

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008

Annual Plan for Fiscal Year 2004

**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: The West Palm Beach Housing Authority

PHA Number: FL009

PHA Fiscal Year Beginning: (mm/yyyy) April 1, 2004

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 2004- 2008
[24 CFR Part 903.5]

A. Mission

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

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

- The West Palm Beach Housing Authority's mission is: To provide safe, decent and affordable housing to persons and families with limited financial resources and to provide residents with access to programs which will assist them in making the transition to greater financial security.

B. Goals

- PHA Goal: To manage the West Palm Beach Housing Authority's existing housing stock in an efficient and effective manner, and seek to expand the stock of affordable housing in West Palm Beach.
Objectives:
 - The West Palm Beach Housing Authority shall continue to improve its vacancy rate to at least 2%
 - The West Palm Beach Housing Authority shall continue to decrease the number of days for unit turnaround to less than 10 days.
 - The West Palm Beach Housing Authority will improve and re-emphasize policies and procedures for resident orientation.
 - The West Palm Beach Housing Authority shall strive to eliminate pest infestations in all developments.
 - The West Palm Beach Housing Authority shall maintain Section 8 lease up at 100%.
 - The West Palm Beach Housing Authority shall increase its score by at least four points to reach high performer status by December 31, 2004.
 - The West Palm Beach Housing Authority shall increase the percentage of rents collected to 99% or more.
 - The West Palm Beach Housing Authority shall strive to implement its asset management plan no later than December 31, 2004.
 - The West Palm Beach Housing Authority will contemplate purchases of expiring use buildings as well as other viable real estate options.

- ☒ Acquire existing properties and land for subsequent development
 - ☒ Revitalize the Dunbar Village and Pleasant City Developments by Hope VI Revitalization and/or Demolition grants or by any other means possible.
 - ☒ The West Palm Beach Housing Authority will pursue opportunities to partner with the City of West Palm Beach, BRIC (Broadway Reinvestment Corporation), Housing Partnership, NBDC (Northwood Business Development Corporation), LISC (Local Initiative Support Corporation) and other viable housing development entities.
 - ☒ Develop income streams from rent for recently vacant offices of the West Palm Beach Housing Authority
 - ☒ Pursue the development of a continuum of care from independent living to assisted living that may include multi-generational housing
- ☒ PHA Goal: To improve community quality of life and economic viability.
Objectives:
- ☒ The West Palm Beach Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System, specifically in the areas of Safety, Communication and Neighborhood appearance.
 - ☒ The West Palm Beach Housing Authority shall continue to remove all graffiti within 24 hours of discovering it.
 - ☒ The West Palm Beach Housing Authority shall achieve proper curb appeal for all of its public housing development through landscaping, lawn maintenance, trash pick-up and other means.
 - ☒ The West Palm Beach Housing Authority shall create an appealing, up-to-date environment in its developments.
 - ☒ The West Palm Beach Housing Authority shall continue to use its Deconcentration policies in an effort to mix its public housing development populations as much as possible with respect to ethnicity, race and income.
 - ☒ The West Palm Beach Housing Authority will pursue plans to implement mixed finance/mixed income housing developments using public/private collaborations.
 - ☒ To emphasize quality of life issues for WPBHA elderly residents by improving social services and health care on-site.
 - ☒ Partner with the City for Vickers House South to Secure provision of services in the Southern area
 - ☒ Create Economic Initiatives, Department of Financial Services to include a Bank and an IDA (Individual Development Account)

- PHA Goal: To provide a safe and secure environment in the West Palm Beach Housing Authority's public housing developments.

Objectives:

 - The West Palm Beach Housing Authority shall maintain the position of Public Safety Office through and beyond December 31, 2004.
 - The West Palm Beach Housing Authority shall continue to evaluate all developments using Crime Prevention Through Environmental Design criteria and implement the recommendations.
 - The West Palm Beach Housing Authority shall reduce crime in its developments by 50% by December 31, 2004.
 - The West Palm Beach Housing Authority shall develop more youth activities by partnering with existing social service agencies.
 - The West Palm Beach Housing Authority shall continue to eliminate trash dumps that create a place for perpetrators to hide.
 - The West Palm Beach Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency in order to develop strategies for identifying and reducing crime and in order to reduce police response time.
 - The West Palm Beach Housing Authority shall reduce its evictions due to violations of criminal laws by 50% by December 31, 2004, by implementing aggressive screening procedures.

- PHA Goal: To promote self-sufficiency and asset development of families and individuals.

Objectives:

 - The West Palm Beach Housing Authority shall, continue working with its partners, to ensure that 100% of its TANF residents are working or engaged in job training
 - Partner with local service providers for Section 8 Homeownership Opportunity

- PHA Goal: Reduce dependency on federal funding.

Objectives:

 - The West Palm Beach Housing Authority shall operate so that income exceeds expenses every year.

Annual PHA Plan
PHA Fiscal Year 2004
[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.

Executive Summary of the Annual PHA Plan

The West Palm Beach Housing Authority recognizes that the 21st Century presents unprecedented challenges to the affordable housing industry. Our mission is no less than to rise to those challenges and succeed. We have crafted our annual plan as an attempt to meet the housing crisis in our area, and will work diligently to preserve and increase the supply of safe, decent dwellings.

The MerryPlace neighborhood project continues as a top priority. This fourteen-acre site was assembled to provide a mixed financed, mixed income housing development in Pleasant City, a disinvested area of the city. Partnering with the third largest home builder in the U.S., Lennar Homes, the housing authority will produce for sale single family homes, condominium flats, public housing and market rentals, and a unique blend of cottage style family units. A demolition application for the remaining public housing buildings on the site is being prepared. Dunbar Village, the oldest and largest public housing development, is currently the site of a 2004 HOPE VI Revitalization application. If funded, this seventeen-acre site will also become a mixed income community, with increased social services and economic enhancements for the entire area. The City of West Palm Beach lent its cooperation and support through its Planning and Economic and Community Development departments, and the land design plans reflect a new spirit of collaboration between the city, housing authority and community at large.

The WPBHA intends to pursue opportunities to purchase existing housing, including the acquisition of developable land. New avenues for additional income streams will be explored, including the provision of financial services for low income families, partnerships with community based economic enterprises and entrepreneurial opportunities. In response to the needs of seniors, the WPBHA will develop plans for a continuum of care facility at Southridge. We intend to provide a range of services from independent living to assisted housing. Additionally, we will explore the possibility of partnering with an agency to create intergenerational housing, reaching out to young adults who are leaving the foster care system and have no access to decent, affordable housing. Concurrently, we will strive to meet all of our objectives for traditional PHA management: 100% lease up rates for the Housing Choice Voucher and public housing programs; TAR's at less than 2%; no infestations; maximum curb appeal of our units and a safe, drug free environment for all children in our programs. We will place special emphasis on programs for female head of households in the 18 to 24 year range, and attempt to address their special needs for economic and social progress. We will continue to fine tune the Excellence in Education Program, expand our FSS program, and maximize our ability to obtain grants and public financing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (**Attachment E**)
- FY 2004 Capital Fund Program Annual (Attachments – **f1009b06, f1009c06, f1009d06, f1009e06**)
- 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 2004 Capital Fund Program 5 Year Action Plan (**F1009a06**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment A - Statement of Progress,
 - Attachment B – Continued Occupancy & Community Service Requirement
 - Attachment C – Resident Membership of the PHA Governing Board
 - Attachment D – Members of Resident Advisory Board
 - Attachment E- RHF Plan**

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 with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
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	23,900	5	5	4	5	5	5
Income >30% but <=50% of AMI	18,953	5	5	4	5	5	5
Income >50% but <80% of AMI	27,273	4	5	3	5	4	5
Elderly	23,186	4	4	3	3	3	3
Families with Disabilities	224,178	5	4	5	5	3	3
Race/Ethnicity – White Non-Hispanic	83,795	2	4	3	N/A	1	2
Race/Ethnicity – Black Non-Hispanic	24,874	3	4	4	N/A	1	4

Housing Needs of Families in the Jurisdiction by Family Type							
Race/Ethnicity – Hispanic/Latino	17,523	3	4	4	N/A	1	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: [REDACTED]
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: [REDACTED]
- Other housing market study
Indicate year: [REDACTED]
- Other sources:
2000 Census of Population and Housing – Summary File 3
2000 Census of Population – Summary File 3

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5405		150
Extremely low income <=30% AMI	4000	74	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	1405	26	
Low income (>50% but <80% AMI)	0	0	
Families with children	4270	79	
Elderly families	540	10	
Families with Disabilities	731	14	
Race/Black	3891	72	
Race/White	1297	24	
Ethnicity/Hispanic	540	10	
Ethnicity/ Non-Hispanic	4865	90	
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)? 16			
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			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,172		249
Extremely low income <=30% AMI	1126	96.07	
Very low income (>30% but <=50% AMI)	40	3.41	
Low income (>50% but <80% AMI)	5	.42	

Housing Needs of Families on the Waiting List			
Families with children	761	65	
Elderly families	35	3	
Families with Disabilities	93	8	
Race/Black	795	67.83	
Race/White	372	31.74	
Race/Indian/	4	.34	
Race/Asian	1	0.8	
Ethnicity-Hispanic	279	23.80	
Ethnicity- Non Hispanic	893	76.19	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	32	2.73	9
1BR	474	40.44	42
2 BR	420	35.83	84
3 BR	199	16.97	94
4 + BR	47	4.01	14
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 1(one) month</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>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</p>			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed 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
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)
The West Palm Beach Housing Authority has hired a Contract Compliance Officer who will conduct Landlord Outreach within our Jurisdiction

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	1,650,575	Public Housing Operations
b) Public Housing Capital Fund	1,030,028	Public Housing Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	14,776,829	Section 8 Tenant-based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	250,000	Resident Services Delivery
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Family Self-Sufficiency	33,835	Resident Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,029,545	Public Housing Operations

Financial Resources: Planned Sources and Uses		
4. Other income (list below)		
j) Late Charges	19,200	
k) Laundry Commission	1,000	
l) Non-dwelling rental	60,000	
m) Excess Utilities	15,000	
n) Interest Income	1,000	
4. Non-federal sources (list below)		
Total resources	\$18,867,012.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 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
- Other source (list)

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Only applicants pre-screened for criminal record will be issued a voucher. However, actual records will not be shared with Landlord

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- 1) Hard to house families
- 2) Units that have failed HQS inspections causing resident to look for another unit
- 3) Medical
- 4) Failure to find available unit within payment standard

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ 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)
- 2 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices in local newspapers,
- Other (list below)
 - Advise local faith-based organizations
 - Signs in Lobby

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below) ***Families are only required to report increases in income at their annual re-examination. However, they must report immediately any additions to the family through birth or court awarded custody, or if members of the family are leaving or have left.***

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
 Other (list below)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	630	150
Section 8 Vouchers	1834	120
Section 8 Certificates		

Section 8 Mod Rehab	61	15
Special Purpose Section 8 Certificates/Vouchers (list individually)	100 Disabled	5
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	16	5
ROSS		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Continued Occupancy Policy (ACOP)*
 - Maintenance & Preventative Maintenance Manual*
 - Risk Control Manual*
 - Management & Procedures Manual*
 - Human Resource Manual*

- (2) Section 8 Management: (list below)
 - Section 8 Administrative Plan*
 - Management & Procedures Manual*
 - Human Resource Manual*

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement 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:

**DUNBAR VILLAGE
PLEASANT CITY
SOUTHRIDGE**

- 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:

**PLEASANT CITY
DUNBAR VILLAGE**

- 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:

Mixed Finance for a mixed income development in Pleasant City, and also plans to pursue options for acquisition.

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: Pleasant City
1b. Development (project) number: FL009004
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>

4. Date application approved, submitted, or planned for submission: (04/04)
5. Number of units affected: 28
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 08/04 b. Projected end date of activity: 04/07

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Southridge
1b. Development (project) number: FL009002
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 checked="" type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: (11/14/1972)</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 148</p>
<p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes 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)

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 08/15/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Training –Career Development Center	200	Open to all PHA residents	Career Development Center	Public Housing
Resident Opportunities & Self Sufficiency Program	400	TANF Eligible	PHA main office	Public Housing
Senior Services	400	Elderly Residents	On Site	Public Housing
Elderly Feeding Site	150	Elderly Residents	Southridge	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	20 As of 11/30/2003
Section 8	25	36 As of 11/30/2003

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[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)

Active program participation by WPBHA Public Safety Officer

1. Which developments are most affected? (list below)
- 2.
3. **Twin Lakes**
4. **Robinson Village**
5. **Dunbar Village**
6. **Pleasant City**
- 7.
8. **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**
- 9.
10. 1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
 11. Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 12. Crime Prevention Through Environmental Design
 13. Activities targeted to at-risk youth, adults, or seniors
 14. Volunteer Resident Patrol/Block Watchers Program
 15. Other (describe below)
- 16.
17. **The WPBHA is committed to the safety of its residents inspite of the loss of the PHDEP funding**
- 18.
19. Which developments are most affected? (list below)

Twin Lakes
Robinson Village
Dunbar Village
Pleasant City

C. Coordination between PHA and the police

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

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

Participation of local police officers on grievance committee for issues pertaining to drug related crime

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

**Twin Lakes
Robinson Village
Dunbar Village
Pleasant City**

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET POLICY

Except for assistive animals, which are excluded, residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

The West Palm Beach Housing Authority will allow only domesticated dogs, cats, birds, fish in aquariums or animals that are housed in a container in units. All dogs and cats must be neutered.

Only one (1) pet per unit will be allowed.

Any animal deemed to be harmful to the health or safety of others will not be allowed. Attack or fight trained dogs and poisonous creatures will not be allowed.

No animal may exceed thirty (30) pounds in weight.

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances.

A pet deposit of \$75 is required at the time of registering a pet. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear. In addition, a non-refundable fee of \$100 is required.

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

10.

11.

12. 18. Other Information

13. [24 CFR Part 903.7 9 (r)]

14.

15. A. Resident Advisory Board Recommendations

16.

17. 1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

18.

19. 2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

20. Attached at Attachment (File name) XXXXXXXXXX

21. Provided below:

22.

23. There was a request for more physical improvements. Pleasant City residents would like central air-conditioning, Robinson Village residents wanted to see improvements to the playground, a special play area for "Tots", a walking trail, additional guest parking and a security gate. Southridge residents requested a fence along Lake Avenue and the installation of bollards to control vehicle entry at specific points as well as new tile floors in all the units. Some improvements suggested were already reflected in the Capital Funds portion of the plan. The West Palm Beach Housing Authority Leadership Council (RAB) in cooperation with the Authority and HUD plans to embark on an aggressive campaign to increase resident participation and involvement in both housing authority and community affairs.

24.

25. 3. In what manner did the PHA address those comments? (select all that apply)

26. Considered comments, but determined that no changes to the PHA Plan were necessary.

27. The PHA changed portions of the PHA Plan in response to comments

28. List changes below: The Capital Fund Program Five-Year Action Plan was amended to include \$30,000 to install a fence/security gate, and \$50,000 for site improvements in Robinson Village.

29.

30. Other: (list below)

31.

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

33.

34. 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.)

35.

36. 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.)

37.

38. 3. Description of Resident Election Process

39.

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

41. Candidates were nominated by resident and assisted family organizations

42. Candidates could be nominated by any adult recipient of PHA assistance

43. Self-nomination: Candidates registered with the PHA and requested a place on ballot

44. Other: (describe)

45.

46. b. Eligible candidates: (select one)

47. Any recipient of PHA assistance

48. Any head of household receiving PHA assistance

49. Any adult recipient of PHA assistance

50. Any adult member of a resident or assisted family organization

51. Other (list)

52.

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

54. All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

55. Representatives of all PHA resident and assisted family organizations

56. Other (list)

57.

58. C. Statement of Consistency with the Consolidated Plan

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

60.

61. 1. Consolidated Plan jurisdiction: **City of West Palm Beach**

62.

63. 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)

64.

65. The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

66. The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

67. The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

68. Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)

69.

70. Other: (list below)
- 71.
- 72.
73. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The City has aggressively planned to improve and rebuild the housing stock in predominately low-income neighborhoods, as well as other neighborhoods where deterioration has occurred. A major effort will be made to assist persons to purchase rental units in order to stabilize the neighborhoods and assist renters to become home owners in the City. The City's Economic and Community Development Department will work with the West Palm Beach Housing Authority, to offer public housing residents the opportunity and encouragement to become homeowners through First Time Home Buyer Assistance Program. In addition the city has established a process by which the City considers, before adoption, those policies procedures, ordinances, regulations or plan provisions that have significant impact on the cost of housing. The City has also approved incentives to expedite processing of building permits for affordable housing units.

D. Other Information Required by HUD

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

19. Criteria for Significant Amendment or Modification of the Agency Plan

The West Palm Beach Housing Authority will consider the following changes to its Annual and 5-year plan to be "significant".

- Any Change required by amendment in federal statutes, regulations or HUD notices that in the opinion of the West Palm Beach Housing Authority (WPBHA), has either substantial programmatic or financial or administrative burdens beyond the programs under administration at the start of the Plan Year.
- Any change that the WPBHA Board determines to be significant.
- Any plans for demolition of any housing owned or managed by the WPBHA/

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

ATTACHMENT A

Statement of Progress

The MerryPlace site acquisition has been completed and the Housing Authority has partnered with a nationally ranked homebuilder to complete the site development. The City of West Palm Beach lent its cooperation and support through its Planning and Economic and Community Development departments, and the land design plans reflect a new spirit of collaboration between the city, housing authority and community at large.

The Housing Authority is submitting a 2004 HOPE VI Revitalization grant application for Dunbar Village. Plans call for mixed income housing and a physical reconfiguration of local roads to reconnect this development into the existing grid pattern. Homeownership opportunities, a senior village, and a holistic Family Resource Center combine with newly constructed units to create a vibrant environment in this area of the city.

The Capital Projects program completed the renovation of two community rooms, facilitating the residents' opportunities for social interaction, training opportunities, and youth programs. AA and NA meetings are also regularly held in these facilities.

The Mentoring Center was retained to provide job readiness and entrepreneurial classes in our on-site Career Development Center, as well as provide classroom instruction for FCAT testing.

Housing Choice Voucher lease up rate is consistently at 100%. All available public housing units are rented.

Unit turnaround time is five days or less.

Every public housing units is professionally exterminated every four weeks, and inspected at that time by the property manager for housekeeping and lease compliance. The general condition of all units has improved markedly.

In partnership with the City of West Palm Beach's Youth and Family Services Director, who renovated an unused office space owned by the WPBHA for a service delivery center in an underserved area of the city, we are actively seeking funding sources for operational expenses.

CONTINUED OCCUPANCY AND COMMUNITY SERVICE REQUIREMENT

General

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

Exemptions

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

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

Notification of the Requirement

The West Palm Beach Housing Authority has identified all adult family members who are not exempt from the community service requirement. Tenants are then being provided written notification of this requirement, along with a list of the categories of individuals that are exempt from this requirement. This notification advises families that their community service obligation is now in effect, and that it is their responsibility to provide documentation that this requirement has been satisfied at their annual re-examination. For a family paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It also advises them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination

Volunteer Opportunities

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

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

The West Palm Beach Housing Authority is coordinating with social service agencies, local schools and vocational training facilities to provide residents with alternative means to satisfy this requirement. Satisfactory progress towards certification in designated fields of employment or enrollment in Palm Beach Community College programs will be considered as satisfactory completion of the requirement. Involvement in the Housing Authority's own Resident Entrepreneurial programs will also qualify as meeting this requirement. The Authority will work with our tenant councils in identifying a list of volunteer community service position for alternate community service opportunities.

The Process

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the West Palm Beach Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the West Palm Beach Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

Notification of Non-Compliance with Community Service Requirement

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

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

13.7 Opportunity for Cure

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

community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

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

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

ATTACHMENT C

**RESIDENT MEMBERSHIP
OF
THE PHA GOVERNING BOARD**

The West Palm Beach Housing Authority presently has Robert Schroeder, a resident of Dunbar Village (9-1), serving as the public housing resident representative on its Board of Commissioners. The Mayor of the City of West Palm Beach appointed Mr. Schroeder. His term began on February 7, 2000 and expires on February 7, 2004.

ATTACHMENT D

MEMBERS OF THE RESIDENT ADVISORY BOARD

The following are a list of members of the Resident Advisory Board of the West Palm Beach Housing Authority:

Ernestine Banks-	Twin Lakes
Simitea Simmons -	Robinson Village
Zenobia Scruggs -	Pleasant City
Raymond Smith -	Dunbar Village
Emanuel Whitfield -	Southridge

The Residents are chosen annually at the annual meeting for each development.

At the option of its members, it was decided to call the resident advisory board the West Palm Beach Housing Authority Leadership Council. Membership on the council is determined by active participation in the resident council of each, WPBHA development.

ATTACHMENT E

DECONCENTRATION POLICY

It is the policy of the West Palm Beach Housing Authority to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments.

Towards this end, upon examination of the waiting list, the next eligible family's income limit, will determine the development in which the family will be housed. We will accomplish this in a uniform and non-discriminating manner.

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

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration. Particular emphasis will be placed on marketing to higher families.

ATTACHMENT F

REPLACEMENT HOUSING FACTOR PLAN

FFY 2003 through FFY 2007

Submitted by

The West Palm Beach Housing Authority
1715 Division Avenue
West Palm Beach, FL 33407

April 19, 2004

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I. Project Description

In June 2001, the West Palm Beach Housing Authority sold twenty housing units to the Palm Beach County School District, for the construction of the Pleasant City Elementary School.

After three HOPE VI applications for the Pleasant City neighborhood failed, the Agency determined to find another way to bring about redevelopment in the Pleasant City neighborhood. This neighborhood was an ideal candidate for redevelopment, as there were large vacant parcels, and many boarded up buildings. A site was selected that included seven Public Housing buildings (twenty eight units). These buildings are now completely vacant, through attrition. A separate demolition application is being submitted through the Special Applications Center for the affected twenty eight units.

Over the past two years, in partnership with the City of West Palm Beach, the Authority has worked to create a mixed use, mixed finance, mixed income neighborhood plan, that will further a number of articulated HUD goals and objectives, such as the deconcentration of poverty income level households. As of the date of the preparation of this document, The West Palm Beach Housing Authority has completed site assembly of the fourteen acre parcel needed to develop this plan. The site is known as MerryPlace.

It is our goal to build a neighborhood that includes 240 housing units, which will include approximately 20 new public housing units. Additionally, there will be 20 single family homes, forty townhomes, and 160 apartment flats which will include rental units and condominiums. All units will be built to identical construction quality standards.

II. Project Details

- A. Total Public Housing Units to be constructed – 20
- B. Method of Construction – New, concrete block and stucco
- C. Unit Type – Two story apartment flats, including one and two bedroom units
- D. Family Type – Units may be designated elderly
- E. Project Consultants and Development Team
- F. The site design and land planning services for this project have been procured through the RFQ process, and are being provided by LandDesign of Tampa,

Florida. The civil engineering services are being provided by East Bay Group of West Palm Beach. The selected development and construction contractor partner is Lennar Homes

III. Development Schedule

May 2004	Submit Demo/Dispo App to SAC
May 2004	Initial P&Z Submittal
July 2004	Negotiate Development Agreements with City of West Palm Beach and Developer Partner
Sept 2004	Obtain P&Z approval
Sept 2004	Obtain HUD approval to demolish
Sept 2004	Obtain Predevelopment Financing
Oct 2004	Submit for Engineering Permits
Oct 2004	Demolish 28 units
Dec 2004	Begin Site Development
April 2005	Obtain Construction Financing
May 2005	Development Proposal submitted to HUD
May 2005	Begin Building Construction
Nov 2005	Initial occupancy (single family)
Jan 2006	Initial occupancy (multi family)
Aug 2006	Buildout/Project Completion

IV. Proposed Budget

The Housing Authority is working with the Mayor and the City of West Palm Beach to develop a financing program that will be able to fully fund the project, without phasing. At present the following figures are projected to fund the total development cost of 37.8 million dollars.

Potential Funding Sources

City of WPB infrastructure	\$7,000,000
Housing Authority land equity	5,000,000
FHFC Predevelopment Loan	500,000
PBCHFA 4% tax credit	15,000,000
Private Construction Loan	10,000,000
RHF grant (20 units)	300,000
TOTAL SOURCES/USES	\$ 37,800,000

I. Use of RHF Funds

The contribution amount of HUD Replacement Housing Funds falls far short of the cost to construct twenty public housing units. However, the shortfall will be met through the overall development budget.

In Years One through Five, RHF funds will be applied toward actual construction costs. The second increment of funding will be requested, and these funds (Years Six through Ten) will be utilized to repay the construction loan. Further, additional RHF funds will be sought for the replacement of the twenty eight units now under consideration for demolition. If awarded, these funds will be applied toward the construction cost and loan balance as well.

As the project is already in the process of predevelopment, meeting all obligation and expenditure deadlines will be easily accomplished. The formalized development proposal will be submitted when the permanent financing is obtained.