

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**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: Tallahassee Housing Authority

PHA Number: FL073

PHA Fiscal Year Beginning: (mm/yyyy) 07/2002

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

- The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. 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.

- x PHA Goal: Expand the supply of assisted housing
Objectives:
 - x Apply for additional rental vouchers:
 - x Reduce public housing vacancies:
 - x Leverage private or other public funds to create additional housing opportunities:
 - x Acquire or build units or developments
 - Other (list below)

- x PHA Goal: Improve the quality of assisted housing
Objectives:
 - x Improve public housing management: (PHAS score) 95
 - x Improve voucher management: (SEMAP score) 95
 - x Increase customer satisfaction:
 - x Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- x Renovate or modernize public housing units:
 - x Demolish or dispose of obsolete public housing:
 - x Provide replacement public housing:
 - x Provide replacement vouchers:
 - x Other: (list below)
- x PHA Goal: Increase assisted housing choices
- Objectives:
- x Provide voucher mobility counseling:
 - x Conduct outreach efforts to potential voucher landlords
 - x Increase voucher payment standards
 - x Implement voucher homeownership program:
 - x Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

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

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

- x PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- x Increase the number and percentage of employed persons in assisted families:
 - x Provide or attract supportive services to improve assistance recipients' employability:

- x Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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-fl073a01
- FY 2002 Capital Fund Program Annual Statement-fl073b01
- 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 fl073c01
- Public Housing Drug Elimination Program (PHDEP) Plan fl073d01
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - CGP-708-fl073f01
 - CFP-2000-fl073g01
 - CFP-2001-fl073h01

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
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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
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 x check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development x check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies x 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 x check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures x check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
x	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program x check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 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	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	92.70	4	5	2	1	2	2
Income >30% but <=50% of AMI	6.54						
Income >50% but <80% of AMI	.76						
Elderly	138	1	1	1	1	1	1
Families with Disabilities	17	1	1	1	1	1	1
Race/Ethnicity	2/2						
Race/Ethnicity	1/2						
Race/Ethnicity	3/1						
Race/Ethnicity	4/1						

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.)

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
X Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdiction waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	918		167
Extremely low income <=30% AMI	851	92.70	
Very low income (>30% but <=50% AMI)	60	6.54	
Low income (>50% but <80% AMI)	7	.76	
Families with children	780	85%	
Elderly families	138	15%	
Families with Disabilities	121	13%	
Race/ethnicity	53	5.77%	
Race/ethnicity	828	90.20%	
Race/ethnicity	30	3.27%	
Race/ethnicity	7	.76%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	384	41.83%	

Housing Needs of Families on the Waiting List			
2 BR	424	46.19%	
3 BR	102	11.11%	
4 BR	8	.87	
5 BR	0	0	
5+ BR	0	0	
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)? 3			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input 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

The Authority will continue to work with other governmental, community based Groups such as Habitat, Tallahassee Lenders Consortium and the City of Tallahassee Community and Neighborhood Services to combat the affordable Housing dilemma. We will reach out into the community for project based Developments, work with investors and CHDO's in owner/rental rehabilitation.

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- 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
- x Apply for special-purpose vouchers targeted to the elderly, should they become available
- x Other: (list below)

The Section 8 Department will apply for the HUD Mainstream Vouchers for Persons with Disabilities. This is an collaborative effect involving the Wakulla County Housing Authority, City of Tallahassee and Leon County. The two government Offices will obligate money to increase the population to be served.

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- x Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- x Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

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

(2) Reasons for Selecting Strategies

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

- x Funding constraints
- x Staffing constraints
- Limited availability of sites for assisted housing
- x Extent to which particular housing needs are met by other organizations in the community
- x 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
- x Community priorities regarding housing assistance
- x Results of consultation with local or state government
- x Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	1,712,477	
b) Public Housing Capital Fund	1,228,140	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	11,124,212	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	157,488	
g) Resident Opportunity and Self-Sufficiency Grants	39,175	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
F129P073708-99	0	
F129P073501-00	0	Upgrade furnace, a/c Installation, capital improvements
F12P0733501-01	1,228,140	Energy efficient Measures and capital Improvements
3. Public Housing Dwelling Rental Income	825,000	
4. Other income (list below)		
Workorders, late fees, laundramat	45,000	To be used in the Operation of public Housing developments And laundry utilities.
4. Non-federal sources (list below)		
Total resources	16,359,632	

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)
- x Other: (describe)
Based on date and time after enrolled applicant.

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

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

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

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

e. x 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)

- x 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**

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. x 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:

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

Other preferences: (select below)

- x 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
x Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
x Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes

Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

x 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
- x Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- x List (any applicable) developments below:
Ebony Gardens, Springfield Apartments and Orange Avenue Apartments

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

- Not applicable: results of analysis did not indicate a need for such efforts
- x List (any applicable) developments below:
Pinewood Place and Hidden Pines Communities

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

- d. x 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
- x Other (describe below)
(Rental and Owner history)

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

(Medical limitations prevent timely lease up, portability under another PHA jurisdiction, and unable to secure appropriate housing due to large family size.)

(4) Admissions Preferences

- a. Income targeting
- Yes x No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1. Yes x No: as 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

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

Other preferences (select all that apply)

- 1 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
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- 1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- 1 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
- x 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)

- x 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?

- x Through published notices
- x Other (list below)

(Additional direct notice to social service and advocacy groups)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Household has lost eligibility for a federal, state, or local assistance program

Household has applied for a federal, state, or local assistance program and is waiting for a determination by program officials as to its eligibility for assistance.

Household would face evictions if forced to pay minimum rent
Household income has decreased or
When death has occurred in the family

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

1. Yes x 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)

x 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:

x For household heads

x For other family members

For transportation expenses

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

x Other (describe below)

1. Enrolled in a qualified training program

2. Permissive deductions for family members working 25 hrs. per week or more-deductions are fica, federal tax, and medical insurance deductions.

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

x 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
- x Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

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

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

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

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

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

Other (list below)

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

x Annually

Other (list below)

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

Success rates of assisted families

x Rent burdens of assisted families

x Other (list below)

(2) Minimum Rent

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

\$0

x \$1-\$25

\$26-\$50

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

5. Operations and Management

[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.

x 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	583	75
Section 8 Vouchers	1088	50
Section 8 Certificates	Combined with Vouchers	
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		Family Unification Mainstream
Public Housing Drug Elimination Program (PHDEP)	398	
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)

The Public Housing Resident Guide is the “Admissions and Continued Occupancy Policy Manual”, Tenant Handbook and the Rules and Regulations booklet. The Maintenance Department also has a Manual that describes the general operation of that department as it pertains to personnel, work orders, unit turn-around and pest infestation procedures.

(2) Section 8 Management: (list below)

The Section 8 Department has an Administrative Management Plan that governs its operation. Clients are given packets annually at each recertification and new applicants as part of their briefing packet all HUD information as it relates to fair housing, fair market rents, locating a god unit, security deposits, occupancy standards, etc. Landlords have a handbook that outlines their obligations of the program and it outlines fair housing policies and their obligations to screen their tenants.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes x 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)
- x PHA main administrative office
 - x PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes x 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)
- x 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.

Residents job and leadership training

Mini blinds

PHA wide replacement of appliances.

Installation of laundry facilities

Repair concrete steps (Ebony, Springfield and Orange Avenue Apts.)

General sidewalk repair

Repair door hardware

General landscaping and electrical upgrades

Replace front entrance door with metal insulation

Community building upgrades (Orange Avenue)

Consultant for Hope V1 application

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:

x The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)(FL073b01)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name fl73c01)

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[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: Ebony Gardens 1b. Development (project) number: FL073-04
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(06/30/2002)</u>
5. Number of units affected: 102
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(06/01/03) b. Projected end date of activity(06/01/05)

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 x 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:	<u>DD/MM/YY</u>
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	

<input type="checkbox"/> Total development
--

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes x No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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. x 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

- x 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:	Scattered Sites
1b. Development (project) number:	FL073 15 & 16
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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:	(01/01/1997)
5. Number of units affected:	36
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 10/21/98

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

- x Client referrals
- x Information sharing regarding mutual clients (for rent determinations and otherwise)
- x Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- x 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)
<i>Section 3 Training</i>	2	<i>Notices</i>	<i>THA Main Office</i>	<i>Public Housing</i>
TANF/WAGES Training	4	Notices	THA Main Office	Public housing & Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 04/01/01)
Public Housing	25	28
Section 8	43	61

- b. x 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
 - x 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
 - x Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Pinewood Place, Ebony Gardens, Springfield and Orange Avenue Apartments

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)

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

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

Springfield Community and Orange Avenue Community

C. Coordination between PHA and the police

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

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

Other activities (list below)

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

Springfield Apartments

Orange Avenue Apartments

Ebony Gardens Apartments

Pinewood Apartment

D. Additional information as required by PHDEP/PHDEP Plan

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

- x Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- x Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes x No: This PHDEP Plan is an Attachment. (Attachment Filename: a02)

14. RESERVED FOR PET POLICY

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. x 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. x Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. x Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 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 x 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 x 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 x No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

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)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - x The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - x The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - x The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - x Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

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

The Consolidated Plan Supports the Authority through interaction among various housing programs and the awarding of funds. The City of Tallahassee has committed funds under the CDBG program and endorsed the formulation of a “Community Housing Development Organization” (CHDO) as well we are negotiating the transfer of street ownership at our developments to them.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number 501 FFY of Grant Approval: (10/2001)

x Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	45,000.00
4	1410 Administration	56,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	70,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	125,000.00
10	1460 Dwelling Structures	862,890.00
11	1465.1 Dwelling Equipment-Nonexpendable	48,750.00
12	1470 Nondwelling Structures	20,000.00
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	1,228,140.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	750,283.00

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

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

Optional Public Housing Asset Management Table

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

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

TALLAHASSEE HOUSING AUTHORITY
Public Housing/Section 8 Policy

Deconcentration and Income Targeting

The Tallahassee Housing Authority owns and operates 641 public housing units. At least forty percent (40%) (with incomes below 30 percent of median) in a fiscal year, of any new or available public housing apartments must be designated to extremely low-income people. The Authority shall provide more than seventy-five percent (75%) of newly available vouchers and certificates to very poor families.

The Tallahassee Housing Authority has a total of 1,181 Section 8 units. Seventy-five percent (75%) of the new or turned over Section 8 vouchers must be directed toward extremely low-income people. After the housing authority has met the income targeting requirements, it will select new admissions under its Local Preference Policy. On October 1, 1996, the Tallahassee Housing Authority, Board of Commissioners suspended the Federal Preferences and adopted Local Preferences for public housing and Section 8 programs. The new preferences were not ranked and are as shown below:

- Working families
- Families registered/enrolled in a recognized job training program
- Families of domestic violence
- Families involuntarily displaced

1. Working Families

- Working Families whose head of household or spouse work or families whose head of household or spouse have been given a bona fide offer of employment. Those who are in or have completed educational or training programs designed to prepare persons for the job market.
- Applicants households whose head, spouse, or sole member is age 62 or older or is receiving social security disability, supplemental security income disability benefits, or any other payments based on the individuals inability to work will be given the benefit of the working family preference.

2. Families Registered or Enrolled in Job Training Programs

- Families where the head of household or spouse is currently enrolled and participating in a job training program (this will also include WAGES participants) that prepares them for entering or re-entering the job market to include welfare to work certified programs and/or, those performing eight or more hours of community service work as included in Section 512©(g) of the U.S. Housing Act of 1937. Documentation will be required from the institution where the head of the household or spouse is attending.

3. Domestic Violence

- “Domestic Violence” means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant’s household.
 - a. An applicant is considered a victim if:
 - they have vacated a housing unit because of domestic violence
 - they live in a housing unit with a person who engages in domestic violence
 - it must be determined that the domestic violence occurred recently or is of a continuing nature
 - the family must certify that the person who engaged in such violence will not reside with the applicant family unless the housing authority has given written approval based on certified counseling support documents.

4. Involuntary Displacement

- a. An applicant is involuntarily displaced if:
 - the applicant is a victim of fire
 - the applicant is displaced due to a natural disaster (fire, flood, or any other uncontrollable act)
 - the natural disaster must have extensively damaged or destroyed the dwelling the family had been living in and made it uninhabitable

All applicants must meet all other pre-background screening as other non-preference applicants do.

Notice of Preference Denial

When the housing authority determines an applicant does not qualify for a local preference, the housing authority will provide prompt, written notice of the determination. The notice will contain a brief statement of reasons for the determination and notice of the applicants right to an appeal. The applicant can appeal to the specified appeal officer as indicated in correspondence.

Skipping Policy

Families on the waiting list for public housing will be under a Skipping Admissions Policy. This would mean the housing authority could uniformly skip a family on the waiting list, specifically to reach another family with a lower or higher income in order to help accomplish the deconcentration and income-mixing objectives as specified by HUD

The current waiting list for public housing is 473. Below is the breakdown as it relates to race and income:

<u>Race</u>	<u>Very Low Income</u>	<u>Low Income</u>
1(Caucasian) 18	18	N/A
2(Black) 11	444	11

The current waiting list for Section 8 is 776. Below is the breakdown as it relates to race and income:

<u>Race</u>	<u>Very Low Income</u>	<u>Low Income</u>
1(Caucasian) 54	492	284
1(Black) 720		
3(Other)		

The housing authority’s targeting plan will conform with civil rights, fair housing and other federal laws that forbid discrimination on the basis of race, color, religion, sex, national origin, familial status or disability.

Both program waiting lists will be managed separately. Public Housing will not include site base waiting lists, but rather one centralized list.

The remaining sixty-percent (60%) of waiting list applicants for public housing will be selected according to the income needs of the development. This is based on the deconcentration plan required by the U.S. Department of Housing and Urban development (HUD) in order to achieve income-mixing, by bringing higher income residents into lower income public housing communities and bring lower income residents into higher income public housing communities.

Authority Incentives

The Authority’s four public housing communities, Springfield Apartments (1700 Joe Louis Street), Orange Avenue Apartments (2710 Country Club Drive), Ebony Gardens (1010 N. Macomb Street) and Pinewood Place Apartments (2940 Grady Rd.) are all geographically located in low-income (poverty) areas of the city. Under our Comprehensive Modernization Grant, in October 1999, we will begin to replace furnaces

at all the sites and install new gas energy efficient HVAC with air-conditioning features. Resealing of parking spaces has begun and will include re-striping. In the near future, installation of new energy efficient windows and higher R-Factor attic insulation will begin.

We have started an agency resident training program where we have contracted with the Area Big Bend Wages Coalition to screen and verify eligibility of our residents. Eight residents have also been employed by the Authority under the Section 3 Program, along with contractors awareness of preference given to residents on all work performed for the housing authority.

The resident council has a successful training program in which the local community college and vocational school develop goal-training classes for public housing participants. Therefore, internally we will be able to increase the skills of our residents so they may be more qualified to apply for jobs or higher positions and leave the Temporary Assistance to Needy Families (TANF) subsidy rolls.

At the Ebony Garden Apartments, we have installed a laundromat for the residents. Two residents will be hired to monitor the facility during the hours of operation. We suspect this will be an added attraction of curb appeal in soliciting for higher income-mixing at this development. Also, surrounding property is being purchased and sold in a city-side effort to create more affordable homeowner units in this census tract.

Public housing residents will be able to choose whether they would like to pay a flat rent or an income-based rent.

- An income-based rent will be based on 30% of adjusted income.
- Flat rents will benefit higher income families and residents whose incomes are going up.

Residents will have the choice of income-based or flat rent yearly at their re-examination time. However, if they experience financial hardship (loss of employment, death of income contributing family member or loss of governmental assistance) the THA may authorize a switch from flat rent to income-based.

Residents of the Authority's developments and participants of Section 8, who are WAGES enrolled, whose welfare assistance is reduced because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activity requirement will not be eligible for a rent reduction. Only if the welfare reduction is neither a result of the expiration of a lifetime on receiving benefits, or a situation where the family has complied with welfare program requirements, but cannot obtain employment with the authority, make the necessary rent subsidy increase. All others with a non-compliance verified document can request variance to the above and community service sanctions with their respective department hearing officer (public housing and Section 8).

Permissive deductions incentives will be given to residents that are working a minimum of 25 hours per month. Incentives deductions that will be allowed are federal tax deductions, social security taxes and health insurance.

Self-Sufficiency Incentives

The Authority will not increase a family's rent as a result of increased income due to employment during the 12-month period beginning on the date on which the employment is commenced:

1. Family income increases as a result of employment of a family member who was previously unemployed for one or more years. "Previously employed" includes a person who has earned, in the previous 12 months, no more than what would be received for ten hours of work per week for 50 weeks at the established minimum wage.
2. Whose employment income increases during the participation of a family member in any family self-sufficiency or other job training; or
3. Who is or was, when six months assisted under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the authority in consultation with the local TANF Agency and whose income increases.

Phase-in of Rent Increases

Upon expiration of the 12-month period, the rent payable by a family may be increased due to the continued employment of a family member except that for the 12-month period following expiration of the 12 month disallowance, the increase may not be greater than 50 percent of the amount of the total rent increase.

Individual Savings Accounts

The Authority may provide for individual savings accounts for public housing residents who pay an income-based rent. The family will have the option of having an amount that otherwise would have been applied to the family's rent payment as a result of employment. Amounts deposited in a savings account may be withdrawn only for the purpose of:

- Purchasing a home
- Paying education costs of family members
- Moving out of public or assisted housing
- Paying any other expense authorized by the authority for the purpose of promoting the economic self-sufficiency of residents of public housing.

The Authority will maintain the account in an interest bearing investment and will credit the family with the interest income; at least annually the Authority will provide the family with a report on the status of the account. Any balance in such an account when the family moves out is the property of the family, unless the family is not in compliance with the lease.

Deconcentratio1

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary

Capital Fund Grant Program (CFG)

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

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

HA Name TALLAHASSEE HOUSING AUTHORITY		Capital Fund Project Number FL29P073501-02		FFY of Grant Approval 2002	
<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 ()	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	\$120,000.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$50,000.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$59,325.00	\$0.00	\$0.00	\$0.00
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	\$85,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$283,500.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$401,354.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$48,750.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$137,071.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of line 19)	\$15,000.00	\$0.00	\$0.00	\$0.00
19	Amount of Annual Grant (Sum of lines 2 - 18)	\$1,200,000.00	\$0.00	\$0.00	\$0.00
20	Amount of line 16 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of line 16 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 16 Related to Security	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 16 Related to Energy Conservation Measures	\$95,526.00	\$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
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	<u>1406 Operations</u>						
	Operating Subsidy	1406	\$120,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$120,000	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1408 Management Improvements</u>						
	Staff training in HUD regulations	1408	\$10,000	\$0.00	\$0.00	\$0.00	
	Maintenance Skills Training	1408	\$5,000	\$0.00	\$0.00	\$0.00	
	Resident job and leadership training	1408	\$35,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$50,000	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1410 Administration</u>						
	Executive Director	1410	\$5,250	\$0.00	\$0.00	\$0.00	
	Executive Secretary	1410	\$2,625	\$0.00	\$0.00	\$0.00	
	Maintenance Manager	1410	\$16,800	\$0.00	\$0.00	\$0.00	
	Capital Funds Coordinator	1410	\$29,400	\$0.00	\$0.00	\$0.00	
	Finance Director	1410	\$3,675	\$0.00	\$0.00	\$0.00	
	Bookkeeper	1410	\$1,575	\$0.00	\$0.00	\$0.00	
	Subtotal		\$59,325	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1430 Fees and Costs</u>						
	A & E Fees	1430	\$35,000	\$0.00	\$0.00	\$0.00	
	Hope VI Consultant	1430	\$50,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$85,000	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1465 Dwelling Equipment (Authority Wide)</u>						
	Ranges	1465	\$37,500	\$0.00	\$0.00	\$0.00	
	Refrigerators	1465	\$11,250	\$0.00	\$0.00	\$0.00	
	Subtotal		\$48,750	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1460 Unit Upgrades (Authority Wide)</u>						
	Upgrade units to building code and install carpeting	1460	\$125,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$125,000	\$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
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	1470 Non-Dwelling Structures						
	Upgrade and enlarge HA Office Building (phase 1)	1470	\$137,071	\$0.00	\$0.00	\$0.00	
	Subtotal		\$137,071	\$0.00	\$0.00	\$0.00	
PHA Wide	1502 Contingency						
	-Construction Contingency	1502	\$15,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$15,000	\$0.00	\$0.00	\$0.00	
FL 29-1 & 3 Springfield	FL 29-1 & 3, Springfield						
	<u>Site Improvements</u>						
	-General landscaping (phase 3)	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	-Upgrade streets and parking areas	1450	\$175,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$185,000	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>						
	-Replace roofs (phase 1)	1460	\$22,978	\$0.00	\$0.00	\$0.00	
-Install front security screens doors	1460	\$44,850	\$0.00	\$0.00	\$0.00		
Subtotal		\$67,828	\$0.00	\$0.00	\$0.00		
Total FL 29-1 & 3			\$252,828	\$0.00	\$0.00	\$0.00	
FL 29-2 Orange Avenue	FL 29-2, Orange Avenue						
	<u>Site Improvements</u>						
	-General landscaping (phase 3)	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	-Install pole mounted site lighting (phase 3)	1450	\$3,500	\$0.00	\$0.00	\$0.00	
	Subtotal		\$13,500	\$0.00	\$0.00	\$0.00	
Total 29-2			\$13,500	\$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
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
FL 29-4 Ebony Gardens	<u>FL 29-4, Macomb Street</u>						
	<u>Site Improvements</u>						
	-General landscaping (phase 3)	1450	<u>\$10,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$10,000	\$0.00	\$0.00	\$0.00	
	Total FL 29-4		\$10,000	\$0	\$0	\$0	
FL 29-6 Pinewood Place	<u>FL 29-6, Pinewood Place</u>						
	<u>Site Improvements</u>						
	-General landscaping (phase 3)	1450	<u>\$10,000</u>	\$0.00	\$0.00	\$0.00	
	Subtotal		\$10,000	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>						
	-Replace front entrance door with metal insulated	1460	\$38,102	\$0.00	\$0.00	\$0.00	
	-Replace door hardware	1460	\$16,800	\$0.00	\$0.00	\$0.00	
	-Replace rear entrance door with metal insulated	1460	<u>\$36,624</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$91,526	\$0.00	\$0.00	\$0.00	
	Total FL 29-6		\$101,526	\$0	\$0	\$0	
FL 29-15 Scattered Sites	<u>FL 29-15, Scattered Sites</u>						
	<u>1450 Site Improvements</u>						
	Resurface drives	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Repair septic tank drain fields	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Landscaping	1450	<u>\$10,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$30,000	\$0.00	\$0.00	\$0.00	
	<u>1460 Dwelling Structure</u>						
	Repair siding, repaint exteriors	1460	\$15,000	\$0.00	\$0.00	\$0.00	
	Install vinyl siding over T-111	1460	\$20,000	\$0.00	\$0.00	\$0.00	
	Replace roofing	1460	\$4,500	\$0.00	\$0.00	\$0.00	
	Energy efficiency measures	1460	\$2,000	\$0.00	\$0.00	\$0.00	
	Replace HVAC systems	1460	<u>\$11,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$52,500	\$0.00	\$0.00	\$0.00	
	Total FL 29-15		\$82,500	\$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
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
FL 29-16	1450 Site Improvement						
Scattered Sites	Resurface Drives	1450	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Repair Septic Tank Drain Fields	1450	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Landscaping	1450	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1450		\$30,000.00	\$0.00	\$0.00	\$0.00	
FL 29-16	1460 Dwelling Structure						
Scattered Sites	Repair siding, repaint exteriors	1460	\$15,000.00	\$0.00	\$0.00	\$0.00	
	Install Vinyl siding over T-111	1460	\$20,000.00	\$0.00	\$0.00	\$0.00	
	Replace Roofing	1460	\$4,500.00	\$0.00	\$0.00	\$0.00	
	Energy Efficiency Measures	1460	\$2,000.00	\$0.00	\$0.00	\$0.00	
	Replace HVAC systems	1460	<u>\$11,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1460		\$52,500.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Scattered Sites 29-16		\$82,500.00	\$0.00	\$0.00	\$0.00	
FL 29-17	FL 29-17, Hidden Pines						
Hidden Pines	<u>1450 Site Improvements</u>						
	-General landscaping	1450	<u>\$5,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$5,000	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>						
	and replace door hardware	1460	<u>\$12,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$12,000	\$0.00	\$0.00	\$0.00	
	Total FL 29-17		\$17,000	\$0.00	\$0.00	\$0.00	
	TOTAL CFP 501-2002		\$1,200,000.00	\$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 III: Implementation Schedule
Capital Fund Program**

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

OMB Approval No. 2577-0-

Development Number / Name	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dat
	Original	Revised (1)	Original	Revised (1)	
1408	3/31/04		9/30/05		
1410	3/31/04		9/30/05		
1430	3/31/04		9/30/05		
1450	3/31/04		9/30/05		
1460	3/31/04		9/30/05		
1465	3/31/04		9/30/05		
FL 29-1 & 3	3/31/04		9/30/05		
FL 29-2	3/31/04		9/30/05		
FL 29-4	3/31/04		9/30/05		
FL 29-6	3/31/04		9/30/05		
FL 29-15	3/31/04		9/30/05		
FL 29-16	3/31/04		9/30/05		
FL 29-17	3/31/04		9/30/05		

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

**Executive Summary of Preliminary
Estimated Costs**

Physical and Management /
Operations Needs

Comprehensive Grant Program (CGP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name The Housing Authority of the City of Tallahassee, Florida				Federal Fiscal Year 2002	
Development Number / Name	Total Current Units	Total Preliminary Estimated Hard Cost	Per Unit Hard Cost	Long-Term Viability (Y/N)	Percentage of Vacant Units
FL29-073-1 & 3 Springfield	195	\$891,152	\$4,570.01	Yes	18.84%
FL29-073-2 Orange Avenue	200	\$428,235	\$2,141.18	Yes	21.74%
FL29-073-4 Macomb Street	100	\$977,249	\$9,772.49	No	53.62%
FL29-073-6 Pinewood Place	96	\$239,956	\$2,499.54	Yes	4.35%
FL29-073-15 Scattered Sites	18	\$207,100	\$11,505.56	Yes	1.45%
FL29-073-16 Scattered Sites	18	\$207,100	\$11,505.56	Yes	0.00%
FL29-073-17 Trimble Road Apartments	12	\$105,060	\$8,755.00	Yes	0.00%
Total Preliminary Estimated Hard Cost for Physical Needs			\$	\$3,055,852	
Total Preliminary Estimated Cost for HA - Wide Management/Operations Needs			\$	\$850,000	
Total Preliminary Estimated Cost for HA - Wide Nondwelling Structures and Equipment			\$	\$705,952	
Total Preliminary Estimated Cost for HA - Wide Administration			\$	\$363,196	
Total Preliminary Estimated Cost for HA - Wide Other			\$	\$1,025,000	
Grand Total of HA Needs			\$	\$6,000,000	
Signature of Executive Director			Date		

**Annual Statement /
Performance and Evaluation Report**
Part I: Summary
Capital Fund Grant Program (CFG)

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

OMB A

HA Name TALLAHASSEE HOUSING AUTHORITY	Capital Fund Project Number FL29P073501-02	FFY of Grant 20
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Program Year
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual
		Original	Revised ()	Obligated
1	Total Non-CGP Funds			
2	1406 Operations (May not exceed 10% of line 19)	\$120,000.00	\$0.00	\$0.00
3	1408 Management Improvements	\$50,000.00	\$0.00	\$0.00
4	1410 Administration	\$59,325.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$85,000.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$283,500.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$401,354.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$48,750.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$137,071.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00
17	1498 Development	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of line 19)	\$15,000.00	\$0.00	\$0.00
19	Amount of Annual Grant (Sum of lines 2 - 18)	\$1,200,000.00	\$0.00	\$0.00
20	Amount of line 16 Related to LBP Activities	\$0.00	\$0.00	\$0.00
21	Amount of line 16 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00
22	Amount of line 16 Related to Security	\$0.00	\$0.00	\$0.00
23	Amount of line 16 Related to Energy Conservation Measures	\$95,526.00	\$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 a

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

Final Approval
102
Ending _____
Final Cost (2)
Expended
\$0.00
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**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	<u>1406 Operations</u>						
	Operating Subsidy	1406	<u>\$120,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$120,000	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1408 Management Improvements</u>						
	Staff training in HUD regulations	1408	\$10,000	\$0.00	\$0.00	\$0.00	
	Maintenance Skills Training	1408	\$5,000	\$0.00	\$0.00	\$0.00	
	Resident job and leadership training	1408	\$35,000	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$50,000	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1410 Administration</u>						
	Executive Director	1410	\$5,250	\$0.00	\$0.00	\$0.00	
	Executive Secretary	1410	\$2,625	\$0.00	\$0.00	\$0.00	
	Maintenance Manager	1410	\$16,800	\$0.00	\$0.00	\$0.00	
	Capital Funds Coordinator	1410	\$29,400	\$0.00	\$0.00	\$0.00	
	Finance Director	1410	\$3,675	\$0.00	\$0.00	\$0.00	
	Bookkeeper	1410	<u>\$1,575</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$59,325	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1430 Fees and Costs</u>						
	A & E Fees	1430	\$35,000	\$0.00	\$0.00	\$0.00	
	Hope VI Consultant	1430	<u>\$50,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$85,000	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1465 Dwelling Equipment (Authority Wide)</u>						
	Ranges	1465	\$37,500	\$0.00	\$0.00	\$0.00	
	Refrigerators	1465	<u>\$11,250</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$48,750	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1460 Unit Upgrades (Authority Wide)</u>						
	Upgrade units to building code and install cartpeting	1460	<u>\$125,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$125,000	\$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
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	<u>1470 Non-Dwelling Structures</u>						
	Upgrade and enlarge HA Office Building (phase 1)	1470	<u>\$137,071</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$137,071	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1502 Contingency</u>						
	-Construction Contingency	1502	<u>\$15,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$15,000	\$0.00	\$0.00	\$0.00	
FL 29-1 & 3 Springfield	<u>FL 29-1 & 3, Springfield</u>						
	<u>Site Improvements</u>						
	-General landscaping (phase 3)	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	-Upgrade streets and parking areas	1450	<u>\$175,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$185,000	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>						
	-Replace roofs (phase 1)	1460	\$22,978	\$0.00	\$0.00	\$0.00	
	-Install front security screens doors	1460	<u>\$44,850</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$67,828	\$0.00	\$0.00	\$0.00	
	Total FL 29-1 & 3		\$252,828	\$0.00	\$0.00	\$0.00	
FL 29-2 Orange Avenue	<u>FL 29-2, Orange Avenue</u>						
	<u>Site Improvements</u>						
	-General landscaping (phase 3)	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	-Install pole mounted site lighting (phase 3)	1450	<u>\$3,500</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$13,500	\$0.00	\$0.00	\$0.00	
	Total 29-2		\$13,500	\$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
Capital Fund Program

**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 Activites	General Description of Major Work Categories	Development Account Number	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
FL 29-4 Ebony Gardens	<u>FL 29-4, Maccomb Street</u> <u>Site Improvements</u> -General landscaping (phase 3)	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$10,000	\$0.00	\$0.00	\$0.00	
	Total FL 29-4		\$10,000	\$0	\$0	\$0	
FL 29-6 Pinewood Place	<u>FL 29-6, Pinewood Place</u> <u>Site Improvements</u> -General landscaping (phase 3)	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$10,000	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u> -Replace front entrance door with metal insulated	1460	\$38,102	\$0.00	\$0.00	\$0.00	
	-Replace door hardware	1460	\$16,800	\$0.00	\$0.00	\$0.00	
	-Replace rear entrance door with metal insulated	1460	\$36,624	\$0.00	\$0.00	\$0.00	
	Subtotal		\$91,526	\$0.00	\$0.00	\$0.00	
	Total FL 29-6		\$101,526	\$0	\$0	\$0	
FL 29-15 Scattered Sites	<u>FL 29-15, Scattered Sites</u> <u>1450 Site Improvements</u> Resurface drives	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Repair septic tank drain fields	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Landscaping	1450	\$10,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$30,000	\$0.00	\$0.00	\$0.00	
	<u>1460 Dwelling Structure</u> Repair siding, repaint exteriors	1460	\$15,000	\$0.00	\$0.00	\$0.00	
	Install vinyl siding over T-111	1460	\$20,000	\$0.00	\$0.00	\$0.00	
	Replace roofing	1460	\$4,500	\$0.00	\$0.00	\$0.00	
	Energy efficiency measures	1460	\$2,000	\$0.00	\$0.00	\$0.00	
	Replace HVAC systems	1460	\$11,000	\$0.00	\$0.00	\$0.00	
	Subtotal		\$52,500	\$0.00	\$0.00	\$0.00	
	Total FL 29-15		\$82,500	\$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.

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

**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	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
			Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Signature of Executive Director and Date			Signature of Public Housing Director/Office of Native American Programs Administrator and Date				
FL 29-16 Scattered Sites	1450 Site Improvement						
	Resurface Drives	1450	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Repair Septic Tank Drain Fields	1450	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Landscaping	1450	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1450		\$30,000.00	\$0.00	\$0.00	\$0.00	
FL 29-16 Scattered Sites	1460 Dwelling Structure						
	Repair siding, repaint exteriors	1460	\$15,000.00	\$0.00	\$0.00	\$0.00	
	Install Vinyl siding over T-111	1460	\$20,000.00	\$0.00	\$0.00	\$0.00	
	Replace Roofing	1460	\$4,500.00	\$0.00	\$0.00	\$0.00	
	Energy Efficiency Measures	1460	\$2,000.00	\$0.00	\$0.00	\$0.00	
	Replace HVAC systems	1460	<u>\$11,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1460		\$52,500.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Scattered Sites 29-16		\$82,500.00	\$0.00	\$0.00	\$0.00	
FL 29-17 Hidden Pines	FL 29-17, Hidden Pines						
	<u>1450 Site Improvements</u>						
	-General landscaping	1450	<u>\$5,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$5,000	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>						
	and replace door hardware	1460	<u>\$12,000</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal		\$12,000	\$0.00	\$0.00	\$0.00	
	Total FL 29-17		\$17,000	\$0.00	\$0.00	\$0.00	
	TOTAL CFP 501-2002		\$1,200,000.00	\$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 III: Implementation Schedule
Capital Fund Program**

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

OMB Approval No. 2577-0-

Development Number / Name	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dat
	Original	Revised (1)	Actual (2)	Revised (1)	
1408	3/31/04			9/30/05	
1410	3/31/04			9/30/05	
1430	3/31/04			9/30/05	
1450	3/31/04			9/30/05	
1460	3/31/04			9/30/05	
1465	3/31/04			9/30/05	
FL 29-1 & 3	3/31/04			9/30/05	
FL 29-2	3/31/04			9/30/05	
FL 29-4	3/31/04			9/30/05	
FL 29-6	3/31/04			9/30/05	
FL 29-15	3/31/04			9/30/05	
FL 29-16	3/31/04			9/30/05	
FL 29-17	3/31/04			9/30/05	

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

Five-Year Action Plan
Part I: Summary
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name: The Housing Authority of Tallahassee, FL		Locality: (City/County & State) Tallahassee, Florida			[X] Original [] Revision No.: _____	
A.	Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year 2 FFY: <u>2003</u>	Work Statement for Year 3 FFY: <u>2004</u>	Work Statement for Year 4 FFY: <u>2005</u>	Work Statement for Year 5 FFY: <u>2006</u>	
Development Number/Name						
FL29-073-1 & 3 Springfield	See Annual Statement	\$185,000	\$235,000	\$208,324	\$10,000	
FL29-073-2 Orange Avenue		\$188,500	\$202,735	\$13,500	\$10,000	
FL29-073-4 Ebony Gardens		\$10,000	\$140,000	\$273,415	\$543,834	
FL29-073-6 Pinewood Place		\$25,000	\$20,544	\$82,886	\$10,000	
FL29-073-15 Scattered Sites		\$31,150	\$31,150	\$31,150	\$31,150	
FL29-073-16 Scattered Sites		\$31,150	\$31,150	\$31,150	\$31,150	
FL29-073-17 Hidden Pines Apartments		\$73,060	\$5,000	\$5,000	\$5,000	
B. Physical Improvements Subtotal		\$543,860	\$665,579	\$645,425	\$641,134	
C. Management Improvements		\$50,000	\$50,000	\$50,000	\$50,000	
D. HA - Wide Nondwelling Structures and Equipment		\$248,750	\$123,881	\$98,750	\$48,750	
E. Administration		\$62,390	\$65,540	\$85,825	\$90,116	
F. Other		\$35,000	\$35,000	\$35,000	\$35,000	
G. Operations		\$120,000	\$120,000	\$120,000	\$120,000	
H. Demolition (Authority Wide Unit Upgrades)		\$125,000	\$125,000	\$150,000	\$200,000	
I. Replacement Reserve		\$0	\$0	\$0	\$0	
J. Mod used for development/Contingency		\$15,000	\$15,000	\$15,000	\$15,000	
K. Total CGP Funds		\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	
L. Total Non-CGP Funds		\$0	\$0	\$0	\$0	
M. Grand Total		\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	
Signature of Executive Director		Date:		Signature of Public Housing Director/Office of Native American Programs Adminis Date:		

Five-Year Action Plan
Part II: Supporting Pages
 Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year <u>2</u> FFY: <u>2003</u>			Work Statement for Year <u>3</u> FFY: <u>2004</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	See Annual Statement					
	FL 29-1 & 3, Springfield <u>Site Improvements</u> -General landscaping (phase 4) Subtotal	10%	<u>\$10,000</u> \$10,000	FL 29-1 & 3, Springfield <u>Site Improvements</u> -General landscaping (phase 4) Subtotal	10%	<u>\$10,000</u> \$10,000
	<u>Dwelling Structure</u> -Replace roofs (phase 2) Subtotal	171 units	<u>\$175,000</u> \$175,000	<u>Non-dwelling Structure</u> -Construction of Community Bldg to include laundry facilities Subtotal	171 units	<u>\$225,000</u> \$225,000
	Total FL 29-1 & 3		\$185,000	Total FL 29-1 & 3		\$235,000
	FL 29-2, Orange Avenue <u>Site Improvements</u> -General landscaping (phase 4) -Install pole mounted site lighting (phase 4) Subtotal	10% 17%	\$10,000 <u>\$3,500</u> \$13,500	FL 29-2, Orange Avenue <u>Site Improvements</u> -General landscaping (phase 4) -Install pole mounted site lighting (phase 4) Subtotal	10% 17%	\$10,000 <u>\$3,500</u> \$13,500
	<u>Dwelling Structure</u> -Replace roofs Subtotal	200 units	\$175,000 \$175,000	<u>Dwelling Structure</u> -Repair Vinyl Siding Subtotal	200 units	\$189,235 \$189,235
	<u>Non-Dwelling Structure</u> -Upgrade community center and install a laundry facility Subtotal	200 units	\$200,000 \$200,000	Total FL 29-2		\$202,735
	Total FL 29-2		\$388,500	FL 29-4, Ebony Gardens <u>Site Improvements</u> -General landscaping (phase 4) -Repair of exterior stairs and walkways Subtotal	6% 100%	\$10,000 <u>\$130,000</u> \$140,000
	FL 29-4, Ebony Gardens <u>Site Improvements</u> -General landscaping (phase 4) Subtotal	6%	<u>\$10,000</u> \$10,000	Total FL 29-4		\$140,000
	Total FL 29-4		\$10,000	FL 29-6, Pinewood Place <u>Site Improvements</u> -General landscaping (phase 4) Subtotal	16%	<u>\$10,000</u> \$10,000
	FL 29-6, Pinewood Place <u>Site Improvements</u> -General landscaping (phase 4) Subtotal	16%	<u>\$10,000</u> \$10,000	<u>Dwelling Structure</u> -Replace roofs (phase 1) Subtotal	12 units	\$10,544 \$10,544
	<u>Dwelling Structure</u> -Replace roofs (phase 1) Subtotal	12 units	<u>\$15,000</u> \$15,000	Total FL 29-6		\$20,544
	Total FL 29-6		\$25,000			
	Subtotal of Estimated Cost		\$608,500	Subtotal of Estimated Cost		\$598,279

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year <u>2</u> FFY: <u>2003</u>			Work Statement for Year <u>3</u> FFY: <u>2004</u>			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
	Annual Statement						
:	<u>FL 29-15. Scattered Sites</u>			<u>FL 29-15. Scattered Sites</u>			
	<u>1450 Site Improvements</u>			<u>1450 Site Improvements</u>			
	Resurface drives	2 DU	\$1,500	Resurface drives	2 DU	\$1,500	
	Repair septic tank drain fields	4 DU	\$2,000	Repair septic tank drain fields	4 DU	\$2,000	
	Landscaping	4 DU	<u>\$2,200</u>	Landscaping	4 DU	<u>\$2,200</u>	
	Subtotal		\$5,700	Subtotal		\$5,700	
	<u>1460 Dwelling Structure</u>			<u>1460 Dwelling Structure</u>			
	Repair siding, repaint exteriors	2 DU	\$1,950	Repair siding, repaint exteriors	2 DU	\$1,950	
	Install vinyl siding over T-111	2 DU	\$6,300	Install vinyl siding over T-111	2 DU	\$6,300	
	Replace roofing	4 DU	\$4,200	Replace roofing	4 DU	\$4,200	
	Energy efficiency measures	4 DU	\$2,000	Energy efficiency measures	4 DU	\$2,000	
	Replace HVAC systems	2 DU	<u>\$11,000</u>	Replace HVAC systems	2 DU	<u>\$11,000</u>	
	Subtotal		\$25,450	Subtotal		\$25,450	
	Total FL 29-15		\$31,150	Total FL 29-15		\$31,150	
	<u>FL 29-16. Scattered Sites</u>			<u>FL 29-16. Scattered Sites</u>			
<u>1450 Site Improvements</u>			<u>1450 Site Improvements</u>				
Resurface drives	2 DU	\$1,500	Resurface drives	2 DU	\$1,500		
Repair septic tank drain fields	4 DU	\$2,000	Repair septic tank drain fields	4 DU	\$2,000		
Landscaping	4 DU	<u>\$2,200</u>	Landscaping	4 DU	<u>\$2,200</u>		
Subtotal		\$5,700	Subtotal		\$5,700		
<u>1460 Dwelling Structure</u>			<u>1460 Dwelling Structure</u>				
Repair siding, repaint exteriors	2 DU	\$1,950	Repair siding, repaint exteriors	2 DU	\$1,950		
Install vinyl siding over T-111	2 DU	\$6,300	Install vinyl siding over T-111	2 DU	\$6,300		
Replace roofing	4 DU	\$4,200	Replace roofing	4 DU	\$4,200		
Energy efficiency measures	4 DU	\$2,000	Energy efficiency measures	4 DU	\$2,000		
Replace HVAC systems	2 DU	<u>\$11,000</u>	Replace HVAC systems	2 DU	<u>\$11,000</u>		
Subtotal		\$25,450	Subtotal		\$25,450		
Total FL 29-16		\$31,150	Total FL 29-16		\$31,150		
<u>FL 29-17. Hidden Pines</u>			<u>FL 29-17. Hidden Pines</u>				
<u>1450 Site Improvements</u>			<u>1450 Site Improvements</u>				
-General landscaping	10%	<u>\$5,000</u>	-General landscaping	10%	<u>\$5,000</u>		
Subtotal		\$5,000	Subtotal		\$5,000		
Total FL 29-17		\$5,000	Total FL 29-17		\$5,000		
Subtotal of Estimated Cost			\$67,300	Subtotal of Estimated Cost			\$67,300

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year <u>2</u> FFY: <u>2003</u>			Work Statement for Year <u>3</u> FFY: <u>2004</u>			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
	1406 Operations Operating Subsidy		10%	<u>\$120,000</u>	1406 Operations Operating Subsidy		10% <u>\$120,000</u>
Subtotal			\$120,000	Subtotal		\$120,000	
1408 Management Improvements Staff training in HUD regulations		LS	\$10,000	1408 Management Improvements Staff training in HUD regulations		LS \$10,000	
Maintenance Skills Training		LS	\$5,000	Maintenance Skills Training		LS \$5,000	
Resident job and leadership training		LS	\$35,000	Resident job and leadership training		LS <u>\$35,000</u>	
Subtotal			\$50,000	Subtotal		\$50,000	
1410 Administration Executive Director		5%	\$5,520	1410 Administration Executive Director		5% \$5,800	
Executive Secretary		5%	\$2,760	Executive Secretary		5% \$2,900	
Maintenance Manager		50%	\$17,640	Maintenance Manager		45% \$18,520	
Capital Funds Coordinator		100%	\$30,870	Capital Funds Coordinator		100% \$32,420	
Finance Director		5%	\$3,900	Finance Director		5% \$4,100	
Bookkeeper		5%	<u>\$1,700</u>	Bookkeeper		5% <u>\$1,800</u>	
Subtotal			\$62,390	Subtotal		\$65,540	
1430 Fees and Costs A & E Fees		LS	<u>\$35,000</u>	1430 Fees and Costs A & E Fees		LS <u>\$35,000</u>	
Subtotal			\$35,000	Subtotal		\$35,000	
1465 Dwelling Equipment (Authority Wide) Ranges		100 EA	\$37,500	1465 Dwelling Equipment (Authority Wide) Ranges		100 EA \$37,500	
Refrigerators		25 EA	<u>\$11,250</u>	Refrigerators		25 EA <u>\$11,250</u>	
Subtotal			\$48,750	Subtotal		\$48,750	
1460 Unit Upgrades (Authority Wide) Upgrade units to building code and install carpeting		LS	<u>\$125,000</u>	1460 Unit Upgrades (Authority Wide) Upgrade units to building code and install carpeting		LS <u>\$125,000</u>	
Subtotal			\$125,000	Subtotal		\$125,000	
1470 Non-Dwelling Structures Upgrade and enlarge HA Office Building (phase 2)		LS	<u>\$68,060</u>	1470 Non-Dwelling Structures Upgrade and enlarge HA Office Building (phase 3)		LS <u>\$75,131</u>	
Subtotal			\$68,060	Subtotal		\$75,131	
1502 Contingency -Construction Contingency		LS	<u>\$15,000</u>	1502 Contingency -Construction Contingency		LS <u>\$15,000</u>	
Subtotal			\$15,000	Subtotal		\$15,000	
Subtotal of Estimated Cost			\$524,200	Subtotal of Estimated Cost			\$534,421

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2006</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>FL 29-1 & 3, Springfield</u> <u>Site Improvements</u> -General landscaping (phase 5) -Installation of Fences	10% 100%	\$10,000 <u>\$198,324</u>	<u>FL 29-1 & 3, Springfield</u> <u>Site Improvements</u> -General landscaping (phase 5)	10%	\$10,000
	Subtotal		\$208,324	Subtotal		\$10,000
	Total FL 29-1 & 3		\$208,324	Total FL 29-1 & 3		\$10,000
	<u>FL 29-2, Orange Avenue</u> <u>Site Improvements</u> -General landscaping (phase 5) -Install pole mounted site lighting (phase 5)	10% 17%	\$10,000 <u>\$3,500</u>	<u>FL 29-2, Orange Avenue</u> <u>Site Improvements</u> -General landscaping (phase 5)	10%	\$10,000
	Subtotal		\$13,500	Subtotal		\$10,000
	Total FL 29-2		\$13,500	Total FL 29-2		\$10,000
	<u>FL 29-4, Ebony Gardens</u> <u>Site Improvements</u> -General landscaping (phase 5)	6%	<u>\$10,000</u>	<u>FL 29-4, Ebony Gardens</u> <u>Site Improvements</u> -General landscaping (phase 5)	6%	<u>\$50,000</u>
	Subtotal		\$10,000	Subtotal		\$50,000
	<u>Dwelling Structure</u> -Modernize kitchens (phase 1)	82 units	<u>\$263,415</u>	<u>Dwelling Structure</u> Revitalization (Hope VI)	82 units	<u>\$493,834</u>
	Subtotal		\$263,415	Subtotal		\$493,834
	Total FL 29-4		\$273,415	Total FL 29-4		\$543,834
	<u>FL 29-6, Pinewood Place</u> <u>Site Improvements</u> -General landscaping (phase 5)	16%	<u>\$10,000</u>	<u>FL 29-6, Pinewood Place</u> <u>Site Improvements</u> -General landscaping (phase 5)	16%	<u>\$10,000</u>
Subtotal		\$10,000	Subtotal		\$10,000	
<u>Dwelling Structure</u> -Replace roofs (phase 2)	84 units	<u>\$72,886</u>	<u>Dwelling Structure</u>			
Subtotal		\$72,886	Subtotal		\$0	
Total FL 29-6		\$82,886	Total FL 29-6		\$10,000	
Subtotal of Estimated Cost			\$786,449	Subtotal of Estimated Cost		
				\$573,834		

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2006</u>			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	<u>FL 29-15, Scattered Sites</u>			<u>FL 29-15, Scattered Sites</u>			
	<u>1450 Site Improvements</u>			<u>1450 Site Improvements</u>			
	Resurface drives	2 DU	\$1,500	Resurface drives	2 DU	\$1,500	
	Repair septic tank drain fields	4 DU	\$2,000	Repair septic tank drain fields	4 DU	\$2,000	
	Landscaping	4 DU	<u>\$2,200</u>	Landscaping	4 DU	<u>\$2,200</u>	
	Subtotal		\$5,700	Subtotal		\$5,700	
	<u>1460 Dwelling Structure</u>			<u>1460 Dwelling Structure</u>			
	Repair siding, repaint exteriors	2 DU	\$1,950	Repair siding, repaint exteriors	2 DU	\$1,950	
	Install vinyl siding over T-111	2 DU	\$6,300	Install vinyl siding over T-111	2 DU	\$6,300	
	Replace roofing	4 DU	\$4,200	Replace roofing	4 DU	\$4,200	
	Energy efficiency measures	4 DU	\$2,000	Energy efficiency measures	4 DU	\$2,000	
	Replace HVAC systems	2 DU	<u>\$11,000</u>	Replace HVAC systems	2 DU	<u>\$11,000</u>	
	Subtotal		\$25,450	Subtotal		\$25,450	
	Total FL 29-15		\$31,150	Total FL 29-15		\$31,150	
	<u>FL 29-16, Scattered Sites</u>			<u>FL 29-16, Scattered Sites</u>			
<u>1450 Site Improvements</u>			<u>1450 Site Improvements</u>				
Resurface drives	2 DU	\$1,500	Resurface drives	2 DU	\$1,500		
Repair septic tank drain fields	4 DU	\$2,000	Repair septic tank drain fields	4 DU	\$2,000		
Landscaping	4 DU	<u>\$2,200</u>	Landscaping	4 DU	<u>\$2,200</u>		
Subtotal		\$5,700	Subtotal		\$5,700		
<u>1460 Dwelling Structure</u>			<u>1460 Dwelling Structure</u>				
Repair siding, repaint exteriors	2 DU	\$1,950	Repair siding, repaint exteriors	2 DU	\$1,950		
Install vinyl siding over T-111	2 DU	\$6,300	Install vinyl siding over T-111	2 DU	\$6,300		
Replace roofing	4 DU	\$4,200	Replace roofing	4 DU	\$4,200		
Energy efficiency measures	4 DU	\$2,000	Energy efficiency measures	4 DU	\$2,000		
Replace HVAC systems	2 DU	<u>\$11,000</u>	Replace HVAC systems	2 DU	<u>\$11,000</u>		
Subtotal		\$25,450	Subtotal		\$25,450		
Total FL 29-16		\$31,150	Total FL 29-16		\$31,150		
<u>FL 29-17, Hidden Pines</u>			<u>FL 29-17, Hidden Pines</u>				
<u>1450 Site Improvements</u>			<u>1450 Site Improvements</u>				
-General landscaping	10%	<u>\$5,000</u>	-General landscaping	10%	<u>\$5,000</u>		
Subtotal		\$5,000	Subtotal		\$5,000		
Total FL 29-17		\$5,000	Total FL 29-17		\$5,000		
Subtotal of Estimated Cost			\$67,300	Subtotal of Estimated Cost			\$67,300

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2006</u>			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	<u>1406 Operations</u>			<u>1406 Operations</u>			
	Operating Subsidy	10%	<u>\$120,000</u>	Operating Subsidy	10%	<u>\$120,000</u>	
	Subtotal		<u>\$120,000</u>	Subtotal		<u>\$120,000</u>	
	<u>1408 Management Improvements</u>			<u>1408 Management Improvements</u>			
	Staff training in HUD regulations	LS	\$10,000	Staff training in HUD regulations	LS	\$10,000	
	Maintenance Skills Training	LS	\$5,000	Maintenance Skills Training	LS	\$5,000	
	Resident job and leadership training	LS	<u>\$35,000</u>	Resident job and leadership training	LS	<u>\$35,000</u>	
	Subtotal		<u>\$50,000</u>	Subtotal		<u>\$50,000</u>	
	<u>1410 Administration</u>			<u>1410 Administration</u>			
	Executive Director	5%	\$6,090	Executive Director	5%	\$6,395	
	Executive Secretary	5%	\$3,045	Executive Secretary	5%	\$3,197	
	Maintenance Manager	50%	\$19,450	Maintenance Manager	50%	\$20,423	
	Finance Director	5%	\$34,050	Finance Director	5%	\$35,753	
	Accountant I	25%	\$4,300	Accountant I	25%	\$4,515	
	Modernization Coordinator	100%	<u>\$18,890</u>	Modernization Coordinator	100%	<u>\$19,835</u>	
Subtotal		<u>\$85,825</u>	Subtotal		<u>\$90,116</u>		
<u>1430 Fees and Costs</u>			<u>1430 Fees and Costs</u>				
A & E Fees	LS	<u>\$35,000</u>	A & E Fees	LS	<u>\$35,000</u>		
Subtotal		<u>\$35,000</u>	Subtotal		<u>\$35,000</u>		
<u>1465 Dwelling Equipment (Authority Wide)</u>			<u>1465 Dwelling Equipment (Authority Wide)</u>				
Ranges	100 EA	\$37,500	Ranges	100 EA	\$37,500		
Refrigerators	25 EA	<u>\$11,250</u>	Refrigerators	25 EA	<u>\$11,250</u>		
Subtotal		<u>\$48,750</u>	Subtotal		<u>\$48,750</u>		
<u>1460 Vacancy Preparation (Authority Wide)</u>			<u>1460 Vacancy Preparation (Authority Wide)</u>				
Vacancy Preparation Authority Wide	LS	<u>\$150,000</u>	Vacancy Preparation Authority Wide	LS	<u>\$200,000</u>		
Subtotal		<u>\$150,000</u>	Subtotal		<u>\$200,000</u>		
<u>1475 Non-Dwelling Equipment</u>			<u>1475 Non-Dwelling Equipment</u>				
Upgrade of Computer System	LS	<u>\$50,000</u>	Upgrade of Computer System	LS	\$0		
Subtotal		<u>\$50,000</u>	Subtotal		\$0		
<u>1502 Contingency</u>			<u>1502 Contingency</u>				
-Construction Contingency	LS	<u>\$15,000</u>	-Construction Contingency	LS	<u>\$15,000</u>		
Subtotal		<u>\$15,000</u>	Subtotal		<u>\$15,000</u>		
Subtotal of Estimated Cost			\$554,575	Subtotal of Estimated Cost			\$558,866

PHDEP 01

ACCT#	DESCRIPTION		Original BUDGET	Revised BUDGET
9110	Off-Duty Police Officers		69,338.00	
9140	Voluntary Tenant Patrol			
9150	Physical Improvements			
9160	Drug Prevention			
	Games	20,000.00		
	Tuition Reimburse	5,000.00		
	Training	5,000.00	30,000.00	
	<u>Youth Programs:</u>			
	Teen Centers			
	payroll	30,000.00		
	activities	5,000.00		
	Youth Sports			
	Shirts	200.00		
	Registration Fees	250.00		
	Van Usage			
	Drivers	13,500.00		
	Insurance	9,000.00		
	Up-Keep	200.00	58,150.00	
			157,488.00	-

**Tallahassee Housing Authority
2940 Grady Road
Tallahassee, Florida 32312
850 385-6126
850 385-0390 Fax**

NOTICE

NOTICE

NOTICE

TO: THA Residents

FROM: Severia Franklin
Public Housing Administrator

DATE: _____

SUBJECT: Proposed Pet Policy Revisions

In accordance with the U.S. Department of Housing and Urban Development (HUD) the Tallahassee Housing Authority is required to offer you a 30 day comment period in reference to changes to the rules & regulations or lease changes 24 CFR 966.5. The Tallahassee Housing Authority is proposing to change the pet policy in accordance with the 24 CFR 960.703 regulations dated August 9, 2000.

All comments must be in writing to be considered to Ms. Claudette Cromartie, Executive Director, 2940 Grady Road, Tallahassee, FI 32312.

The deadline period for all comments will be _____.

PROPOSED Pet Owner Regulations

In accordance with the terms in 24 CFR 960.70 all resident may own one or more common household pet, or have one or more common household pets present in the dwelling unit.

Proposed Pet Policy Regulations
Changes are (**BOLD**)

PET DEFINED: A domesticated dog weighing twenty (20) pounds or less at maturity or any domesticated cat, bird, rodent, (rabbit), fish or turtle that is traditionally kept in the home for pleasure rather than commercial purposes. Dogs and Cats will be required to where a collar. Reptiles (except turtles) are excluded from the definition. **All pets will be required to live inside of the unit.**

PET SECURITY DEPOSIT: An additional security deposit of **\$200.00** of which no less than **\$100.00** to be paid at the time of the pet moves-in. The remainder may be paid in increments of **\$25.00** per month for each succeeding month until the sum of **\$200.00** is paid. This additional security deposit or any part thereof may not be used for any damages or cleaning incurred on the unit unless directly related to said pet.

LIABILITY INSURANCE: It is recommended that the Pet Owner purchase liability insurance for their own protection. The Tallahassee Housing Authority shall accept no liability for any damages caused by any pets owned by **residents.**

INOCULATION AND LICENSING: All pet owners must submit a current immunization record from a licensed veterinarian. The record is to be recertified at the time the pet owner is recertified for eligibility.

**SPAYING AND
NEUTERING:**

Pet owners must have record of spaying or neutering by licensed veterinarian.

**SANITARY
STANDARDS:**

Owner of the pet will be responsible for all cleanups (anywhere on the grounds or in the building) and it will be disposed of in the dumpster located in the community. There will be a charge if the Housing Authority does any cleanup. When litter boxes are in use, the pet owner will change the litter at least twice each week.

FLEAS: Must be controlled at all times.

LEASHING: All cats and dogs shall be leashed and under the control of a responsible individual while on the common areas of the premises. The county Leash Law shall apply.

REGISTRATION: The pet owner must register their pet with management before it is brought onto the premises. The registration will be updated annually. The pet owner shall supply the names of one or more responsible parties to care for the pet in case of an emergency. A pet will not be allowed to remain unattended for more than 24 hours.

THE OWNER OF AN ANIMAL IS IN VIOLATION OF THE LAW WHEN THAT ANIMAL CAUSES OBJECTIONAL NOISES, DESTROYS OR DAMAGES THE PROPERTY OF OTHERS.

PET OWNERS MUST COMPLY WITH ALL LEON COUNTY AND FEDERAL REGULATIONS. A COPY MAY BE OBTAINED AT THE MANAGER'S OFFICE.

INSPECTIONS OTHER THAN THOSE PERMITTED UNDER THE LEASE CAN BE MADE AFTER PROPER NOTIFICATION AND DURING REASONABLE HOURS IF A COMPLAINT IS RECEIVED IN WRITING AND THE TALLHASSE HOUSING AUTHORITY HAS REASONABLE GROUNDS TO BELIEVE THAT A NUISANCE OR THREAT TO HEALTH AND SAFETY OF THE OCCUPANTS OF THE DWELLING OR SURROUNDING AREA EXISTS.

IN THE EVENT OF A PET RULE VIOLATION THE PET OWNER WILL HAVE SEVEN (7) DAYS FROM THE DATE OF SERVICE OF THE NOTICE TO CORRECT THE VIOLATION, TO REMOVE THE PET OR TO MAKE A WRITTEN REQUEST FOR A CONFERENCE TO DISCUSS SAID VIOLATIONS. FAILURE TO CORRECT THE VIOLATION OR TO REQUEST A CONFERENCE OR TO APPEAR AT A REQUESTED MEETING MAY RESULT IN TERMINATION OF TENANCY.

IF A PET HAS TO BE REMOVED DUE TO THE DEATH OR INCAPACITY OF THE PET OWNER AND THE TWO RESPONSIBLE PARTIES ARE CONTACTED AND ARE UNWILLING OR UNABLE TO REMOVE THE PET. THE ANIMAL CARE SHALL BE BORNE BY THE PET OWNER OR HIS OR HER ESTATE. IF UNABLE OR UNWILLING TO PAY, THE COST WILL BE PAID FROM THE PET DEPOSIT AND THE PET WILL BE TURNED OVER TO THE APPROPRIATE ANIMAL SHELTER.

ALL CONDITIONS MUST BE MET AND LEASE SIGNED BEFORE ADMITTING SAID PET TO THE DWELLING UNIT.

I/WE _____, having duly read the above pet regulations, understand and agree to comply with said regulations as long as I retain a pet on the Tallahassee Housing Authority premises.

Head of Household Signature Date

THA Representative Date

REF (1) **24CFR960.707**
(2) Leash Law-Leon County

**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

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
PHA Wide	1408 Management Improvements						
	Staff training in HUD regulations	1408	LS	\$6,000	\$6,495.42	\$6,495.42	\$6,495.42
	Maintenance Skills Training	1408	LS	\$5,000	\$1,768.88	\$1,768.88	\$1,768.88
	Vacancy reduction	1408	LS	\$68,600	\$57,373.00	\$57,373.00	\$57,373.00
	Resident job and leadership training	1408	LS	<u>\$35,000</u>	<u>\$25,812.81</u>	<u>\$25,812.81</u>	<u>\$25,812.81</u>
	Total 1408			\$114,600	\$91,450.11	\$91,450.11	\$91,450.11
PHA Wide	1410 Administration						
	Executive Director	1410	5%	\$3,813	\$3,813.00	\$3,813.00	\$3,813.00
	Executive Secretary	1410	5%	\$1,674	\$1,674.00	\$1,674.00	\$1,674.00
	Maintenance Manager	1410	50%	\$19,920	\$19,920.00	\$19,920.00	\$19,920.00
	Accountant II	1410	5%	\$2,543	\$2,543.00	\$2,543.00	\$2,543.00
	Accountant I	1410	5%	<u>\$1,205</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total 1410			\$29,155	\$27,950.00	\$27,950.00	\$27,950.00
PHA Wide	1430 Fees and Cost						
	A & E Fees	1430	LS	\$35,544	\$920.00	\$920.00	\$920.00
	Comprehensive Grant Management	1430	LS	<u>\$32,400</u>	<u>\$34,994.64</u>	<u>\$34,994.64</u>	<u>\$34,994.64</u>
	Total 1430			\$67,944	\$35,914.64	\$35,914.64	\$35,914.64
PHA Wide	1450 Site Improvements						
	Lighted Developments Signs	1450	LS	\$9,760	\$3,203.00	\$3,203.00	\$3,203.00
	Landscaping	1450	LS	<u>\$0</u>	<u>\$11,161.26</u>	<u>\$11,161.26</u>	<u>\$11,161.26</u>
	Total 1450			\$9,760	\$14,364.26	\$14,364.26	\$14,364.26
PHA Wide	1465 Dwelling Equipment		497688.00				
	Replace Ranges	1465	100	\$37,500	\$25,742.00	\$25,742.00	\$25,742.00
	Replace Refrigerators	1465	25	<u>\$11,250</u>	<u>\$24,084.70</u>	<u>\$24,084.70</u>	<u>\$24,084.70</u>
	Total 1465			\$48,750	\$49,826.70	\$49,826.70	\$49,826.70

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Signature of Executive Director and Date

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

**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**

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
FL 29-1 & 3 Springfield	1450 Site Improvements						
	Repair and repaint railings	1450		<u>\$2,239</u>	<u>\$5,149.00</u>	<u>\$5,149.00</u>	<u>\$5,149.00</u>
	Subtotal 1450			\$2,239	5,149.00	5,149.00	5,149.00
	1460 Dwelling Structure						
	Replace existing natural gas fired forced air furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service upgrade	1460	40 DU	<u>\$68,491</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Replace the front and back exterior doors and front storm doors	1460		\$0	\$0.00	\$0.00	\$0.00
	Subtotal 1460			\$68,491	\$0	\$0	\$0
	1470 Non-Dwelling Structures						
	Day Care Facility at Springfield Complex	1470		\$0	\$12,663.45	\$12,663.45	\$12,663.45
	Renovate Apt 102 as additional space for Boys & Girls Club	1470		\$0	\$12,995.00	\$12,995.00	\$12,995.00
Subtotal 1470			\$0	\$25,658.45	\$25,658.45	\$25,658.45	
Total Cost for Springfield				\$70,730	30,807.45	30,807.45	30,807.45
FL 29-2 Orange Avenue	1450 Site Improvements						
	Repair of existing sidewalks	1450		<u>\$0</u>	<u>\$16,182.57</u>	<u>\$16,182.57</u>	<u>\$16,182.57</u>
	Subtotal 1450			\$0	16,182.57	16,182.57	16,182.57
	1460 Dwelling Structure						
	Replace existing natural gas fired forced air furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service upgrade	1460	40 DU	\$252,000	\$293,207.23	\$293,207.23	\$140,578.30
	Install Mini-Blinds	1460		\$0	\$991.25	\$991.25	\$991.25
	Install new windows	1460		<u>\$0</u>	<u>\$32,250.00</u>	<u>\$32,250.00</u>	<u>\$32,250.00</u>
Subtotal 1460			\$252,000	\$326,448.48	\$326,448.48	\$173,819.55	
Total Cost for Orange Avenue				\$252,000	\$342,631.05	\$342,631.05	\$190,002.12

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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

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
FL 29-6 Pinewood Place	1450 Site Improvements Street upgrades for dedication to City Subtotal 1450	1450		<u>\$50,000</u> \$50,000	<u>48,000.00</u> 48,000.00	<u>48,000.00</u> 48,000.00	<u>48,000.00</u> 48,000.00
	1460 Dwelling Structure Replace existing natural gas fired forced air furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service upgrade Address O Lights Subtotal 1460	1460 1460	12 DU LS	\$61,200 <u>\$4,437</u> \$65,637	\$76,077.02 <u>4,437.40</u> 80,514.42	\$76,077.02 <u>4,437.40</u> 80,514.42	\$76,077.02 <u>4,437.40</u> 80,514.42
	1470 Non Dwelling Structure Supplement for Construction of Community Building Maintenance Storage Shed Subtotal 1470	1470 1470		\$50,000 <u>\$22,200</u> \$72,200	89,909.29 <u>16,192.92</u> 106,102.21	89,909.29 <u>16,192.92</u> 106,102.21	3,200.29 <u>16,192.92</u> 19,393.21
	Total Cost for Pinewood Place			\$187,837	234,616.63	234,616.63	147,907.63
FL 29-15 Scattered Sites	1450 Site Improvements Resurface drives Repair septic tank drain fields Landscaping Subtotal 1450	1450 1450 1450	2 DU 4 DU 4 DU	\$1,500 \$2,000 \$2,200 \$5,700	\$0.00 \$11,161.00 \$1,155.00 12,316.00	\$0.00 \$11,161.00 \$1,155.00 12,316.00	\$0.00 \$11,161.00 \$1,155.00 12,316.00
FL 29-15 Scattered Sites (continued)	1460 Dwelling Structure Repair siding, repaint exteriors Install Vinyl siding over T-111 Replace Roofing Energy Efficiency Measures Replace HVAC systems Subtotal 1460	1460 1460 1460 1460 1460	2 DU 2 DU 4 DU 4 DU 2 DU	\$1,950 \$6,300 \$4,200 \$2,000 <u>\$11,000</u> \$25,450	\$0.00 \$0.00 \$0.00 \$0.00 <u>\$454.00</u> 454.00	\$0.00 \$0.00 \$0.00 \$0.00 <u>\$454.00</u> 454.00	\$0.00 \$0.00 \$0.00 \$0.00 <u>\$454.00</u> 454.00
	Total Cost for Scattered Sites (29-15)			\$31,150	12,770.00	12,770.00	12,770.00
FL 29-16 Scattered Sites	1450 Site Improvements Resurface drives Repair septic tank drain fields Landscaping Subtotal 1450	1450 1450 1450	2 DU 4 DU 4 DU	\$1,500 \$2,000 <u>\$2,200</u> \$5,700	\$0.00 \$0.00 <u>\$0.00</u> \$0.00	\$0.00 \$0.00 <u>\$0.00</u> \$0.00	\$0.00 \$0.00 <u>\$0.00</u> \$0.00

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(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

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Funds Program

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

OMB Approval 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	1406 Operations	1406		\$120,383.00	\$0.00	0.00	0.00	
PHA Wide	1408 Management Improvements	1408						
	Staff training in HUD regulations		LS	\$10,000.00	\$10,000.00	\$498.00	\$498.00	
	Maintenance Skills Training		LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Resident job and leadership training		LS	<u>\$35,000.00</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>	<u>\$20,066.25</u>	
	Total 1408			\$50,000.00	\$50,000.00	\$35,498.00	\$20,564.25	
PHA Wide	1410 Administration	1410						
	Executive Director		5%	\$4,288.00	\$3,251.67	\$3,251.67	\$2,385.82	
	Executive Secretary		5%	\$2,039.00	\$1,717.96	\$1,717.96	\$1,325.81	
	Maintenance Manager		50%	\$23,910.00	\$16,607.55	\$16,607.55	\$12,284.55	
	Finance Director		5%	\$3,015.00	\$2,263.64	\$2,263.64	\$1,683.74	
	Accountant I		25%	\$6,240.00	\$2,148.92	\$2,148.92	\$1,665.72	
	Modernization Coordinator		100%	\$22,880.00	\$9,421.98	\$9,421.98	\$5,181.98	
	Site Supervisor		25%	\$0.00	\$7,658.48	\$7,658.48	\$6,585.96	
	Site Supervisor		25%	\$0.00	\$13,083.57	\$13,083.57	\$12,011.04	
	Benefits			<u>\$0.00</u>	<u>\$6,218.23</u>	<u>\$6,218.23</u>	<u>\$6,218.23</u>	
	Total 1410			\$62,372.00	\$62,372.00	\$62,372.00	\$49,342.85	
PHA Wide	1430 Fees and Cost	1430						
	A & E Fees		LS	<u>\$35,000.00</u>	<u>\$35,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Total 1430			\$35,000.00	\$35,000.00	\$0.00	\$0.00	
PHA Wide	1460 Dwelling Structures	1460						
	models			\$0.00	\$80,000.00	\$0.00	\$0.00	
	Installation of carpeting and unit repair in vacant apartments (approx 125)		LS	<u>\$150,000.00</u>	<u>\$200,000.00</u>	<u>\$129,095.42</u>	<u>\$129,095.42</u>	
	Total 1460			\$150,000.00	\$280,000.00	\$129,095.42	\$129,095.42	

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

**Annual Statement /
Performance and Evaluation Report**
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**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval 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	1465 Dwelling Equipment	1465							
	Replace Ranges		100	\$37,500.00	\$37,500.00	\$23,272.30	\$23,272.30		
	Replace Refrigerators		25	\$11,250.00	\$11,250.00	\$11,420.00	\$11,420.00		
	Total 1465			\$48,750.00	\$48,750.00	\$34,692.30	\$34,692.30		
PHA Wide	1475 Non-Dwelling Equipment	1475							
	Force Account - Electrical Rewiring - Equipment		641	\$0.00	\$26,546.00	\$26,546.00	\$26,546.00		
	Total 1475			\$0.00	\$26,546.00	\$26,546.00	\$26,546.00		
FL 29-1 & 3 Springfield	1450 Site Improvements	1450							
	spaces		LS	\$10,000.00	\$0.00	\$0.00	\$0.00		
	-Repair/replace curbing (phase 1)		626 l/f	\$10,000.00	\$10,000.00	\$0.00	\$0.00		
	-Install railings at stairs		210 l/f	\$7,004.00	\$0.00	\$0.00	\$0.00		
	-Repair concrete steps		200 l/f	\$10,000.00	\$10,000.00	\$0.00	\$0.00		
	-General landscaping (phase 1)		10%	\$35,000.00	\$35,000.00	\$0.00	\$0.00		
	-General sidewalk repair (5 % replacement)		5%	\$11,508.00	\$11,508.00	\$0.00	\$0.00		
	Subtotal 1450				\$83,512.00	\$66,508.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460							
	-Replace existing natural gas fired forced air furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service amp. Service		25 DU		\$80,000.00	\$0.00	\$0.00	\$0.00	
		32 units		\$118,883.00	\$118,883.00	\$0.00	\$0.00		
Subtotal 1460				\$198,883.00	\$118,883.00	\$0.00	\$0.00		
Total Cost for Springfield				\$282,395.00	\$185,391.00	\$0.00	\$0.00		
FL 29-2 Orange Avenue	1450 Site Improvements	1450							
	-Install railings at stairs		100 l/f	\$3,335.00	\$3,335.00	\$0.00	\$0.00		
	-Install additional playground equipment		1.00	\$21,872.00	\$21,872.00	\$16,157.00	\$16,157.00		
	-Repair concrete steps		200 l/f	\$5,800.00	\$5,800.00	\$0.00	\$0.00		
	-General sidewalk repair (5 % replacement)		5%	\$5,644.00	\$0.00	\$0.00	\$0.00		
	-General landscaping (phase 1)		11%	\$10,000.00	\$10,000.00	\$0.00	\$0.00		
	-Repair retaining walls		40 l/f	\$1,800.00	\$1,800.00	\$0.00	\$0.00		
	-Repair 4' chain link fence		220 l/f	\$2,255.00	\$3,655.00	\$3,655.00	\$3,655.00		
	-Install pole mounted site lighting (phase 1)		17%	\$3,500.00	\$0.00	\$0.00	\$0.00		
	Subtotal 1450				\$54,206.00	\$46,462.00	\$19,812.00	\$19,812.00	

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**Annual Statement /
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OMB Approval 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)		
	1460 Dwelling Structure								
	-Rewire 1, 2, 3, 4 and 5-BK apartments including 100 amp. Service		34 units	\$157,500.00	\$157,500.00	\$37,676.49	\$37,676.49		
	-Replace existing natural gas tired torced air furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service	1460		\$80,000.00	\$36,725.00	\$0.00	\$0.00		
	Replace the front and back exterior doors and front storm doors	1460		\$0.00	\$50,000.00	\$0.00	\$0.00		
	Repair Exterior Vinyl Siding	1460		\$0.00	\$4,492.00	\$4,492.00	\$4,492.00		
	Subtotal 1460			\$237,500.00	\$248,717.00	\$42,168.49	\$42,168.49		
	Total Cost for Orange Avenue			\$291,706.00	\$295,179.00	\$61,980.49	\$61,980.49		
FL 29-4 Ebony Gardens	1450 Site Improvements	1450							
	-Convert parking spaces for 504 compliance		2	\$210.00	\$0.00	\$0.00	\$0.00		
	-Install railings at stairs		100 l/f	\$2,500.00	\$0.00	\$0.00	\$0.00		
	-Repair concrete steps		200 l/f	\$5,800.00	\$0.00	\$0.00	\$0.00		
	-General sidewalk repair		400 l/f	\$2,100.00	\$0.00	\$0.00	\$0.00		
	-General landscaping (phase 1)		6%	\$10,000.00	\$0.00	\$0.00	\$0.00		
	-Repair retaining wall behind building D		1920 s/f	\$653.00	\$0.00	\$0.00	\$0.00		
	-Repair chain link fence around gas meters		40 l/f	\$500.00	\$0.00	\$0.00	\$0.00		
		Subtotal 1450			\$21,763.00	\$0.00	\$0.00	\$0.00	
		Total Cost for Ebony Gardensreet			\$21,763.00	\$0.00	\$0.00	\$0.00	
FL 29-6 Pinewood Place	1450 Site Improvements								
	-General landscaping (phase 1)		16%	\$10,000.00	\$10,000.00	\$0.00	\$0.00		
	-General sidewalk repairs		106 l/f	\$1,162.00	\$1,162.00	\$0.00	\$0.00		
	Subtotal 1450			\$11,162.00	\$11,162.00	\$0.00	\$0.00		
	1460 Dwelling Structure								
	Replace existing natural gas tired torced air furnace with new unit, new closet, ductwork, A/C coils/compressor, concrete pad, electric service upgrade (phase 3)	1460	21 units	\$63,000.00	\$0.00	\$0.00	\$0.00		
		Subtotal 1460			\$63,000.00	\$0.00	\$0.00	\$0.00	
	1470 Non Dwelling Structure								
	Supplement for Construction of Community Building	1470		\$0	\$118,731	\$0	\$0		
	Subtotal 1470			\$0.00	\$118,731.00	\$0.00	\$0.00		
	Total Cost for Pinewood Place			\$74,162.00	\$129,893.00	\$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
Capital Funds Program

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

OMB Approval 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 29-15 Scattered Sites	1450 Site Improvements							
	Resurface drives	1450	2 DU	\$1,500.00	\$3,000.00	\$0.00	\$0.00	
	Repair septic tank drain fields	1450	4 DU	\$2,000.00	\$10,000.00	\$2,463.00	\$2,463.00	
	Landscaping	1450	4 DU	\$2,200.00	\$4,400.00	\$0.00	\$0.00	
	Subtotal 1450			\$5,700.00	\$17,400.00	\$2,463.00	\$2,463.00	
FL 29-15 Scattered Sites (continued)	1460 Dwelling Structure							
	Repair siding, repaint exteriors	1460	2 DU	\$1,950.00	\$1,950.00	\$0.00	\$0.00	
	Install Vinyl siding over T-111	1460	2 DU	\$6,300.00	\$6,300.00	\$0.00	\$0.00	
	Replace Roofing	1460	4 DU	\$4,200.00	\$4,200.00	\$0.00	\$0.00	
	Energy Efficiency Measures	1460	4 DU	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
	Replace HVAC systems	1460	2 DU	<u>\$11,000.00</u>	<u>\$11,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Subtotal 1460			\$25,450.00	\$25,450.00	\$0.00	\$0.00	
	Total Cost for Scattered Sites (29-15)			\$31,150.00	\$42,850.00	\$2,463.00	\$2,463.00	
FL 29-16 Scattered Sites	1450 Site Improvements							
	Resurface drives	1450	2 DU	\$1,500.00	\$3,000.00	\$0.00	\$0.00	
	Repair septic tank drain fields	1450	4 DU	\$2,000.00	\$10,000.00	\$0.00	\$0.00	
	Landscaping	1450	4 DU	\$2,200.00	\$4,400.00	\$0.00	\$0.00	
	Subtotal 1450			\$5,700.00	\$17,400.00	\$0.00	\$0.00	
	1460 Dwelling Structure							
	Repair siding, repaint exteriors	1460	2 DU	\$1,950.00	\$1,950.00	\$0.00	\$0.00	
	Install Vinyl siding over T-111	1460	2 DU	\$6,300.00	\$6,300.00	\$0.00	\$0.00	
	Replace Roofing	1460	4 DU	\$4,200.00	\$4,200.00	\$0.00	\$0.00	
	Energy Efficiency Measures	1460	4 DU	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
	Replace HVAC systems	1460	2 DU	<u>\$11,000.00</u>	<u>\$11,000.00</u>	\$0.00	\$0.00	
	Subtotal 1460			\$25,450.00	\$25,450.00	\$0.00	\$0.00	
	Total Cost for Scattered Sites (29-16)			\$31,150.00	\$42,850.00	\$0.00	\$0.00	
FL 29-17 Hidden	1450 Site Improvements							
	-General landscaping	1450	10%	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Subtotal 1450			\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Total Cost for Trimble Road			\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	TOTAL CFP 501			\$1,203,831.00	\$1,203,831.00	\$352,647.21	\$324,684.31	

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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 I: Summary
Capital Fund Grant Program (CFG)

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

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

HA Name TALLAHASSEE HOUSING AUTHORITY		Capital Fund Project Number FL29P073501-01		FFY of Grant Approval 2001	
<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 ()	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$45,000.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$56,500.00	\$0.00	\$0.00	\$0.00
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	\$70,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$125,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$862,890.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$48,750.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$20,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of line 19)	\$0.00	\$0.00	\$0.00	\$0.00
19	Amount of Annual Grant (Sum of lines 2 - 18)	\$1,228,140.00	\$0.00	\$0.00	\$0.00
20	Amount of line 16 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of line 16 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 16 Related to Security	\$25,000.00	\$0.00	\$0.00	\$0.00
23	Amount of line 16 Related to Energy Conservation Measures	\$164,000.00	\$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			