. RE-EXAMINATIONS AND CONTINUED OCCUPANCY

- A. Annual Re-examinations
 - 1. The Authority will re-examine the income and family composition of all resident families at least once every twelve (12) months (coincident with end of lease term) to determine any changes in required unit size and rent and to re-certify the family for continued occupancy.
 - 2. All adult members of the family will be asked to participate in the annual re-examination interview.
 - 3. Families will be notified in writing 90 - 120 days in advance of the re-examination anniversary dates so that verifications can be completed by that time.

4. Verified information will be analyzed and a determination made with respect to:
 - a. Eligibility of the resident as a family or as the remaining member of a family;
 - b. Unit size required for the family
 - c. Rent the family should pay
 - d. Compliance with the Community Service requirement
5. The same procedures used at admission for obtaining verifications will be used; however, fixed items need not be re-verified.
6. The income of a family opting to remain on flat rent need not be re-verified unless it has been three (3) years since the last verification.
7. If there is any change in rent, a "Notice of Rent Adjustment" will be sent to the resident and this written notice will serve as an amendment to the Lease.
8. If there is any change in the size unit required, the resident will be placed on the transfer list in accordance with the transfer policy.

B. Special Re-examinations

1. When it is not possible to estimate projected family income with any degree of accuracy at the time of admission or regular re-examination, a temporary determination will be made with respect to income.
2. A special re-examination will be scheduled every 90 days until reasonably accurate estimate of income can be made.
3. Resident's will be notified in advance as to the date of the special re-examination(s).

C. Eligibility for Continued Occupancy

1. Residents who meet the following criteria will be eligible for continued occupancy.
 - a. Qualify as a family as defined in Section IV of this Policy. For purposes of continued occupancy, remaining family members qualify as family. Remaining family members can also include court recognized emancipated minors under the age of 18.
 - b. Are in full compliance with the resident obligations and

responsibilities as described in the Lease.

- c. Whose family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number.
- d. Who meet HUD requirements on citizenship and immigration status (24CFR 5.500-5.528)
- e. Who are in compliance with the Authority's 8 hour per month community service requirement *(applicable to certain adults who are neither elderly, disabled, working nor participating in qualifying educational or job training programs)*
- . D. Special procedures related to citizenship and immigration status (24 CFR Part 5.501-518)
 - 1. Verification procedures for existing residents are the same as for new applicants, although evidence of eligible immigrant status is required only one time during continuous assisted occupancy.
 - 2. Family Preservation Assistance Options
 - a. A mixed family may receive continued full assistance if
 - 1) family was receiving assistance as of June 19, 1995;
 - 2) either the husband or spouse has eligible immigrant status or is a U.S. citizen; and
 - 3) the only other individuals in the household without eligible immigrant status or U. S. citizenship are the parents or children of the head and/or spouse
 - b. A mixed family may receive prorated assistance based on the number of eligible family members if the family first received assistance after November 29, 1996.
 - c. Temporary Deferral of Termination of Assistance is available to the following families to allow time for orderly transition to other affordable housing. In order to receive the deferral, the family must demonstrate reasonable efforts to find other affordable housing but be unable to locate comparable housing *(defined as unassisted, not substandard, appropriate size, and can be rented for an amount not to exceed the amount the family is paying for rent and utilities, plus 25%, and vacancy rate in community for affordable housing is 5%)*.

- 1) mixed families who are eligible for but decide that they do not want prorated assistance
 - 2) families with no U. S. citizens or members with eligible immigration status
3. Procedure for Temporary Deferral of Termination of Assistance
- a. The time limit for deferrals is six months, with renewals allowed for up to 3 years for families granted deferrals prior to November 29, 1996; 18 months for families granted deferral on or after November 29, 1996. *These time periods do not apply to a family which includes a refugee under Section 207 of the Immigration and Naturalization Act or an individual seeking asylum under Section 208 of that Act.*
 - b. The Authority will notify the family at the beginning of the deferral period that they are ineligible for financial assistance and that they are being granted the deferral time to find other affordable housing. *(The Authority will offer the family information on and referrals to assist in the location of other housing.)*
 - c. Prior to the end of the deferral period, the Authority will, using local market data, determine the availability of alternative affordable housing for the family. At least 60 days prior to the expiration date of the deferral period, the Authority will notify the family in writing:
 - 1) the termination of assistance will be deferred for another six months and that there was a determination made that there is no affordable housing available for them provided the extension will not exceed an aggregate of 18 months *(3 years, if deferral was granted prior to November 29, 1996).*
 - or
 - 2) the termination of assistance will not continue to be deferred because either the aggregate period of renewals has reached the maximum time limit or a determination has been made that there is affordable housing available.
 - d. If the family was originally eligible for prorated assistance and chose to take the temporary deferral instead, the Authority will

inform the family that it may request proration of assistance at the end of the temporary deferral period if a good faith effort has been made to locate other affordable housing.

4. For any new occupant of an assisted unit (e.g., a new family member come to live in the unit), the required evidence of eligible status must be submitted at the first interim or regular reexamination following the person's occupancy.
5. All notifications to the family regarding status of prorated assistance eligibility or deferral of assistance termination must be in writing, stating reasons for decisions and providing opportunity for a hearing.

XXIV. GRIEVANCE PROCEDURE

To assure that a resident family is afforded an opportunity for a hearing if the resident disputes, within a reasonable amount of time, any Authority action or failure to act, involving the resident's Lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status, a Grievance Procedure for the Authority is incorporated into this policy. Evictions resulting from criminal activity, including drug-related criminal activity on or off Housing Authority premises, are excluded from the Grievance Procedure. Also excluded are termination cases involving any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or by Authority employees.

XXV. PET POLICY

Pets will be allowed in Authority housing but pet owners must abide by the provisions and requirements of the Pet Policy.

XXVI. EVICTIONS

Serious or repeated violations by a resident family of the material provisions of the Lease shall cause the Authority to begin eviction proceedings in accordance with State Law and the lease provisions. Families are entitled to utilize provisions of the Authority's Grievance Procedure to attempt settlement of disputes with the Authority.

XXVII.COMPLAINTSOFDISCRIMINATION

For those individuals who believe themselves to be the subjects of discrimination, a Fair Housing and Equal Opportunity poster, containing information on filing complaints with HUD, will be conspicuously posted in the Authority office.

XXVIII.CONFLICTWITHFEDERALSTATUTE,REGULATION ORHUDPOLICY

This Policy is to be interpreted in accordance with federal statutes and regulations and in compliance with HUD policy, and any conflict between this Policy and federal statutes and regulations will be resolved in favor of federal law and policy.

Most recent revision April 23, 2002