

Housing Authority of the City of Lakeland, Florida

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: Lakeland Housing Authority

PHA Number: FL 011

PHA Fiscal Year Beginning: 1/2002

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

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

Display Locations For PHA Plans and Supporting Documents: The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2006
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here):

To provide quality, affordable housing and self-sufficiency opportunities in an effective and professional manner.

B. Goals

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

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

- PHA Goal: **Expand the supply of assisted housing through development of new units under HOPE VI and acquisition of additional housing vouchers.**

Objectives:

- Apply for additional rental vouchers: **After our current vouchers are fully utilized.**
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities: **HOPE VI Implementation; See Supporting Document HOPE VI Revitalization Plan**
- Acquire or build units or developments: **HOPE VI Implementation; See Supporting Document HOPE VI Revitalization Plan**
- Other (list below):
Achieve 98% Lease Up rate under Section 8 program.

- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: **Improve annually as measured by RASS.**
 - Concentrate on efforts to improve specific management functions: **Streamline assisted housing application process.**
 - Renovate or modernize public housing units: **Lake View Gardens, Cecil Gober Villas, John Wright Homes, Paul Colton Villas, & Bonnet Shores.**
 - Demolish or dispose of obsolete public housing: **Washington Park & Lakeridge Homes: See Supporting Document HOPE VI Revitalization Plan**
 - Provide replacement public housing: **HOPE VI Implementation; See Supporting Document HOPE VI Revitalization Plan**
 - Provide replacement vouchers: **HOPE VI Implementation; See Supporting Document HOPE VI Revitalization Plan from existing stock.**
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs: **Section 32 & Nehemiah.**
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

Create affordable homeownership plan for conversion of public housing.

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: **Undertake mixed finance/mixed income development. : HOPE VI Implementation; See Supporting Document HOPE VI Revitalization Plan. Also, research site based waiting lists for possible implementation in HOPE VI mixed finance/mixed income housing.**

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Undertake scattered site housing acquisition/development in higher income neighborhoods; undertake mixed finance/mixed income development. : HOPE VI Implementation; See Supporting Document HOPE VI Revitalization Plan**
 - Implement public housing security improvements: **Install security cameras.**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
- Improve curb appeal of all sites through maintenance of exterior appearance.**

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: **Target unemployed PHA residents (not just at HOPE VI sites) for over 688 jobs committed under HOPE VI Implementation and other efforts; See Supporting Document HOPE VI Revitalization Plan. Increase number of employed residents by 5% annually.**
 - Provide or attract supportive services to improve assistance recipients' employability: **See Supporting Document HOPE VI Revitalization Plan and other resident service programs for examples of planned services.**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities: **See Supporting Document HOPE VI Revitalization Plan and other resident service programs for examples of planned services.**
 - 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)

Successful implementation and completion of HOPE VI Revitalization of Washington Ridge within 5 years or 54 months of Grant Agreement execution.

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Streamlined Plan:**
- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**
- Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

According to the latest HUD instructions, this section does not have to be completed.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (f1011a01)
- FY 2002 Capital Fund Program Annual Statement (f1011b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan (f1011c01)
- Public Housing Drug Elimination Program (PHDEP) Plan (f1011d01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – (f1011n01)
- Other (List below, providing each attachment name)
 - Definition of Substantial Modification (f1011e01)
 - Resident Membership on the Board (f1011f01)
 - RAB Membership (f1011g01)
 - Progress on the 5-Year Plan (f1011h01)
 - 1999 CGP P&E (f1011i01)
 - 2000 CGP P&E (f1011j01)
 - 2001 CFP P&E (f1011k01)
 - Community Service (f1011l01)
 - Pet Policy (f1011m01)

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 Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 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 certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	development <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" 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 checked="" 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
X	Approved HOPE VI Revitalization Plans 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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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	Qualit-y	Access-ability	Size	Location
Income <= 30% of AMI	1997	5	5	5	5	5	5
Income >30% but <=50% of AMI	1520	4	4	4	4	4	4

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford- ability	Supply	Qualit y	Access - ability	Size	Location
Income >50% but <80% of AMI	2403	3	3	3	3	3	3
Elderly	1662	4	4	4	4	4	4
Families with Disabilities	Un-known						
Black	1952	3	3	3	3	3	3
Hispanic	259	3	3	3	3	3	3
Race/Ethnicity							
Race/Ethnicity							

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

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

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

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

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	152		92
Extremely low income <=30% AMI	127	83.6	
Very low income (>30% but <=50% AMI)	18	11.8	
Low income (>50% but <80% AMI)	1	.6	
Families with children	111	73.0	
Elderly families	10	6.6	
Families with Disabilities	30	19.7	
Race/ethnicity – Black	104	68.4	
Race/ethnicity – White	48	31.6	
Race/ethnicity - Indian	0		
Race/ethnicity – Asian	0		

Characteristics by Bed- room Size (PH Only)			
1BR	40	26.3	8
2 BR	83	54.6	63
3 BR	27	17.8	20
4 BR	2	1.3	1
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 6 months - since June 29, 2001			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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	430		180
Extremely low income <=30% AMI	346	80.4%	
Very low income (>30% but <=50% AMI)	82	19.1	
Low income (>50% but <80% AMI)	2	.4%	
Families with children	304	70.7%	
Elderly families	18	4.2%	
Families with Disabilities	93	21.6%	
White	186	43%	
Black	241	56%	
Native American	3	1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: How long has it been closed (# of months)? 6 months - since June 29, 2001			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" 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: **Retain housing management days, maintenance days, and occupancy days at 3, 11, & 6 respectively.**
- Reduce time to renovate public housing units: **Reduce to 11 days.**
- Seek replacement of public housing units lost to the inventory through mixed finance development. **See Supporting Document: HOPE VI Revitalization Plan.**
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources.
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
Perform neighborhood market study for differential rent payment standards.

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 income

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 vouchers targeted to the elderly, should they become available
 - Other: (list below)
- Maintain designation of Cecil Gober for elderly occupancy.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	1,700,000	
b) Public Housing Capital Fund	1,373,612	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,030,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	183,777	
g) Resident Opportunity and Self-Sufficiency Grants	100,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Supportive Service Coordinator	90,000	Section 8 Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI	17,500,000	Capital Improvements
CFP00	476,470	Capital Improvements
CFP01	1,129,175	Capital Improvements
PHDEP00	60,725	Supportive Services
PHDEP01	91,890	Supportive Services
3. Public Housing Dwelling Rental Income	375,000	Public Housing Operations
4. Other income (list below)		
Administrative Reserve Interest	18,000	Section 8 Tenant Based Assistance
Investment Income	15,000	Public Housing Operations
Entrepreneurial Activities	4,000	Public Housing Operations
4. Non-federal sources (list below)		
SHIP	200,000	Homeownership
Total resources	28,347,649	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **When they get near the top of the waiting list or immediately if there is no waiting list.**

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **3- Dakota Park, Magnolia Pointe, Scattered Sites**

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? **2 - Magnolia Pointe and Scattered Sites**

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **4**

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

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

(3) Assignment

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

- One **If a unit is refused for other than a valid reason, they are not housed for six months**
- Two
- Three

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies:
- Overhoused

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

c. Preferences

- 4 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
- 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)
 - Absence of Felonies**
 - Absence of Misdemeanors**
 - Voter Registration**
 - Enrolled in School (school-aged children)**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on.

If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 4 Residents who live and/or work in the jurisdiction
- 4 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)
- 1 Absence of Felonies
- 3 Absence of Misdemeanors
- 4 Voter Registration

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Other (list)

(6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Westlake Homes	60	If combined with Westlake Addition as is the case with management, it is in compliance.	
John Wright Homes	20	This site is significantly smaller than our other sites and is a statistical anomaly.	

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)

Other (list below)

See Section 4.7 of the Administrative for various Grounds for Denial

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):

Forwarding address of departing tenant when there is a balance on the tenant's account.

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(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:

Hospitalization or medical hardship.

Hardship due to shortage of family units.

Other valid reason.

(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)

Absence of a Felony

Absence of a Misdemeanor

Elderly/Disabled

Moving at the request of LHA's HOPE VI Program

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

Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 3 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
- 7 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

- Other preference(s) (list below)
 - 5 **Absence of a Felony**
 - 6 **Absence of a Misdemeanor**
 - 4 **Elderly/Disabled**
 - 1 **Moving at the request of LHA's HOPE VI Program**

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

Through Partner Agency: State Department of Children & Families, the One-Stop Shop and also their sub-contractor.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the greater 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 re-determinations:

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

Never

At family option

Any time the family experiences an income increase - **The rent only changes if the increase is at least \$250 a month.**

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)

Other (list below)

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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply)

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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

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

(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:

As a high performing housing authority, this section is not required.

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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

As a high performing housing authority, this section is not required.

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **f1011b01**

-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. 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 at Attachment **fl011c01**

-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: **Washington Ridge**
 2. Development (project) number: **FL011-001, FL011-003, and FL011-005**
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below: **Dakota Park Tax-Credit Rental Apartment Property and Washington Ridge Rentals.**

- 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:

Acquiring lots and in-fill development in the Paul A. Diggs neighborhood pursuant to HOPE VI Implementation; Begin acquisition/new development of units in Greater Lakeland area pursuant to HOPE VI Implementation; Rehabilitation, Mixed Finance development/mixed income occupancy of Dakota Park Apartments pursuant to HOPE VI Revitalization Plan, and homeownership units at Magnolia Pointe (formerly Lakeview Gardens).

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Washington Park 1b. Development (project) number: FL011-003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (29/7/99)
5. Number of units affected: 220
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:

- a. Actual or projected start date of activity: 12/01 or sooner
 b. Projected end date of activity: 7/02

Demolition/Disposition Activity Description
1a. Development name: Lake Ridge 1b. Development (project) number: FL011-001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (29/7/99)
5. Number of units affected: 160
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/01 or sooner b. Projected end date of activity: 7/02

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

[24 CFR Part 903.7 9 (i)]

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

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

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs:

As a high performing housing authority, this section is not required.

[24 CFR Part 903.7 9 (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:

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 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

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other: provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures:

As a high performing housing authority, only Section D of this section is required.

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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)

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 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 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _fl011d01_)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?

- If yes, how many unresolved findings remain?
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management:

As a high performing housing authority, this section is not required.

[24 CFR Part 903.7 9 (q)]

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

High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (Resident Advisory Board Comments) f1011n01
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply):

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here): **City of Lakeland, Florida and Polk County, Florida**

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

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

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

Priority 1 of the City of Lakeland's Consolidated Plan is to "maintain and extend the life of existing housing stock available to very low, low, and moderate income families through the use of rehabilitation assistance. The Plan targets seven census tracts within the City of Lakeland for code enforcement and housing rehabilitation assistance. Housing rehabilitation is provided city-wide. The PHA HOPE VI Revitalization sites fall within two of these targeted census tracts.

Home purchase financial and technical assistance is the City's second priority. Down payment and closing cost assistance and home ownership counseling through Keystone Challenge will support the PHA's home ownership initiatives under the HOPE VI Revitalization at Washington Ridge.

The City's third priority of increasing the supply of decent, affordable rental units supported the PHA through its non-profit affiliate, the Lakeland-Polk Housing Corporation, to obtain rehabilitation financing for the Dakota Park Apartments which provides affordable housing for larger families. This apartment complex is identified as a replacement housing resource in the approved HOPE VI Revitalization Application.

Finally, the City's Action Plan provides \$20,000 in funds for development of the Mid-Town Redevelopment Plan. This Mid-Town Redevelopment Plan will encompass the Paul A. Diggs Neighborhood and the Washington Park and Lakeridge Homes public housing complexes. The Plan is a necessary pre-condition for implementation of the Community Redevelopment Area, which will add critical leverage to the HOPE VI grant funds. The City of Lakeland budgeted \$80,000 in their General Fund in order to quiet lots to be used in conjunction with HOPE VI, for single family in-fill homes.

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

As can be seen by the above, the City of Lakeland has been very generous in cooperating with the LHA. Polk County has not traditionally gotten involved with LHA, because most of LHA's properties are located within the corporate city limits of Lakeland.

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

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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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

1.0 FAIR HOUSING

It is the policy of the Lakeland Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Lakeland Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

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

To further its commitment to full compliance with applicable Civil Rights laws, the Lakeland Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Lakeland Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Lakeland Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Lakeland Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Lakeland Housing Authority housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy

clarifies how people can request accommodations and the guidelines the Lakeland Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Lakeland Housing Authority will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

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

2.2 QUESTIONS TO ASK IN GRANTING THE ACOMMODATION

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with 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. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Lakeland Housing Authority will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Lakeland Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The Lakeland Housing Authority will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? The Lakeland Housing Authority's business is housing. If the request would alter the fundamental business that the Lakeland Housing Authority conducts, that would not be reasonable. For instance, the Lakeland Housing Authority would deny a request to have the Lakeland Housing Authority do grocery shopping for a person with disabilities.
 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Lakeland Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is they need; however, the Lakeland Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Lakeland Housing Authority's programs or services.

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

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Lakeland Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the Lakeland Housing Authority will seek to have the same entity pay for any restoration costs.

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

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

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The Lakeland Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English.

4.0 FAMILY OUTREACH

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

To reach people who cannot or do not read the newspapers, the Lakeland Housing Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Lakeland Housing Authority will also try to utilize public service announcements.

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

5.0 RIGHT TO PRIVACY

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

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

6.0 REQUIRED POSTINGS

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

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission

- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster
- L. Any current Lakeland Housing Authority Notices

7.0 TAKING APPLICATIONS

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

430 South Hartsell Avenue
Lakeland, FL. 33815

The Lakeland Housing Authority reserves the right to establish satellite locations for application taking, so long as all processing is done at the above listed address.

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

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

Applications will be mailed to interested families upon request.

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

Persons with disabilities who require a reasonable accommodation in completing an application may call the Lakeland Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is (863) 686-1924.

Applicants will be required to submit verification documentation as part of the application process. Applicants will be given twenty (20) days from the date of their application to provide all verifications requested. Applicants will be given a list of required verifications at the time of their interview with designated Lakeland Housing AuthorityLakeland Housing Authority personnel for the purpose of determining eligibility.

Should applicants fail to provide required verification documentation within twenty (20) days of the date of their application they will receive an additional ten (10) days. If they fail to provide the required verification within the ten (10) day extension, their case will be placed in an inactive status and will be required to reapply during the next open enrollment period.

Applicants who provide all required verification documentation will be placed on the waiting list based on the family's verified local preferences and the date and time all verifications and completed application were received by the Lakeland Housing AuthorityLakeland Housing Authority office. Application shall be considered complete when all required verifications are received and all application questions are completed. No blanks shall be left on the application. The application shall be signed by the applicant and designated Lakeland Housing AuthorityLakeland Housing Authority staff person.

Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: one qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Lakeland Housing Authority screening criteria in order to be admitted to public housing.

8.2 ELIGIBILITY CRITERIA

A. Family Status

1. **A family with or without children.** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.

- a. Children temporarily absent from the home due to placement in

foster care are considered family members.

- b. Verified unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.

2. An **elderly family**, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
- b. Two or more persons who are at least 62 years of age living together; or
- c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near-elderly family**, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
- b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
- c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family**, which is:

- a. A family whose head, spouse, or sole member is a person with disabilities;
- b. Two or more persons with disabilities living together; or
- c. One or more persons with disabilities living with one or more live-in aides.
- d. For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence.

5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose

dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

6. A **remaining member of a tenant family**.
7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income Eligibility

1. To be eligible for admission to developments or scattered-site units, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
2. Income limits apply only at admission and are not applicable for continued occupancy.
3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Lakeland Housing Authority.
4. If the Lakeland Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
5. Income limit restrictions do not apply to families transferring within our Public Housing Program.
6. The Lakeland Housing Authority may allow police officers who would not otherwise be eligible for occupancy in public housing to reside in a public housing dwelling unit. Such occupancy must be needed to increase security for public housing residents. Their rent shall at least equal the cost of operating the public housing unit.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

2. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance (See Section 13.6 for calculating rents under the non-citizen rule).
 - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Lakeland Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
 - b. A provision authorizing HUD or the Lakeland Housing Authority to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

- e. A statement authorizing release of information between Lakeland Housing AuthorityLakeland Housing Authority and the Department of Children and Families.
- f. Authorization from the family to allow the Lakeland Housing Authority to complete criminal background reports and credit reports.

8.3 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Lakeland Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Lakeland Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Lakeland Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
 - 1. History of meeting financial obligations, especially rent;
 - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 - 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property.
 - (i) Any person who has been convicted of a violent crime will be ineligible for admission for ten (10) years from the date of conviction. Violent Crimes shall be defined as including, but not necessarily being limited to, arson, battery, aggravated battery, sexual battery, rape, robbery, kidnapping, domestic violence, child abuse, aggravated child abuse, abuse of an elderly person or disabled adult, aggravated abuse of an elderly person or disabled adult, assault, sexual assault, aggravated assault, murder, manslaughter, aggravated manslaughter of an elderly person or

disabled adult, aggravated manslaughter of a child, unlawful throwing, placing or discharging of a destructive device or bomb, armed burglary, aggravated stalking or any other violent act considered as criminal, whether misdemeanor or felony, pursuant to the applicable laws in effect at the time.

(ii) Any person who has been convicted of a non-violent crime within the last five (5) years will be ineligible for admission. Non-violent crimes shall be defined as including but not necessarily being limited to retail theft, theft by check, welfare fraud or any other nonviolent act considered as criminal, whether misdemeanor or felony, pursuant to the applicable laws in effect at that time. Any person who has charges pending adjudication will be ineligible for admission.

Rules used for the determination of Criminal History will be the Preponderance of Evidence as defined in the Florida Statutes.

4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom; and
6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

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

1. A credit check of the head, spouse and co-head;
2. A rental history check of all adult family members;
3. A criminal background check on all household members over the age of seven (7), including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last ten years. Where the individual has lived outside the local area, the Lakeland Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

8.4 GROUNDNS FOR DENIAL

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

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

- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Lakeland Housing Authority may waive this requirement if:
 - 1. The person demonstrates to the Lakeland Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
 - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Lakeland Housing Authority staff member, resident, contractor, or agent acting on behalf of the Lakeland Housing Authority;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
 - a. Evidence of rehabilitation.
 - b. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.

- c. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
 - d. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or Live-In caretakers.
- Q. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- R. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

8.5 *INFORMAL REVIEW*

- A. If the Lakeland Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Lakeland Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Lakeland Housing Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Lakeland Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Lakeland Housing Authority's decision. The Lakeland Housing Authority must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

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

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

9.0 MANAGING THE WAITING LIST

9.1 OPENING AND CLOSING THE WAITING LIST

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

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

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

9.2 ORGANIZATION OF THE WAITING LIST

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

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any significant contact between the Lakeland Housing Authority and the applicant will be documented in the applicant file.

9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family reaches the top of the waiting list, and a unit becomes available, the family will be invited to an appointment to re-verify the information contained in their original application. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Lakeland Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

9.4 PURGING THE WAITING LIST

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

9.5 *REMOVAL OF APPLICANTS FROM THE WAITING LIST*

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

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

9.6 *MISSED APPOINTMENTS*

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

The Lakeland Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Lakeland Housing Authority will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.7 *NOTIFICATION OF NEGATIVE ACTIONS*

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

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

The Lakeland Housing Authority will select families based on the following preferences within each bedroom size category and based on our local housing needs and priorities:

Preferences will be weighted as follows:

Absence of a Felony Preference	150	points
Working Family Preference (see glossary)	50	points
Absence of a Misdemeanor Preference	5	points
Enrolled in School Preference (school age dependents)	1	point
Residency Preference (see glossary)	1	point
Voter Registration Preference	1	point
Victim of Domestic Violence Preference	1	point

Applicants are placed on the waiting list by bedroom size based on the number of points received from the above preferences. Applicants claiming a preference are considered to be priority applicants. Applicants not claiming a preference are considered to be a non-priority applicant. Families not claiming preferences will be notified by the Lakeland Housing Authority. Their names will be retained on the waiting list as non-priority applicants. Should their status change in regards to a preference, they should notify Lakeland Housing Authority immediately so that they may be added to the priority waiting list, if appropriate.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Buildings Designated as Elderly Only Housing: Cecil Gober Villas has been approved by HUD as being designated for elderly only. In filling vacancies in this development,

first priority will be given to elderly families. If there are no elderly families on the list, next priority will be given to the near-elderly. If there are no near-elderly, units will be offered to families who qualify for the appropriate bedroom size. Using these priorities, families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

10.2 ASSIGNMENT OF BEDROOM SIZES

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

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

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

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

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

- A. Children of the same sex will share a bedroom unless the size of the bedroom is less than 120 square feet.

- B. Children of the opposite sex, both under the age of 6, will share a bedroom unless the size of the bedroom is less than 120 square feet.
- C. Adults and children will not be required to share a bedroom.
- D. Foster adults and/or foster children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

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

10.3 SELECTION FROM THE WAITING LIST

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

If admissions of extremely low-income families to the Lakeland Housing Authority's voucher program during a fiscal year exceed the 75 % minimum targeting requirement

for the Lakeland Housing Authority's voucher program, such excess shall be credited (subject to the limitations in this paragraph) against the Lakeland Housing Authority's basic targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceeds the minimum voucher program targeting requirement shall not exceed the lower of:

- A. Ten % of public housing waiting list admissions during the Lakeland Housing Authority fiscal year;
- B. Ten % of waiting list admissions to the Lakeland Housing Authority's Section 8 tenant-based assistance program during the PHA fiscal year; or
- C. The number of qualifying low income families who commence occupancy during the fiscal year of Lakeland Housing Authority public housing units located in census tracts with a poverty rate of 30 % or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

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

10.4 DECONCENTRATION POLICY

It is the Lakeland Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Lakeland Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

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

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

10.6 OFFER OF A UNIT

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

The Lakeland Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Lakeland Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Lakeland Housing Authority will send the family a letter documenting the offer and the rejection.

10.7 REJECTION OF UNIT

If in making the offer to the family the Lakeland Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Lakeland Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

10.8 ACCEPTANCE OF UNIT

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

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

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

The family will pay a security deposit at the time of lease signing. The security deposit will be \$300 unless grand-fathered in to the previous \$100.

Each family is required to pay a \$300.00 security deposit. If the security deposit payment creates a hardship for the family, they may be allowed to establish a payment agreement, with the initial deposit being no less than \$50.00, and monthly payments of at least \$20 until the full amount is paid.

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

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

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

11.1 INCOME

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

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

If it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal or cyclic income), or the Lakeland Housing Authority believes that past income is the best available indicator of expected future income, the Lakeland Housing Authority may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

Annual income includes, but is not limited to:

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

- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance
 - 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - 2. Imputed welfare income
 - a. A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the Lakeland Housing Authority by the welfare agency) plus the total amount of other annual income.
 - b. At the request of the Lakeland Housing Authority, the welfare agency will inform the Lakeland Housing Authority in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the Lakeland Housing Authority of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Lakeland Housing Authority will use this information to determine the amount of imputed welfare income for a family.

- c. A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the Lakeland Housing Authority by the welfare agency).
- d. The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
- e. The Lakeland Housing Authority will not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.
- f. If a resident is not satisfied that the Lakeland Housing Authority has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the Lakeland Housing Authority denies the family's request to modify such amount, then the Lakeland Housing Authority shall give the resident written notice of such denial, with a brief explanation of the basis for the Lakeland Housing Authority's determination of the amount of imputed welfare income. The Lakeland Housing Authority's notice shall also state that if the resident does not agree with the determination, the resident may grieve the decision in accordance with our grievance policy. The resident is not required to pay an escrow deposit for the portion of the resident's rent attributable to the imputed welfare income in order to obtain a grievance hearing.
- g. Relations with welfare agencies
 - 1). The Lakeland Housing Authority will ask welfare agencies to inform it of any specified welfare benefits reduction for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the Lakeland Housing Authority written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.

- 2). The Lakeland Housing Authority is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Lakeland Housing Authority is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.
- 3). Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. The Lakeland Housing Authority shall rely on the welfare agency notice to the Lakeland Housing Authority of the welfare agency's determination of a specified welfare benefits reduction.

- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

11.2 ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

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

7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
11. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
 - a. Families whose income increases as a result of employment of a

family member who was previously unemployed for one or more years.

- b. Families whose income increases during the participation of a family member in any economic self-sufficiency or other job training program.
- c. Families who are or were, within 6 months, assisted under a State TANF or Welfare-to-Work program.

During the second cumulative 12-month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. 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;
- 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:

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

11.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. The sum of the following, to the extent the sum exceeds three % of annual income:
 - 1. Unreimbursed medical expenses of any elderly family or disabled family; and
 - 2. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.
- D. Reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income.

11.4 RECEIPT OF A LETTER OR NOTICE FROM HUD CONCERNING INCOME

- A. If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to the person responsible for income verification within thirty (30) days of receipt by the resident.
- B. The Public Housing Manager for the respective property shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication. This shall be done as promptly as possible.
- C. After the reconciliation is complete, the Lakeland Housing Authority shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the Lakeland Housing Authority shall do one of the following:
 - 1. Immediately collect the back rent due to the agency;
 - 2. Establish a repayment plan for the resident to pay the sum due to the agency;

3. Terminate the lease and evict for failure to report income; or
4. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

11.5 COOPERATING WITH WELFARE AGENCIES

The Lakeland Housing Authority will make its best efforts to enter into cooperation agreements with local welfare agencies under which the welfare agencies will agree:

- A. To target assistance, benefits and services to families receiving assistance in the public housing and Section 8 tenant-based assistance program to achieve self-sufficiency; and
- B. To provide written verification to the Lakeland Housing Authority concerning welfare benefits for families applying for or receiving assistance in our housing assistance programs.

12.0 VERIFICATION

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

12.1 ACCEPTABLE METHODS OF VERIFICATION

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

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Lakeland Housing Authority or automatically by another government agency, i.e., the Social Security Administration. Verification forms and reports received

will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e., name, date of contact, amount received, etc.

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

When neither third party verification nor hand-carried verification can be obtained, the Lakeland Housing Authority will accept a properly notarized statement signed by the head, spouse or co head. Such documents will be maintained in the file.

12.2 TYPES OF VERIFICATION

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

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
Childcare costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, Prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs

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

12.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible non-citizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show

proof of their status by such means as a birth certificate, military ID, or military DD 214 Form.

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

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

Family members who do not claim to be citizens, nationals, or eligible non-citizens must be listed on a statement of non-eligible members and the list must be signed by the head of the household.

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

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

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

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

If the Lakeland Housing Authority determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

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

If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The Lakeland Housing Authority will not require any individual who does not have a Social Security number to obtain a Social Security number.

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

If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

12.5 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

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

12.6 FREQUENCY OF OBTAINING VERIFICATION

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

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination.

Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 FAMILY CHOICE

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

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.
- C. Families have only one choice per year except for financial hardship cases. In order for families to make informed choices about their rent options, the Lakeland will provide them with the following information whenever they have to make rent decisions:
 - 1. The Lakeland Housing Authority's policies on switching types of rent in case of a financial hardship; and
 - 2. The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the Lakeland Housing Authority will provide the amount of income-based rent for the subsequent year only the year the Lakeland Housing Authority conducts an income reexamination or if the family specifically requests it and submits updated income information.

13.2 THE INCOME METHOD

The total tenant payment is equal to the highest of:

- A. 10% of the family's monthly income;
- B. 30% of the family's adjusted monthly income; or
- C. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage; or
- D. The minimum rent of \$25.

13.3 MINIMUM RENT

The Lakeland Housing Authority has set the minimum rent at \$25. If the family requests a hardship exemption, however, the Lakeland Housing Authority will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - 2. When the family would be evicted because it is unable to pay the minimum rent;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - 4. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the beginning of the suspension of the minimum rent. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

13.4 THE FLAT RENT

The Lakeland Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The Lakeland Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

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

There is no utility allowance for families paying a flat rent.

13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

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

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and

- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

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

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

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

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Lakeland Housing Authority. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

13.6 UTILITY ALLOWANCE

The Lakeland Housing Authority shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Lakeland Housing Authority will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will

be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's income rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Lakeland Housing Authority. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

For Lakeland Housing Authority paid utilities, the Lakeland Housing Authority will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the Lakeland Housing Authority will be billed to the tenant monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

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

13.7 RENT PAYMENTS

A. General

1. Rent is due on or before the first (1st) of each month and shall be deemed delinquent if not received by the Lakeland Housing Authority before the end of the business day on the seventh (7th). Rent shall be paid at the management office on or before the end of the next successive business day if the seventh (7th) day of the month falls on a Saturday, Sunday or legal Holiday recognized by Lakeland Housing Authority.
2. A delinquent charge in the amount of \$25.00 will be added to the monthly rental payment for any rent paid after the seventh (7th) business day of the month.
3. A 14-Day Notice of Termination may be served on the tenant on the eighth (8th) day of the month (or next successive business day if the eighth (8th) day falls on a Saturday, Sunday, or legal holiday. If rent is not paid within the fourteen (14) days, the Lakeland Housing Authority will file in court for all monies due and for possession the unit. No rent will be accepted after

expiration of the 14-day period. Should the Lakeland Housing Authority wish to settle the suit out of court, the resident payment shall include all past due rent, late fees, and other reasonable costs associated with the filing of the eviction.

4. The Lakeland Housing Authority shall not accept partial payment of rent, except in such instances where the Lakeland Housing Authority has agreed to accept such partial payments in a written agreement entered into by the residents and an authorized representative of the Lakeland Housing Authority. If an action for lease termination or eviction is commenced against the resident twice during any twelve (12) month period, the Lakeland Housing Authority reserves the right to consider such factor in any request for an agreement with the Lakeland Housing Authority to accept partial payment of rent.
5. If a family pays rent late four (4) times in a twelve (12) month period, their lease may be terminated for chronic rent delinquency.
6. A \$20.00 NSF fee will be charged for any personal check that is not honored by the bank for payment. If a resident has one non-sufficient fund check, personal checks will no longer be accepted and all monies must be paid with a guaranteed check such as a money order, or cashier's check.

B. Payments After the Delinquency Date

The family may enter into a written agreement with the Lakeland Housing Authority or the court to pay back all outstanding indebtedness and charges, including court fees, administrative fees; excess utility charges; and/or maintenance repair, or service charges necessary as a result of damages to the dwelling, buildings facilities, and /or other areas of the Lakeland Housing Authority's property caused by Resident, members of Resident's household, or guests retro-rent, plus incurred charges. The option to enter into an agreement shall be solely at the discretion of the Lakeland Housing Authority considering past rental history and lease violations. Any such agreement must provide for a quick payout of debt, not to exceed twelve (12) months for the total payment. Should the family fail to make payments in accordance with the terms of the agreement to repay, the Lakeland Housing Authority shall serve a notice to vacate to the family. Should the Lakeland Housing Authority be required to enforce the terms of the lease agreement through legal action, all related court costs, attorney fees, plus any outstanding indebtedness, will be included in the judgment.

C. Retroactive Rent Charges

Retroactive Rent Charges will be due and payable within 7 days of written notice unless arrangements are made prior to this date to make installment payments.

Normally retroactive rent installment payments must be computed not to exceed a three (3) month payoff. If the amounts are large and the tenant will not be able to pay off the retro rent charge within three (3) months a repayment schedule may be established allowing a longer period upon approval of the Executive Director or his/ her designee considering past rental history and lease violations.

D. Vacated Tenants With Balances

Vacated tenants will have seven (7) days from the date of the statement of monies owed to the Lakeland Housing Authority to pay the account or make arrangements for payment. Accounts will be reported to the Credit Bureau and collection action will be taken after the expiration of this time period.

E. Fourteen (14) Day Notice

The Housing Authority shall not accept rental payment after the fourteen (14) day notice has expired unless a written agreement has been executed between the Lakeland Housing Authority and the resident.

F. Terms and Conditions of Payment of Security Deposits

Prior to lease signing , the Authority must receive a minimum of \$50 dollars toward the \$300 security deposit.. Where the family moves in on other than the first of the month, the rent will be pro- rated for that month but the minimum security deposit will be due at time of lease execution.

The Lakeland Housing Authority will allow the keeping of pets in accordance with the Authority's Pet Policy (Section 18) and upon execution of the Pet Lease Addendum. A condition of pet ownership is the payment of a pet deposit for all dogs and cats in the amount of \$300 per dog or cat.

G. Terms and Conditions of Other Charges in Addition to Rent

The resident agrees to pay for all repairs made to the unit due to resident damage or neglect. The resident must pay such charges by the first (1st) day of the month following the receipt of billing by the Lakeland Housing Authority. Such charges will be made based on actual cost of labor and materials as determined by the Lakeland Housing Authority.

In the event of damages discovered at move-out, the family's security deposit will be reduced by the amount necessary to execute repairs above "normal wear and tear". Any remaining balance will be refunded to the resident under the following conditions:

1. The resident leaves a forwarding address or makes arrangements to pick upon the deposit in person;
2. The resident owes no other charges, late fees on rental payments, etc.;
3. The remaining balance will be paid within thirty (30) days of move-out.

14.0 CONTINUED OCCUPANCY REQUIREMENTS

In order to remain eligible for continued occupancy in the Lakeland Housing Authority communities, residents:

- A. Must qualify as a family as defined by federal requirements and this policy.
- B. Must conform to the Occupancy Standard established for lower income housing.
- C. Must demonstrate an ability to meet financial obligations, especially rent, and other charges, is satisfactory.
- D. Must not have any family members who have a record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history which may be reasonably expected to adversely affect:
 1. The health, safety, or welfare of other residents
 2. The peaceful enjoyment of the neighborhood by other residents
 3. The physical condition and fiscal stability of the neighborhood
- E. Must not have record of unsanitary or hazardous housekeeping. This includes the creation of fire hazard through acts such as the hoarding of rags and papers; damage to premises and equipment, if it is established that the family is responsible for the condition; affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, a decision as to the eligibility shall be reached after a referral with the Executive Director or his designee. This category does not include families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
- F. Must not have been involved in drug related or any activity which may be reasonably expected to adversely affect:
 1. The health, safety, or welfare of other residents

2. The peaceful enjoyment of the neighborhood by other residents
 3. The physical condition and fiscal stability of the neighborhood
- G. Must continue to occupy to the apartment on a full time basis. Ownership or occupancy of another dwelling unit or failure to occupy the unit for a period greater than thirty days shall be grounds for termination of the lease.
- H. Must be able, with the aide of such assistance as is actually available to the family, physically and mentally able to care for themselves and their apartment and to discharge all lease obligations. Upon request of the Housing Authority, the applicant/resident must provide the Housing Authority with a letter from a doctor stating that they are capable of caring for themselves and their apartment. Remaining members of a resident of a family may be permitted to remain in occupancy provided that the Authority, in its sole judgement, determines that the remaining person(s) is (are):
1. Otherwise eligible for Continued Occupancy, and
 2. Capable of carrying out all lease obligations, including but not limited to rent payment, care of the apartment, and proper conduct, and
 3. Willing to assume all lease obligation, including but not limited to rent payments, under the lease, and
 4. Legally competent to execute a lease obligations of prior leaseholder, including all payments under the lease, and
 5. Eligible emancipated minor or minors otherwise competent to execute a lease, such as a minor providing his or her own necessities when the parents fail or refuse to do so.
- I. In order to remain eligible for continued occupancy, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizens/Eligible Immigration requirements the status of each member of the family is considered “individually before the family’s status is defined.

1. Mixed Families: A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called “mixed”. Such families will be given notice that their assistance will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

2. No eligible members: Families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.
3. Non-citizen students: Defined by HUD in the non- citizen regulations are not eligible for assistance.

14.1 COMMUNITY SERVICE - GENERAL

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

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

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

14.3 NOTIFICATION OF THE REQUIREMENT

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

The Lakeland Housing Authority shall notify all such family members of the community

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

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

14.4 VOLUNTEER OPPORTUNITIES

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

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

The Lakeland Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Lakeland Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.5 THE PROCESS

Upon admission or at the first annual reexamination on or after January 1, 2001, and each annual reexamination thereafter, the Lakeland Housing Authority will do the following:

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

- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Lakeland Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

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

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

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

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

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

14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

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

14.9 *TERMINATION OF THE DWELLING LEASE*

The management shall not terminate or refuse to renew a Lease Agreement other than for serious or repeated violation of terms of the lease, violation of applicable federal, state, or local law or other good cause. The dwelling lease shall be terminated by management in accordance with applicable HUD Regulations.

Good cause as used in this Section means serious or repeated violation of material terms of the lease such as failure to make payments due under the lease or to fulfill the Resident obligations set forth in lease.

Management may terminate the lease for any activity by any household member, on or off the premises, that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Lakeland Housing Authority.

Management may terminate the lease for any drug-related criminal activity on or off of the premises of the Authority.

The term drug-related criminal activity”, for the purpose of this policy, means the illegal manufacture, sale, distribution, use or possession with intent to sell, distribute, or use a controlled substance.

The Lakeland Housing Authority reserves the right to terminate the tenancy for criminal activity before or after conviction of the crime.

Management may terminate the lease for any alcohol abuse which management determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Management may terminate the lease for lying about material facts in any written Authority statements.

Management may terminate lease for damage or destruction of Authority property.

Management may terminate the lease for making or keeping a threat to the health or safety of other residents or Authority employees.

Management may terminate the lease for failure to pay resident purchased utilities.

Management may terminate the lease for allowing unauthorized guest to remain in the household for more than fourteen days (14) consecutive days and/ or more than thirty (30) days per calendar year. The Lakeland Housing Authority management may approve extenuating circumstances such as temporary live-in aide. In addition, the Lakeland Housing Authority will terminate the lease of any resident whose address has been used by an individual other than a member of the household as their address (e.g. drivers license, job application, etc.).

Procedure for termination of the Lease shall be as follows:

All residents of the Housing Authority of the City of Lakeland are expected to comply with the entire lease agreement. The lease may be terminated by the Authority at any time by the giving of written notice to terminate lease:

No less than a seven (7) day notice for termination shall be given in cases of health or safety hazard yment of the Lakeland Housing Authority public housing premises by other residents; or any drug-related activity cannot be grieved.

15.0 RECERTIFICATIONS

At least annually, the Lakeland Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

15.1 GENERAL

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

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

15.2 MISSED APPOINTMENTS

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

15.3 FLAT RENTS

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

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the income amount.
- B. The amount of the flat rent.
- C. A fact sheet about income rents that explains the types of income counted, the most common types of income excluded, and the categories of allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.
- F. The dates upon which the Lakeland Housing Authority expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, Lakeland Housing Authority will send a reexamination letter to the family offering the choice between a flat or an income rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Lakeland Housing Authority may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Lakeland Housing Authority representative, they may make the selection on the form and return the form to the Lakeland Housing Authority. In such case, the Lakeland Housing Authority will cancel the appointment.

15.4 THE INCOME METHOD

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

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

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income;
- C. The welfare rent; or
- D. The minimum rent.

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

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

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

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

15.6 INTERIM REEXAMINATIONS

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

Families will be required to report any increase in income or decrease in allowable expenses between annual reexaminations. Only those increases greater than \$250.00 per month will result in a recalculation of the rent.

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

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Lakeland Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Lakeland Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

15.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, the Lakeland Housing Authority may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

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

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

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

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

16.0 UNIT TRANSFERS

16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

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

16.2 CATEGORIES OF TRANSFERS

Category A: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health

condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

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

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

16.3 DOCUMENTATION

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

16.4 INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

Families living in multifamily developments have the opportunity to transfer to scattered-site housing. Families approved for such transfers will meet the following eligibility criteria:

- A. Have been a tenant for three years;
- B. For a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least thirty-five (35) hours per week, the adult family members are 62 years of age or older or are disabled or are the primary care givers to others with disabilities;
- C. Adult members who are required to perform community service have been current in these responsibilities since the inception of the requirement or for one year whichever is less;
- D. The family is current in the payment of all charges owed to the Lakeland Housing Authority and has not paid late rent for at least one year;
- E. The family passes a current housekeeping inspection and does not have any

record of housekeeping problems during the last year;

- F. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, by engaging in criminal or drug-related activity, or by threatening the health or safety of tenants or Housing Authority staff;
- G. Participates in a series of classes conducted by the Lakeland Housing Authority on basic home and yard care.

16.5 PROCESSING TRANSFERS

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

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

Transfers in category C will be housed along with applicants for admission at a ratio of one transfer for every seven admissions.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

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

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Lakeland Housing Authority and the family rejects two offers without good cause, the Lakeland Housing Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Lakeland Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list

and will not otherwise be penalized.

- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

16.6 COST OF THE FAMILY'S MOVE

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

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

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

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

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

16.7 TENANTS IN GOOD STANDING

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

16.8 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Lakeland Housing Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Lakeland Housing Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

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

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

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

16.9 RIGHT OF THE LAKELAND HOUSING AUTHORITY IN TRANSFER POLICY

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

17.0 INSPECTIONS

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

17.1 MOVE-IN INSPECTIONS

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

17.2 ANNUAL INSPECTIONS

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

17.3 PREVENTATIVE MAINTENANCE INSPECTIONS

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

17.4 SPECIAL INSPECTIONS

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

17.5 HOUSEKEEPING INSPECTIONS

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

17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections, the Lakeland Housing Authority will give the tenant at least two (2) days written notice.

17.7 EMERGENCY INSPECTIONS

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

17.8 PRE-MOVE-OUT INSPECTIONS

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

17.9 MOVE-OUT INSPECTIONS

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

18.0 PET POLICY

18.1 EXCLUSIONS

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

18.2 PETS IN PUBLIC HOUSING

The Lakeland Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Lakeland Housing Authority harmless from any claims caused by an action or inaction of the pet. No pets are ever allowed on Lakeland Housing Authority property without the prior approval of the Housing Authority.

18.3 APPROVAL

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

18.4 TYPES AND NUMBER OF PETS

The Lakeland Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

A resident may have only one eligible four-legged pet in the unit. In addition, the resident may have other non-four-legged pets according to the schedule set forth below.

Unit Size	Pets
Zero Bedroom	1
One Bedroom	1
Two Bedrooms	1
Three Bedrooms	2
Four or More Bedrooms	2

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

No animal may exceed twenty (20) pounds in weight projected to full adult size.

18.5 INOCULATIONS

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Lakeland Housing Authority to attest to the inoculations.

18.6 PET DEPOSIT

A pet deposit of \$300 is required at the time of registering a non-caged or tanked pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for each pet.

18.7 FINANCIAL OBLIGATION OF RESIDENTS

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

18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY

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

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

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

18.9 DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if the Lakeland designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms, lobby, beauty shop, hallways or office in any of our sites.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s)/(building(s)). This shall be implemented based on demand for this service.

18.10 MISCELLANEOUS RULES

Pets may not be left unattended in a dwelling unit for over 12 hours. If the pet is left unattended and no arrangements have been made for its care, the HA will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

18.11 REMOVAL OF PETS

The Lakeland Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Lakeland Housing Authority has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

19.0 REPAYMENT AGREEMENTS

When a resident owes the Lakeland Housing Authority back charges and is unable to pay the balance by the due date, the resident may request that the Lakeland Housing Authority allow them to enter into a Repayment Agreement. The Lakeland Housing Authority has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period agreed to by both the Lakeland Housing Authority and resident. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures and other legal remedies.

Note: If the housing authority has a minimum rent greater than \$0, they must allow for repayment agreements for those tenants whose rental amount is the minimum rent and who have had their rent abated for a temporary period.

20.0 TERMINATION

20.1 *TERMINATION BY TENANT*

The tenant may terminate the lease at any time upon submitting a 14-day written notice. If the tenant vacates prior to the end of the fourteen (14) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

20.2 *TERMINATION BY THE HOUSING AUTHORITY*

Twelve months after the Lakeland Housing Authority has implemented the mandated Community Service Requirement, it will not renew the lease of any non-exempt family that is not in compliance with the Community Service Requirement or approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

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

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;

- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the Lakeland Housing Authority;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and
- M. Other good cause.

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

20.3 ABANDONMENT

The Lakeland Housing AuthorityLakeland Housing Authority may take possession of the dwelling after resident has moved out. In the absence of actual knowledge of abandonment, it shall be presumed that resident has abandoned the dwelling if resident is absent from the dwelling for a period of fifteen (15) days, the rent is not current, and the resident has not notified Lakeland Housing AuthorityLakeland Housing Authority in writing in advance of an intended absence, or otherwise as provided in this Agreement. The following criteria will be used in determining if the unit has been abandoned:

- A. Some or all of utilities have been turned off;
- B. A dramatic reduction in utility/electric bills;
- C. Repeated failure to contact the resident;
- D. Incarceration or sentencing of the head of household for more than 30 days;
- E. No personal possessions remaining in the apartment.

The Authority will attempt to notify the next of kin as identified on the participant family's application and will post a fifteen (15) day notice at the abandoned unit. The fifteen (15) day notice shall inform the participant family of the Authority's intention to terminate the lease and related actions. If the participant family does not respond to the notice within five days, the family's lease will be terminated and the Authority will enter the unit to remove any remaining personal possessions. Lakeland Housing AuthorityLakeland Housing Authority may remove and dispose of any personal property, left in resident's

dwelling or elsewhere on Lakeland Housing Authority property, as provided in Chapter 83, Part II, Florida Statutes, as may be amended, after resident has abandoned the dwelling, with the reasonable cost of any storage, removal and/or disposal charged to resident or assessed against resident's security deposit, unless in Lakeland Housing Authority's sole discretion, it is determined that documentable conditions existed which prevented resident from occupying the dwelling.

20.4 RETURN OF SECURITY DEPOSIT

After a family moves out, the Lakeland Housing Authority will return the security deposit within fourteen (14) days or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

The Lakeland Housing Authority will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within fourteen (14) days.

21.0 FRAUD

If Lakeland Housing Authority has reason to believe that a family may have (or had before participating in the public housing programs) committed fraud, bribery, or other corrupt or criminal acts the Lakeland Housing Authority will take action to determine whether there has been program abuse. Lakeland Housing Authority may investigate suspected cases of fraud through SWICA, criminal background checks and/ or other methods of investigation. Once Lakeland Housing Authority determines that fraud has occurred and decides to terminate the lease due to fraud, Lakeland Housing Authority will provide the family with notice to vacate and complaint for eviction. Lakeland Housing Authority may require repayment by the family. Further, the Lakeland Housing Authority may take the case to local or state prosecutors for investigation and possible criminal prosecution.

The Authority considers the misrepresentation of income and family circumstances to be a serious lease and policy violation as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

- A. An applicant family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.
- B. If any examination of the tenant's file discloses that the tenant made any misrepresentation or provided false documentation (at the time of admission or any previous reexamination date) which resulted in his/ her being classified as eligible when

in fact he /she was ineligible, the tenant may be required to vacate the apartment even though he/she may be currently eligible.

- C. A tenant family who has made misrepresentation or provided false documentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance.
- D. If it is found that the tenant's misrepresentations resulted in his/ her paying a lower Tenant Rent than he/ she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the tenant remains in occupancy, but failure to pay under terms established by the Authority shall always result in immediate termination of the lease and the filing of the claim in Civil Court.. The Authority reserves the right to demand full payment within seven days.
- E. The Authority shall report apparent cases of tenant or applicant fraud to the appropriate government agency. It shall be the policy of the Lakeland Housing Authority to press state or Federal authorities for prosecution of unreported income cases which, in the Authority's judgment, appear to constitute willful and deliberate misrepresentation.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and childcare expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

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

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Assistance applicant: A family or individual that seeks admission to the public housing program.

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Childcare Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Community service: The performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Covered Families: Families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Economic self-sufficiency program: Any program designed to encourage, assist, train or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the income method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Full-Time Student: A person who is attending school or vocational training on a full-time basis.

Good Standing: A resident is in good standing if:

- A. the resident has a positive rental history as determined by management;
- B. the resident has no unresolved lease violations;
- C. all utilities are turned on;
- D. the resident's history of written complaints or disturbances are minimal as determined by management;
- E. the resident has a history of satisfactory housekeeping as evidenced by HQS and housekeeping inspections.

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

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.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Income Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the income method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low family incomes.

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

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(b))

Mixed population development: A public housing development, or portion of a development, that was reserved for elderly and disabled families at its inception (and has retained that

character). If the development was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units in the development (or portion of development) to elderly families and disabled families. These developments were formerly known as elderly projects.

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Participant: A family or individual that is assisted by the public housing program.

Person with Disabilities: A person who:

- A. Has a disability as defined in 42 U.S.C. 423
- B. Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - 1. Is expected to be of long-continued and indefinite duration;
 - 2. Substantially impedes his or her ability to live independently; and
 - 3. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions.
- C. Has a developmental disability as defined in 42 U.S.C. 6001.

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence.

Previously unemployed: This includes a person who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

Processing Entity: The person or entity that is responsible for making eligibility and related determinations and an income reexamination. In the Section 8 and public housing programs, the processing entity is the responsibility entity.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

Public Housing: Housing assisted under the 1937 Act, other than under Section 8. Public housing includes dwelling units in a mixed-finance project that are assisted by a PHA with capital or operating funds.

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in

the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left.

Residency Preference: A family or individual who is a resident of Polk County or whose head, spouse, or family member works or has been hired to work in the Lakeland Housing Authority jurisdiction defined as inside Polk County will receive a Residency Preference. There is no time limit on how long the applicant has to have lived, resided, or worked in Polk County to receive this preference.

Responsible Entity:

- A. For the public housing program, the Section 8 tenant-based assistance program (24 CFR 982), and the Section 8 project-based certificate or voucher program (24 CFR 983), and the Section 8 moderate rehabilitation program (24 CFR 882), responsible entity means the PHA administering the program under an ACC with HUD;
- B. For all other Section 8 programs, responsible entity means the Section 8 project owner.

Self-Declaration: A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

Specified Welfare Benefit Reduction:

- A. 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.

- B. "Specified welfare benefit reduction" does not include a reduction or termination of welfare benefits by the welfare agency:
1. at the expiration of a lifetime or other time limit on the payment of welfare benefits;
 2. 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
 3. because a family member has not complied with other welfare agency requirements.

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing 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(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :
 - a. 30% of the family's monthly adjusted income;
 - b. 10% of the family's monthly income; or

- c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: 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. (24 CFR 5.603)

Very Low-Income Families: Families whose incomes do not exceed 50% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50% of the median for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another. Violent Crimes shall be defined as including, but not necessarily being limited to, arson, battery, aggravated battery, sexual battery, rape, robbery, kidnapping, domestic violence, child abuse, aggravated child abuse, abuse of an elderly person or disabled adult, aggravated abuse of an elderly person or disabled adult, assault, sexual assault, aggravated assault, murder, manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated

manslaughter of a child, unlawful throwing, placing or discharging of a destructive device or bomb, armed burglary, aggravated stalking or any other violent act considered as criminal, whether misdemeanor or felony, pursuant to the applicable laws in effect at the time.

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

Working Family Preference: A working family is defined as a family whose head or spouse is employed on a regular basis for a minimum of 30 hours per week. This also includes families who are engaged in self-sufficiency activities such as secondary, vocational, or employment training such as on the job training. Remedial education is not considered as vocational training.

Threshold limits to meet this definition are employment of three (3) months consecutively or currently employed and having been employed nine months of the last twelve (12) months. For families in training, the qualifying adult(s) must be enrolled in a full-time training program for three (3) months as defined by the school or training agency.

Elderly and disabled individuals and families will receive this preference if they meet the definition of elderly or handicapped/disabled as defined in this policy.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWRA	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	260,000			
3	1408 Management Improvements	49,000			
4	1410 Administration	140,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	74,500			
8	1440 Site Acquisition				
9	1450 Site Improvement	104,000			
10	1460 Dwelling Structures	501,500			
11	1465.1 Dwelling Equipment— Nonexpendable	12,000			
12	1470 Nondwelling Structures	15,000			
13	1475 Nondwelling Equipment	50,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000			
18	1499 Development Activities	10,000			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lakeland Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	79,000			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,300,000			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	15,000			
24	Amount of line 21 Related to Security – Soft Costs	12,500			
25	Amount of Line 21 Related to Security – Hard Costs	10,000			
26	Amount of line 21 Related to Energy Conservation Measures	302,000			

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations							
	- Operating Subsidy	1406	20%	260,000				
	Total 1406			260,000				
PHA-Wide	Management Improvements							
	- Develop and Update Agency Plan	1408	Lump Sum	10,000				
	- Develop Resident Initiatives	1408	Lump Sum	4,000				
	- Computer Software	1408	Lump Sum	10,000				
	- Grant Writing	1408	Lump Sum	15,000				
	- Security Camera System	1408	Lump Sum	10,000				
	Total 1408			49,000				
PHA – Wide	Administration							
	- Facilities Director – 50%, Operations Support Assoc. – 100%, Purchasing Agent – 35%	1410	Lump Sum	61,880				
	- Employee Benefits	1410	Lump Sum	19,600				

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

Part II: Supporting Pages

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	- Proration of Admin Support	1410	Lump Sum	58,520				
	Total 1410			140,000				
PHA-Wide	Fees and Costs							
	- Clerk-of-the-Works Salary	1410	Lump Sum	39,000				
	- Security Camera Maintenance Contract	1410	Lump Sum	12,500				
	- A/E Fees	1410	Lump Sum	18,500				
	- Sundry Planning and In-house Design	1410	Lump Sum	4,500				
	Total 1410			74,500				
PHA-Wide	Site Improvements							
	- Tree Trimming	1450	Lump Sum	1,000				
	- Sidewalk Repairs	1450	Lump Sum	15,000				
	- Erosion Control	1450	Lump Sum	6,000				
	- Fencing	1450	Lump Sum	5,000				
	- Reseal/Paving Repair	1450	Lump Sum	15,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	- Drainage Repair/Gutters	1450	Lump Sum	10,000				
	- Landscaping	1450	Lump Sum	1,000				
	- Signage	1450	Lump Sum	1,000				
	- Add Parking Central	1450	Lump Sum	5,000				
FL11-4 Westlake Addition.	- Playground Equipment/ Basketball Court	1450	Lump Sum	5,000				
FL11-5 Lakeview Gardens	- Common Area Lighting	1450	Lump Sum	5,000				
	- Common Area Irrigation/Wells	1450	Lump Sum	5,000				
FL11-6 Cecil Gober & John Wright	- Playground Improvements (Forced account labor)	1450	Lump Sum	5,000				
	- Water Line Replacement and Individual Meters (Forced account labor)	1450	Lump Sum	10,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL11-7 Paul Colton & Bonnet Shores	- Water Line Replacement and Individual Meters (Forced account labor)	1450	Lump Sum	10,000				
	- Playground Improvements (Forced account labor)	1450	Lump Sum	5,000				
	Total 1450			104,000				
PHA-Wide	Dwelling Structures							
	- Exterior Painting	1460	Lump Sum	10,000				
	- Pressure Washing	1460	Lump Sum	1,000				
	- Exterior/ Screen Doors	1460	Lump Sum	1,000				
	- Security Window Screens	1460	Lump Sum	1,000				
	- Exterior Masonry Repairs	1460	Lump Sum	1,000				
	- Soffet, Fascia, & Gable Repairs	1460	Lump Sum	1,000				
	- Energy Conservation	1460	Lump Sum	10,000				
FL11-2 Westlake	- Comprehensive Modernization to include – mildew control, central HVAC, dryer/vent/wiring, and range vent hoods	1460	Lump Sum	10,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
FL11-5 Lakeview Garden	- Comprehensive Modernization to include interior and exterior renovations	1460	Lump Sum	5,000				
FL11-6 Cecil Gober & John Wright	- Comprehensive Modernization to include utility doors, exterior windows, kitchen and bath modernization, water supply line replacement, emergency call system, dryer vents, central HVAC, interior doors and attic insulation (Forced account labor)	1460	Lump Sum	163,500				
FL11-7 Paul Colton & Bonnet Shores	- Comprehensive Modernization to include utility doors, exterior windows, kitchen and bath modernization, water supply line replacement, emergency call system, dryer vents, central HVAC, attic insulation, gutters and downspouts, and interior doors (Forced account labor)	1460	Lump Sum	288,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Total 1460			450,000				
1465.1	Dwelling Equipment							
PHA-Wide	- Appliance Replacement	1465.1	Lump Sum	12,000				
	Total 1465.1			12,000				
1470	Non-Dwelling Structures							
PHA-Wide	- Renovation of Community Buildings	1470	Lump Sum	15,000				
	Total 1470			15,000				
1475	Non-Dwelling Equipment							
PHA-Wide	- Replace Office furniture and equipment	1475	Lump Sum	10,000				
	- Common Area furniture and fixtures	1475	Lump Sum	5,000				
	Purchase site-based maintenance vehicles	1475	2	14,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P01150202 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replacement Equipment including handtruck, floor buffers, wet vacs, spray paint equip., chain saws, backpack sprayers, hvac recovery equip., and drywall spray texture machine)	1475	Lump Sum	6,000				
	Replacement diesel "Dixie Chopper" mower	1475	Lump Sum	13,000				
	Replacement double axle trailer	1475	Lump Sum	2,000				
	Total 1475			50,000				
1495.1	Relocation Costs							
	- Relocation	1495.1	Lump Sum	5,000				
	Total 1495.1			5000				
1498	Mod Used for Development							
	- Development	1498	Lump Sum	10,000				
	Total 1498			10,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program No: FL29P01150202 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
1406	12/03			6/05				
1408	12/03			6/05				
1410	12/03			6/05				
1430	12/03			6/05				
1450	12/03			6/05				
1460	12/03			6/05				
1465.1	12/03			6/05				
1470	12/03			6/05				
1475	12/03			6/05				
1495.1	12/03			6/05				
1499	12/03			6/05				
1502	12/03			6/05				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Lakeland Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006
	Annual Statement				
PHA-Wide		498,000	518,000	508,000	491,670
FL11-2 Westlake		83,000	83,000	83,000	83,000
FL11-4 Westlake Addition		7,000	7,000	7,000	7,000
FL11-5 Lakeview Gardens		7,000	7,000	7,000	7,000
FL11-6 Cecil Gober & John Wright		110,000	110,000	110,000	110,000
FL11-7 Paul Colton & Bonnet Shores		110,000	110,000	110,000	110,000
CFP Funds Listed for 5-year planning		815,000	835,000	825,000	808,670
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY:			Activities for Year: <u>3</u> FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-Wide	Operating Subsidy	163,000	PHA-Wide	Operating Subsidy	167,000
Annual Statement		Management Improvements			Management Improvements	
		- Agency Plan	10,000		- Agency Plan	10,000
		- Resident Initiatives	4,000		- Resident Initiatives	4,000
		- Computer Software	10,000		- Computer Software	10,000
		-Grant Writing	25,000		-Grant Writing	25,000
		-Security Camera System	10,000		-Security Camera System	10,000
		Total Management Improvements	59,000		Total Management Improvements	59,000
		Administration	147,000		Administration	154,350
		Fees and Costs			Fees and Costs	
		- Clerk of the Works	35,000		- Clerk of the Works	35,000
		- Security Camera Maintenance Contract	12,500		- Security Camera Maintenance Contract	12,500
		A/E Fees	18,500		A/E Fees	18,500
		Sundry Planning	4,500		Sundry Planning	4,500
		Total Fees and Costs	70,500		Total Fees and Costs	70,500
		Total CFP Estimated Cost	\$			\$

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : <u> 2 </u> FFY Grant: PHA FY:			Activities for Year: <u> 3 </u> FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Site Improvements			Site Improvements	
PHA-Wide	Tree Trimming, Sidewalk Repairs, Erosion Control, and Paving	33,000	PHA-Wide	Tree Trimming, Sidewalk Repairs, Erosion Control, and Paving	33,000
FL11-6 Cecil Gober & John Wright	Water Line Replacement and Meters	10,000	FL11-6 Cecil Gober & John Wright	Water Line Replacement and Meters	10,000
FL11-7 Paul Colton & Bonnet Shores	Water Line Replacement and Meters	10,000	FL11-7 Paul Colton & Bonnet Shores	Water Line Replacement and Meters	10,000
	Total Site Improvements	53,000		Total Site Improvements	53,000
	Dwelling Structures			Dwelling Structures	
FL11-2 Westlake Apartments	Comprehensive Modernization – interior and exterior renovations	83,000	FL11-2 Westlake Apartments	Comprehensive Modernization – interior and exterior renovations	83,000
FL11-4 Westlake Addition	Selective Modernization	7,000	FL11-4 Westlake Addition	Selective Modernization	7,000
FL11-5 Lakeview Gardens	Selective Modernization	7,000	FL11-5 Lakeview Gardens	Selective Modernization	7,000

FL11-6 Cecil Gober & John Wright	Comprehensive Modernization – interior and exterior renovations	100,000	FL11-6 Cecil Gober & John Wright	Comprehensive Modernization – interior and exterior renovations	100,000
FL11-7 Paul Colton & Bonnet Shores	Comprehensive Modernization – interior and exterior renovations	100,000	FL11-7 Paul Colton & Bonnet Shores	Comprehensive Modernization – interior and exterior renovations	100,000
	Total Dwelling Structures	297,000		Total Dwelling Structures	297,000
PHA-Wide	Contingency	25,500	PHA-Wide	Contingency	34,150
Total CFP Estimated Cost		\$815,000			\$835,000

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: PHA FY:			Activities for Year: <u>5</u> FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-Wide	Operating Subsidy	165,000	PHA-Wide	Operating Subsidy	159,000
Annual		Management Improvements			Management Improvements	
Statement		- Agency Plan	10,000		- Agency Plan	10,000
		- Resident Initiatives	4,000		- Resident Initiatives	4,000
		- Computer Software	10,000		- Computer Software	10,000
		-Grant Writing	25,000		-Grant Writing	25,000
		-Security Camera System	10,000		-Security Camera System	10,000
		Total Management Improvements	59,000		Total Management Improvements	59,000
		Administration	162,067		Administration	170,170
		Fees and Costs			Fees and Costs	
		- Clerk of the Works	35,000		- Clerk of the Works	35,000
		- Security Camera Maintenance Contract	12,500		- Security Camera Maintenance Contract	12,500
		A/E Fees	18,500		A/E Fees	18,500
		Sundry Planning	4,500		Sundry Planning	4,500
		Total Fees and Costs	70,500		Total Fees and Costs	70,500
		Total CFP Estimated Cost	\$			\$

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : <u> 4 </u> FFY Grant: PHA FY:			Activities for Year: <u> 5 </u> FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Site Improvements			Site Improvements	
PHA-Wide	Tree Trimming, Sidewalk Repairs, Erosion Control, and Paving	33,000	PHA-Wide	Tree Trimming, Sidewalk Repairs, Erosion Control, and Paving	33,000
FL11-6 Cecil Gober & John Wright	Water Line Replacement and Meters	10,000	FL11-6 Cecil Gober & John Wright	Water Line Replacement and Meters	10,000
FL11-7 Paul Colton & Bonnet Shores	Water Line Replacement and Meters	10,000	FL11-7 Paul Colton & Bonnet Shores	Water Line Replacement and Meters	10,000
	Total Site Improvements	53,000		Total Site Improvements	53,000
	Dwelling Structures			Dwelling Structures	
FL11-2 Westlake Apartments	Comprehensive Modernization – interior and exterior renovations	83,000	FL11-2 Westlake Apartments	Comprehensive Modernization – interior and exterior renovations	83,000
FL11-4 Westlake Addition	Selective Modernization	7,000	FL11-4 Westlake Addition	Selective Modernization	7,000
FL11-5 Lakeview Gardens	Selective Modernization	7,000	FL11-5 Lakeview Gardens	Selective Modernization	7,000

FL11-6 Cecil Gober & John Wright	Comprehensive Modernization – interior and exterior renovations	100,000	FL11-6 Cecil Gober & John Wright	Comprehensive Modernization – interior and exterior renovations	100,000
FL11-7 Paul Colton & Bonnet Shores	Comprehensive Modernization – interior and exterior renovations	100,000	FL11-7 Paul Colton & Bonnet Shores	Comprehensive Modernization – interior and exterior renovations	100,000
	Total Dwelling Structures	297,000		Total Dwelling Structures	297,000
	Contingency	18,433			
	Total CFP Estimated Cost	\$825,000			\$808,670

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$183,777

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

C. FFY in which funding is requested 2002

D. Executive Summary of Annual PHDEP Plan

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

To best describe the quality of our plan in the public housing developments, we are dividing it into three (3) components.

Component 1: Law enforcement to include security and protective services through our COPS program.

Component 2: Investigative housing authority services to monitor reported lease violations, illegal borders, unreported income and other neighborhood concerns.

Component 3: Community and youth development to include crime prevention, drug prevention, educational enhancement technology and after-school tutoring..

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Westlake Homes/ Westlake Addition	120	280
John Wright Homes	20	74
Cecil Gober Villas	37	37
Paul Colton Villas	72	194
Bonnet Shores	75	216
Dakota Park	20	80

F. Duration of Program

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

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

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$250,000	FL29DEP0110195	0.00	N/A	Completed
FY 1996	\$250,000	FL29DEP0110196	0.00	N/A	Completed
FY 1997	\$224,400	FL29DEP0110197	0.00	N/A	Completed
FY1998	\$224,400	FL14DEP0110198	0.00	N/A	Completed
FY 1999	\$164,515	FL29DEP0110199	\$ 22,705.20	N/A	1/31/02
FY 2000	\$171,459	FL29DEP0110200	\$ 74,073.00	N/A	12/31/02
FY 2001	\$183,777	FL29DEP0110201	\$ 183,777.00	N/A	12/31/03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

LHA, with it’s history of administering drug prevention programs over the past ten years, has developed a comprehensive strategy for drug prevention and elimination. Our collaborative partnerships are the vital element of this plan. Partnerships are expected to generate a large number of activities for all ages. Many of these activities are housed in our community rooms. Resident partnerships will include monthly meetings at each site and will focus on drug elimination, drug prevention, COPS programs and housing management issues. Over thirty percent of the LHA staff are either currently or previously residents of housing. Through continued PHDEP funding, along with other grants and providers, LHA will continue to provide adult basic education or GED preparatory, computer stations, tutoring, after-school programs, and special family oriented workshops.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2002 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$53,494
9120 - Security Personnel	
9130 - Employment of Investigators	\$ 90,283
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$ 40,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$ 183,777

C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 53,494		
Goal(s)	Decrease the amount of crime in LHA communities through collaboration with local law enforcement. Improve resident safety / security perception.						
Objectives	Provide police coverage above baseline services. Improve customer satisfaction.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.Law enforcement to include security and protective services provided by the Lakeland Police Department COPS, above and beyond baseline services.			1/2002	12/2003	\$53,494	658,117 Police Dept	Crime rate decrease in LHA communities by 3% per year.
2.Create partnerships between LHA, COPS and residents by having COPS attend monthly resident meetings,bike patrol,etc.			1/2002	12/2003	See above	See above	Improve quality of life in LHA complexes by addressing resident / community needs.

9130 - Employment of Investigators					Total PHDEP Funding: \$ 90,283		
Goal(s)	Decrease the number of lease violations, illegal boarders, unreported income, making LHA neighborhoods a better place to live.						
Objectives	Monitor lease violations, build trust with residents and community, communicate w/ LPD regularly.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Ensure monitoring of security cameras is done regularly, and needed actions taken.			1/2002	12/2003	\$ 90,283	\$ 80,403 Police Dept	Incidents occurring on site can be researched by cameras for suspects, etc. Decrease in lease violations and fraud.
2.Follow up on any reported lease violations.			1/2002	12/2003	See above		Build public trust, decrease in lease violations
3. Meet weekly w/ LPD officers assigned to LHA property			1/2002	12/2003	See above		Improve communications and service to residents.

9160 - Drug Prevention					Total PHDEP Funding: \$40,000		
Goal(s)	Family Nurturing						
Objectives	Tutoring, youth abatement, computer technology, scholarships, CPP mentoring						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Youth programs	450	Youth	1/2002	12/2003	\$ 25,000		FCAT scores improved
2. Crime Prevention Practitioners	900	Youth/Adults	1/2002	12/2003	\$ 15,000	\$ 24,900 Lakeland Police Dept.	Provide neighborhood crime watch meetings, training on crime prevention awareness to residents and staff

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
9110	Activities 1,2	\$13,374	Activities 1,2	\$26,750
9120				
9130	Activity 1	\$ 22,600	Activity 1	\$45,200
9140				
9150				
9160	Activities 1,2	\$20,000	Activities 1,2	\$20,000
9170				
9180				
9190				
TOTAL		\$55,974		\$91,950

Section 4: Certifications

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

Definition

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

Required Attachment _F_: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Karen Webb**

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires): **May, 2005**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Mayor Ralph Fletcher**

Required Attachment ___ G ___ : Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Fred Lewis
Stella Black
Enga Johnson
Marvin Anthony
Brenda Griffin
Dorothy Hundley
Dorothy Sanders
Juanita McGee

RAB Consultant is Joyce Barr
Staff Liaison is Dee Roberts
Oversight is Earl Haynes

Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The following tables reflects the progress we have made in achieving our goals and objectives:

Goal One: Expand the supply of assisted housing through development of new units under HOPE VI and acquisition of additional housing vouchers.	
Objective	Progress
Apply for additional rental vouchers after our current vouchers are fully utilized.	Applied for 310 Fair Share vouchers, but application was rejected due to failure to meet a response deadline—matter has been appealed to HUD. Applied for and received funding for FSS Coordinator voucher funding. Applied for 250 Mainstream vouchers but application wasn't funded.
Leverage private or other public funds to create additional housing opportunities per our HOPE VI Revitalization Plan.	We are following our Revitalization Plan and have been successful in getting tax credits for 40 apartments (Dakota Park) and are ranked number 1 so far for additional funding for another 196 apartments (Washington Ridge Rentals.)
Acquire or build units or developments per our HOPE VI Revitalization Plan.	Magnolia Point, formerly Lakeview Gardens, is undergoing renovations now with completion of the first phase by November 1. Dakota Park renovations will begin by the end of the year. If financing for Washington Ridge Rentals is approved by FHFC, construction can start by mid 2001.
Achieve 98% Lease Up rate under our Section 8 program.	This objective was met in FY 2000, by leasing over the goal of 98%.

Goal Two: Improve the quality of assisted housing.	
Objective	Progress
Improve public housing management: (PHAS score).	With all but one of the PHAS Indicators being Advisory in nature, we scored 90 on our MASS, meaning LHA continues to be a High Performer.
Improve voucher management: (SEMAP score).	LHA self-certified a High Performer score on the SEMAP.
Increase customer satisfaction annually as measured by RASS.	LHA implemented improvements in this area last year, however, HUD has delayed the

	FY2001 survey, which was just mailed to our clients on or about July 19 th . At such time as the survey results are available, we will review and address issues accordingly.
Streamline our assisted housing application process.	Applicants are interviewed by the counselor during the first visit, which has made the process more timely. Staff has performed third party verifications more frequently in order to speed up the verification process.
Renovate or modernize public housing units in Lake View Gardens, Cecil Gober Villas, John Wright Homes, Paul Colton Villas, & Bonnet Shores.	LVG aka Magnolia Pointe comprehensive interior and exterior renovations including all new mechanical systems,interior walls and finishes, central HVAC,washer & dryer conn.,prewired for security system,internet connection,private porches and balconies with lockable storage closets,exterior stairs,roofs and finishes. CG,JW,BS,PC plans being developed to couple modernization work with energy savings devices funding to increase the net improvement dollars available for the following modernization work: replace all waterlines with CPVC,replace all kitchen and bath cabinets,replace all sinks,toilets and bathtubs with new water saving fixtures,install new attic insullation,exterior windows and doors,new heating system with ductwork, add central HVAC to this system in phase 2,add clothes dryer outlet and vent to storage closet, additional gutter and down spout for erosion control, repair all cracked exterior masonry.
Demolish or dispose of obsolete public housing in Washington Park & Lakeridge Homes per our HOPE VI Revitalization Plan.	The process is underway. Relocation is completed, with the exception of one family. HUD has reviewed and approved our environmental assessment. A construction management contract will soon be issued and plans and specifications for the demolition are now being reviewed.
Provide replacement public housing per our HOPE VI Revitalization Plan.	Dakota Park Apartments will provide 20 units and Washington Ridge Rentals will provide 110 units. Other units are now being planned for construction in the Paul A. Diggs Neighborhood and scattered sites around the City/County.
Provide replacement vouchers per our HOPE	Because of the large number of Welfare to

VI Revitalization Plan.	Work and Family Unification Section 8 units (473) awarded LHA recently, no replacement housing vouchers have been applied for.
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Goal Three: Increase assisted housing choices.	
Objective	Progress
Provide voucher mobility counseling.	Mobility counseling is being done regularly at admissions, as well as at annual re-exams. Relocation counseling conducted with Washington Ridge relocatees also includes this.
Conduct outreach efforts to potential voucher landlords.	This has been extremely successful as witnessed by our additional units on the program. Hiring of a full-time associate to market the program to landlords in the area has proven to be successful. Quarterly landlord meetings are held to discuss new issues, and encourage existing landlords to help us in marketing the Section 8 program to other landlords whom they deal with on a daily basis. Advertisements are published in the local newspaper as needed. Several radio broadcasts have proven to be successful in reaching prospective landlords..
Implement public housing or other homeownership programs through Section 32 & Nehemiah.	Our homeownership plan has been submitted for HUD approval. Magnolia Pointe is our first project and is expected to be ready for occupancy by November 1.

Goal Four: Provide an improved living environment.	
Objective	Progress
Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments. Undertake mixed finance/mixed income development through HOPE VI. Also, research site based waiting lists for possible implementation in HOPE VI mixed finance/mixed income housing.	Our sites are currently deconcentrated already. We have received financing for some of our mixed income projects through FHFC (see above.) We will be developing a site based waiting list plan for implementation with Dakota Park.
Undertake scattered site housing acquisition/development in higher income neighborhoods	Acquisition of lots is currently focused on the Diggs neighborhood. The Communities Group

and undertake mixed finance/mixed income development through HOPE VI.	has begun investigating land in other areas.
Install security cameras.	Cameras have been installed for over a year. Current plans call for the relocation of the monitoring equipment to LHA property and management of the system to be transferred from LPD to LHA effective October 1.
Improve curb appeal of all sites through maintenance of exterior appearance.	New property signs have been installed at all complexes. Pressure washing of the buildings has been completed, and will continue as needed . New fencing around dumpsters has been completed, as well as installation of privacy fencing in the Cecil Gober Villas complex.

Goal Five: Promote self-sufficiency and asset development of assisted households.	
Objective	Progress
Target unemployed PHA residents (not just at HOPE VI sites) for over 688 jobs committed under HOPE VI Implementation and other efforts. Increase number of employed residents by 5% annually.	We are starting the process of connecting employers to our residents. Mariott program has been major success. Job fair was recently completed. Many employers are reluctant to research their records to tell us if they have hired Diggs Neighborhood residents.
Provide or attract supportive services to improve assistance recipients' employability.	Started and on-going. As a result of the job fair, a collaborative and concentrative effort will continue to be made to provide supportive services to our assistance recipients.
Provide or attract supportive services to increase independence for the elderly or families with disabilities: See HOPE VI Revitalization Plan and other resident service programs for examples of planned services.	Staff is now focusing on this goal with continuing progress that will increase in the coming months. A staff person has been assigned for the purpose of addressing the needs of our elderly and disabled residents, by providing supportive service referrals to the appropriate agency.

Goal Six: Ensure equal opportunity and affirmatively further fair housing.	
Objective	Progress
Undertake affirmative measures to ensure access to assisted housing regardless of race,	Ongoing training is provided to staff in this area. Staff work closely with clients to ensure

color, religion national origin, sex, familial status, and disability.	that they are treated fairly by both our staff and the Section 8 landlords. We will be developing an MOU with the fair housing organization that just started in Polk County.
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.	See above. Staff makes clients needing modifications to units aware of any sources of funding available to assist with this. HOPE VI units are being built with visitability and accessibility as primary goals—all HUD regulations are being met or exceeded.

Goal Seven: Successful implementation and completion of HOPE VI Revitalization of Washington Ridge within 5 years or 54 months of Grant Agreement execution.	
Objective	Progress
Implement the Revitalization Plan.	The Revitalization Plan has been approved by HUD and TCG and LHA are aggressively implementing the plan. See above for details of various projects.

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary
Comprehensive Grant Program (CGP)

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

Reconciled through
30-Jun-01

OMB Approval No. 2517-0157 (Exp. 11/31/98)

HA Name		Comprehensive Grant Number		FFY of Grant Approval	
THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA		FL29P011708		1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Rev <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (May not exceed 10% of line 19)	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$75,000.00	\$145,000.00	\$145,000.00	\$119,384.99
4	1410 Administration	\$102,000.00	\$102,000.00	\$102,000.00	\$102,000.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$55,600.00	\$55,600.00	\$55,600.00	\$8,681.25
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$169,613.00	\$210,650.74	\$210,650.74	\$55,480.92
10	1460 Dwelling Structures	\$678,278.00	\$528,552.05	\$528,552.05	\$490,984.70
11	1465.1 Dwelling Equipment - Nonexpendable	\$49,097.00	\$29,097.00	\$29,097.00	\$1,410.00
12	1470 Nondwelling Structures	\$47,939.00	\$48,440.33	\$48,440.33	\$40,769.98
13	1475 Nondwelling Equipment	\$80,000.00	\$76,000.00	\$76,000.00	\$88,000.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Costs	\$15,000.00	\$1,000.00	\$1,000.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of line 19)	\$110,654.00	\$186,840.88	\$186,840.88	\$0.00
19	Amount of Annual Grant (Sum of Lines 2 - 18)	\$1,383,181.00	\$1,383,181.00	\$1,383,181.00	\$906,711.84
20	Amount of line 19 Related to LBP Activities	\$23,000.00	\$0.00	\$0.00	\$0.00
21	Amount of line 19 Related to Section 504 Compliance	\$74,463.00	\$0.00	\$0.00	\$0.00
22	Amount of line 19 Related to Security	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 19 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00
(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.					
Signature of Executive Director and Date			Signature of Public Housing Director/Office of Native American Programs Administrator and Date		

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

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

OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
	<u>Management Improvements</u>							
PHA Wide	-Develop Agency Plan for Authority	1408	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$20,736.00	
	-Preventive Maintenance	1408	LS	\$25,000.00	\$95,000.00	\$95,000.00	\$95,000.00	
	-Grant Writing	1408	LS	<u>\$25,000.00</u>	<u>\$25,000.00</u>	<u>\$25,000.00</u>	<u>\$3,648.99</u>	
	Total 1408			\$75,000.00	\$145,000.00	\$145,000.00	\$119,384.99	
	<u>Administration</u>							
PHA Wide	-CGP Coordinator/Inspector/Clerk/10% Purchasing/37% Facility Manager	1410	LS	\$76,000.00	\$76,000.00	\$80,166.32	\$80,166.32	
	-Employee Benefit Contribution	1410	LS	<u>\$26,000.00</u>	<u>\$26,000.00</u>	<u>\$21,833.68</u>	<u>\$21,833.68</u>	
	Total 1410			\$102,000.00	\$102,000.00	\$102,000.00	\$102,000.00	
	<u>Fees & Costs</u>							
PHA Wide	-A / E Fees (FL 11-4, Westlake Addition)	1430	LS	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	
	-A / E Fees - FL 11-5 Construction	1430	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$4,181.25	
	-A / E Fees (FL 11-7, PC Villas & B. Shores)	1430	LS	\$22,600.00	\$18,500.00	\$18,500.00	\$0.00	move 4,100 to Asbestos
	-Asbestos Survey, Testing, & Monitoring	1430	LS	\$12,500.00	\$16,600.00	\$16,600.00	\$0.00	PSI will be around 16,000
	-CGP Planning & Update	1430	LS	<u>\$3,500.00</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>	<u>\$4,500.00</u>	
	Total 1430			\$55,600.00	\$55,600.00	\$55,600.00	\$8,681.25	
	<u>Dwelling Equipment</u>							
PHA Wide	-Ranges and Refrigerators	1465	50 Sets	<u>\$40,000.00</u>	<u>\$20,000.00</u>	<u>\$20,000.00</u>	<u>\$1,410.00</u>	
	Total 1465			\$40,000.00	\$20,000.00	\$20,000.00	\$1,410.00	
	<u>Non-Dwelling Structures</u>							
PHA Wide	-504 @ Central Office and Cental Maintenance	1470	LS	<u>\$31,318.00</u>	<u>\$31,318.00</u>	<u>\$31,318.00</u>	<u>\$31,318.00</u>	
	Total 1470			\$31,318.00	\$31,318.00	\$31,318.00	\$31,318.00	
	<u>Non-Dwelling Equipment</u>							
PHA Wide	-Computer Equipment Upgrades	1475	LS	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
	-Add Modular Office Equipment	1475	LS	<u>\$46,000.00</u>	<u>\$46,000.00</u>	<u>\$46,000.00</u>	<u>\$58,000.00</u>	
	Total 1475			\$76,000.00	\$76,000.00	\$76,000.00	\$88,000.00	

(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.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
PHA Wide	<u>Relocation</u> -Relocation	1495	LS	\$15,000.00	\$1,000.00	\$1,000.00	\$0.00	
	Total 1495			\$15,000.00	\$1,000.00	\$1,000.00	\$0.00	
PHA Wide	<u>Contingency</u> -Contingency	1502	LS	\$110,654.00	\$186,840.88	\$186,840.88	\$0.00	
	Total 1502			\$110,654.00	\$186,840.88	\$186,840.88	\$0.00	
FL 11-1 Lakeridge Homes	<u>Site Improvements</u> -Landscaping/grassing (phase 1) -Tree trimming (phase 1)	1450	16% 33%	\$5,000.00 <u>\$5,325.00</u>	\$4,200.00 <u>\$6,125.00</u>	\$4,200.00 <u>\$6,125.00</u>	\$0.00 <u>\$6,125.00</u>	move 800 to tree trimming DELETE? reflects actual payment
	Sub-Total 1450			\$10,325.00	\$10,325.00	\$10,325.00	\$6,125.00	
	<u>Dwelling Structure</u> -Install security screen doors and hardware (phs -Water heaters (phase 1) -Plumbing w/ water heaters and drain pans (phs -Electrical renovation (phase 1) -Security screens (phase 1) -LBP abatement (phase 1) -Facia, soffit, gutters (phase 1)	1460	54 units 60 units 27 units 7 units 8 units 5 units 5 units	\$29,300.00 \$10,500.00 \$6,000.00 \$8,600.00 \$10,500.00 \$5,000.00 <u>\$6,000.00</u>	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$5,065.25 <u>\$0.00</u>	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$5,065.25 <u>\$0.00</u>	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$5,065.25 <u>\$0.00</u>	DELETE? DELETE? DELETE? DELETE? DELETE? Their share of Simpson/OHC DELETE?
	Sub-Total 1460			\$75,900.00	\$5,065.25	\$5,065.25	\$5,065.25	
	Total FL 11-1, Lakeridge Homes			\$86,225.00	\$15,390.25	\$15,390.25	\$11,190.25	

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**Annual Statement /
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Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

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

OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
FL 11-2 Westlake Apartments	Site Improvements							
	-Trim trees (phase 1)	1450	20 units	\$5,000.00	\$18,900.00	\$18,900.00	\$18,900.00	reflects actual payment
	Sub-Total 1450			\$5,000.00	\$18,900.00	\$18,900.00	\$18,900.00	
	Dwelling Structure							
	-Pressure wash building exteriors	1460	60 units	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	DELETE?
	-Interior/exterior painting (phase 1)		3 units	\$3,000.00	\$7,500.00	\$7,500.00	\$7,052.15	reflects actual CGP staff
	-GFI in kitchen/bath,/smoke detectors 10% units		6 units	\$3,500.00	\$480.00	\$480.00	\$480.00	Raybro? From last year
	-Replace security screen door hardware		60 units	\$3,000.00	\$5,000.00	\$5,000.00	\$4,288.72	Who provided? Southern?
	-Replace security window screen fabric		60 units	\$12,000.00	\$6,000.00	\$6,000.00	\$4,197.20	=Cgp staff time, materials = GB Smith
	Sub-Total 1460			\$36,500.00	\$33,980.00	\$33,980.00	\$16,018.07	
Non-Dwelling Structure								
-Community Building renovation (phase 1)	1470	15%	\$5,000.00	\$5,000.00	\$5,000.00	\$2,950.65	will chargeback summer work	
-Sod/mulch @ tot lots		LS	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	you said "Amusements?"	
Sub-Total 1470			\$10,000.00	\$10,000.00	\$10,000.00	\$2,950.65		
Total FL 11-2, Westlake Apartments				\$51,500.00	\$62,880.00	\$62,880.00	\$37,868.72	
FL 11-3 Washington Park	Site Improvements							
	-Addition sidewalks/repair existing (phase 1)	1450	13%	\$5,000.00	\$5,088.74	\$5,088.74	\$5,088.74	DELETE?
	-Trim trees		50%	\$10,000.00	\$6,225.00	\$6,225.00	\$6,225.00	reflects actual payment
	Sub-Total 1450			\$15,000.00	\$11,313.74	\$11,313.74	\$11,313.74	
	Dwelling Structure							
	-Replace 10% smoke detectors/GFI's	1460	10%	\$13,640.00	\$0.00	\$0.00	\$0.00	Raybro? From last year
	-Security window screens (phase 1)		6 units	\$8,000.00	\$0.00	\$0.00	\$0.00	DELETE?
	-Water heaters (phase 1)		68 units	\$12,000.00	\$0.00	\$0.00	\$0.00	DELETE?
	-Fire rating mechanical closets (phase 1)		13 units	\$4,000.00	\$0.00	\$0.00	\$0.00	DELETE?
	-Facia/soffit/gutters (phase 1)		6 units	\$10,000.00	\$0.00	\$0.00	\$0.00	DELETE?
-Interior doors and hardware (phase 1)		6 units	\$3,000.00	\$0.00	\$0.00	\$0.00	DELETE?	

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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)	
FL 11-3 Washington Park	<u>Dwelling Structure (continued)</u>							
	-LBP/asbestos abatement (phase 1)	1460	5 units	\$10,000.00	\$16,600.00	\$16,600.00	\$16,600.00	Their share of Simpson/OHC
	-TRP lines @ water heaters (phase 1)		105 units	<u>\$11,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	DELETE?
	Sub-Total 1460			<u>\$71,640.00</u>	<u>\$16,600.00</u>	<u>\$16,600.00</u>	<u>\$16,600.00</u>	
FL 11-3 Washington Park	<u>Non-Dwelling Equipment</u>							
	-Project non-dwelling equipment	1475	10%	<u>\$4,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	DELETE?
	Sub-Total 1475			<u>\$4,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Total FL 11-3, Washington Park			<u>\$90,640.00</u>	<u>\$27,913.74</u>	<u>\$27,913.74</u>	<u>\$27,913.74</u>	
FL 11 -4 Westlake Addition	<u>Site Improvements</u>							
	-Additional parking (phase 1)	1450	57%	\$40,000.00	\$6,807.80	\$6,807.80	\$6,807.80	move 33,192 to sidewalk
	-Additional sidewalk repair (phase1)		30%	\$3,000.00	\$36,192.20	\$36,192.20	\$4,994.38	
	-Addition landscaping (phase 1)		33%	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	
	-Trim trees		100%	\$5,000.00	\$7,340.00	\$7,340.00	\$7,340.00	reflects actual payment
	-Fencing (phase 1)		33%	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	fungue some parking here?
	-Roads and parking lots seal and restripe		16%	<u>\$3,000.00</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>	<u>\$0.00</u>	
	Sub-Total 1450			<u>\$66,000.00</u>	<u>\$68,340.00</u>	<u>\$68,340.00</u>	<u>\$19,142.18</u>	
	<u>Non-Dwelling Structure</u>							
	-Benches/trash cans/tot lots	1470	LS	<u>\$6,000.00</u>	<u>\$6,501.33</u>	<u>\$6,501.33</u>	<u>\$6,501.33</u>	reflects actual payments
Sub-Total 1470			<u>\$6,000.00</u>	<u>\$6,501.33</u>	<u>\$6,501.33</u>	<u>\$6,501.33</u>		
Total FL 11-4, Westlake Addition			<u>\$72,000.00</u>	<u>\$74,841.33</u>	<u>\$74,841.33</u>	<u>\$25,643.51</u>		

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Comprehensive Grant Program (CGP)**

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

OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
FL 11-5 Lakeview Gardens	Site Improvements	1450	16%					
	-504 site accessibility renovation			\$4,135.00	\$4,135.00	\$4,135.00	\$0.00	
	Erosion Control			\$2,012.00	\$2,012.00	\$2,012.00	\$0.00	
	Landscaping / Grassing			\$4,039.00	\$4,039.00	\$4,039.00	\$0.00	
	Site Security / Surveillance Cameras			\$6,065.00	\$6,065.00	\$6,065.00	\$0.00	
	Dwelling Unit / Yard Definition			\$4,686.00	\$4,686.00	\$4,686.00	\$0.00	
	Sidewalks (FA)			\$3,391.00	\$3,391.00	\$3,391.00	\$0.00	
	Road & Parking (Seal & Re-stripe)			\$2,012.00	\$2,012.00	\$2,012.00	\$0.00	
	Site Furnishings			\$2,691.00	\$2,691.00	\$2,691.00	\$0.00	
	Dumpster Pads / Screen Walls			\$3,859.00	\$3,859.00	\$3,859.00	\$0.00	
	Tree Trimming			\$1,020.00	\$6,504.00	\$6,504.00	\$0.00	
	Fencing			<u>\$1,378.00</u>	<u>\$1,378.00</u>	<u>\$1,378.00</u>	<u>\$0.00</u>	
Sub-Total 1450	\$35,288.00	\$40,772.00	\$40,772.00	\$0.00	reflects actual payment			
Dwelling Structures 504	1460	25%					reclass 3 HC units from Bldg 1-3 here	
504 Mobility and A/V Accessibility Renovations			<u>\$24,810.00</u>	<u>\$24,810.00</u>	<u>\$24,810.00</u>	<u>\$0.00</u>		
Sub-Total 1460,504	\$24,810.00	\$24,810.00	\$24,810.00	\$0.00				

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OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
FL 11-5 Lakeview Gardens	<u>Dwelling Structures</u> Comprehensive Renovation as Follows:			\$283,038.00	\$283,038.00	\$283,038.00	\$440,792.55	
	Railings / Stairs / Misc. Metals	1460	7 units					
	Siding / Soffit / Fascia	1460	7 units					
	Washer / Dryer Connections & Storage Room Additions	1460	7 units					
	Exterior Building Renovation	1460	7 units					
	Electrical Wiring, Fixtures, Devices (FA)	1460	7 units					
	Smoke Detectors	1460	7 units					
	Interior Plumbing Piping & Fixtures (FA)	1460	7 units					
	Water Heaters (convert to gas) (FA)	1460	7 units					
	Wall Repair / Reconfiguration (FA)	1460	7 units					
	Ceiling Repairs (FA)	1460	7 units					
	Flooring & Base (FA)	1460	7 units					
	Security Screen Doors (FA)	1460	7 units					
	Exterior Doors, Frames, & Hardware (FA)	1460	7 units					
	Interior Doors, Frames, & Hardware (FA)	1460	7 units					
	Plumbing Access Doors (FA)	1460	7 units					
	Attic Draftstops (FA)	1460	7 units					
	Windows (FA)	1460	7 units					
	Security Window Screens (FA)	1460	7 units					
	Kitchen Cabinet / Vanities (FA)	1460	7 units					
	Mechanical Closets (FA)	1460	7 units					
	Building Insulation (FA)	1460	7 units					

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OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
FL 11-5 Lakeview Gardens (cont'd)	Dwelling Structures (cont'd)							
	Bath Accessories (FA)	1460	7 units					
	Second floor Bath floor repair / waterproofing (FA)	1460	7 units					
	Ceramic Tile (FA)	1460	7 units					
	Tub Surrounds (FA)	1460	7 units					
	Interior Painting (FA)	1460	7 units					
	Interior Trim (FA)	1460	7 units					
	Gutters / Downspouts / Steel Boots (FA)	1460	7 units					
	Central HVAC (FA)	1460	7 units					
	Concrete Repair / Beam Repair (FA)	1460	7 units					
	Porch Column Repair / Replace (FA)	1460	7 units					
	Window Treatment (FA)	1460	7 units					
	LBP / Asbestos Abatement	1460	7 units					
	Window Safety Locks (FA)	1460	7 units					
	Burglar Alarms (FA)	1460	7 units					
	Insect / Vermin Extermination (fire ants, termites, etc.) (FA)	1460	7 units					
	Fire Extinguisher (FA)	1460	7 units					
	Security Screen Doors	1460	7 units					
	Asbestos Testing	1460	7 units					
	Pressure Wash Buildings	1460	7 units					
Remove Exterior Walkways and Balconies	1460	7 units						
Demolish all Exterior Stairs	1460	7 units						
Demolish Exterior Soffit and Facia	1460	7 units						
Demolish Gable End Siding	1460	7 units						

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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)	
	<u>Dwelling Structures (cont'd)</u>							
FL 11-5	Demolish Rear Walls to Provide Rear Egress	1460	7 units					
Lakeview	Demolish Interior Walls and Partitions	1460	7 units					
Gardens	Install New Masonry Lintels and Sills for Window and Doors	1460	7 units					
(cont'd)	Stucco and Masonry Repairs	1460	7 units					
	New Roof Trusses, Deck and Shingles	1460	7 units					
	Exterior Painting	1460	7 units					
	Sub-Total 1460			\$283,038.00	\$283,038.00	\$283,038.00	\$440,792.55	
	<u>Dwelling Equipment</u>							
	Appliances	1465	12 units	<u>\$9,097.00</u>	<u>\$9,097.00</u>	<u>\$9,097.00</u>	<u>\$0.00</u>	DELETE?
	Subtotal 1465			\$9,097.00	\$9,097.00	\$9,097.00	\$0.00	
	<u>Non-Dwelling Structures</u>							
	Benches/Trash Cans at Tot Lots	1470	12 units	\$414.00	\$414.00	\$414.00	\$0.00	
	Sod/Mulch at Tot Lots	1470	12 units	<u>\$207.00</u>	<u>\$207.00</u>	<u>\$207.00</u>	<u>\$0.00</u>	
	Subtotal 1470			\$621.00	\$621.00	\$621.00	\$0.00	
	Total FL 11-5, Lakeview Gardens			\$352,854.00	\$358,338.00	\$358,338.00	\$440,792.55	
	<u>Site Improvements</u>							
FL 11-6	-Install dumpster pads/enclosures (Cecil Gober)	1450	LS	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	
Cecil Gober	-Install dumpster pads/enclosures (John Wright)		LS	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	
John Wright	-Fencing		LS	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$0.00</u>	
	Subtotal 1450			\$31,000.00	\$31,000.00	\$31,000.00	\$0.00	

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OMB Approval 2577-0157 (Exp. 7/31/98)

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)	
FL 11-6 Cecil Gober John Wright (continued)	<u>Dwelling Structure</u>	1460						
	-Security window screens (phase 1)		2 units	\$3,000.00	\$3,000.00	\$3,000.00	\$1,946.10	Not yet done?
	-Insect/vermin extermination (phase 1)		25%	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	
	-GFI in kitchen/bath./smoke detectors 10% units		10%	\$3,600.00	\$398.00	\$398.00	\$398.00	Raybro?From last year
	-Replace security screen door hardware		57 units	\$3,000.00	\$3,000.00	\$3,000.00	\$979.57	Not yet done?
	-Install new door locks		57 units	\$5,700.00	\$5,700.00	\$5,700.00	\$1,072.50	will reclass from maint
	-Emergency call system 504 compliance		LS	<u>\$14,200.00</u>	<u>\$14,200.00</u>	<u>\$14,200.00</u>	<u>\$0.00</u>	
Sub-Total 1460			\$39,500.00	\$36,298.00	\$36,298.00	\$4,396.17		
Total FL 11-6, Cecil Gober/John Wright				\$70,500.00	\$67,298.00	\$67,298.00	\$4,396.17	
FL 11-7 Paul Colton Villas and Bonnet Shores	<u>Site Improvements</u>	1450						
	-Tree trimming		LS	<u>\$7,000.00</u>	<u>\$30,000.00</u>	<u>\$30,000.00</u>	<u>\$0.00</u>	3800 charged to 707, nothing additional found
	Subtotal 1450			\$7,000.00	\$30,000.00	\$30,000.00	\$0.00	
<u>Dwelling Structures</u>								
-Replace water supply lines (Paul Colton)	1460	50%	\$56,250.00	\$56,250.00	\$56,250.00	\$0.00		
-Replace water supply lines (Bonnet)		50%	\$54,000.00	\$54,000.00	\$54,000.00	\$0.00		
-Security window screens (phase 1)		2 units	\$3,000.00	\$3,000.00	\$3,000.00	\$2,924.82		
-GFI in kitchen/bath./smoke detectors 10% units		10%	\$9,120.00	\$990.80	\$990.80	\$990.80	Raybro?From last year	
-Replace hot water heaters (phase 1)		50 units	\$10,000.00	\$0.00	\$0.00	\$0.00		
-Vinyl siding in HVAC openings Paul Colton		LS	\$8,640.00	\$8,640.00	\$8,640.00	\$0.00		
-Replace screen door closers		LS	<u>\$5,880.00</u>	<u>\$5,880.00</u>	<u>\$5,880.00</u>	<u>\$4,197.04</u>	will reclass from Maint	
Sub-Total 1460			\$146,890.00	\$128,760.80	\$128,760.80	\$8,112.66		
Total FL 11-7, Paul Colton/Bonnet Shores				\$153,890.00	\$158,760.80	\$158,760.80	\$8,112.66	

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**Annual Statement /
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Part III: Implementation Schedule
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide Admin.	Mar-01			Sep-02			
Fees / Costs	Mar-01			Sep-02			
Lakeridge Homes (FL 11-1)	Mar-01			Sep-02			
Westlake Apartments (FL 11-2)	Mar-01			Sep-02			
Washington Park (FL 11-3)	Mar-01			Sep-02			
Westlake Addn. (FL 11-4)	Mar-01			Sep-02			
Lakeview Gardens (FL 11-5)	Mar-01			Sep-02			
Cecil Gober/John Wright (FL 11-6)	Mar-01			Sep-02			
Paul Colton/Bonnet Shores (FL 11-7)	Mar-01			Sep-02			

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1408 DEVELOPMENT ACCOUNT: CGP Management Improvements

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
							Total	Subtotal	
Develop Agency Plan for Authority		1408		\$25,000.00	\$25,000.00	\$25,000.00	\$20,736.00		
11/30/1999	Communities Group							\$6,214.54	
12/27/1999	Communities Group							\$4,968.00	
12/31/1999	National Facility Consultants							\$1,600.00	
06/07/2000	National Facility Consultants							\$1,920.00	
06/22/2000	Communities Group							\$2,533.46	
11/09/2000	National Facility Consultants							\$3,500.00	
Preventive Maintenance		1408		\$25,000.00	\$95,000.00	\$95,000.00	\$95,000.00		
09/30/1999	Reclass Maint 99 salaries							\$45,309.71	
09/30/1999	Gibbs, Parsons							\$5,500.27	
09/30/1999	Gibbs, Parsons							\$1,815.09	
09/30/1999	Recl Materials to PM							\$11,112.96	
10/31/1999	Labor/EBC, October							\$5,019.96	
10/31/1999	Labor/EBC, October							\$1,656.59	
11/30/1999	Labor/EBC, November							\$3,587.96	
11/30/1999	Labor/EBC, November							\$1,184.03	
12/31/1999	Labor/EBC, December							\$4,584.70	
12/31/1999	Labor/EBC, December							\$4,369.68	
12/31/1999	Labor/EBC, December							\$1,441.99	
12/31/1999	Holiday pay corr							\$228.74	
12/31/1999	Holiday pay corr							\$17.50	
12/31/1999	Labor/EBC, December							\$1,944.62	
01/29/2000	Labor/EBC							\$1,771.98	
01/15/2000	Labor/EBC							\$1,750.40	
01/15/2000	Labor/EBC							\$577.63	
2/29/2000(Accrued)	Rev Parsons January							(\$2,324.81)	
3/31/2000(Accrued)	Labor/EBC							\$584.75	
02/29/2000	Labor/EBC-Feb 26th							\$887.20	
02/29/2000	Labor/EBC-Feb 12th							\$887.20	
02/29/2000	Labor/EBC-Feb 12th							\$292.78	
3/10/2000(Accrued)	Grainger							\$530.40	
3/31/2000(Accrued)	Labor/EBC-Feb 26th							\$292.78	
03/31/2000	Reclass March Maint Labor							\$1,485.64	
03/31/2000	Reclass March Maint Labor							\$490.25	
Grant Writing		1408		\$25,000.00	\$25,000.00	\$25,000.00	\$3,648.99		
12/31/1999	Steve Boyer							\$769.80	
12/31/1999	Steve Boyer							\$2,083.50	
12/31/1999	Steve Boyer							\$678.99	
12/31/1999	Steve Boyer							\$116.70	
	New Invoice							\$0.00	
TOTAL: PHA wide 1408				\$75,000.00	\$145,000.00	\$145,000.00	\$119,384.99	\$119,384.99	

1410 DEVELOPMENT ACCOUNT: CGP Administration

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
							Total	Subtotal	
-CGP Coordinator/Inspector/Clerk/10% Purchasing/37% Facility Manager		1410		\$76,000.00	\$76,000.00	\$76,000.00	\$58,574.22		
8/3/2000(Accrued)	Jim Driskell							\$1,189.92	
8/3/2000(Accrued) BALANCE TO 708:	Richard Hampton							\$432.32	
8/3/2000(Accrued)	Lorna Nieb							\$902.82	
8/3/2000(Accrued)	Ted Thrasher							\$1,122.40	
08/12/00	Jim Driskell							\$963.62	
08/12/00	Irbye Giddens							\$1,434.50	
08/12/00	Richard Hampton							\$753.00	
08/12/00	Lorna Nieb							\$869.95	
08/12/00	Ted Thrasher							\$1,122.40	\$5,143.47
08/26/00	Jim Driskell							\$882.52	
08/26/00	Irbye Giddens							\$1,748.00	
08/26/00	Richard Hampton							\$677.02	
08/26/00	Lorna Nieb							\$859.20	
08/26/00	Ted Thrasher							\$1,122.40	\$5,289.14
09/30/00	corr 6/17 Driskell							\$669.33	
08/31/00	Share of agency indirect							\$629.07	
09/09/00	Jim Driskell							\$1,259.33	
09/09/00	Irbye Giddens							\$1,510.50	
09/09/00	Richard Hampton							\$796.08	
09/09/00	Lorna Nieb							\$760.82	
09/23/00	Jim Driskell							\$1,409.86	
09/23/00	Irbye Giddens							\$1,726.63	
09/23/00	Richard Hampton							\$746.51	
09/23/00	Lorna Nieb							\$863.23	
09/30/00	Jim Driskell							\$283.31	
09/30/00	Irbye Giddens							\$909.62	
09/30/00	Richard Hampton							\$432.98	
09/30/00	Lorna Nieb							\$437.65	\$11,136.52
09/30/00	Share of agency indirect							\$1,032.13	
10/07/00	Jim Driskell							\$386.73	
10/07/00	Irbye Giddens							\$881.13	
10/07/00	Richard Hampton							\$386.80	
10/07/00	Lorna Nieb							\$441.69	\$2,096.35
10/21/00	Jim Driskell							\$932.10	
10/21/00	Irbye Giddens							\$2,033.00	
10/21/00	Richard Hampton							\$783.24	
10/21/00	Lorna Nieb							\$919.61	\$4,667.95
11/04/00	Jim Driskell							\$882.52	
11/04/00	Irbye Giddens							\$1,698.53	
11/04/00	Richard Hampton							\$757.56	
11/04/00	Lorna Nieb							\$903.50	\$4,242.11
10/31/00	Share of agency indirect							\$1,169.26	
11/18/00	Jim Driskell							\$1,527.07	
11/18/00	Irbye Giddens							\$1,883.97	

11/18/00	Richard Hampton							\$706.20	
11/18/00	Lorna Nieb							\$926.28	\$5,043.52
12/02/00	Jim Driskell							\$793.28	
12/02/00	Irbye Giddens							\$1,631.63	
12/02/00	Richard Hampton							\$487.92	
12/02/00	Lorna Nieb							\$875.31	\$3,788.14
11/30/00	Share of agency indirect							\$880.45	
12/16/2000	Jim Driskell							\$793.28	
12/16/2000	Irbye Giddens							\$1,983.13	
12/16/2000	Richard Hampton							\$616.32	
12/16/2000	Lorna Nieb							\$988.08	
12/30/2000	Jim Driskell							\$793.28	
12/30/2000	Irbye Giddens							\$1,612.63	
12/30/2000	Richard Hampton							\$629.16	
12/30/2000	Lorna Nieb							\$859.21	
12/31/00	Share of agency indirect							\$864.23	
-Employee Benefit Contribution		1410		\$26,000.00	\$26,000.00	\$26,000.00	\$15,741.58		
7/31/2000(balance from CGP 707)	Fringes from benefit pool							\$724.22	
08/31/2000	Fringes from benefit pool							\$2,536.25	
08/31/00	Share of agency indirect							\$190.24	
09/30/2000	Fringes from benefit pool							\$2,733.87	
09/30/00	Share of agency indirect							\$251.42	
10/31/2000	Fringes from benefit pool							\$3,303.73	
10/31/00	Share of agency indirect							\$350.97	
11/30/2000	Fringes from benefit pool							\$2,875.41	
11/30/00	Share of agency indirect							\$286.66	
12/31/2000	Star Performer 2000							\$350.00	
12/31/2000	No Unscheduled Abs 2000							\$340.00	
12/31/2000	Fringes from benefit pool							\$1,618.95	
12/31/2000	Share of agency indirect							\$179.86	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
TOTAL: PHA wide 1410				\$102,000.00	\$102,000.00	\$102,000.00	\$74,315.80	\$74,315.80	

1430 DEVELOPMENT ACCOUNT: Fees and Costs

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds	Funds	Funds	
						Obligated (2)	Expended (2)	Expended (2)	
				Total		Subtotal			
A&E Fees (FL 11-4, Westlake Addt'n)		1430		\$7,000.00	\$7,000.00	\$7,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
A&E Fees (FL 11-5, Construction)		1430		\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
A&E Fees (FL 11-7, PC Villas & B. Shores)		1430		\$22,600.00	\$18,500.00	\$18,500.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Asbestos Survey, Testing, and Monitoring		1430		\$12,500.00	\$16,600.00	\$16,600.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
CGP Planning and Update		1430		\$3,500.00	\$3,500.00	\$3,500.00	\$3,000.00		
10/12/1999	National Facility Consultants							\$1,500.00	
08/17/2000	National Facility Consultants							\$1,500.00	
TOTAL: PHA wide 1430				\$55,600.00	\$55,600.00	\$55,600.00	\$3,000.00	\$3,000.00	

1450 DEVELOPMENT ACCOUNT: Site Improvements

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds	Funds	Funds	
						Obligated (2)	Expended (2)	Expended (2)	
				Total		Subtotal			
FL 11-1, Lakeridge Homes									
Landscaping/grassing (phase 1)		1450		\$5,000.00	\$4,200.00	\$4,200.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Tree trimming (phase 1)		1450		\$5,325.00	\$6,125.00	\$6,125.00	\$6,125.00		
11/30/2000	Ashbranch Tree Service							\$6,125.00	
	New Invoice							\$0.00	
FL 11-2, Westlake Apartments									
Trim trees (phase 1)		1450		\$5,000.00	\$18,900.00	\$18,900.00	\$18,900.00		
04/30/2000	B&H Tree Service							\$18,900.00	
	New Invoice							\$0.00	
FL 11-3, Washington Park									
Additional sidewalks/repair existing		1450		\$5,000.00	\$5,088.74	\$5,088.74	\$5,088.74		
12/31/1999	Linder							\$1,050.00	
12/31/1999	Labor/EBC December							\$1,867.70	
12/31/1999	Labor/EBC December							\$616.34	
12/31/1999	Labor/EBC December							\$1,051.88	
01/29/2000	Labor/EBC							\$77.31	
01/15/2000	Labor/EBC							\$300.75	
01/15/2000	Labor/EBC							\$99.25	
03/31/2000	Labor/EBC							\$25.51	
Tree trimming		1450		\$10,000.00	\$6,225.00	\$6,225.00	\$6,225.00		
08/17/2000	B&H Tree Service							\$6,225.00	
FL 11-4, Westlake Addition									
Additional parking (phase 1)		1450		\$40,000.00	\$6,807.80	\$6,807.80	\$6,807.80		
01/18/2000	Keith and Schnars							\$195.00	
01/27/2000	Southern Road Builders							\$6,612.80	
Additional sidewalk repair (phase 1)		1450		\$3,000.00	\$36,192.20	\$36,192.20	\$4,615.58		
01/27/2000	FHARMI							\$375.57	
2/8/2000(Accrued)	Prime Equipment							\$483.84	
2/23/2000(Accrued)	Suntrust Bankcard							\$27.86	
01/29/2000	Labor/EBC							\$1,807.17	
01/15/2000	Labor/EBC							\$369.00	
01/15/2000	Labor/EBC							\$121.77	
3/31/2000(Accrued)	Ewell							\$834.00	
3/31/2000(Accrued)	Labor/EBC							\$596.37	
Additional Landscaping (phase 1)		1450		\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Tree Trimming		1450		\$5,000.00	\$7,340.00	\$7,340.00	\$7,340.00		
03/31/2000	B&H Tree							\$750.00	

02/29/2000	B&H Tree Service							\$6,590.00	
Fencing (phase 1)		1450		\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Road & Parking (Seal & Re-stripe)		1450		\$3,000.00	\$3,000.00	\$3,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-5, Lakeview Gardens									
504 Site Accessibility Renovations		1450		\$4,135.00	\$4,135.00	\$4,135.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Erosion Control		1450		\$2,012.00	\$2,012.00	\$2,012.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Landscaping / Grassing		1450		\$4,039.00	\$4,039.00	\$4,039.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Site Security / Surveillance Cameras		1450		\$6,065.00	\$6,065.00	\$6,065.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Dwelling Unit / Yard Definition		1450		\$4,686.00	\$4,686.00	\$4,686.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Sidewalks		1450		\$3,391.00	\$3,391.00	\$3,391.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Road & Parking (Seal & Re-stripe)		1450		\$2,012.00	\$2,012.00	\$2,012.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Site Furnishings		1450		\$2,691.00	\$2,691.00	\$2,691.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Dumpster Pads / Screen Walls		1450		\$3,859.00	\$3,859.00	\$3,859.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Tree Trimming		1450		\$1,020.00	\$6,504.00	\$6,504.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Fencing		1450		\$1,378.00	\$1,378.00	\$1,378.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-6, Cecil Gober/John Wright									
Install dumpster pads/enclosures (Cecil Gober)		1450		\$14,000.00	\$14,000.00	\$14,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Install dumpster pads/enclosures (John Wright)		1450		\$7,000.00	\$7,000.00	\$7,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Fencing		1450		\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		
	New Invoice							\$0.00	

FL 11-7, Paul C. Village									
Tree trimming		1450		\$7,000.00	\$30,000.00	\$30,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TOTAL: PHA wide 1450				\$169,613.00	\$210,650.74	\$210,650.74	\$55,102.12	\$55,102.12	

1460 DEVELOPMENT ACCOUNT: Dwelling Space

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
						Total	Total	Subtotal	
FL 11-1, Lakeridge Homes									
Security Screen Doors and Hardware		1460		\$29,300.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Water Heaters (phase 1)		1460		\$10,500.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TRP lines @ water heater drain pans		1460		\$6,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Electrical renovation (phase 1)		1460		\$8,600.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Security screens (phase 1)		1460		\$10,500.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
LBP abatement (phase 1)		1460		\$5,000.00	\$5,065.25	\$5,065.25	\$265.25		
08/31/2000	Joyner Lumber							\$197.88	
09/15/2000	Home Depot							\$67.37	
Facia, soffit, gutters		1460		\$6,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-2, Westlake Homes									
Pressure wash building exteriors		1460		\$15,000.00	\$15,000.00	\$15,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Interior/exterior painting (phase 1)		1460		\$3,000.00	\$7,500.00	\$7,500.00	\$3,878.22		
06/30/2000	Labor/EBC							\$183.20	
06/30/2000	Labor/EBC							\$54.96	
08/31/2000	Labor/EBC							\$446.55	
08/31/2000	Labor/EBC							\$133.96	
09/30/2000	Labor/EBC							\$137.40	
09/30/2000	Labor/EBC							\$41.22	
10/31/2000	Labor/EBC							\$469.45	
10/31/2000	Labor/EBC							\$140.83	
11/30/2000	Labor/EBC							\$732.80	
11/30/2000	Labor/EBC							\$219.84	
12/02/2000- 12/30/2000	Labor/EBC							\$1,318.01	
GFI in kitchen/bath/smoke detectors		1460		\$3,500.00	\$480.00	\$480.00	\$480.00		
6/22/1999(adj)	Raybro Electric							\$480.00	
	New Invoice							\$0.00	
Replace security screen door hardware		1460		\$3,000.00	\$5,000.00	\$5,000.00	\$4,288.72		
10/31/2000	Labor/EBC							\$496.72	
10/31/2000	Labor/EBC							\$149.02	
12/27/2000	Mason Corp							\$507.37	
1/11/2001(Accrued)	Mason Corp							\$887.35	
12/02/2000- 12/30/2000	Labor/EBC							\$2,248.26	
Replace security window screens		1460		\$12,000.00	\$6,000.00	\$6,000.00	\$4,197.20		
11/22/2000	F P Smith Wire Cloth							\$3,791.16	
12/02/2000	Labor/EBC							\$306.31	
12/02/2000	Labor/EBC							\$99.73	
FL 11.3, Washington Park									
Replace 10% smoke detectors		1460		\$13,640.00	\$0.00	\$0.00	\$0.00		

	New Invoice							\$0.00	
	New Invoice							\$0.00	
Security screens (phase 1)		1460		\$8,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Water Heaters (phase 1)		1460		\$12,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Fire rating mechanical closets		1460		\$4,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Facia, soffit, gutters (phase 1)		1460		\$10,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Interior doors and hardware (phase 1)		1460		\$3,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
LBP abatement (phase 1)		1460		\$10,000.00	\$16,600.00	\$16,600.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TRP lines @ water heater drain pans		1460		\$11,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-5, Lakeview Gardens									
504 Mobility and A/V Accessibility Renovations		1460		\$24,810.00	\$24,810.00	\$24,810.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
COMPREHENSIVE INTERIOR MODERNIZATION USING FORCE ACCOUNT FOR ELEVEN UNITS		TOTALS >>	1460	\$283,038.00	\$283,038.00	\$283,038.00	\$5,576.61	\$5,576.61	
Unit #19				\$0.00	\$0.00	\$0.00	\$223.60		
12/2/2000- 12/30/2000	Labor/EBC							\$119.99	
12/31/2000	Share of common costs							\$103.61	
Unit #20				\$0.00	\$0.00	\$0.00	\$397.38		
12/2/2000- 12/30/2000	Labor/EBC							\$213.25	
12/31/2000	Share of common costs							\$184.13	
Unit #21				\$0.00	\$0.00	\$0.00	\$285.98		
12/2/2000- 12/30/2000	Labor/EBC							\$153.47	
12/31/2000	Share of common costs							\$132.51	
Unit #22				\$0.00	\$0.00	\$0.00	\$363.97		
12/2/2000- 12/30/2000	Labor/EBC							\$195.32	
12/31/2000	Share of common costs							\$168.65	
Unit #23				\$0.00	\$0.00	\$0.00	\$285.98		
12/2/2000- 12/30/2000	Labor/EBC							\$153.47	
12/31/2000	Share of common costs							\$132.51	
Unit #24				\$0.00	\$0.00	\$0.00	\$182.69		
12/2/2000- 12/30/2000	Labor/EBC							\$98.04	
12/31/2000	Share of common costs							\$84.65	
Unit #25				\$0.00	\$0.00	\$0.00	\$348.69		
12/2/2000- 12/30/2000	Labor/EBC							\$187.12	
12/31/2000	Share of common costs							\$161.57	
Unit #26				\$0.00	\$0.00	\$0.00	\$426.66		

12/2/2000- 12/30/2000	Labor/EBC						\$228.96	
12/31/2000	Share of common costs						\$197.70	
Unit #27			\$0.00	\$0.00	\$0.00	\$153.73		
12/2/2000- 12/30/2000	Labor/EBC						\$82.50	
12/31/2000	Share of common costs						\$71.23	
Unit #28			\$0.00	\$0.00	\$0.00	\$180.47		
12/2/2000- 12/30/2000	Labor/EBC						\$96.85	
12/31/2000	Share of common costs						\$83.62	
Unit #29			\$0.00	\$0.00	\$0.00	\$28.97		
12/2/2000- 12/30/2000	Labor/EBC						\$15.54	
12/31/2000	Share of common costs						\$13.43	
Unit #30			\$0.00	\$0.00	\$0.00	\$57.93		
12/2/2000- 12/30/2000	Labor/EBC						\$31.09	
12/31/2000	Share of common costs						\$26.84	
Unit #32			\$0.00	\$0.00	\$0.00	\$57.93		
12/2/2000- 12/30/2000	Labor/EBC						\$31.09	
12/31/2000	Share of common costs						\$26.84	
Unit #33			\$0.00	\$0.00	\$0.00	\$120.30		
12/2/2000- 12/30/2000	Labor/EBC						\$64.56	
12/31/2000	Share of common costs						\$55.74	
Unit #34			\$0.00	\$0.00	\$0.00	\$120.30		
12/2/2000- 12/30/2000	Labor/EBC						\$64.56	
12/31/2000	Share of common costs						\$55.74	
Unit #35			\$0.00	\$0.00	\$0.00	\$120.30		
12/2/2000- 12/30/2000	Labor/EBC						\$64.56	
12/31/2000	Share of common costs						\$55.74	
Unit #36			\$0.00	\$0.00	\$0.00	\$62.40		
12/2/2000- 12/30/2000	Labor/EBC						\$33.48	
12/31/2000	Share of common costs						\$28.92	
Unit #37			\$0.00	\$0.00	\$0.00	\$424.70		
12/2/2000- 12/30/2000	Labor/EBC						\$227.91	
12/31/2000	Share of common costs						\$196.79	
Unit #38			\$0.00	\$0.00	\$0.00	\$540.57		
12/2/2000- 12/30/2000	Labor/EBC						\$290.09	
12/31/2000	Share of common costs						\$250.48	
Unit #39			\$0.00	\$0.00	\$0.00	\$476.80		
12/2/2000- 12/30/2000	Labor/EBC						\$255.87	
12/31/2000	Share of common costs						\$220.93	
Unit #40			\$0.00	\$0.00	\$0.00	\$717.26		
12/2/2000- 12/30/2000	Labor/EBC						\$384.91	
12/31/2000	Share of common costs						\$332.35	
FL 11-6,Cecil Gober/John Wright								
Security windows screens (phase 1)		1460	\$3,000.00	\$3,000.00	\$3,000.00	\$1,946.10		

12/31/2000 Journal	Hardy's Industries							\$1,878.50	
1/25/2000(accrued)	Home Depot							\$67.60	
Insect/Vermin Extermination (Paul		1460	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
GFI in kitchen/bath/smoke detectors 12-27-1999(adj)	Raybro Electric	1460	\$3,600.00	\$398.00	\$398.00	\$398.00		\$398.00	
	New Invoice							\$0.00	
Replace security screen door hardware		1460	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Install new door locks		1460	\$5,700.00	\$5,700.00	\$5,700.00	\$1,072.50			
10/31/2000	Labor/EBC							\$379.50	
10/31/2000	Labor/EBC							\$113.85	
11/30/2000	Labor/EBC							\$445.50	
11/30/2000	Labor/EBC							\$133.65	
Emergency call system 504 compliance		1460	\$14,200.00	\$14,200.00	\$14,200.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-7.Paul Colton/Bonnet									
Replace water supply lines,Paul Colton		1460	\$56,250.00	\$56,250.00	\$56,250.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Replace water supply lines,Bonnet Shores		1460	\$54,000.00	\$54,000.00	\$54,000.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Security windows screens (phase 1)		1460	\$3,000.00	\$3,000.00	\$3,000.00	\$2,924.82			
10/31/1999	Hardy's Screens							\$928.75	
05/15/2000	Hardy's Industries							\$1,130.00	
05/31/2000	Labor/EBC 6-3							\$77.31	
05/31/2000	Labor/EBC 5-20							\$143.88	
05/31/2000	Labor/EBC 5-6							\$622.23	
07/31/2000	May spread fringes							\$22.65	
GFI in kitchen/bath/smoke detectors 3/30/1999(adj)	Raybro Electric	1460	\$9,120.00	\$990.80	\$990.80	\$990.80		\$800.00	
1/2/2000(adj)	Raybro Electric							\$190.80	
Replace hot water heaters (phase 1)		1460	\$10,000.00	\$0.00	\$0.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Vinyl siding in HVAC openings Paul Colton		1460	\$8,640.00	\$8,640.00	\$8,640.00	\$0.00			
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Replace screen door closers		1460	\$5,880.00	\$5,880.00	\$5,880.00	\$3,153.15			
10/31/2000	Labor/EBC							\$2,293.50	
10/31/2000	Labor/EBC							\$688.05	
11/30/2000	Labor/EBC							\$132.00	
11/30/2000	Labor/EBC							\$39.60	
			\$678,278.00	\$528,552.05	\$528,552.05	\$34,747.98		\$34,747.98	

1465.1 DEVELOPMENT ACCOUNT: Dwelling Equipment

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2) Total	Funds Expended (2) Subtotal	
PHA Wide									
Ranges and Refrigerators		1465.1		\$40,000.00	\$20,000.00	\$20,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-5, Lakeview Gardens									
Ranges and Refrigerators		1465.1		\$9,097.00	\$9,097.00	\$9,097.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TOTAL: PHA wide 1465.1				\$49,097.00	\$29,097.00	\$29,097.00	\$0.00	\$0.00	

1470 DEVELOPMENT ACCOUNT: Non-Dwelling Structure

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds	Funds	Funds	
						Obligated (2)	Expended (2)	Expended (2)	
						Total	Subtotal		
PHA Wide									
-504 @ Central Office and Cental Maintenance		1470		\$31,318.00	\$31,318.00	\$31,318.00	\$31,318.00		
	10/26/1999 Raybro Electric(partial)							\$112.98	
	10/31/1999 Polk A/C							\$5,700.00	
	10/31/1999 Polk A/C							\$215.84	
	10/31/1999 Roundtree							\$2,028.00	
	10/31/1999 Home Depot							\$27.16	
	10/31/1999 Labor/EBC October							\$4,290.16	
	10/31/1999 Labor/EBC October							\$1,415.75	
	10/31/1999 Labor/EBC October							\$4,715.15	
	10/31/1999 Labor/EBC October							\$1,556.00	
	10/31/1999 corr ck#45181							\$153.60	
	11/03/1999 Cement Products							\$142.80	
	11/03/1999 Raybro Electric							\$373.00	
	11/08/1999 Kinco Ltd							\$457.28	
	11/08/1999 Raybro Electric							\$79.00	
	11/08/1999 Raybro Electric							\$594.00	
	11/16/1999 Wallis Murphey Boyington							\$600.00	
	11/19/1999 Florida Tile							\$77.40	
	11/19/1999 Glidden							\$393.50	
	11/19/1999 Hughes Supply							\$599.67	
	11/30/1999 Steve Taylor							\$2,869.59	
	11/30/1999 Labor/EBC November							\$3,697.08	
	11/30/1999 Labor/EBC November							\$1,220.04	
FL 11-2, Westlake									
Community Building Renovation		1470		\$5,000.00	\$5,000.00	\$5,000.00	\$2,075.94		
	03/31/2000 Labor/EBC							\$343.53	
	03/31/2000 Labor/EBC							\$103.06	
	04/30/2000 Labor/EBC							\$1,103.22	
	04/30/2000 Labor/EBC							\$330.97	
	05/31/2000 Labor/EBC							\$117.12	
	05/31/2000 Labor/EBC							\$35.14	
	06/30/2000 Labor/EBC							\$33.00	
	06/30/2000 Labor/EBC							\$9.90	
Sod/mulch @ tot lot									
		1470		\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
FL 11-4, Westlake Addition									

Benches/trash cans/tot lots		1470		\$6,000.00	\$6,501.33	\$6,501.33	\$6,501.33		
10/31/1999	Labor/EBC-October							\$221.34	
10/31/1999	Labor/EBC-October							\$73.04	
11/30/1999	Labor/EBC-November							\$615.75	
11/30/1999	Labor/EBC-November							\$203.20	
12/20/1999	Sunstate Installer							\$4,500.00	
12/31/1999	Park Structures							\$600.00	
12/31/1999	Park Structures							\$288.00	
<u>FL 11-5, Lakeview Gardens</u>									
Benches/trash cans/tot lots		1470		\$414.00	\$414.00	\$414.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
Sod/mulch @ tot lot		1470		\$207.00	\$207.00	\$207.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TOTAL: PHA wide 1470				\$47,939.00	\$48,440.33	\$48,440.33	\$39,895.27	\$39,895.27	

1475 DEVELOPMENT ACCOUNT: Non-Dwelling Equipment

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds	Funds	Funds	
						Obligated (2)	Expended (2)	Expended (2)	
						Total	Total		
PHA Wide									
Computer Equipment Upgrades		1475		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00		
12/08/1999	Bay Resources							\$593.00	
12/08/1999	Compserv							\$919.94	
12/27/1999	Dell Marketing LP							\$21,841.00	
12/31/1999	Cornwell Associates							\$1,180.71	
01/27/2000	Compserv							\$1,935.00	
01/27/2000	Compserv							\$2,007.00	
01/27/2000	Compserv(partial)							\$1,523.35	
Add Modular Office Equipment		1475		\$46,000.00	\$46,000.00	\$46,000.00	\$46,000.00		
07/22/1999	Desk & Chair Warehouse							\$21,000.00	
08/03/1999	Rand Material							\$153.85	
09/01/1999	Federal Express							\$1,200.00	
09/30/1999	Rand Material							\$65.47	
12/27/1999	Desk & Chair Warehouse							\$4,016.00	
12/27/1999	Desk & Chair Warehouse							\$1,750.00	
08/31/2000	GLT Office							\$7,338.70	
08/31/2000	GLT Office							\$1,068.00	
11/30/2000	Bureau of Federal Purch							\$4,082.50	
12-27-2000(accrued)(bal to 709)	GLT Office							\$5,325.48	
FL 11-3. Washington Park									
Project non-dwelling equipment		1475		\$4,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TOTAL: PHA wide 1475				\$80,000.00	\$76,000.00	\$76,000.00	\$76,000.00	\$76,000.00	

1495.1 DEVELOPMENT ACCOUNT: Relocation Costs

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2) Total	Funds Expended (2) Subtotal	
PHA Wide Relocation		1495		\$15,000.00	\$1,000.00	\$1,000.00	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TOTAL: PHA wide 1495.1				\$15,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	

1502 DEVELOPMENT ACCOUNT: Contingency

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
						Total	Total	Subtotal	
PHA Wide									
Contingency		1502.0		\$110,654.00	\$186,840.88	\$186,840.88	\$0.00		
	New Invoice							\$0.00	
	New Invoice							\$0.00	
TOTAL: PHA wide 1502				\$110,654.00	\$186,840.88	\$186,840.88	\$0.00	\$0.00	

COST BREAKDOWN OF TOTAL REQUISITIONS											
Req. #	1408	1410	1430	1450	1460	1465	1470	1475	1495	1502	Total
1	\$70,414.58		\$1,500.00		\$928.75		\$31,318.00	\$13,368.84			\$117,530.17
2	\$33,790.75			\$4,585.92			\$6,501.33	\$39,351.13			\$84,229.13
3	\$2,359.95			\$12,676.20				\$5,465.35			\$20,501.50
4	\$4,866.25			\$27.86							\$4,894.11
5	\$7,953.46	\$49,730.00	\$1,500.00	\$37,812.14	\$15,758.92		\$2,075.94	\$17,814.68			\$132,645.14
6		\$24,585.80			\$12,483.70						\$37,069.50
YR2001											
7		\$11,628.00			\$122,793.00						\$134,421.00
8	\$0.00	\$16,056.20	\$2,435.00	\$378.80	\$265,593.10	\$1,410.00	\$870.01	\$12,000.00			\$298,743.11
9	\$0.00	\$0.00	\$3,246.25	\$0.00	\$73,427.27		\$4.70				\$76,678.22
											\$0.00
Total	\$119,384.99	\$102,000.00	\$5,681.25	\$55,480.92	\$490,984.74	\$1,410.00	\$40,769.98	\$88,000.00	\$0.00	\$0.00	\$906,711.88

CONTRACT and OBLIGATIONS REGISTER
for the Lakeland Housing Authority
COMPREHENSIVE GRANT TRACKING PROGRAM FFY 1998

Development name and #	Company Name	Budget Year(s)	Change Order Number	Original Contract Amount Plus Change	Obligated to 1408	Obligated to 1410	Obligated to 1430	Obligated to 1450	Obligated to 1460	Obligated to 1465	Obligated to 1470	Obligated to 1475	Obligated to 1490	Obligated to 1495	Total Obligated*	Notes
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
															\$0.00	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Grant Amount		1995			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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

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

Reconciled through
30-Jun-01

OMB Approval No. 2517-0157 (Exp.3/31/2002)

HA Name THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA		Comprehensive Grant Number FL29P011709		FFY of Grant Approval 2000	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$244,437.00	\$0.00	\$0.00	\$244,437.00
3	1408 Management Improvements	\$133,000.00	\$0.00	\$0.00	\$22,771.81
4	1410 Administration	\$122,218.00	\$0.00	\$0.00	\$37,827.56
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$59,641.00	\$0.00	\$0.00	\$3,882.44
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$70,034.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$402,330.00	\$0.00	\$0.00	\$14,873.40
11	1465.1 Dwelling Equipment - Nonexpendable	\$18,194.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$111,702.00	\$0.00	\$0.00	\$304,993.06
13	1475 Nondwelling Equipment	\$57,000.00	\$0.00	\$0.00	\$79,968.11
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$10,000.00	\$0.00	\$0.00	\$0.00
18	1498 Mod Used for Development	\$10,000.44	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$107,700.56	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$1,346,257.00	\$0.00	\$0.00	\$708,753.38
21	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to Section 504 Compliance	\$137,214.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security	\$6,703.00	\$0.00	\$0.00	\$0.00
24	Amount of line 20 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00
(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.			
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

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

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

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

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)	
PHA-Wide	<u>Operations</u>							
	Support Operating Costs	1406	LS	\$244,437.00	\$0.00	\$0.00	\$244,437.00	
	Subtotal 1406			\$244,437.00	\$0.00	\$0.00	\$244,437.00	
PHA-Wide	<u>Management Improvements</u>							
	Develop and Update Agency Plan	1408	LS	\$10,000.00	\$0.00	\$0.00	\$5,355.98	
	Develop Resident Initiatives	1408	LS	\$3,000.00	\$0.00	\$0.00	\$0.00	
	Grant Writing	1408	LS	\$15,000.00	\$0.00	\$0.00	\$0.00	
	Computer Software	1408	LS	\$10,000.00	\$0.00	\$0.00	\$3,180.00	
	Supplement PM Program	1408	LS	<u>\$95,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$14,235.83</u>	
	Subtotal 1408			\$133,000.00	\$0.00	\$0.00	\$22,771.81	
PHA-Wide	<u>Administration</u>							
	Facilities Director (50%), Operations Support Assoc (100%), Purchasing Agent (35%)	1410	LS	\$54,000.00	\$0.00	\$0.00	\$29,985.98	
	Employee Benefit Contribution	1410	LS	\$17,000.00	\$0.00	\$0.00	\$7,841.58	
	Proration of Administrative Support	1410	LS	<u>\$51,218.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1408			\$122,218.00	\$0.00	\$0.00	\$37,827.56	

(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.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

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

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)	
PHA-Wide	<u>Fees and Costs</u>							
	Clerk of the Works Salary	1430	LS	\$28,000.00	\$0.00	\$0.00	\$3,325.01	
	Clerk of the Works Fringe Benefits	1430	LS	\$9,000.00	\$0.00	\$0.00	\$257.43	
	A&E Fees (FL 11-5 Lakeview Gardens)	1430	LS	\$18,141.00	\$0.00	\$0.00	\$0.00	
	Capital Plan Update Fee	1430	LS	\$3,500.00	\$0.00	\$0.00	\$0.00	
	Sundry Planning/Inhouse Design	1430	LS	\$1,000.00	\$0.00	\$0.00	\$300.00	
	Subtotal 1430			\$59,641.00	\$0.00	\$0.00	\$3,882.44	
PHA-Wide	<u>Dwelling Equipment</u>							
	Ranges and Refrigerators	1465	12 Sets	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1465			\$10,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	<u>Non-Dwelling Structure</u>							
	504 at Central Office/Maint (Phase 2)	1470	LS	\$111,144.00	\$0.00	\$0.00	\$304,993.06	
	Subtotal 1470			\$111,144.00	\$0.00	\$0.00	\$304,993.06	

(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.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

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

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)	
PHA-Wide	<u>Non-Dwelling Equipment</u>							
	Computer Equipment Upgrades	1475	LS	\$15,000.00	\$0.00	\$0.00	\$16,907.00	
	Add Modular Office Equipment and Chairs -- Central Office	1475	LS	\$40,000.00	\$0.00	\$0.00	\$60,952.11	
	Purchase Maintenance/Force Account Equipment	1475	LS	\$2,000.00	\$0.00	\$0.00	\$2,109.00	
	Subtotal 1475			\$57,000.00	\$0.00	\$0.00	\$79,968.11	
PHA-Wide	<u>Relocation</u>							
	Relocation (Lakeview Gardens)	1495	LS	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1495			\$10,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	<u>Mod Used for Development</u>							
	Supplement Replacement Housing	1498	LS	<u>\$10,000.44</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1498			\$10,000.44	\$0.00	\$0.00	\$0.00	

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

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

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

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)	
PHA-Wide	<u>Contingency</u>							
	Contingency	1502	LS	<u>\$107,700.56</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1502			\$107,700.56	\$0.00	\$0.00	\$0.00	
FL 11-1 Lakeridge Homes	<u>Site Improvements</u>							
	Sidewalk Repair (Phase 1)	1450	LS	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1450			\$1,000.00	\$0.00	\$0.00	\$0.00	
Total FL 11-1 -- Lakeridge Homes				\$1,000.00	\$0.00	\$0.00	\$0.00	
FL 11-2 Westlake Apartments	<u>Site Improvements</u>							
	Trim Trees (Phase 2)	1450	LS	<u>\$5,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1450			\$5,000.00	\$0.00	\$0.00	\$0.00	
<u>Dwelling Structures</u>								
Attic Insulation (Phase 1)	1460	3 Units	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$14,873.40</u>		
Subtotal 1460			\$1,000.00	\$0.00	\$0.00	\$14,873.40		
Total FL 11-2 -- Westlake Apts.				\$6,000.00	\$0.00	\$0.00	\$14,873.40	

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

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

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

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)		
FL 11-5 Lakeview Homes	Site Improvements								
	Site Improvements for Modernization and 504 Accessibility	1450	14%	\$31,784.00	\$0.00	\$0.00	\$0.00		
	Subtotal 1450			\$31,784.00	\$0.00	\$0.00	\$0.00		
	Dwelling Structures								
	504 Mobility and A/V Accessibility Renovations	1460	25%	\$22,346.00	\$0.00	\$0.00	\$0.00		
	Comprehensive Renovation of 9 Units	1460	9 Units	\$374,984.00	\$0.00	\$0.00	\$0.00		
	Subtotal 1460			\$397,330.00	\$0.00	\$0.00	\$0.00		
	Dwelling Equipment								
	Appliances (Phase 2)	1465	11 Units	\$8,194.00	\$0.00	\$0.00	\$0.00		
	Subtotal 1465			\$8,194.00	\$0.00	\$0.00	\$0.00		
	Non-Dwelling Structures								
	Benches/Trash Cans at Tot Lots	1470	25%	\$372.00	\$0.00	\$0.00	\$0.00		
	Sod/Mulch at Tot Lots	1470	25%	\$186.00	\$0.00	\$0.00	\$0.00		
	Subtotal 1470			\$558.00	\$0.00	\$0.00	\$0.00		
	Total FL 11-5 - Lakeview Gardens				\$437,866.00	\$0.00	\$0.00	\$0.00	

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

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

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

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)	
FL 11-6 Cecil Gober John Wright	<u>Site Improvements</u>							
	Site Drainage (Phase 1)	1450	4%	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Sidewalk Repair (Phase 1)	1450	10%	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1450			\$2,000.00	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structures</u>							
	Replace Utility Room Doors (Phase 1)	1460	4 Units	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
Subtotal 1460			\$1,000.00	\$0.00	\$0.00	\$0.00		
Total FL 11-6 -- Gober/Wright				\$3,000.00	\$0.00	\$0.00	\$0.00	
FL 11-7 Paul Colton Bonnet Shores	<u>Site Improvements</u>							
	Repair Drainage Bonnet Shores (Phase 2)	1450	72%	\$7,500.00	\$0.00	\$0.00	\$0.00	
	Repair Drainage Paul Colton	1450	100%	\$7,500.00	\$0.00	\$0.00	\$0.00	
	Site Sewer Cleaning Paul Colton	1450	58%	\$14,250.00	\$0.00	\$0.00	\$0.00	
	Fencing	1450	4%	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1450			\$30,250.00	\$0.00	\$0.00	\$0.00	

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Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

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

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)	
FL 11-7 Paul Colton Bonnet Shores (Con't)	Dwelling Structures							
	Replace Interior Doors and Hardware (Phase 1)	1460	1 Unit	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Gutter and Downspout Replacement (Phase 1)	1460	2 Units	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Replace Utility Room Doors (Phase 1)	1460	4 Units	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1460			\$3,000.00	\$0.00	\$0.00	\$0.00	
Total FL 11-7 -- Colton/Bonnet				\$33,250.00	\$0.00	\$0.00	\$0.00	
TOTAL CGP 707				\$1,346,257.00	\$0.00	\$0.00	\$708,753.38	

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

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

OMB Approval No. 2577-0157 (Exp.7/31/1998)

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Wide - Operations	03/31/02			09/30/03			
PHA Wide - Management Improvements	03/31/02			09/30/03			
PHA Wide - Administration	03/31/02			09/30/03			
PHA Wide - Fees and Costs	03/31/02			09/30/03			
Lakeridge Homes (FL 11-1)	03/31/02			09/30/03			
Westlake Apartments (FL 11-2)	03/31/02			09/30/03			
Lakeview Gardens (FL 11-5)	03/31/02			09/30/03			
Cecil Gober/John Wright (FL 11-6)	03/31/02			09/30/03			
Paul Colton/Bonnet Shores (FL 11-7)	03/31/02			09/30/03			

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1406 DEVELOPMENT ACCOUNT: PHA Operations

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
							Total			
Support Operating Costs		1406			\$244,437.00	\$0.00	\$244,437.00	\$244,437.00		
	New invoice								\$244,437.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
TOTAL: PHA wide 1406					\$244,437.00	\$0.00	\$244,437.00	\$244,437.00	\$244,437.00	

1408 DEVELOPMENT ACCOUNT: Management Improvement

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds	Funds	Funds	
							Obligated (2)	Expended (2)	Expended (2)	
						Total	Total	Subtotal		
Develop and Update Agency		1408			\$10,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Develop Resident Initiatives		1408			\$3,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Grant Writing		1408			\$15,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Computer Software		1408			\$10,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Supplement PM Program		1408			\$95,000.00	\$0.00	\$0.00	\$5,481.03		
07/31/2000	Labor/EBC								\$361.90	
08/31/2000	Labor/EBC								\$228.66	
12/31/2000	Correct may PM Labor/EBC								\$1,993.70	
12/31/2000	Correct June PM Labor/EBC								\$144.77	
12/31/2000	Correct Mar PM Labor/EBC								\$1,170.59	
12/31/2000	Correct Apr PM Labor/EBC								\$1,581.41	
TOTAL: PHA wide 1408					\$133,000.00	\$0.00	\$0.00	\$5,481.03	\$5,481.03	

1410 DEVELOPMENT ACCOUNT: CGP Administration

General Description of Major Work Categories	Description of Items charged to Work Category	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
								Total	Subtotal	
Facilities Director (50%), Operations Support Assoc (100%), Purchasing Agent (35%)		1410			\$54,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	
Employee Benefit Contribution		1410			\$17,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	
Proration of Administrative Support		1410			\$51,218.00	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	
TOTAL: PHA wide 1410					\$122,218.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1430 DEVELOPMENT ACCOUNT: Fees and Costs

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
								Total	Subtotal	
Clerk of the Works Salary		1430			\$28,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Clerk of the Works Fringe Benefits		1430			\$9,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
A&E Fees (FL 11-5 Lakeview Gardens)		1430			\$18,141.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Capital Plan Update Fee		1430			\$3,500.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Sundry Planning/Inhouse		1430			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
TOTAL: PHA wide 1430					\$59,641.00	\$0.00	\$0.00	\$0.00	\$0.00	

1450 DEVELOPMENT ACCOUNT: Site Improvements

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
								Total	Subtotal	
FL 11-1 - Lakeridge Homes										
Sidewalk Repair (Phase 1)		1450			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
FL 11-2 - Westlake Apartments										
Trim Trees (Phase 2)		1450			\$5,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
FL 11-5 - Lakeview Gardens										
Site Improvements for Modernization and 504 Accessibility		1450			\$31,784.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
FL 11-6 -- Gober/Wright										
Site Drainage (Phase 1)		1450			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Sidewalk Repair (Phase 1)		1450			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
FL 11-7 -- Colton/Bonnet Shores										
Repair Drainage Bonnet Shores (Phase 2)		1450			\$7,500.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Repair Drainage Paul Colton		1450			\$7,500.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	

Site Sewer Cleaning Paul Colton		1450			\$14,250.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
Fencing		1450			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice								\$0.00	
	New invoice								\$0.00	
	New invoice								\$0.00	
TOTAL: PHA wide 1450					\$70,034.00	\$0.00	\$0.00	\$0.00	\$0.00	

1460 DEVELOPMENT ACCOUNT: Dwelling Space

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2) Total	Funds Expended (2) Subtotal	
FL 11-2 -- Westlake Apartments										
Attic Insulation (Phase 1)		1460			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
FL 11-5 -- Lakeview Gardens										
504 Mobility and A/V Accessibility Renovations		1460			\$22,346.00	\$0.00	\$0.00	\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
FL 11-6 -- Cecil Gober/John Wright										
Replace Utility Room Doors (Phase 1)		1460			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
FL 11-7 -- Colton/Bonnet Shores										
Replace Interior Doors and Hardware (Phase 1)		1460			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
FL 11-8 -- Gutter and Downspout Replacement										
Gutter and Downspout Replacement (Phase 1)		1460			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
FL 11-9 -- Replace Utility Room Doors										
Replace Utility Room Doors (Phase 1)		1460			\$1,000.00	\$0.00	\$0.00	\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
	New invoice							\$0.00		
TOTAL: PHA wide 1460					\$402,330.00	\$0.00	\$0.00	\$0.00	\$0.00	

1465 DEVELOPMENT ACCOUNT

General Description of Major Work Categories	Description of Items charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds	Funds	Funds	
							Obligated (2)	Expended (2) Total	Expended (2) Subtotal	
PHA Wide										
Ranges and		1465			\$10,000.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00		
	New Invoice							\$0.00		
	New Invoice							\$0.00		
FL 11-5 - Lakeview Gardens										
Appliances (Phase 2)		1465			\$8,194.00	\$0.00	\$0.00	\$0.00		
	New Invoice							\$0.00		
	New Invoice							\$0.00		
	New Invoice							\$0.00		
TOTAL: 1465					\$18,194.00	\$0.00	\$0.00	\$0.00	\$0.00	

1470 Non_Dwelling Structure

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds	Funds	Funds	
							Obligated (2)	Expended (2)	Expended (2)	
						Total	Total	Subtotal		
PHA-Wide										
504 at Central Office/Maint (Phase 2)		1470			\$111,144.00	\$0.00	\$0.00	\$282,142.50		
08/31/2000	Lisa Adams								\$1,600.00	
08/31/2000	Graybar								\$129.62	
08/31/2000	Joyner Lumber								\$1,419.16	
08/31/2000	Polk Air Conditioning								\$10,080.00	
08/31/2000	Southwest Kitchen								\$154.81	
07/31/2000	July Labor/EBC								\$11,266.07	
08/31/2000	August Labor/EBC								\$18,042.42	
09/11/2000	Graybar								\$475.74	
09/11/2000	ICI Dulux								\$178.40	
09/11/2000	Kelley's Cabinet								\$1,384.00	
09/11/2000	Nextel(common costs)								\$510.11	
09/11/2000	Seacoast Supply								\$578.16	
09/11/2000	Southwest Kitchen								\$113.33	
09/28/2000	C&B Pallets								\$200.00	
09/28/2000	Cement Product								\$428.30	
09/28/2000	Florida Tile Ceramic								\$908.23	
09/28/2000	ICI Dulux								\$1,018.61	
09/28/2000	Joyner Lumber								\$449.84	
09/28/2000	Kelley's Cabinet								\$1,192.17	
09/28/2000	Radio Shack								\$109.88	
09/28/2000	Raybro Electric								\$78.75	
09/28/2000	Salem Saxon(common costs)								\$362.50	
09/28/2000	Seacoast Supply								\$222.22	
09/28/2000	Southwest Kitchen								\$168.16	
09/28/2000	Town & County Industries								\$2,812.82	
09/30/2000	September Labor/EBC								\$37,968.66	
10/06/2000	Adams Building Components								\$1,061.50	
10/06/2000	Cement Product								\$931.49	
10/06/2000	Florida Tile Ceramic								\$9,723.05	
10/06/2000	Graybar								\$762.41	
10/06/2000	Hughes Supply								\$4,535.03	
10/06/2000	ICI Dulux								\$98.84	
10/06/2000	Joyner Lumber								\$525.90	
10/06/2000	Kelley's Cabinet								\$318.61	
10/06/2000	Polk Air Conditioning								\$5,000.00	

10/06/2000	Prime Equipment								\$58.71	
10/06/2000	Raybro Electric								\$659.03	
10/06/2000	Southwest Kitchen								\$1,528.95	
10/06/2000	Steve Taylor Inc								\$7,666.79	
10/12/2000	Baker Distributing								\$9.02	
10/12/2000	Graybar								\$3,009.60	
10/12/2000	Joyner Lumber								\$60.50	
10/12/2000	Lakeland City Glass								\$2,266.83	
10/12/2000	MBCI								\$2,557.49	
10/12/2000	Mid Fla Audio Video								\$9,652.70	
10/12/2000	Owen Baynard								\$3,000.00	
10/12/2000	Radio Shack								\$43.54	
10/12/2000	Southwest Kitchen								\$2,491.40	
10/12/2000	Steve Taylor Inc								\$4,280.00	
10/12/2000	Wallis Murphey Boyington								\$760.00	
10/19/2000	Kelley's Cabinet								\$471.66	
10/19/2000	Pro Products								\$686.51	
10/19/2000	Raybro Electric								\$91.97	
10/19/2000	Sears Commercial One								\$439.96	
10/23/2000	City of Lakeland								\$70.00	
10/27/2000	Home Depot								\$378.89	
10/27/2000	Hughes Supply								\$1,966.50	
10/27/2000	Kelley's Cabinet								\$1,760.87	
10/27/2000	Pro-Tex Contratcing								\$180.00	
10/27/2000	Southwest Kitchen								\$434.43	
10/31/2000	Davidson								\$84.29	
10/31/2000	Access								\$511.73	
10/31/2000	Seacoast Supply								\$39.12	
10/31/2000	Hughes Supply								\$162.51	
10/31/2000	Lakeland City Glass								\$165.00	
10/31/2000	Seacoast Supply								\$670.40	
10/31/2000	Sonitrol								\$105.00	
10/31/2000	Graybar								\$1,170.86	
10/31/2000	Home Depot								\$113.65	
10/31/2000	Office Furniture Mart								\$567.00	
10/31/2000	Lisa Adams								\$750.00	
10/31/2000	Graybar								\$1,136.90	
10/31/2000	Lakeland City Glass								\$15,425.00	
10/31/2000	October labor/EBC								\$18,801.38	
11/03/2000	Cement Product								\$681.22	
11/03/2000	Ewell Industries								\$279.50	
11/03/2000	Graybar								\$663.87	
11/03/2000	Prime Equipment								\$167.35	

11/03/2000	Southwest Kitchen								\$2,283.85	
11/03/2000	Wallis Murphey Boyington								\$180.00	
11/09/2000	Baker Distributing								\$16.30	
11/09/2000	Ewell Industries								\$122.00	
11/09/2000	Home Depot								\$360.47	
11/09/2000	Hughes Supply								\$401.64	
11/09/2000	Raybro Electric								\$688.39	
11/09/2000	Southwest Kitchen								\$769.83	
11/09/2000	Springer Peterson								\$60.18	
11/22/2000	Florida Tile Ceramic								\$124.07	
11/22/2000	Graybar								\$342.26	
11/22/2000	Kelley's Cabinet								\$1,027.45	
11/22/2000	Town & County Industries								\$339.09	
11/30/2000	Lakeland Blueprint								\$86.40	
11/30/2000	Wallis Murphey Boyington								\$2,411.25	
11/30/2000	Sonitrol								\$4,494.00	
12/07/2000	Raybro Electric								\$403.00	
12/07/2000	Springer Peterson								\$25,744.00	
12/07/2000	The Blind factory								\$1,032.30	
12/19/2000	Gore heating								\$105.00	
12/19/2000	ICI Dulux								\$413.52	
12/19/2000	Lakeland City Glass								\$330.00	
12/19/2000	Riehl Ceilings								\$7,185.00	
12/27/2000	Graybar								\$258.23	
12/31/2000	November Labor/EBC								\$4,391.75	
12/31/2000	December Labor/EBC								\$4,494.60	
12/31/2000	CFI Certified								\$1,200.00	
12/31/2000	Correct August Common Cost								\$2,053.72	
12/31/2000	Correct Sept. Common Cost								\$2,202.08	
12/31/2000	Polk Air Conditioning								\$4,700.00	
12/31/2000	City of Lakeland								\$280.00	
1/8/2001(Accrued)	Graybar								\$8.86	
1/25/2001(Accrued)	Steve Taylor Inc								\$300.00	
1-11-2001(Accrued)	Mid Fla Audio Video								\$108.50	
1/11/2001(Accrued)	Polk Air Conditioning								\$825.00	
12/31/2000(PLA)	Raybro Electric								\$920.84	
12/31/2000(PLA)	Verizon								\$1,760.00	
12/31/2000(PLA)	Filing System Section 8								\$8,890.00	
FL 11-5 Lakeview Gardens										
Benches/Trash Cans at Tot Lots		1470			\$372.00	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	

Sod/Mulch at Tot Lots		1470			\$186.00	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	
TOTAL: PHA wide 1470					\$111,144.00	\$0.00	\$0.00	\$282,142.50	\$282,142.50	

1475 DEVELOPMENT ACCOUNT: Non-Dwelling Equipment

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost		
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2) Total	Funds Expended (2) Subtotal
PHA Wide									
Computer Equipment Upgrades		1475			\$15,000.00	\$0.00	\$0.00	\$0.00	
	New Invoice								\$0.00
	New Invoice								\$0.00
	New Invoice								\$0.00
Add Modular Office Equipment and Chairs -- Central Office		1475			\$40,000.00	\$0.00	\$0.00	\$10,978.73	
	12/31/2000 GLT Office								\$2,689.91
	12/31/2000 GLT Office								\$6,922.82
	1/25/2001 (Accrued) GLT Office								\$695.00
	12/31/2000(PLA)								\$671.00
Purchase Maintenance/Force Account Equipment		1475			\$2,000.00	\$0.00	\$0.00	\$0.00	
	New Invoice								\$0.00
	New Invoice								\$0.00
	New Invoice								\$0.00
TOTAL: PHA wide 1475					\$57,000.00	\$0.00	\$0.00	\$10,978.73	\$10,978.73

1495.1 DEVELOPMENT ACCOUNT: Relocation Costs

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost		
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)
							Total	Subtotal	
PHA Wide									
Relocation (Lakeview Gardens)		1495			\$10,000.00	\$0.00	\$0.00	\$0.00	
	New Invoice								\$0.00
	New Invoice								\$0.00
	New Invoice								\$0.00
TOTAL: PHA wide 1495.1					\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00

1498 DEVELOPMENT ACCOUNT: Mod Used for Development

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
							Total	Subtotal		
Supplement Replacement Housing		1498			\$10,000.44	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	
TOTAL: PHA wide 1440					\$10,000.44	\$0.00	\$0.00	\$0.00	\$0.00	

1502 DEVELOPMENT ACCOUNT: Contingency

General Description of Major Work Categories	Description of Items Charged to Work Categories	Development Account #	Check #	Requis. #	Total Estimated Cost		Total Actual Cost			Comments
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Expended (2)	
							Total	Subtotal		
Contingency		1502			\$107,700.56	\$0.00	\$0.00	\$0.00		
	New Invoice								\$0.00	
	New Invoice								\$0.00	
	New Invoice								\$0.00	
TOTAL: PHA wide 1440					\$107,700.56	\$0.00	\$0.00	\$0.00	\$0.00	

COST BREAKDOWN OF TOTAL REQUISITIONS													
Requisition	1406	1408	1410	1430	1450	1460	1465	1470	1475	1495	1498	1502	Total
#1	\$244,437.00	\$5,481.03						\$282,142.50	\$10,978.73				\$543,039.26
YR2001													\$0.00
#2		\$1,468.44				\$14,873.40		(\$170,440.50)	\$46,021.27				(\$108,077.39)
#3		\$12,630.88	\$29,107.91			\$0.00							\$41,738.79
#4		\$3,191.46	\$8,719.65	\$3,882.44									\$15,793.55
#5													\$0.00
#6													\$0.00
#7													\$0.00
#8													\$0.00
#9													\$0.00
#10													\$0.00
#11													\$0.00
#12													\$0.00
#13													\$0.00
#14													\$0.00
#15													\$0.00
#16													\$0.00
Total	\$244,437.00	\$22,771.81	\$37,827.56	\$3,882.44	\$0.00	\$14,873.40	\$0.00	\$111,702.00	\$57,000.00	\$0.00	\$0.00	\$0.00	\$492,494.21

CONTRACT and OBLIGATIONS REGISTER

The Example Housing Authority

FFY 1998

Development name #	Work Item	Original Budget Amount	Company Name	Change Order Number	Original Contract/Obligation Amount	Obligated to 1408	Obligated to 1430	Obligated to 1450	Obligated to 1460	Obligated to 1502	Total Obligated*
<i>PHA Wide 1408</i>											
	Develop and Update Agency Plan	\$10,000.00			\$0.00	\$0.00					\$0.00
	Develop Resident Initiatives	\$3,000.00			\$0.00	\$0.00					\$0.00
	Grant Writing	\$15,000.00			\$0.00	\$0.00					\$0.00
	Supplement PM Program	\$95,000.00			\$0.00	\$0.00					\$0.00
	Total 1408	\$123,000.00			\$0.00	\$0.00					\$0.00
<i>PHA Wide 1430</i>											
	Clerk of the Works Salary	\$28,000.00			\$0.00		\$0				
	Sundry Planning/Inhouse Design	\$1,000.00			\$0.00		\$0				\$0.00
	Total 1430	\$29,000.00			\$0.00		\$0.00				\$0.00
<i>FL 11-1 Lakeridge</i>											
	Site Improvements	\$0.00			\$0.00			\$0.00			\$0.00
<i>Paul Colton Bonnet Shores</i>											
	Repair Drainage Bonnet Shores	\$7,500.00			\$0.00			\$0.00			\$0.00
	Total 1450	\$7,500.00			\$0.00			\$0.00			\$0.00
<i>FL 11-5 Lakeview</i>											
	Site Improvements for	\$31,784.00			\$0.00				\$0.00		\$0.00
<i>Cecil Gober John Wright</i>											
	Site Drainage (Phase 1)	\$1,000.00			\$0.00				\$0.00		\$0.00
	0										
	0	Subtotal 1460			\$3,000.00				\$0.00		\$0.00
	Total 1460	\$35,784.00			\$0.00				\$0.00		\$0.00
<i>PHA Wide 1502</i>											
	Contingency	\$107,700.56			\$0.00					\$0.00	\$0.00
	Total 1475	\$107,700.56			\$0.00					\$0.00	\$0.00
Total Grant Amount		\$302,984.56			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Lakeland Housing Authority	Grant Type and Number Capital Fund Program: FL29P01150201 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement (revision no:)
 Reserve for Disasters/ Emergencies
 Revised Annual Statement

Performance and Evaluation Report for Period Ending: 6/30/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0			
2	1406 Operations	\$244,437			
3	1408 Management Improvements	\$38,000			
4	1410 Administration	\$130,773			
5	1411 Audit	\$0			
6	1415 liquidated Damages	\$0			
7	1430 Fees and Costs	\$64,480			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$139,916			
10	1460 Dwelling Structures	\$503,430			
11	1465.1 Dwelling Equipment— Nonexpendable	\$37,000			
12	1470 Nondwelling Structures	\$15,000			
13	1475 Nondwelling Equipment	\$60,000			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$10,000			
18	1498 Mod Used for Development	\$10,000			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Lakeland Housing Authority	Grant Type and Number Capital Fund Program: FL29P01150201 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement (revision no:)
 Reserve for Disasters/ Emergencies
 Revised Annual Statement

Performance and Evaluation Report for Period Ending: 6/30/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	\$120,574			
20	Amount of Annual Grant: (sum of lines 2-19)	\$1,373,610			
21	Amount of line 20 Related to LBP Activities	\$0			
22	Amount of line 20 Related to Section 504 Compliance	\$0			
23	Amount of line 20 Related to Security	\$0			
24	Amount of line 20 Related to Energy Conservation Measures	\$0			

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	<u>Operations</u>			-				
	-Operating Subsidy	1406	18%	\$244,437				
	Total 1406			\$244,437				
PHA Wide	<u>Management Improvements</u>							
	-Develop and Update Agency Plan	1408	LS	\$10,000				
	-Develop Resident Initiatives	1408	LS	\$3,000				
	-Computer Software	1408	LS	\$10,000				
	-Grant Writing	1408	LS	\$15,000				
	Total 1408			\$38,000				
PHA Wide	<u>Administration</u>							
	-Facilities Director-50%, Operations Support Assoc.-100%, Purchasing Agent-35%	1410	LS	\$57,780				
	-Employee Benefit Contribution	1410	LS	\$18,190				
	-Proration of Admn. Support	1410	LS	\$54,803				
	Total 1410			\$130,773				
PHA Wide	<u>Fees & Costs</u>							
	-Clerk-of-the Works Salary	1430	LS	\$39,000				
	-Clerk-of-the-Works Fringe Benefits	1430	LS	\$12,480				
	-A/E Fees (FL 11-5, FL 11-2)	1430	LS	\$8,500				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	-Capital Plan Update Fee	1430	LS	\$3,500				
	-Sundry Planning, In-house Design	1430	LS	<u>\$1,000</u>				
	Total 1430			\$64,480				
PHA Wide	<u>Site Improvements</u>							
	-Tree Trimming	1450	LS	\$1,000				
	-Sidewalk Repairs	1450	LS	\$15,000				
	-Erosion Control	1450	LS	\$6,000				
	-Fencing	1450	LS	\$15,000				
	-Reseal/Paving Repair	1450	LS	\$15,000				
	-Drainage Repair	1450	LS	\$10,000				
	-Landscaping	1450	LS	\$1,000				
	-Signage	1450	LS	\$4,000				
	-Add Parking Central	1450	LS	<u>\$5,000</u>				
	Total 1450			\$72,000				
PHA Wide	<u>Dwelling Structures</u>							
	-Fire Suppression	1460	LS	\$16,000				
	-Exterior Painting	1460	LS	\$10,000				
	-Pressure Washing	1460	LS	\$1,000				
	-Exterior Doors	1460	LS	<u>\$1,000</u>				
	Total 1460			\$28,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	<u>Dwelling Equipment</u>							
	-Ranges and Refrigerators	1465	LS	\$12,000				
	Total 1465			\$12,000				
PHA Wide	<u>NonDwelling Equipment</u>							
	-Add Modular Office Equipment/Furniture	1475	LS	\$45,000				
	Total 1475			\$45,000				
PHA Wide	<u>Relocation Costs</u>							
	-Relocation	1495	LS	\$10,000				
	Total 1495			\$10,000				
PHA Wide	<u>Mod Used for Development</u>							
	-Supplement Replacement Housing	1498	LS	\$10,000				
	Total 1498			\$10,000				
PHA Wide	<u>Contingency</u>							
	-Construction Contingency	1502	LS	\$120,574				
	Total 1502			\$120,574				
FL 11-2	<u>Site Improvements</u>							
Westlake	-Trim overhanging trees/additional parking	1450	LS	\$2,000				
Apartments	Sub-Total 1450			\$2,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Dwelling Structure</u>							
	<u>Comprehensive Modernization: (to include)</u>	1460	LS	\$10,000				
	-Mildew Control							
	-Central HVAC							
	-Attic Insulation							
	-Window Screens			-				
	-Dryer/Vent Wiring			-				
	-Building Relocation			-				
	Sub-Total 1460			\$10,000				
	<u>Non-Dwelling Structure</u>							
	-Community Building Renovation (limited)/Computer Lab	1470	LS	\$5,000				
	Sub-Total 1470			\$5,000				
	Total: FL 11-2, Westlake Apartments			\$17,000				
<u>FL 11-4</u>	<u>Site Improvements</u>			-				
Westlake	-Playground Equipment/Parking Lot	1450	LS	\$5,000				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Addition	Sub-Total 1450			\$5,000				
	<u>Dwelling Structure</u>							
	-Entry Steps(504) and Porch Columns	1460	LS	<u>\$5,000</u>				
	Sub-Total 1460			\$5,000				
	<u>NonDwelling Equipment</u>							
	-Benches/Playground/Shade Devices/Trash Cans	1475	LS	<u>\$15,000</u>				
	Sub-Total 1475			\$15,000				
	Total: FL 11-4, Washington Addition			\$25,000				
FL 11 -5	<u>Site Improvements</u>							
Lakeview Gardens	<u>Comprehensive Site Improvements: (to include)</u>	1450	LS	<u>\$45,316</u>				
	-Erosion Control							
	-Landscaping / Grassing							
	-Dwelling Unit / Yard Definition							
	-Sidewalks (FA)							
	-Road & Parking (Seal & Re-stripe)							
	-Site Furnishings							

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	-Dumpster Pads							
	-Tot Lot Relocation			-				
	-Fencing							
	Sub-Total 1450			\$45,316				
				-				
	<u>Dwelling Structure</u>							
	<u>Comprehensive Modernization: (to include)</u>	1460	LS	<u>\$308,264</u>				
	-Interior/Exterior Renovation and 504/A & V Accessibility							
	Sub-Total 1460			\$308,264				
<u>FL 11 -5</u>	<u>Site Improvements</u>							
	<u>Dwelling Equipment</u>							
	-Appliances	1465	LS	<u>\$25,000</u>				
	Sub-Total 1465			\$25,000				
	Total: FL 11-5, Lakeview Gardens			\$378,580				
<u>FL 11 -6</u>	<u>Site Improvements</u>							
Cecil Gober	<u>Comprehensive Site Improvements: (to include)</u>	1450	LS	<u>\$10,600</u>				
John Wright	-Site Drainage / Erosion Control							

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	-Sidewalk Repair / Parking							
	-Additional Parking							
	-Landscaping							
	-Playground							
	Sub-Total 1450				\$10,600			
	<u>Dwelling Structure</u>							
	<u>Comprehensive Modernization: (to include)</u>	1460	LS		<u>\$42,500</u>			
	-Replace Utility Doors							
	-Windows							
	-Kitchen Modernization							
	-Bathroom Modernization							
	-Water Line Replacement							
	-Emergency Call System							
	-Dryer Vents							
	-Termite Treatment/Repair							
	-Central HVAC Repairs							
	-Attic Insulation							
	Sub-Total 1460				\$42,500			
	<u>NonDwelling Structures</u>							

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	-Community Room/504/Door Opener/Canopy	1470	LS	\$10,000				
	Sub-Total 1470			\$10,000				
	Total: FL 11-6, Cecil Gober/John Wright			\$63,100				
FL 11 -7	Site Improvements							
Paul Colton	<u>Comprehensive Site Improvements: (to include)</u>	1450	LS	\$5,000				
Bonnet Shores	-Drainage Correction (Bonnet Shores)							
	-Drainage Correction (Paul Colton)							
	-Site Sewer Cleaning, Paul Colton							
	-Fencing							
	-Playground							
	Sub-Total 1450			\$5,000				
	Dwelling Structure							
	<u>Comprehensive Modernization: (to include)</u>	1460	LS	\$109,666				
	-Interior Doors / Hardware							
	-Gutters & Downspouts							
	-Utility Doors							

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
1406	Sep-03			Sep-05				
1408	Sep-03			Sep-05				
1410	Sep-03			Sep-05				
1430	Sep-03			Sep-05				
1465	Sep-03			Sep-05				
1475	Sep-03			Sep-05				
1495	Sep-03			Sep-05				
1498	Sep-03			Sep-05				
1502	Sep-03			Sep-05				

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

PHA Name: Lakeland Housing Authority		Grant Type and Number Capital Fund Program #: FL29P01150201 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
FL 11-2, Westlake Apartments	Sep-03			Sep-05				
FL 11-4, Westlake Addition	Sep-03			Sep-05				
FL 11-5, Lakeview Gardens	Sep-03			Sep-05				
FL 11-6, Ceil Gober & John Wright	Sep-03			Sep-05				
FL 11-7, Paul Colton Villas & Bonnet Shores	Sep-03			Sep-05				

Implementation of Public Housing Resident Community Service Requirements

The administrative steps that we will take to implement the Community Service Requirements include the following:

- 1. Development of Written Description of Community Service Requirement:**
The Lakeland Housing Authority has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.
- 2. Scheduled Changes in Leases:**
The Lakeland Housing Authority has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.
- 3. Written Notification to Residents of Exempt Status to each Adult Family Member:**
The Lakeland Housing Authority will notify residents at the time of their admission or recertification.
- 4. Cooperative Agreements with TANF Agencies**
The Lakeland Housing Authority has secured a Cooperative Agreement with a TANF Agency.
- 5. Programmatic Aspects**
Community service includes performing 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.

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

The Lakeland Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory association, the Lakeland Housing Authority may create volunteer positions such as site monitoring, litter patrols, and supervising and record keeping for volunteers.

Pet Policy

The Lakeland Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Lakeland Housing Authority adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Lakeland Housing Authority harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. A pet deposit of \$300 is required at the time of registering a pet.
7. The Lakeland Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only one four-legged pet per unit and other non- four-legged pets will be allowed according to this schedule.

Unit Size	Pets
Zero Bedroom	1
One Bedroom	1
Two Bedrooms	1
Three Bedrooms	2
Four or More Bedrooms	2

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

No animal may exceed twenty (20) pounds in weight projected to full adult size.

8. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Lakeland Housing Authority to attest to the inoculations.
9. The Lakeland Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

Resident Advisory Board Comments

- 1. Question: When will Westlake get dryer hookups?**
Reply: Westlake does not have sufficient space in unit to handle dryers. Combo units are becoming more economical and may be a long-term solution to this situation.
- 2. Question: What are the plans for improved landscaping on the complexes?**
Reply: Landscaping has already been identified in the 5-year plan and annual plan as a work item and will be started in the very near future. The recent drought has been the cause of this delay.
- 3. Question: May residents plant shrubs around the sidewalks?**
Reply: This is not recommended due to the new PHAS requirements. The maintainability of common areas must be considered.