



HOUSTON
HOUSING AUTHORITY

PHA PLAN

FY 2018

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 8/30/2011
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1.0	PHA Information PHA Name: _____ PHA Code: _____ PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): _____												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: _____												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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 for the next five years:												
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.												
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.												
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.												
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.												
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.												
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.												
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.												
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.												

9.1	Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. <ul style="list-style-type: none"> (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development.

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) Demolition and/or Disposition.

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) Conversion of Public Housing.

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

SECTION 6.0: PHA PLAN ELEMENTS (24 CFR 903.7)

The Houston Housing Authority Plan Elements can be found in the attached ACOP and Administrative Plan. The updated FY 2016 Financial Resources element is below.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

Both the attached Admissions and Continued Occupancy (ACOP) and the HCV Administrative Plan (Admin Plan) have been revised since the last submittal; the changes are summarized in Section 6.0 (A) and included in the attachments.

2. Financial Resources

The table below lists the Houston Housing Authority's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing and Section 8 in Fiscal Year beginning 1/01/2017. The 2014, 2015 and 2016 Capital Fund and the 2012 thru 2016 Replacement Housing factor amounts are the unobligated amounts as of 6/15/2017. The 2017 Capital Fund program grants are available for the 2017 fiscal year.

2017 final funding has not been determined. Values based on 2017 projected actual and are a reasonable estimate for 2018.

Funding Source	Amount	Planned Use
<u>Federal Grants:</u>		
Public Housing Operating Fund (92.89% eligibility)	\$ 13,726,384	Operations
Public Housing Capital Fund Program- 2017(estimate)	\$ 4,314,293	Operations / Capital Improvements
Public Housing Replacement Housing Grant – 2017 (estimate)	\$ 687,708	Replacement Housing
Section 8 Housing Choice Voucher Programs Tenant Based Assistance HAP (97% eligibility)	\$ 130,188,034	Housing Assistance Payments
Section 8 Housing Choice Voucher Programs Tenant Based Assistance Admin Fee (74.25% eligibility)	\$ 10,700,480	Administration
Section 8 New Construction	\$ 1,913,064	Housing Assistance Subsidy
Section 8 Moderate Rehabilitation & SRO - HAP	\$ 2,288,722	Housing Assistance Payments
Section 8 Moderate Rehabilitation & SRO – Admin	\$ 355,044	Administration
ROSS Grants	\$ 325,000	HCV / Public Housing FSS Coordinator
Multifamily Service Coordinator Grant	\$ 141,749	Resident Service Coordinator
HCV FSS Program	\$ 327,282	HCV FSS Coordinator/Administration Fees
Jobs Plus Program	\$ 1,000,000	Job Training

Rapid Rehousing	\$ 3,848,387	Housing Assistance Payments/ Administration
<u>Prior Year Federal Grants (Unobligated funds only)</u>		
Capital Funds 2015	\$ 1,788,861	Capital Improvement
Capital Funds 2016	\$ 4,170,485	Capital Improvement
Capital Fund-Replacement Housing Funds 2012,2013,2014,2015,2016	\$ 3,686,811	Replacement Housing
<u>Other Sources:</u>		
Public Housing Dwelling Rental Income	\$ 8,686,469	Operations
Public Housing Other Tenant Charges & Misc Income	\$ 887,230	Operations
Section 8 New Construction Dwelling Rental Income	\$ 854,022	Operations
Total	\$ 189,890,025	

- 3. Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

Public Housing Rents are outlined in detail in the ACOP (pages 18-23). But in general rents are either income based or flat rent. There are also polices regarding minimum rents and hardship exemptions, pro-rated rents for mixed-families.

Housing Choice Voucher participants' computation of Total Tenant Payment and Determination of Rent is outlined in detail on pages 60-66 of the Administrative Plan.

- 4. Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

This information can be found throughout the revised Admin Plan and ACOP.

- 5. Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

This information can be found in the revised Admin Plan (pages 53-56) for section 8 and the following is the procedure for public housing.

HOUSTON HOUSING AUTHORITY

Public Housing Grievance Policy

SECTION 1.0 PURPOSE

The Houston Housing Authority (the “HHA”) established this Public Housing Grievance Policy (the “Policy”) for the purpose of assuring that a public housing Tenant is afforded an opportunity for a hearing if the Tenant timely disputes any action, or failure to act, by the HHA that involves the (1) Tenant’s lease with the HHA, or (2) HHA or federal regulations, and that adversely affects the Tenant’s individual rights, duties, welfare, or status.

This Policy complies with federal regulations applicable to public housing authorities as set forth in 24 C.F.R. 966 Subpart B.

SECTION 2.0 DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

1. Tenant: The adult person (or persons, other than a Live-in aide): (a) who resides in the unit, and who executed the lease with the HHA as lessee of the dwelling unit, or, if no such person now resides in the unit, (b) who resides in the unit, and who is the remaining head of household of the Tenant family residing in the dwelling unit.
2. Grievance: Any dispute a Tenant may have with respect to an HHA action or failure to act in accordance with the individual Tenant’s lease or HHA regulations that adversely affects the individual Tenant’s rights, duties, welfare or status.
3. Complainant: Any Tenant (as defined above) whose grievance is presented to the HHA (at the HHA’s central office or at management office for the property where the Tenant resides) in accordance with this Policy.
4. Elements of Due Process: An eviction action or termination of tenancy in a State or local court in which the following procedural safeguards are required: (a) adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction; (b) the right of the Tenant to be represented by counsel; (c) the opportunity for the Tenant to refute the evidence presented by the HHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have; and (d) a decision on the merits of the case.
5. Hearing Officer: An impartial person or persons selected by the HHA, other than the person who made or approved the decision under review, or a subordinate of that person. A hearing officer does not need legal training.

SECTION 3.0 APPLICABILITY

1. Matters that are covered by the Policy.

Except for matters set forth below in Section 3.0 (2), the grievance procedures set forth in this Policy apply to any Grievance (as defined above in Section 2.0) between a Compliant and the HHA.

2. Matters that are not covered by the Policy

- a. Lease terminations involving criminal activity- Based on the Department of Housing and Urban Development's ("HUD") issuance of a due process determination that the laws of the State of Texas require that a Tenant must be given the opportunity for a hearing in court which provides the Elements of Due Process before eviction from the dwelling unit, this Grievance Policy shall not apply to a termination of tenancy or eviction that involves:
 - i. Any criminal activity that threatens a tenant's or HHA employee's health, safety, or right to peaceful enjoyment of the Premises.
 - ii. Any violent criminal activity or drug related criminal activity that occurred on or near the Premises.
 - iii. Any criminal activity that resulted in the felony conviction of a member of a Tenant's household.
- b. Other matters not covered by this Policy- In addition to the matters set forth above in Section 3.0 (2. a.), this Policy shall also not apply to the following:
 - i. Any disputes between residents that do not involve the HHA.
 - ii. Any class grievance
 - iii. Any grievance made for the purpose of initiating or negotiating changes to the HHA's policies.
 - iv. Any claim for monetary damages resulting from personal injury or property damage.
 - v. Determinations by the HHA that affect applicants to the HHA's public housing program.
- c. Section 8 new construction properties- This policy does not apply to residents at Section 8 new construction properties, which properties include Long Drive and Telephone Road.

SECTION 4.0 GRIEVANCE PROCESS

There are two types of proceedings governed by this Policy: (1) informal settlement conferences; and (2) formal hearings. Tenants who wish to make a Grievance under this Policy must first participate in an informal settlement conference, as described below. If a Tenant is not satisfied with the outcome of an informal settlement conference, the Tenant may obtain a formal hearing, as described below.

SECTION 5.0 PROCEDURES GOVERNING INFORMAL SETTLEMENT CONFERENCES

The purpose of an informal settlement conference is to allow a Complainant and the HHA an opportunity to resolve a grievance without the need of a formal hearing.

1. How to obtain an informal settlement conference.

To obtain an informal settlement conference, within ten business days of the occurrence of the event giving rise to the grievance, a Complainant must present his or her grievance to either the HHA's central office or to the management office located at the property where the Complainant resides. Grievances received by the HHA at its central office will be referred to the management office of the property where the Complainant resides.

Grievances may be presented either orally or in writing. Although they may be simply stated, grievances must specify: (a) the reason for the grievance; (b) the action requested; and (c) the name, address, and telephone number (if available) of the Complainant.

2. Actions by the HHA once a grievance is received.

After a grievance is received, the management office of the property where the Complainant resides will review the grievance to determine if it is subject to this Grievance Policy, as described in above in Section 3.0. If a grievance is not subject to this Policy, a Complainant will be notified in writing and provided with the reason why the Policy does not apply to his or her grievance.

For grievances that are subject to the Policy, Complainants will be contacted within ten (10) business days of the date they submitted their grievance for the purpose of arranging a date and time for an informal settlement conference.

3. The informal settlement conference.

At the informal settlement conference, the Complainant will present his or her grievance to a representative from management at the property where the Complainant resides. The Complainant and the management representative will informally discuss and attempt to settle the grievance.

After the conclusion of the informal settlement conference, the management of the property where the Complainant resides will prepare a summary of the conference that includes: (a) the names and titles of the participants in the conference; (b) the date of the conference; (c) the reason(s) for the conference; (d) the proposed disposition of the grievance and the reasons therefor; and (e) the specific steps a Complainant must take to obtain a formal hearing if the Complainant is dissatisfied with the resolution of the informal settlement conference.

The summary of the conference will be mailed or hand delivered to the Complainant within seven (7) business days of the conference. A copy of the conference summary will also be placed in the Complainant's tenant file.

4. Rescheduling an informal settlement conference.

A Complainant may reschedule an informal settlement conference only once (an exception to this rule may apply if a disabled Complainant needs to reschedule more than once as a reasonable accommodation). To reschedule a conference, a Complainant must submit a written rescheduling request to the management office at the property where the Complainant resides; the rescheduling request must be submitted by the Complainant at least 24 hours before the conference's scheduled date and time. A request to Reschedule Hearing form (which can be used to reschedule an informal settlement conference) is attached to this Policy.

5. Failure to attend informal settlement conference.

Failure by a Complainant to appear at an informal settlement conference within ten (10) minutes of the scheduled start time may result in the Complainant waiving his or her rights under this Policy with respect to the matter for which the conference was scheduled unless the Complainant can show documentary evidence of good cause for failing to appear. "Good cause" shall mean an unavoidable conflict that seriously affects the health, safety, or welfare of the Complainant or his or her family.

SECTION 6.0 PROCEDURES GOVERNING FORMAL HEARINGS

The purpose of a formal hearing is to allow a Complainant and opportunity to present his or her case to a hearing officer if the Complainant disagrees with the decision of the informal settlement conference.

1. How to obtain a formal hearing.

To obtain a formal hearing, a Complainant must do the following:

- a. Have requested and participated in an informal settlement conference with respect to the matter for which the Complainant seeks a formal hearing;
- b. Within five (5) business days of the date the Complainant received the informal settlement conference decisions at issue, submitted a written request for a formal hearing to the HHA's central office or to the management office at the property where the Complainant resides; and
- c. Included in his or her request for a formal hearing: (i) the reason for the grievance; (ii) the action or relief sought; (iii) the name, address, and telephone number of the Complainant; (iv) the name, address, and telephone number of the Complainant's representative, if any.

If a Complainant who received an informal settlement conference decision does not timely request a formal hearing, or cannot show good cause for a failing to timely request a formal hearing, the Complainant waives his or her right to a formal hearing and the informal settlement conference decision is final with respect to administrative review procedures available through the HHA.

2. Scheduling of formal hearings.

Within ten (10) business days after receiving a request for a formal hearing made in compliance with the procedures described above in Section 4.0 the HHA will mail or deliver to the Complainant (and his or her representative, if any), and the management office at the property where the Complainant resides, a written notice will also include a description of the procedures governing the formal hearing.

If the formal hearing is scheduled for the date and time that is not reasonably convenient for the Complainant, the Complainant may request to reschedule the formal hearing by submitting a Request to Reschedule Hearing form by no later than 48 hours before the formal hearing is scheduled to begin. A Request to Reschedule form is attached to the Policy; when used by a Complainant, the form should be submitted to the HHA's central office or to the management office at the property where the Complainant resides.

A formal hearing will not be rescheduled more than once unless the Complainant can show, to the reasonable satisfaction of the HHA, rescheduling is necessary due to an emergency, or that rescheduling more than once is necessary as a reasonable accommodation. At its discretion, the HHA may request documentation of an emergency claimed by a Complainant to require that a formal hearing be rescheduled more than once.

3. Selection of hearing officers for informal hearing.

The HHA employs full time hearing officers for the purpose of, among other things, conducting formal hearing under this Policy. The HHA's full time hearing officers do not make the decisions being reviewed in formal hearings and do not report to the person who did make such decisions.

4. Complainants right to a fair formal hearing with due process.

The HHA shall afford the Complainant a fair hearing that comports with the basic elements of due process. As such, a Complainant shall have:

- a. The opportunity to examine before the formal hearing any HHA documents, including records and regulations, of direct relevance to the hearing. The Complainants shall be allowed to copy any such document at his or her expense. If the HHA does not make a document available for examination upon request by the Complainant, the HHA may not rely on the document at the formal hearing. To examine documents in accordance with this subsection of the Policy, a Complainant must make such request by no later than three business days prior to the date of the hearing; to avoid any debate or doubt as to whether it was made, Complainants are strongly encouraged to make document review requests in writing. If a Complainant makes a request to review documents less than three business days prior to the hearing, the HHA may approve the request, but, in such cases, the HHA reserves the right to reschedule the hearing.
- b. The right to be represented by counsel or other per person chosen as the Complainant's representative (at the Complainant's own cost) and to have such person make statements on the Complainant's behalf.
- c. The right to private hearing unless the Complainant requests a public hearing.

- d. The right to present evidence and arguments in support of the Complainant's grievance, to controvert evidence relied on by the HHA or property management, and to confront and cross-examine witnesses upon whose testimony or information the HHA or property management relies.
- e. A decision based solely and exclusively on the facts presented at the formal hearing.

5. Failure by Complainant to appear at formal hearing.

If the Complainant does not appear at the scheduled time of the formal hearing, the hearing officer will wait for up to ten (10) minutes. If the Complainant appears within ten (10) minutes of the formal hearing's scheduled start time, the hearing officer will hold the hearing. If the Complainant does not arrive within ten (10) minutes of the formal hearing's scheduled start time, the hearing officer, at his or her discretion, may make a determination to postpone the hearing for no more than five (5) business days or may make a determination that the Complainant waived his or her right to a formal hearing. Both the Complainant and the HHA must be notified of the hearing officer's determination. A determination that the Complainant waived his or her right to a formal hearing will not constitute a waiver of any right the Complainant may have to contest in an appropriate judicial proceeding the HHA's disposition of the grievance.

6. Procedures and conduct at the hearing.

a. Burden of proof

At the formal hearing, the Complainant must first make a showing of an entitlement to the relief sought and thereafter the HHA must sustain the burden of justifying the HHA's action or failure to act against which the Complainant's grievance is directed.

b. Evidence and procedure

The hearing officer shall conduct the hearing in an informal manner, without regard to formal rules of evidence or procedure. But, the hearing officer must give the HHA and the Complainant the opportunity (i) to present evidence relevant to the facts and issues raised by the grievance, and (ii) to question any witness present at the hearing.

Generally, the hearing officer must admit and consider all relevant evidence, regardless of the rules and evidence that would apply in a formal judicial proceeding. Any evidence that is considered by the hearing officer must be presented during the hearing. Evidence includes, but is not necessarily limited to:

- i. Oral evidence- the testimony of witnesses;
- ii. Documentary evidence- a writing, audio recording, or video recording that is relevant to the grievance;

- iii. Demonstrative evidence- an illustrative aid, such as a model or diagram, prepared specifically for the hearing;
- iv. Real evidence- a tangible item relating directly to the grievance; and
- v. Hearsay evidence- a statement made by someone other than a witness testifying at the hearing and that is offered to prove the truth of the matter asserted. Although it is generally admissible at a formal hearing, a hearing officer cannot base his or her decision solely on hearsay evidence.

If the HHA fails to comply with the requirements set forth herein for allowing a Complainant to examine relevant documents prior to the hearing, then the hearing officer must refuse to admit such evidence into the record. Otherwise, the hearing officer may overrule any objections to the admission of evidence.

c. Conduct at the hearing.

The hearing officer shall require the HHA, the Complainant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure by any person to comply with the instructions of the hearing officer may result in the person being excluded from the hearing or in a decision adverse to the interests of the disorderly party.

d. Procedure for obtaining additional evidence.

In certain cases, the hearing officer, at his or her discretion, may ask the Complainant for additional information or may adjourn the hearing in order to obtain additional information prior to reconvening at a later date. If the Complainant misses an appointment or deadline set by the hearing officer, the hearing officer may proceed to issue a decision based on the evidence in the record and another hearing will not be granted.

7. Transcript of hearing.

The Complainant may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of the transcript.

8. Decision of the hearing officer.

Within ten (10) business days after the hearing, the hearing officer will issue a written decision that includes:

- a. The name of the Complainant, the date of the hearing, and the names of the hearing officer and any representatives or witnesses appearing on behalf of the HHA or the Complainant;
- b. Background information about the reason for the hearing;
- c. A summary of the evidence entered into the record at the hearing;
- d. The hearing officer's finding of fact, which finding shall be based on a preponderance of the evidence (i.e., whether the weight of the evidence shows by at least 50.01% that a given fact is true)
- e. The hearing officer's conclusion based on his or her factual findings; and

- f. The hearing officer's order regarding whether the HHA's decision is upheld or overturned. If a decision is overturned, the hearing officer, in the decision, shall instruct the HHA to change its decision in accordance with the hearing officer's order.

In rendering his or her decision, the hearing officer will consider, among other factors, (a) whether the reasons for the HHA's actions under review were stated in the notice provided to the Complainant; (b) if, in accordance with this Policy, the Complainant was given an opportunity to examine documents prior to the hearing; (c) the evidence presented by the HHA to support its decision; and (d) if the hearing concerns a lease termination, whether the reasons for the termination are grounds specified in applicable federal regulations and HHA policies (if the grounds for the termination are not specified in the regulations or in compliance with the HHA policies, then the hearing officer must overturn the HHA's decision).

A copy of the hearing officer's decision must be sent to the Complainant and the HHA. In addition, the HHA will retain a copy of the decision in the Complainant's tenant file and will maintain a log of all hearing officer decisions that is available for review upon the request of the hearing officer, a prospective complainant, or a prospective complainant's representative.

The decision of the hearing officer will be binding on the HHA unless the HHA's Board of Commissioners determines that: (a) the underlying grievance does not concern the HHA's action or failure to act in accordance with the Complainant's lease, or HHA regulations which adversely affect the Complainant's rights, duties, welfare, or status; (b) the decision of the hearing officer is contrary to applicable federal, state, or local law, HUD regulations, or the requirements of the annual contributions contract between the HHA and HUD.

A decision by the hearing officer or Board of Commissioners in favor of HHA, or which denies the relief sought by the Complainant in whole or in part, shall not constitute a waiver of, nor affect in any manner, any rights the Complainant may have to a trial de novo or judicial review in any judicial proceedings which may be brought.

SECTION 7.0 ACCOMMODATIONS OF PERSONS WITH DISABILITIES

The HHA will provide a reasonable accommodation to a person with disability to when such an accommodation is necessary to allow the person to fully and fairly participate in the informal settlement conference or the formal hearing. Reasonable accommodations may include, among other things, qualified sign language interpreters, readers, accessible locations, or attendants.

If a Complainant is visually impaired, the HHA will provide any notice required by this Policy in an accessible format.

SECTION 8.0 RIGHTS OF PERSONS WITH LIMITED ENGLISH PROFICIENCY

With respect to grievance procedures governed by this Policy, the HHA will comply with "HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (the "Final Guidance") issued on January 22, 2007. As part of its compliance with the Final Guidance, the HHA will, upon request by the Complainant, make translators available at informal settlement conferences and formal hearings.

6. Designated Housing for Elderly and Disabled Families. With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

- 1) The HHA requested for Renewal of the “Elderly Designation” for our three (3) properties in January of 2017.
- 2) The Department of Housing and Urban Development (HUD) Received our Request on January 30, 2017.
- 3) HUD approved our designation for all three (3) properties on March 29, 2017 and we received the approval letter.
- 4) The approval of the Plan is for five (5) years and we may apply for extension of two (2) year increments prior to the expiration date.
- 5) HOAPV – 155 units
Bellerive – 210 units
Lyerly – 199 units

7. Community Service and Self-Sufficiency. A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

(1) & (2) The HHA has combined the operations of its self-sufficiency initiative funded by the Family Self-Sufficiency Grant that serves both public housing and voucher participants. Currently, there are 47 participants in the public housing FSS program. The grant offers Case Management and Asset Building services as core components to propel low-income individuals towards economic self-sufficiency. A FSS Coordinator is assigned to motivate families and assist them in addressing any barriers, along with providing linkage to supportive services to ensure the achievement of goals. Referrals are provided for professional attire, subsidized child-care, financial literacy, rent/utility assistance, job placement, job preparation, furniture assistance, financial aid, resume preparation, scholarship assistance, mental health counseling, low-cost health care, literacy classes, employment opportunities, job training classes, career counseling, legal aid, parenting classes, homeownership programs, life skills training and other supportive services. Participants also have access to ongoing support and resources to increase their ability to accomplish short-term/long-term goals, within a 5-year period. In addition to assisting residents in becoming self-sufficient, the Housing Authority’s FSS Program also assist public housing residents to build assets such as opening a saving account, improving credit scores and establishing household budgets to manage debt. FSS participants who become employed are informed and connected to the agency’s employment incentive programs: (1) Earned Income Disregards (EID) and (2) Escrow Accounts. These programs delay rent increases resulting from increased earned income received by eligible residents’ participation in the FSS Program and/or other workforce development activities. The FSS Coordinator also engages assistances and guidance from a Program Coordinating Council which is comprised of various public and private-sector partners.

In addition to the FSS program, the HHA manages the following programs to promote economic self-sufficiency opportunities among public housing residents:

- A. Resident Opportunities & Supportive Service Program (ROSS) was funded by the Department of Housing & Urban Development (HUD). The program enhances the HHA's efforts to improve the quality of life. The program assists non-elderly residents in becoming economically self-sufficient, while promoting independent living among elderly and disabled residents. Three Service Coordinators and a network of local partners offer resources to engage an average of 1,500 clients. A new grant was awarded April 2015 to fund the program an additional 3-years.
- B. Multi-Family Service Coordinator Program targets clients at Telephone Road Senior Apartments, a site-based Section 8 community. Two full-time Service Coordinators provides case management services, host various educational workshops and provide linkage to numerous community-based activities. The program has a network of private and public service providers to assist 200 residents in living independently and with dignity. Funding is also provided by HUD.
- C. Section 3 Employment & Training Program provides opportunities that promote economic self-sufficiency, among low-income individuals, particularly tenants of HHA's low-income housing programs. The program seeks to engage clients in opportunities relating to training, employment and entrepreneurship. Participants are linked to HHA's contractors who offers employment and sub-contractor opportunities. The ultimate goals are to enable clients to: 1) acquire job skills leading to stable employment, 2) increase earned income and/or 3) establish/expand a business. The Section 3 program also host employment workshops and job/career fairs; in which clients are sought to fulfill the HHA's available staffing opportunities.
- D. JOBS PLUS grant was awarded by HUD to transform Cuney Homes Apartments to a working-class community. Funding was received to establish a 4-year partnership with the Work Source and other key partners who will host on-site workforce development services. Residents will gain increased access to a community-based program that is work-focused and offers encouragement, information, incentives and active assistance towards economic self-sufficiency. HHA's subsidized housing benefits will be supplemented by resources provided by private and public partners. A work incentive, through the earned income disregard will also be provided to eliminate financial penalties placed-upon working families. The HHA currently has 275 residents enrolled in Job Plus.

(3) Section IV of the ACOP (pages 16-18) addresses the Community Service requirement and HHA's and resident's obligations under 24 CFR 960 Subpart F. Pages 27-28 of the ACOP describes the treatment of income for the Earned Income Disallowance (EID).

- 8. Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

(i) The HHA collects data of incident and arrest reports that will inform the need for measures to ensure safety of public housing residents.

(ii) In addition to services provided by Houston Police Department, the HHA has a contract with Harris County Sheriff Precinct 6 for 19 deputies, 3 sergeants and 1 lieutenant who patrol the public housing sites. The HHA also employs a full-time fraud investigator who liaisons with the Houston Police Department and runs a Fraud Hotline that collects information on suspicious activity at any properties

where HHA residents live. Also the HHA along with local law enforcement has regular community/safety meetings where information is shared and safety tips and literature is handed out to the residents.

(iii) The HHA remains in contact with municipal, county, and federal law enforcement. These contacts are with regards to crimes, wanted persons and arrests made at all HHA sites. The HHA also use information from these agencies for crime prevention measures and activities. HHA also has a law enforcement officer who acts as the community service liaison officer providing crime prevention education and information to residents.

Family Communities Crime & Safety Prevention – ARMED Security

The Houston Housing Authority (“Housing Authority”) is currently governed by the Housing Authorities Law, codified in Section 392 of the Texas Local Government Code. It is a unit of government and its functions are essential governmental functions. It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low income families, the elderly, and the disabled, and implements various programs designed and funded by HUD. The Housing Authority is a Public Housing Agency.

The Housing Authority maintains contractual arrangements with HUD to manage and operate its low rent public housing program and administers the Section 8 Housing Choice Voucher Programs. The Housing Authority programs are federally funded along with development grants and rental income.

The Houston Housing Authority has an inter-governmental agreement with Harris County Sheriff Precinct 6, a local law enforcement entity to provide security for its affordable family housing communities. The Harris County deputies or fully license peace officers of the State of Texas with all police powers to include arrest, search and seizer.

Deputies (officers) are certified to arrest and incarcerate criminals and licenses to hold offenders wanted by other law enforcement agencies. The inter-governmental agreement with Harris County Precinct 6 stipulates each assigned community will be covered with random patrol from the hours of 2:00 p.m. to 6:00 a.m., seven (7) days a week unless it's cost prohibitive to the Housing Authority in which case the hours will be negotiated. Precinct 6 has agreed to shift hours of coverage based upon need and criminal activity within five (5) days' receipt of written request from the Housing Authority designated representative. Precinct 6 has a designated official who will act as coordinator of the commissioned peace officers working for the Housing Authority. The term of the agreement shall remain in effect for one year and the Housing Authority will evaluate the overall impact of having Harris County Precinct 6 deputies for continued business/service.

The security guards shall perform, but not be limited to the following:

- Patrol interior and exterior of buildings, grounds, and Housing Authority vehicles at random intervals.
- Report any maintenance problems to the property manager.
- Complete Daily Security Report forms and ensure all activity occurring during shift is recorded to include, but not be limited to, any unusual and suspicious activity.
- Randomly check all boxes and containers taken out of the building to ensure Housing Authority property is not removed by unauthorized personnel.
- Report any hazardous safety condition.
- Check and record ID of individuals visiting who are not accompanied by a resident.

Security services shall be provided Sunday through Saturday, seven (7) days a week for a total of twelve (12) hours per day, per location between the hours of 6:00 p.m. to 6:00 a.m. as requested by the Housing Authority.

All security guards utilized shall meet the following requirements:

- Be knowledgeable of the specification requirements and Housing Authority instructions to ensure strict compliance with the requirements is maintained.
- Be able to walk unassisted a minimum of 300 yards, climb stairs, and be able to lift and carry 20 pounds.
- Be qualified and licensed to carry any type of non-lethal weapons, such as baton, chemical spray, etc.
- Carry of non-lethal weapons shall be only as authorized by the Housing Authority.

Upon approval to carry non-lethal weapons, the vendor shall furnish proof to Housing Authority verifying security guards are qualified and have been trained.

Elderly & Disabled Communities: UARMED Security

The Houston Housing Authority procured services of Blackhawk Security Inc., a licensed and qualified security guard company that provides on-site security services for Lyerly Elderly Housing Development located at 75 Lyerly, Houston, TX 77022, Telephone Road Elderly Housing Development located at 6000 Telephone Road, Houston, TX 77087, and Bellerive Elderly Housing Development located at 7225 Bellerive, Houston, TX 77036.

Domestic Violence

The Houston Housing Authority is committed to preserving the peaceful enjoyment of all communities. HHA is cognizant of actions that may pose a threat related to domestic violence, dating violence or stalking. In compliance with the Violence Against Women Act and Justice Department Reauthorization Action of 2013 (**VAWA**) HHA will not terminate the lease or evict victims of criminal activity related to their victimization. See below in #13.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

HOUSTON HOUSING AUTHORITY

Pet Ownership Policy

A. EXEMPTION FROM THE PET RULES FOR ASSISTIVE ANIMALS (Service and Companion Animals) for Individuals with Disabilities

The rules contained in this pet policy do not apply to service or companion animals needed by a person with a disability who has a disability-related reason for needing an animal. For these individuals, the Houston Housing Authority (HHA) may require documentation from a qualified medical practitioner limited to:

1. Verification that the person making the request is a person with a disability;
2. Verification that the animal is needed by a person with a disability, either to provide a service or to act as a companion;
3. Verification that the animal owned by the individual with a disability will meet the need identified;
4. Verification that someone in the household is able to care for the animal or that alternative arrangements have been made that will not impair the animal's health or safety; and
5. Verification that the animal is current on any required inoculations.

B. PET RULES

The following rules shall apply for the keeping of common household pets by Residents living in the units operated by the HHA.

1. A common household pet, as authorized by this policy, means a domesticated animal, such as a cat, dog, one fish tank, a rodent, a rabbit, one cage with up to 4 birds, and a turtle, that are kept in the home for pleasure rather than for commercial purposes.
2. Each resident family will be allowed to house only one (1) warm blooded animal at any time, one 10 gallon fish tank, **or** one cage with up to 4 birds. Visiting guests with pets will not be allowed, although guests with service animals are exempt from this prohibition.
3. Each resident must register his/her pet with the Authority/Community **BEFORE** it is brought onto the Authority premises, and must update the registration annually at the annual recertification. The registration will include: (*Appendix 1*)
 - i. Information sufficient to identify the pet and to demonstrate that it is a common household pet, including a picture;
 - ii. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;

- i. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
- ii. A statement indicating that the pet owner has read the pet rules and agrees to comply with them; *(Appendix 2)*
- iii. The HHA may refuse to register a pet if:
 - (1) The pet is not a common household pet as defined above;
 - (2) The keeping of the pet would violate any applicable pet rule;
 - (3) The pet owner fails to provide complete pet registration information;
 - (4) The pet owner fails to update the pet registration annually;
 - (5) The HHA reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
- iv. Financial ability to care for the pet will not be a reason for the HHA to refuse to register a pet.
- v. The HHA will notify the pet owner if the HHA refuses to register a pet. The notice will:
 - (1) State the reasons for refusing to register the pet;
 - (2) Be served on the pet owner; and
 - (3) Be combined with a Lease Violation Notice for a pet rule violation if appropriate.

4. Cats and dogs shall be limited to small breeds where total adult weight shall not exceed thirty five (35) pounds and total height at the shoulder shall not exceed eighteen (18) inches. The size limitations do not apply to service animals.

- 4. No pit bulls, dobermans, rottweilers, or any other known fighter breed will be allowed on the premises.
- 5. All cat and dog pets shall be verified by veterinarian to be neutered or spayed, cost to be paid by the owner. Pet owners will be required to present a certificate of procedure (spayed-neutered) performed from their veterinarian as well as documentation of all required annual vaccines, initially and at recertification.
- 6. A non-refundable pet fee of \$100 per bedroom in the pet owner's unit shall be made to the HHA. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of damages to the unit caused by the pet.
- 7. Pets shall be quartered in the Resident's unit.
- 8. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
- 9. No dog houses will be allowed on the premises.
- 10. Pets (dogs and cats) shall be allowed to run only on the owner's lawn and owners shall clean up after pet after each time the animal eliminates.

12. Pet owners must comply with all applicable City Ordinances concerning pets.
13. The pet owner is responsible for the pet's health and condition.
14. A pet shall be removed from the premises when its conduct or condition constitutes a nuisance or a threat to the health or safety of the pet owner, other occupants of the property, or the pet.
15. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
16. Dishes or containers for food and water will be located within the owner's apartment. Food and/or table scraps will not be deposited on the owner's porches or yards.
17. Residents will not feed or water stray animals or wild animals.
18. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, playgrounds, etc.).
19. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

C. PET RULE VIOLATION PROCEDURE

1. Notice of Pet Rule Violation (Appendix 3):

- vi. When the HHA or property determines, on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the HHA or property will:
 - (1) Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or
 - (2) Serve a copy of the notice on any adult answering the door at the Resident's apartment, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door.
- vii. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
- viii. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation. The effective date of service is the day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted;
- ix. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
- x. The notice must state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's lease.

1. Pet Rule Violation Meeting:

If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the HHA or property shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the HHA or property agrees to a later date).

- i. The HHA or property management and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an understanding.
- ii. The HHA or property management may, as a result of the meeting, give the pet owner additional time to correct the violation.
- iii. Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the HHA's Resident file.

3. Notice of Pet Removal:

If the pet owner and the HHA or property are unable to resolve the pet rule violation at the pet rule violation meeting, or if the HHA or property determines that the pet owner has failed to correct the pet rule violation, the pet owner shall be sent a Notice of Pet Removal, requiring the pet owner to remove the pet. This notice must:

- i. Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
- ii. State that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal (or the meeting, if the notice is served at the meeting);
- iii. State the failure to remove the pet may result in initiation of procedures to terminate the pet owner's residency.

4. Initiation of Procedure to Terminate Pet Owner's Residency:

The HHA will not initiate procedures to terminate a pet owner's residency based on a pet rule violation unless:

- i. The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified above; or
- ii. The pet rule violation is sufficient to begin procedures to terminate the pet owner's residency under the terms of the lease and application regulations.

D. PROTECTION OF THE PET

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the HHA or property may:

- 1. Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;

2. If the responsible party or parties are unwilling or unable to care for the pet, the HHA or property may contact the appropriate State or Local Animal Control Authority, Humane Society, or designated agent of such Authority and request the removal of the pet;
3. If none of the above actions produce results, the HHA or property management may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be charged to the pet owner.

E. NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in this policy prohibits the HHA or the appropriate City authority from requiring the removal of any pet from the HHA's property if the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety of staff or other occupants of the HHA's property or of other persons in the community where the project is located.

F. APPLICATION OF RULES

2. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others caused by owner's pet will be the financial obligation of the pet owner.
3. All pet rules apply to resident and/or resident's guests.

10. Civil Rights Certification. A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*, is included in Section 11. Required Submission for HUD Field Office Review.

11. Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.

The 2016 Audit is included as an attachment.

12. Asset Management. A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

HHA has fully converted to an asset based management model of property management. All of our properties are managed by qualified property management companies. The HHA retains a staff of asset managers who oversee these companies.

- 13. Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

Violence Against Women Act (VAWA) Policy

SECTION 1.0 PURPOSE AND APPLICABILITY

The purpose of this policy is to implement the requirements of the Violence Against Women Act ("VAWA") with respect to the responsibilities of the Houston Housing Authority (the "HHA") regarding domestic violence, dating violence, sexual assault and stalking. This policy shall be applicable to all of the federally-subsidized housing programs administered by the HHA and shall be part of the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy by reference. Protections under this policy are available to all victims regardless of sex, gender identity, or sexual orientation and will be applied consistent with all nondiscrimination and fair housing requirements.

SECTION 2.0 GOALS AND OBJECTIVES

The goals and objectives of the HHA's VAWA Policy are as follows:

1. Maintaining compliance with all applicable legal requirements imposed by VAWA;
2. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, sexual assault and stalking;
3. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault and stalking;
4. Creating and maintaining collaborative arrangements between the HHA, law enforcement authorities, victim service providers and others to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence, sexual assault and stalking; and
5. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault and stalking affecting individuals assisted by the HHA.

SECTION 3.0 DEFINITIONS

1. "Affiliated individual," with respect to an individual, means:
 - a. A spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual); or
 - b. Any other person living in the household of that individual.

2. "Dating Violence" is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
3. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child, by a person who is living with or has lived with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
4. "Perpetrator" means a person who commits acts of domestic violence, dating violence, sexual assault, or stalking against a victim.
5. "Sexual Assault" is any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including when the individual lacks capacity to consent.
6. "Spouse or Intimate Partner" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
7. "Stalking" engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's individual safety or the safety of others, or suffer substantial emotional distress.
8. "VAWA Self Petitioner" refers to noncitizens who claim to be victims of "battery or extreme cruelty." Battery or extreme cruelty includes domestic violence, dating violence, sexual assault, and stalking. VAWA allows these noncitizens to self-petition for Lawful Permanent Resident ("LPR") status without the cooperation of or knowledge of their abusive relative.

SECTION 4.0 NOTIFICATIONS PROVIDED

1. All applicants and tenants of all HHA Housing Programs will be provided HUD-5380, "Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)" and HUD-5382, "Certification of Domestic Violence, Dating violence, Sexual Assault, or Stalking and Alternate Documents" at the following times:
 - a. At time of denial of assistance or admission;
 - b. At time of providing of assistance or admission;
 - c. At any eviction or termination; or
 - d. At recertification or lease renewal.
2. These forms will be provided in the applicable language, if necessary, in accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).

SECTION 5.0 ADMISSIONS AND SCREENING

1. Non-Denial of Assistance - The HHA will not deny assistance or admission to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, provided that such person is otherwise qualified for admission.
2. Mitigation of Disqualifying Information
 - a. An applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, may request that the HHA take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling.
 - b. If requested by an applicant to take such mitigating information into account, the HHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information.
 - c. The HHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

SECTION 6.0 TERMINATION OF TENANCY OR ASSISTANCE

1. VAWA Protections
 - a. A tenant may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking if:
 - i. The criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant; and
 - ii. The tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking.
 - b. An incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking shall not be considered as a serious or repeated violation of the lease by the victim or threatened victim or good cause for terminating the assistance, tenancy or occupancy rights of the victim or threatened victim of such incident.
2. Limitations of VAWA Protections
 - a. Nothing in the above section limits the authority of the HHA to comply with a court order with respect to the rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking, or the distribution or possession of property among members of a household.
 - b. Nothing in the above section limits any available authority of the HHA to evict or terminate assistance to a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking. However, the HHA will not hold to a more demanding standard, a tenant or an affiliated individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.
 - c. Nothing in the above section limits the authority of the HHA to evict or terminate from assistance any tenant or lawful applicant if:

- i. The HHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing services to the property, if the tenant is not evicted or terminated from the assistance; and
- ii. No other actions that could be taken to reduce the threat have been successful, including transferring the victim to a different unit, barring the perpetrator from the property, involving law enforcement, or seeking other legal remedies to prevent the perpetrator from acting on a threat.

SECTION 7.0 VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. Requirement for Verification - Subject only to waiver as provided in paragraph 4 below, the HHA shall require verification in all cases where an individual requests protection against an action involving domestic violence, dating violence, sexual assault, or stalking. Verification may be accomplished in one of three ways:
 - a. Completing HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking";
 - b. Other documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the side effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury that the incident or incidents in question are bona fide and meet the requirements of the applicable definition set forth in this policy; or
 - c. A police or court record provided to the HHA by federal, state, tribal, or local police or court record describing the incident or incidents in question.
2. Time Allowed - An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking, and who is requested by the HHA to provide verification, must provide such verification within 14 business days after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
3. If the HHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), the HHA has the right to request that the tenant provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. Failure to provide third-party documentation where there is conflicting evidence will result in loss of protection under VAWA and this policy against a proposed adverse action.
4. Waiver of verification requirement - With respect to any specific case, the HHA may waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the President & CEO. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

SECTION 8.0 NON-CITIZEN SELF-PETITIONER VERIFICATION

1. Financial assistance to ineligible noncitizens will not be denied while verifying immigration status.
2. Self-petitioners can indicate that they are in “satisfactory immigration status” when applying for assistance or continued assistance. “Satisfactory immigration status” means an immigration status which does not make the individual ineligible for financial assistance. After verifying such immigration status in the Department of Homeland Security (“DHS”) Systematic Alien Verification for Entitlements (“SAVE”) System, HHA will make a final determination as to the self-petitioner’s eligibility for assistance.
3. In order to qualify, the noncitizen victim must have been battered or subjected to extreme cruelty by their spouse or parent, who is a U.S. citizen or LPR (“Lawfully Permanent Resident”).
4. Once HHA receives a self-petition (INS Form I-360 or I-130) or INS Form 797, HHA will not request any additional information from the self-petitioner, other than what is required using the SAVE system to complete the verification.
5. When HHA receives a self-petition or INS Form 797 Notice of Action, the HHA will initiate verification in the SAVE System
6. As to the final determination from the SAVE System, HHA will receive one of the following confirmations:
 - a. The VAWA self-petition is verified, in which case the applicant is immediately eligible for housing and no evidence of battery or extreme cruelty shall be requested or collected;
 - b. The I-130 is verified, in which case the petitioner submitting a family-based visa petition must provide to the HHA any evidence of “battery or extreme cruelty.”
7. Housing assistance and all other VAWA protections will be granted to the self-petitioner throughout the verification process until a final determination of LPR (“Lawful Permanent Resident”) status is made. If the final determination is to deny the VAWA self-petition or LPR petition, the HHA must alert the petitioner and take actions to terminate voucher assistance or evict the petitioner from public housing in accordance with the existing public housing requirements.

SECTION 9.0 EMERGENCY TRANSFER PLAN

1. Eligibility for Transfer - In accordance with the Violence Against Women Act (“VAWA”) the HHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit, regardless of sex, gender identity, or sexual orientation. The ability of the HHA to honor such request for tenants currently receiving assistance may depend upon the following:
 - a. A preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and
 - b. On whether the HHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.
 - c. That the requesting tenant meets program regulations regarding eligibility.

2. Requesting a transfer

- a. To request an emergency transfer the tenant shall notify the HHA office and submit a written request for a transfer (HUD-5383). The tenant may submit the written request by any of the following methods: hand delivery; via email to VAWA@housingforhouston.com, via fax to (713) 260-0376, or via mail: 2640 Fountain View Drive, Attention: Legal Compliance Officer, Houston, TX 77057. The HHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:
 - i. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the HHA's program; or
 - ii. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
- b. The HHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, the HHA will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit.
- c. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit.
- d. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The HHA may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.
- e. In cases where the HHA determines that the family's decision to move out of the dwelling unit was reasonable under the circumstances, the HHA may wholly or partially waive rent and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- f. Portability - An HCV-assisted tenant will not be denied portability to a unit located in another jurisdiction so long as the tenant has complied with all other requirements of the Housing Choice Voucher Program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- g. If the HHA has no safe and available units for which a tenant who needs an emergency transfer is eligible, the HHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.
- h. At the tenant's request, the HHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

3. Safety and Security of Tenants

- a. Confidentiality - The HHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the HHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. Please see the Notice of Occupancy Rights under the Violence Against Women Act for more information about HHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.
- b. Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.
- c. Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons needing hearing assistance, that hotline can be accessed by calling 1-800-787-3224 (TTY).
- d. Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.
- e. Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

SECTION 10. OTHER REMEDIES

1. Lease Bifurcation

- a. The HHA may bifurcate a lease, or remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance or occupancy rights to such member who engages in criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking. In such a case, it does not matter that the perpetrator was a signatory to the lease and the victim is allowed to stay in the unit or on the program.
- b. In removing the perpetrator from the household, the HHA will follow all federal, state and local eviction procedures.
- c. If the evicted person was the eligible person in the household, the remaining tenants will be given 90 days from the date of bifurcation of the lease to:
 - i. Establish eligibility for the program they are currently under;
 - ii. Establish eligibility under another program; or
 - iii. Find alternative housing.

2. Efforts to promote housing stability - The HHA will make every effort that is feasible and permissible to victims to remain in their units or other units of the HHA and/or retain assistance.
3. Relationships with service providers - It is the policy of the HHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If the HHA becomes aware that an individual assisted by the HHA is a victim of domestic violence, dating violence, sexual assault or stalking, the HHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the HHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The HHA's annual Public Housing Agency Plan shall describe providers of shelter or services to victims of domestic violence with which the HHA has referral or other cooperative relationships.

SECTION 11 LOCAL DOMESTIC VIOLENCE SERVICES AND RESOURCES IN HOUSTON

Below is a non-exhaustive list of local domestic violence-related services and resources in the Houston/Harris County, Texas area. This Section 11 may be amended and revised from time to time, as needed, without the need for approval from the HHA Board of Commissioners so that changes or updates to contact information may be promptly made whenever discovered.

1. Houston Area Women's Center

Domestic Violence Hotline: 713-528-2121

Toll Free Line: 800-256-0551

Rape Crisis Hotline: 713-528-7273

Toll Free Line: 1-800-256-0661

Office: 713-528-6798

TTY: 713-528-3625

2. Non-Residential Programs for Victims of Abuse

Legal Assistance – HPD/Family Violence Unit

P: 713-308-1100

Provides services for all domestic violence incidents that take place within the city limits. Will file charges and take statements in cases of domestic violence and provides short-term crisis counseling and referral. Women should be prepared to spend a minimum of 2-3 hours at unit. Witnesses can make statements in person or they can write a statement and have it notarized for the survivor to take with them.

3. Harris County Constable's Office

P: 281-376-3472

Provides services for all domestic violence incidents that take place within the Constable's jurisdiction. Victim's assistance office will investigate all complaints of domestic violence and assist survivors with filing charges.

4. Harris County Sheriff's Family Violence Unit

P: 713-967-5743

Provides services for all domestic violence incidents that take place within the Sheriff's jurisdiction. Victim's assistance office will investigate all complaints of domestic violence and assist survivors with filing charges.

5. Aid to Victims of Domestic Abuse

P: 713-224-9911

6. Harris County DA's Office – Family Criminal Law Division

P: 713-755-5888

Prosecutes all forms of domestic violence and Title 6 Family Crimes (i.e., bigamy, criminal nonsupport, interference with child custody, etc.), files applications for Protective Orders, and provides crisis intervention counseling for victims of domestic violence.

7. YMCA International Services

P: 713-339-9015

Assists battered immigrant women who are interested in applying for residency. Provides services for victims of human trafficking.

SECTION 7.0: HOPE VI, MIXED FINANCE MODERNIZATION OR DEVELOPMENT, DEMOLITION AND/OR DISPOSITION, CONVERSION OF PUBLIC HOUSING, HOMEOWNERSHIP PROGRAMS, AND PROJECT-BASED VOUCHERS

(A) Hope VI or Mixed Finance Modernization or Development

The Houston Housing Authority will apply for Mixed Finance Development for the following properties:

1. New Construction of approximately 154 units located on a site at 306 Crosstimbers in Independence Heights. A portion of units will receive the benefit of ACC Subsidy.
2. New Construction of approximately 150 units located on a site at the former METRO Park and Ride lot in Acres Homes at North Shepard and Veterans Memorial. A portion of units will may receive the benefit of ACC Subsidy.
3. New Construction of approximately 233 units located on a site at 2640 Fountain View. A portion of units will receive the benefit of ACC Subsidy.
4. New Construction of approximately 31 units located on a site in the Fifth Ward near the intersection of Lyons and Worms. The units will receive the benefit of ACC Subsidy.

The Houston Housing Authority will apply for Mixed Finance Development and enter into a contract to provide ACC subsidy through acquisition for the following properties:

1. Mansions at Turkey Creek (25 units)
2. Villas at Winkler (approximately 15 units).

The Houston Housing Authority will apply for a Choice Neighborhoods Planning Grant for Cuney Homes, TX005000005 AMP 5 or Kelly Village TX005000014.

HHA has entered into contract with Texas General Land Office (GLO) to develop tax credit and mixed finance units using CDBG disaster recovery funds. During the FY 2017 plan year, HHA anticipates more disaster recovery money and intends to pursue a number of new mixed finance development using CDBG disaster recovery funds in the plan year and beyond. Sites at the intersection of Crosstimbers and N. Main, a site on North Shepard at the intersection of Veterans Memorial neat the METRO park and Ride, replacement units on Lyons avenue (Kelly II), and 2640 Fountainview are in planning stages for development with some Public Housing units. HHA will also consider options for redeveloping Irvinton.

As part of its mission to expand affordable housing, HHA is reviewing several opportunities to purchase land in opportunity areas and to acquire units at existing tax credit developments whereby 10-20% of units therein would be converted to ACC. Included is the acquisition of a parcel of land containing over 700 units at 201 Wiriest, approximately 10% of the units will receive ACC subsidy.

The Houston Housing Authority may commit public housing operating reserves, including but not limited to the proceeds from the disposition of public housing properties, with HUD's approval under the Operating Fund Financing Program for eligible mixed finance development transactions or Replacement Housing Fund (RHF).

(B) Demolition and/or Disposition

HHA has been approached by TXDOT to explain their interest in taking all of Clayton Homes (270 units) and a portion of Kelly Village (approximately 50 Units) for the expansion of nearby freeways. The process may be conducted through TXDOT's eminent domain authority.

(C) Conversion of Public Housing

HHA has submitted a letter of interest in the RAD program and is pursuing a feasibility analysis for conversion of its entire portfolio through RAD. Upon selection for the waiting list HHA will have a short timeframe to apply for the following potential applications:

The HHA is amending its PHA Plan because it expects to be a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the HHA will be converting to Project Based Vouchers or Project Based Rental Assistance under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers or Project Based Rental Assistance the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in (For conversions to PBV: Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17; For conversions to PBRA: Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17). These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, the HHA certifies that it is currently compliant with all fair housing and civil rights requirements, including those imposed by any remedial orders or agreements. RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HHA with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that HHA may also borrow funds to address their capital needs. The HHA intends to contribute Operating Reserves, Capital Funds, and/or Replacement Housing Factor (RHF) Funds. The HHA currently has debt under an Energy Performance Contract and will be working with Bank of The Ozarks to address outstanding debt issues, which may result in additional reductions of capital or operating funds.

Below, please find specific information related to the Public Housing Development(s) selected for RAD:

Development Number	Development Name	Total ACC Units
TX005000002	Allen Parkway Village	278
TX005000003	Historic Rental Initiatives	40
TX005000004	CLAYTON HOMES	296
TX005000005	CUNEY HOMES	593
TX005000007	IRVINTON VILLAGE	318
TX005000008	Heatherbrook	53
TX005000009	FOREST GREEN TOWNHOMES	100
TX005000011	Fulton Village Apartments	108
TX005000012	LYERLY APARTMENTS	199
TX005000013	BELLERIVE APARTMENTS	210
TX005000014	KELLY VILLAGE	270

TX005000015	OXFORD PLACE	230
TX005000016	HISTORIC OAKS OF ALLEN PARKWAY VILLAGE	222
TX005000017	Victory Apartments	100
TX005000018	Lincoln Park Apartments	200
TX005000019	Kennedy Place Apartments	108
TX005000020	Sweetwater	26

Resident Rights, Participation, Waiting List and Grievance Procedures If converting to PBV: (Insert PIH Notice 2012-32, REV-2 Section 1.6.C & Section 1.6.D, and Joint Housing/PIH Notice H-2014-09/ PIH-2014-17, as a whole, into this Attachment to your PHA Plan) If converting to PBRA: (Insert PIH Notice 2012-32, REV-2 Section 1.7.B & Section 1.7.C, and Joint Housing/PIH Notice H-2014-09/ PIH-2014-17, as a whole, into this Attachment to your PHA Plan)

(D) Homeownership

The Houston Housing Authority currently administers a Housing Choice Voucher homeownership program the Homeownership Plan is attached to this annual plan.

(E) Project-based Vouchers

Under the PBV program, the HHA may use up to 20 percent of Housing Choice Voucher program subsidy funds for project based assistance. This is known as “project-basing” what are otherwise tenant-based vouchers.

When HHA project-bases Section 8 Housing Choice Voucher program vouchers it allows owners to leverage the voucher subsidy. Thus, the HHA can use project-based vouchers to encourage new construction or rehabilitation or to attach assistance to existing units to promote voucher utilization, expand housing choices, increase supportive housing options and deconcentrate poverty.

In 2017 HHA may issue an RFP or non-competitively select PBV proposals for up to 1000 units through the process outlined in the Housing Choice Voucher Administrative Plan. HHA will consider proposals in areas of the city that promote fair housing and deconcentration of poverty.

Part I: Summary						
PHA Name : Houston Housing Authority		Locality (City/County & State)				
PHA Number: TX005		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2015	Work Statement for Year 2 2016	Work Statement for Year 3 2017	Work Statement for Year 4 2018	Work Statement for Year 5 2019
	KELLY VILLAGE (TX005000014)	\$644,000.00		\$594,000.00	\$594,000.00	\$594,000.00
	LYERLY APARTMENTS (TX005000012)	\$435,000.00				
	CLAYTON HOMES (TX005000004)	\$392,000.00		\$694,000.00	\$694,000.00	\$694,000.00
	CUNEY HOMES (TX005000005)	\$604,750.00		\$654,750.00	\$654,750.00	\$654,750.00
	ALLEN PARKWAY VILLAGE (TX005000002)	\$357,693.00		\$500,000.00	\$500,000.00	\$500,000.00
	FOREST GREEN TOWNHOMES (TX005000009)	\$376,250.00		\$277,294.00	\$277,294.00	\$277,294.00
	AUTHORITY-WIDE	\$424,304.00	\$4,058,042.00	\$405,804.00	\$405,804.00	\$405,804.00
	IRVINTON VILLAGE (TX005000007)	\$462,293.00			\$400,000.00	\$200,000.00
	HISTORIC RENTAL INITIATIVES (TX005000003)	\$1,750.00		\$50,000.00	\$50,000.00	\$50,000.00
	LINCOLN PARK APARTMENTS (TX005000018)	\$335,000.00				

Part I: Summary						
PHA Name : Houston Housing Authority		Locality (City/County & State)				
PHA Number: TX005		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2015	Work Statement for Year 2 2016	Work Statement for Year 3 2017	Work Statement for Year 4 2018	Work Statement for Year 5 2019
	OXFORD PLACE (TX005000015)	\$25,000.00		\$482,194.00	\$482,194.00	\$482,194.00
	WILMINGTON APTS. (TX005000010)			\$100,000.00		
	BELLERIVE APARTMENTS (TX005000013)			\$150,000.00		
	KENNEDY PLACE APARTMENTS (TX005000019)			\$150,000.00		
	VICTORY APARTMENTS (TX005000017)					\$200,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 1 2015		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KELLY VILLAGE (TX005000014)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other), Dwelling Unit-Exterior (1480)-Exterior Paint & Caulking, Dwelling Unit-Interior (1480)-Dishwasher, Dwelling Unit-Interior (1480)-Dryers, Dwelling Unit-Site Work (1480)-Asphalt/Concrete, Dwelling Unit-Site Work (1480)-Landscape (Fencing-Signage-etc), Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)		\$644,000.00
LYERLY APARTMENTS (TX005000012)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other), Dwelling Unit-Site Work (1480)-Dumpsters & Enclosures, Dwelling Unit-Site Work (1480)-Sewer Lines/Mains, Non-Dwelling Construction - Mechanical (1480)-Trash Compactor)		\$435,000.00
CLAYTON HOMES (TX005000004)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Roofs, Dwelling Unit-Exterior (1480)-Windows, Dwelling Unit-Site Work (1480)-Landscape (Fencing-Signage-etc), Contract Administration (1480)-Fees-Costs (other))		\$392,000.00
CUNEY HOMES (TX005000005)		

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 1 2015		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Physical Improvement(Contract Administration (1480)-Fees-Costs (other), Dwelling Unit-Exterior (1480)-Landings & Railings, Dwelling Unit-Exterior (1480)-Roofs, Dwelling Unit-Interior (1480)-Dishwasher, Dwelling Unit-Interior (1480)-Dryers, Dwelling Unit-Site Work (1480)-Lighting, Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)		\$604,750.00
ALLEN PARKWAY VILLAGE (TX005000002)		
Physical Improvement(Dwelling Unit-Interior (1480)-Dishwasher, Dwelling Unit-Interior (1480)-Dryers, Non-Dwelling Construction - Mechanical (1480)-Cooling Equip/Systems, Dwelling Unit-Exterior (1480)-Exterior Stairwells/Fire Escap)		\$357,695.00
FOREST GREEN TOWNHOMES (TX005000009)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Exterior Lighting, Dwelling Unit-Site Work (1480)-Landscape (Fencing-Signage-etc), Dwelling Unit-Site Work (1480)-Lighting, Dwelling Unit-Site Work (1480)-Parking, Non-Dwelling Construction-New Construction (1480)-Administrative Building)		\$376,250.00
IRVINTON VILLAGE (TX005000007)		
Physical Improvement(Dwelling Unit-Interior (1480)-Dishwasher, Dwelling Unit-Interior (1480)-Dryers, Dwelling Unit-Site Work (1480)-Dumpsters & Enclosures, Dwelling Unit-Exterior (1480)-Foundations)		\$462,293.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 1 2015		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
HISTORIC RENTAL INITIATIVES (TX005000003)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc.Dwelling Unit-Exterior (1480)-Windows)		\$1,750.00
LINCOLN PARK APARTMENTS (TX005000018)		
Physical Improvement(Dwelling Unit-Interior (1480)-Flooring (non routine).Dwelling Unit-Site Work (1480)-Curb & Gutter.Dwelling Unit-Exterior (1480)-Exterior Paint & Caulking)		\$335,000.00
OXFORD PLACE (TX005000015)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)		\$25,000.00
Subtotal of Estimated Cost		\$3,633,738.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 2 2016		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 3 2017		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KELLY VILLAGE (TX005000014)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Counters and Sinks,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Site Work (1480)-Asphalt/Concrete,Dwelling Unit-Site Work (1480)-Landscape (Fencing-Signage-etc))		\$594,000.00
HISTORIC RENTAL INITIATIVES (TX005000003)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab)		\$50,000.00
FOREST GREEN TOWNHOMES (TX005000009)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab)		\$277,294.00
OXFORD PLACE (TX005000015)		

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 3 2017		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Parking)		\$482,194.00
ALLEN PARKWAY VILLAGE (TX005000002)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Exterior (1480)-Building Slab)		\$500,000.00
CLAYTON HOMES (TX005000004)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Site Work (1480)-Parking,Contract Administration (1480)-Fees-Costs (other))		\$694,000.00
CUNEY HOMES (TX005000005)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Interior (1480)-Dryers,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Contract Administration (1480)-Fees-Costs (other),Dwelling Unit-Site Work (1480)-Curb & Gutter)		\$654,750.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 3 2017		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
WILMINGTON APTS. (TX005000010)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Foundations)		\$100,000.00
BELLERIVE APARTMENTS (TX005000013)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Dishwasher,Dwelling Unit-Interior (1480)-Dryers,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)		\$150,000.00
KENNEDY PLACE APARTMENTS (TX005000019)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Dishwasher,Dwelling Unit-Interior (1480)-Dryers,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)		\$150,000.00
Subtotal of Estimated Cost		\$3,652,238.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 4 2018		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KELLY VILLAGE (TX005000014)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Counters and Sinks,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Site Work (1480)-Asphalt/Concrete,Dwelling Unit-Site Work (1480)-Landscape (Fencing-Signage-etc))		\$594,000.00
HISTORIC RENTAL INITIATIVES (TX005000003)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab)		\$50,000.00
FOREST GREEN TOWNHOMES (TX005000009)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab)		\$277,294.00
OXFORD PLACE (TX005000015)		

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 4 2018		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Physical Improvement(Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Exterior (1480)-Building Slab)		\$482,194.00
ALLEN PARKWAY VILLAGE (TX005000002)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Lighting)		\$500,000.00
CLAYTON HOMES (TX005000004)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other),Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Site Work (1480)-Parking)		\$694,000.00
CUNEY HOMES (TX005000005)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other),Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Interior (1480)-Dryers,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Site Work (1480)-Curb & Gutter)		\$654,750.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	4	2018
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
IRVINTON VILLAGE (TX005000007)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other); Dwelling Unit-Exterior (1480)-Building Slab; Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical); Dwelling Unit-Interior (1480)-Flooring (non routine); Dwelling Unit-Interior (1480)-Interior Painting (non routine); Dwelling Unit-Interior (1480)-Kitchen Cabinets; Dwelling Unit-Site Work (1480)-Lighting; Dwelling Unit-Site Work (1480)-Parking)		\$400,000.00
Subtotal of Estimated Cost		\$3,652,238.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 5 2019		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KELLY VILLAGE (TX005000014)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Counters and Sinks,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Site Work (1480)-Asphalt/Concrete,Dwelling Unit-Site Work (1480)-Landscape (Fencing-Signage-etc))		\$594,000.00
HISTORIC RENTAL INITIATIVES (TX005000003)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab)		\$50,000.00
FOREST GREEN TOWNHOMES (TX005000009)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab)		\$277,294.00
OXFORD PLACE (TX005000015)		

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 5 2019		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Parking)		\$482,194.00
ALLEN PARKWAY VILLAGE (TX005000002)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Lighting)		\$500,000.00
CLAYTON HOMES (TX005000004)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Exterior Doors,Contract Administration (1480)-Fees-Costs (other),Dwelling Unit-Site Work (1480)-Parking)		\$694,000.00
CUNEY HOMES (TX005000005)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other),Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Interior (1480)-Dryers,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Site Work (1480)-Curb & Gutter)		\$654,750.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 5 2019		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
IRVINTON VILLAGE (TX005000007)		
Physical Improvement(Contract Administration (1480)-Fees-Costs (other), Dwelling Unit-Exterior (1480)-Building Slab, Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical), Dwelling Unit-Interior (1480)-Flooring (non routine), Dwelling Unit-Interior (1480)-Interior Painting (non routine), Dwelling Unit-Interior (1480)-Kitchen Cabinets, Dwelling Unit-Site Work (1480)-Lighting, Dwelling Unit-Site Work (1480)-Parking)		\$200,000.00
VICTORY APARTMENTS (TX005000017)		
Physical Improvement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc, Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical), Dwelling Unit-Interior (1480)-Flooring (non routine), Dwelling Unit-Interior (1480)-Kitchen Cabinets)		\$200,000.00
Subtotal of Estimated Cost		\$3,652,238.00

Form HUD-50075.2(4/2008)

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2 2016	
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Admin fee(Administration (1410)-Salaries)	\$405,804.00
Development activities(Dwelling Unit-Development (1480))	\$600,000.00
Development activities(Dwelling Unit-Development (1480))	\$652,238.00
Development activities(Dwelling Unit-Development (1480))	\$800,000.00
Development activities(Dwelling Unit-Development (1480))	\$800,000.00
Development activities(Dwelling Unit-Development (1480))	\$400,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2016
Development Number/Name General Description of Major Work Categories	Estimated Cost
Development activities(Dwelling Unit-Development (1480))	\$400,000.00
Subtotal of Estimated Cost	\$4,058,042.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2017
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Admin fee(Administration (1410)-Salaries)	\$405,804.00
Subtotal of Estimated Cost	\$405,804.00

Form HUD-50075.2(4/2008)

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Admin fee(Administration (1410)-Salaries)	\$405,804.00
Subtotal of Estimated Cost	\$405,804.00

SECTION 9.0: HOUSING NEEDS

Housing Needs of Families in the Jurisdiction Served by HHA

Income Level	Number of Households
Household Income <= 30% of AMI	127,125
Household Income >30 to <=50% AMI	112,055
Household Income >50% but <80% of AMI	138,745

Source: U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset and 2010 City of Houston Consolidated Plan

	Houston	Harris County
Population	2,217,706	4,356,362
Households	814,599	1,499,528

Median HH Income	\$46,187	\$54,457
Mean HH Income	\$74,322	\$81,214
Poverty Rate- Family	19.3%	14.9%
Poverty Rate- Individual	22.5%	18.0%
Vacancy Overall	12.1%	9.7%
Vacancy Homeowner	1.8%	1.6%
Vacancy Renter	9.5%	8.9%
Median Home Value	\$131,700	\$137,800
Median Rent	\$873	\$906

Race alone or in combination with one or more races		
White	59.8%	64.9%
Black/African American	23.8%	19.6%
American Ind/Alaska Native	0.8%	1.0%
Asian	7.1%	7.3%
Native Hawaiian/Pac Islander	0.2%	0.2%
Other	10.4%	9.3%
Hispanic	43.9%	41.6%
Not Hispanic or Latino	56.1%	58.4%

Non-Hispanic White	25.5%	31.7%
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Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing -- (Central Wait List)			
	# of families	% of total families	Annual Turnover
Waiting list total	12,202		
Extremely low income <=30% AMI	9,992	81.89%	
Very low income (>30% but <=50% AMI)	1,942	15.92%	
Low income (>50% but <80% AMI)	257	2.11%	
Families with children	5,848	47.93%	
Elderly families	1,096	8.98%	
Families with Disabilities	523	4.29%	
Race/ethnicity White	1,781	14.60%	
Race/ethnicity Black	9,401	77.04%	
Race/ethnicity Asian	358	2.93%	
Race/ethnicity Hispanic	2,264	18.55%	
Race/ethnicity American Indian	60	.49%	

Characteristics by Bedroom Size (Public Housing Only)			
OBR			
1BR	7,884	64.61%	
2 BR	2,703	22.15%	
3 BR	1,403	11.50%	
4 BR	212	1.74%	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Historic Oaks of Allen Parkway Village			
	# of families	% of total families	Annual Turnover
Waiting list total	1,090		
Extremely low income <=30% AMI	869	79.72%	
Very low income (>30% but <=50% AMI)	177	16.24%	
Low income (>50% but <80% AMI)	43	3.94%	
Families with children	482	44.22%	
Elderly families	67	6.15%	
Families with Disabilities	47	4.31%	
Race/ethnicity White	90	8.26%	
Race/ethnicity Black	888	81.47%	
Race/ethnicity Asian	70	6.42%	
Race/ethnicity Hispanic	135	12.38%	
Race/ethnicity American Indian	3	.27%	

Characteristics by Bedroom Size (Public Housing Only)			
0BR			
1BR	767	70.37%	
2 BR	149	13.67%	
3 BR	98	8.99%	
4 BR	66	6.05%	
5 BR	10	0.91%	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Historic Rental Initiatives			
	# of families	% of total families	Annual Turnover
Waiting list total	439		
Extremely low income <=30% AMI	321	73.12%	
Very low income (>30% but <=50% AMI)	90	20.50%	
Low income (>50% but <80% AMI)	27	6.15%	
Families with children	233	53.08%	
Elderly families	16	3.64%	
Families with Disabilities	11	2.51%	
Race/ethnicity White	42	9.57%	
Race/ethnicity Black	377	85.88%	
Race/ethnicity Asian	14	3.19%	
Race/ethnicity Hispanic	55	12.53%	
Race/ethnicity American Indian	3	.68%	

Characteristics by Bedroom Size (Public Housing Only)			
0BR			
1BR	264	60.14%	
2 BR	173	39.41%	
3 BR	2	.46%	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Fulton Village Apartments			
	# of families	% of total families	Annual Turnover
Waiting list total	339		
Extremely low income <=30% AMI	256	75.52%	
Very low income (>30% but <=50% AMI)	66	19.47%	
Low income (>50% but <80% AMI)	17	5.01%	
Families with children	182	53.69%	
Elderly families	19	5.60%	
Families with Disabilities	11	3.24%	
Race/ethnicity White	76	22.42%	
Race/ethnicity Black	232	68.44%	
Race/ethnicity Asian	9	2.65%	
Race/ethnicity Hispanic	95	28.02%	
Race/ethnicity American Indian	2	.59%	

Characteristics by Bedroom Size (Public Housing Only)			
OBR			
1BR	213	62.83%	
2 BR	76	22.42%	
3 BR	42	12.39%	
4 BR	8	2.36%	
5 BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Long Drive Apartments			
	# of families	% of total families	Annual Turnover
Waiting list total	8,023		
Extremely low income <=30% AMI	6,516	81.22%	
Very low income (>30% but <=50% AMI)	1,272	15.85%	
Low income (>50% but <80% AMI)	223	2.78%	
Families with children	4,512	56.24%	
Elderly families	676	8.43%	
Families with Disabilities	312	3.89%	
Race/ethnicity White	1,051	13.10%	
Race/ethnicity Black	6,339	79.01%	
Race/ethnicity Asian	186	2.32%	
Race/ethnicity Hispanic	1,360	16.95%	
Race/ethnicity American Indian	53	.66%	

Characteristics by Bedroom Size (Public Housing Only)			
0BR			
1BR	4,220	52.60%	
2 BR	2,195	27.36%	
3 BR	1,205	15.02%	
4 BR	403	502%	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Telephone Road			
	# of families	% of total families	Annual Turnover
Waiting list total	647		
Extremely low income <=30% AMI	537	83.00%	
Very low income (>30% but <=50% AMI)	91	14.06%	
Low income (>50% but <80% AMI)	18	2.78%	
Families with children	0	0	
Elderly families	631	97.53%	
Families with Disabilities	16	2.47%	
Race/ethnicity White	133	20.56%	
Race/ethnicity Black	398	61.51%	
Race/ethnicity Asian	68	10.51%	
Race/ethnicity Hispanic	122	18.86%	
Race/ethnicity American Indian	3	.46%	

Characteristics by Bedroom Size (Public Housing Only)			
0BR			
1BR	646	99.85%	
2 BR	1	.15%	
3 BR	0	0	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Victory Place Apartments			
	# of families	% of total families	Annual Turnover
Waiting list total	342		
Extremely low income <=30% AMI	270	78.95%	
Very low income (>30% but <=50% AMI)	63	18.42%	
Low income (>50% but <80% AMI)	9	2.63%	
Families with children	190	55.56%	
Elderly families	7	2.05%	
Families with Disabilities	8	2.34%	
Race/ethnicity White	28	8.19%	
Race/ethnicity Black	289	84.50%	
Race/ethnicity Asian	6	1.63%	
Race/ethnicity Hispanic	60	17.54%	
Race/ethnicity American Indian	2	.58%	

Characteristics by Bedroom Size (Public Housing Only)			
0BR			
1BR	213	62.28%	
2 BR	66	19.30%	
3 BR	63	18.42%	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type:			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Lincoln Park			
	# of families	% of total families	Annual Turnover
Waiting list total	1,109		
Extremely low income <=30% AMI	952	85.84%	
Very low income (>30% but <=50% AMI)	135	12.17%	
Low income (>50% but <80% AMI)	22	1.98%	
Families with children	593	53.47%	
Elderly families	29	2.61%	
Families with Disabilities	47	4.24%	
Race/ethnicity White	67	6.04%	
Race/ethnicity Black	990	89.27%	
Race/ethnicity Asian	12	1.08%	
Race/ethnicity Hispanic	130	11.72%	
Race/ethnicity American Indian	7	.63%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	688	62.04%	
2 BR	210	18.94%	
3 BR	211	19.03%	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Heatherbrook			
	# of families	% of total families	Annual Turnover
Waiting list total	206		
Extremely low income <=30% AMI	178	86.41%	
Very low income (>30% but <=50% AMI)	25	12.14%	
Low income (>50% but <80% AMI)	3	1.46%	
Families with children	168	81.55%	
Elderly families	1	0.49%	
Families with Disabilities	5	2.43%	
Race/ethnicity White	21	10.19%	
Race/ethnicity Black	166	80.58%	
Race/ethnicity Asian	5	2.42%	
Race/ethnicity Hispanic	44	21.36%	
Race/ethnicity American Indian			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	
2 BR	117	56.80%	
3 BR	55	26.70%	
4 BR	34	16.50%	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type:			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Oxford Place			
	# of families	% of total families	Annual Turnover
Waiting list total	398		
Extremely low income <=30% AMI	342	85.93%	
Very low income (>30% but <=50% AMI)	51	12.81%	
Low income (>50% but <80% AMI)	5	1.26%	
Families with children	207	52.01%	
Elderly families	8	2.01%	
Families with Disabilities	15	3.77%	
Race/ethnicity White	39	9.80%	
Race/ethnicity Black	326	81.91%	
Race/ethnicity Asian	4	1.00%	
Race/ethnicity Hispanic	77	19.35%	
Race/ethnicity American Indian	1	.25%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	275	69.10%	
2 BR	35	8.79%	
3 BR	88	22.11%	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List			
Waiting list type: <input checked="" type="checkbox"/> Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	30,000		
Extremely low income <=30% AMI	N/A	N/A	
Very low income (>30% but <=50% AMI)	N/A	N/A	
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	N/A	N/A	
Elderly families	2,572	8.6%	
Families with Disabilities	2,362	7.9%	
Race/ethnicity White	3,963	13.2%	
Race/ethnicity Black	25,200	84.0%	
Race/ethnicity Asian	426	1.4%	
Race/ethnicity Hispanic	3,139	10.5%	
Race/ethnicity American Indian	276	0.9%	
Is the waiting list closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

24 CRFR 903.2 ANALYSIS

Name	Address	Unit Type	Units
Allen Parkway Villiage	1600 Allen Parkway 77019	Public Housing	278
Bellerive	7225 Bellerive 77036	Public Housing (Elderly)	210
Clayton Homes	1919 Runnels 77003	Public Housing	296
Cuney Homes	3260 Truxillo 77004	Public Housing	553
Ewing	1815 Ewing 77004	Public Housing	40
Forest Green	8945 Forest Hollow 77078	Public Housing	100
Fulton Village	3300 Elser Street 77009	Public Housing	108
Heatherbrook	2000 Tidwell 77093	Public Housing	53
Historic Rental	1506 Andrews 77019	Public Housing	40
Irvington Village	2901 Fulton 77009	Public Housing	318
Kelley Village	3118 Green 77020	Public Housing	333
Kennedy Place	3100 Gillespie 77020	Public Housing	108
Lincoln Park	790 West Little York 77091	Public Housing	200
Lyerly	75 Lyerly 77022	Public Housing (Elderly)	200
Oxford Place	605 Berry Road 77022	Public Housing	230
Victory Apartments	1520 Bailey 77019	Public Housing	100
Wilmington	4000 Wilmington 77051	Public Housing	107

In determining covered developments, the following developments were excluded pursuant to 902.3(b)(2)(ii):

Lyerly (elderly only)

Bellerive (elderly only)

Historic Oaks of APV (Elderly)

Income mixing steps for implementation 903.2(c)

Step 1: Average Income Portfolio

Mean Total income of PH families in Covered Developments \$11,662

Established Income Range lower limit: \$9,913

Established Income Range Upper Limit: \$13,003

Median Total income of PH families in Covered Developments \$9,041

Adjusted Mean total Income ($\$11,662 / 1.05$) = \$11,107

Established Income Range (adjusted) lower limit: \$9,441

Established Income Range (adjusted) Upper Limit: \$12,773

Established Income Range (adjusted) Upper Limit base on ELI: \$24,600

Step 2: Average Income by Development

Bedroom size adjustments calculation per PIH Notice 2001-4

Unit Mix	1	85%	2	100%	3	125%	4	140%	5	161%	Total Units	Sum Adj factor	Adj Factor
Allen Parkway Village	27	22.95	128	128	98	122.5	13	18.2	7	11.27	273	302.92	1.11
Clayton Homes	37	31.45	97	97	79	98.75	78	109.2		0	291	336.4	1.16
Cuney Homes	224	190.4	218	218	80	100	18	25.2		0	540	533.6	0.99
Forest Green		0	10	10	69	86.25	19	26.6		0	98	122.85	1.25
Fulton Village	24	20.4	52	52	20	25	12	16.8		0	108	114.2	1.06
Heatherbrook		0	23	23	23	28.75	7	9.8		0	53	61.55	1.16
Irvington Village	105	89.25	126	126	45	56.25	37	51.8		0	313	323.3	1.03
Kelley Village	71	60.35	103	103	71	88.75	20	28		0	265	280.1	1.06
Kennedy Place	19	16.15	58	58	27	33.75	4	5.6		0	108	113.5	1.05
Lincoln Park	43	36.55	88	88	66	82.5		0		0	197	207.05	1.05
Oxford Place	46	39.1	105	105	74	92.5		0		0	225	236.6	1.05
Victory Apartments	18	15.3	51	51	30	37.5		0		0	99	103.8	1.05
Portfolio	847	719.95	1124	1124	682	852.5	208	291.2	7	11.27	2868	2998.92	1.05

Step 3 above or below EIR

Name	Mean Total		Adjusted Mean
Allen Parkway Village	\$22,832	1.11	\$20,569
Clayton Homes	\$10,834	1.16	\$9,340
Cuney Homes	\$8,091	0.99	\$8,173
Forest Green	\$11,815	1.25	\$9,452
Fulton Village	\$15,092	1.06	\$14,238
Heatherbrook	\$11,108	1.16	\$9,576
Irvington Village	\$9,843	1.03	\$9,556
Kelly Village	\$9,959	1.06	\$9,395
Kennedy Place	\$15,334	1.05	\$14,604
Lincoln Park	\$11,393	1.05	\$10,850
Oxford Place	\$10,265	1.05	\$9,776
Victory Apartments	\$16,170	1.05	\$15,400
Portfolio	\$11,662	1.05	\$11,107

Below EIR

Above calculated EIR and ELI Limit

Step 4 Justification

- Cune: Cune is one of the oldest properties and least desirable, capital investments are planned.
- Clayton: Clayton is one of the oldest properties and least desirable, it is being demolished due to eminent domain by the Texas Department of Transportation, no capital investments are being planned at this time.
- Kelly: Kelly is one of the oldest properties and least desirable, part of Kelly is being demolished due to eminent domain by the Texas Department of Transportation, capital investments are planned for those remaining buildings not effected.

Step 5 Actions taken in the Plan

- HHA has initiated capital investments plans at Kelly for 63 new construction units, Cune for Choice Neighborhood Revitalization, Irvington is planned for revitalization beginning in FY 2015.
- HHA is in the process of installing energy improvements at many PHA properties. Cune, Kelly, Clayton, Oxford, and Irvington all have sub-metered utilities and are our oldest housing stock which should benefit greatly from energy improvements.
- Capital investments to be made at Cune include:
 - Landscaping of each building
 - Roof repair
 - Sidewalk and street repair
 - Porch and steps repair
 - Upgrade on-site computers and monitors
 - Screen door replacement
 - Repair of damaged windows and facias
 - Window screen replacement
 - Repairs to damaged entry/exit door frames
- Capital investments to Completed at Cune include:
 - Upgrade site lighting
 - Replace water heaters
 - Install new appliances (refrigerators, ranges, and vent hoods)
- Capital investments to be made at Clayton include:
 - Replace water heaters
 - Install new appliances (refrigerators, ranges, and vent hoods)
 - Tree trimming
 - Landscaping of each building
- Capital investments to be made at Kelly include:
 - Exterior painting- replace rotten trim board and vinyl siding
 - Replace heating furnaces
 - Resilient floor replacement
 - Power wash and re-grout all brick mortar on all buildings
 - Washateria facility general repair
 - Walkway and driveway work
 - Underground waterline repairs
 - Driveway asphalt paving, street and curb repairs (concrete)

- Remove clothesline poles
 - Landscape each building and sod
 - Power wash and re-grout all brick mortar on all buildings
 - Window screen replacement
 - Repair damaged windows and facias
 - Foundation repair
 - Underground waterline repairs
 - Landscape enhancement (additional shrubs, edging replacement)
 - Grading and erosion control
- Capital investments completed at Kelly include:
 - Replace water heaters
 - Install new appliances (ranges and vent hoods)
 - Tree trimming
 - Upgrade site lighting
 - Upgrade dumpster enclosures

SECTION 10: ADDITIONAL INFORMATION

(A) PROGRESS IN MEETING MISSION AND GOALS 2016-2021

HHA Goal: Expand efforts to ensure equal opportunity in housing by:

Strategy: Reducing operational barriers that may hinder access to programs it administers.

Strategy: Reducing language barriers that may hinder access to programs it administers

Progress: HHA has existing staff that have the ability to speak, read, and translate in various languages. This action item focuses on using existing staff resources to translate and add additional information for families. In the long term, this action item includes the implementation of a website translator or alternate Spanish version of the website to ensure access to the non-English speaking population.

We currently have one Spanish speaking CSR. We continue to utilize existing staff to assist with Spanish and Asian language calls. We have also used Masterword for on demand translation.

Increasing Spanish presence on the website will be an ongoing process. A new website will have to be created.

Spanish, Vietnamese and Mandarin translations were produced for the HHA website for our September 2016 wait list opening. We advertised in those languages as well. We also received media coverage in multiple languages.

Strategy: Ensuring compliance with ADA requirements when constructing new and renovating existing units.

Progress: HHA has submitted construction drawings to the State of Texas General Land Office for its upcoming developments. We have received comments on the design of the Independence Heights development which are being incorporated by the architect. The 2640 development is currently under review.

Legal Compliance Officer ("LCO") implemented additional protocols for communicating and monitoring approved RMs while pending completion post-approval.

Strategy: Increase housing choice and mobility.

Progress: Exception payment standards (EPS) for 51 zip codes at 120 percent of the 50th percentile of 2016 approved 4/18/16, effective 4/25/16. This is the latest iteration of a tiered PS system that has been in place since 2014.

HHA has pivoted from the RFP. We are currently working with the City (HCD) and the County (CSD and HCHA) to develop and support a Voucher Mobility Program. Draft Guidelines are in review and implementation should begin in 2017 Q1.

Strategy: **Continue education of Fair Housing Laws.**

Progress: HHAs compliance office speaks on Section 504 issues in the new hire orientations (approx. 30 minutes in each orientation). Additionally she has provided training sessions at HCV all staff meetings. August dates are planned for 4 hour Fair Housing trainings conducted by HUD.

Management staff has attended seminars in Houston and Washington DC focusing on Fair Housing issues and current events.

LCO, via Power Point, trained new hires on Fair Housing, Reasonable Accommodations, VAWA Requests, and LEP individuals for 30 mins. We adding an additional 15 minutes to ensure staff had a clear understanding of the material and HHA's current Policies and Practices involving the aforementioned. Additionally, in-house attorneys met quarterly with housing staff in the housing choice voucher program to present on legal topics and best practices.

HHA Goal: **Increase the quantity and quality of housing**

Strategy: **Acquisition and new development of affordable housing.**

Progress: Sweetwater Complete; Mansions Complete. Winkler is on hold.

RFP 16-01 published 1/21/16, with proposals accepted for project based vouchers on a monthly basis thru December.

Fountain View is on hold, Independence Heights closed March 5th, 2017 & Fifth Ward is in the process of closing. Acres Homes on hold.

All excess land but Robin St has been disposed of. Decision needs to be made regarding Acres Homes, 2500 Hillcroft and West side of Main and Crosstimbers.

Continuing to look for potential sites in High Opportunity areas.

RFP is currently out through December 2017 for potential Project Based Voucher opportunities.

RFP is currently out through December 2017 for partners to acquire, rehab or newly construct housing developments.

Strategy: **Modernizing, rebuilding, and/or demolish (if it can be replaced) aging units incrementally through the Capital Fund Program and other sources as available.**

Progress: Planning is in progress for future modernization which will be evaluated more closely after the completion of HHA's current new construction activities.

Strategy: **Seeking additional vouchers through the Housing Choice Voucher Program and other special programs that may be available.**

Progress: Received Renewal for Year 2 RRH in the amount of:

- CoC RRH1 FY2015 6.1.16-5.30.17 TX0366L6E001502 \$1,347,330
- CoC RRH2 FY2015 6.1.16-5.30.17 TX0368L6E001502 \$1,189,874

- CoC RRH1 FY2016 6.1.17-5.30.18 TX0366L6E001503 \$1,347,330
- CoC RRH2 FY2016 6.1.17-5.30.18 TX0368L6E001503 \$1,189,874
- CoC TAY RRH FY2015 12.1.16-11.30.17
- TX0428L6E001500 \$1,270,076
- SA/HCCSD ESG 10.1.16-2.28.17 NA \$86,000
- HCCSD HOME 10.1.16-9.30.17 NA \$126,000
- COH HHSP 1.1.17-9.30.17 NA \$227,530

25 additional VASH vouchers awarded. MFP preference expanded to 100 vouchers plus 20 each year.

HHA Goal: Seek to improve community quality of life and self- sufficiency:

Strategy: **Providing services to residents, including youth, families, and seniors living in public housing and senior developments to enhance their quality of life.**

Progress: Currently working on an MOU with My Brothers Keeper (MBK) to develop a service delivery plan to PHO and HCV residents as well as data sharing between the organizations involved.

The VP of HCV is a member of the NAHRO Housing and Education Task Force.

The Grade Level Reading (GLR) Campaign has been a new initiative that HHA has just begun participating in. HHA received 27,000 books to be distributed throughout our properties and to our HCV clients. The distribution of these books has been integrated into our annual recertification process.

Currently in the process of working with various non-profits on potential opportunities to utilize space in HHA developments.

JobsPlus program has 354 residents enrolled.

Active senior programs are hosted at Bellerive and Telephone Road.

HHA hosted our first ever Youth Summit at Texas Southern University. The goal was to expose our youth residents to college. HHA youth engaged mentors on opportunities for college, took campus tours, and make plans to form agency-wide youth council.

Strategy: **Create well-functioning communities with low crime and good neighbors.**

Progress: HHA is in the process of putting together a proposal for upgrading the camera security systems at all of its sites which could be monitored centrally instead of at each site individually. HHA applied for a Safety and Security grant to assist in funding the improvements.

HHA aggressively pursues lease compliance and enforcement through for-cause evictions and nonpayment. Cases that resulted in the tenant ultimately vacated: 104; Cases where HHA withdrew or settled: 18; Cases overturned at grievance hearings or by court: 7.

Legal continues to work closely with property management and outside counsel to pursue evictions for substantive and/or repetitive lease violations; this includes thorough reviews and investigation into potential cases, active monitoring of/engagement in active cases, representation of HHA at formal grievance hearings, and appearance in court as needed. During the course of our work, we actively watch for and address any problems or concerns regarding property management practices and procedures, with particular focus on issues that may affect successful lease enforcement. We are available to property management on a daily basis to answer questions or provide assistance as needed regarding lease enforcement. In addition, outside counsel and Legal held two training meetings in 2016 with property managers, assistant managers, and regional supervisors to review for-cause eviction procedures, important practices, areas of concern, and to answer questions.

Strategy: **Providing Family Self-Sufficiency Programs for eligible Section 8 Housing Choice Voucher Program and Public Housing participants pursuant to applicable regulations and available funding.**

Progress: FSS-X has been rebranded as MyGoals. The MyGoals Program is designed to take a proven coaching model and use it to help households that are receiving rental assistance to identify, plan, set, and achieve their Personal, Financial, Educational, and Career goals. The MyGoals Program also uses a variety of rewards to encourage consistent engagement with career coaches and to reward the achievement of employment and career goals. Participants can earn up to \$5,000 in rewards over the course of the three-year program. As of third quarter 2017, more than \$20,000 in rewards have been earned by MyGoals participants for staying engaged with their career coaches or for finding a job. Several Participants are well on their way toward achieving the maximum amount of \$5,000 to them over the three-year program period.

Currently we are hosting TSU Education Opportunity Center (EOP) twice monthly in the OC. Service's offered by TSU EOP are targeted to first generation college students or individuals that are contemplating returning to school. The FSS department continues to host Book's and Blankets in our Opportunity Center and now is offering free ebook accounts through the downloadable application Open eBooks. With an Open eBook account youth have unlimited access to free books. Pursuing the First Book Market Place.

Strategy: **Increase Minority & Women Business Enterprises (MWBE) and Section 3 participation.** Development of ongoing communications between the Legal/Procurement Department and Client Services to ensure the effectiveness of their Programs, involving Client Services into communication processes with potential vendors, and including Client Services in marketing efforts. The Legal Dept. also facilitated a meeting with all executives and directors in the summer of 2016, utilizing Spurgeon Robinson of Mpact Strategic Consultants to discuss improvements the Section 3 Program.

The Procurement Dept. has attended outreach events to encourage HUB's, and Section 3 business to do business with HHA.

The Procurement Dept. has increased its usage of the Forward Times (a minority newspaper), when it becomes necessary to post legal notice for solicitations.

The Procurement Dept. can access, and utilizes the City of Houston's, and the State of Texas Databases, to ensure outreach is made to M/WBE's and Section 3 businesses.

The Procurement Dept. currently tracks the utilization of M/WBE's, and is currently seeking the best way to track the utilization of Section 3 businesses.

HHA Goal: Improve relationships with clients and external stakeholders:

Strategy: Increase our client agency relationships

Progress: HCV is working with a consultant to draft client centered procedures.

For Clients, the FSS department has developed a Program Coordinating Committee (PCC) comprised of community partners and stack holder serving the needs of our clients.

Strategy: Promote partnerships with other housing authorities

Progress: Signed MOU with Harris County and Galveston Housing Authority to provide third party inspections for them.

Have an MOU with Texas City Housing Authority to share and provide technical assistance.

Pending MOU with Texas Department of Housing and Community Affairs (TDHCA) to collaborate on Housing Choice Vouchers.

Strategy: Develop public relations (PR) strategy for positive publicity and perceptions

Hired PR firm Etched in late 2016.

HHA Goal: Improve agency performance:

Strategy: Seek other funding streams

Progress: HHA executed our HUD CoC TAY RRH contract effective 12.1.16. HHA has fully contracted with three separate case management vendors. The sub recipient vendors are as follows: the Salvation Army (awarded 1 case manager, 1 housing navigator), The Montrose Center (awarded 1 case manager) and to Covenant House of Texas (awarded 1 case manager). This program will serve transition age youth ages 18–24 who are literally homeless living on the streets or in an emergency shelter. The annual award for this program is: \$1,270,076.

Strategy: Improve the physical work environment

Progress: Construction has started on 2650

IT has been gradually migrating the old servers into virtual servers. IT is in the process of procuring servers to complete the upgrading process we are 25% completed. IT has implemented a new software to monitor the network and all systems that are connected to it. 100% completed. IT has implemented a reporting program called MILO, Finance will be scheduled to have training on this module. Implementation 100% completed, Training 0% completed

Strategy: **Invest in human capital**

Strategy: **Increase interdepartmental collaboration and communication**

Strategy: **Seek new innovations**

Progress: RFP being drafted for mobility counseling program

Testing electronic and new preferences for the waiting list

IT has been working consistently with HCV and the other departments to develop a RFP for ECM project. The RFP has been posted we are in the process of answering Vendors' questions pertaining to the scope of work shown in the RFP. Ongoing process.

HHa has pivoted from the RFP. We are currently working with the City (HCD) and the County (CSD and HCHA) to develop and support a Voucher Mobility Program. Draft Guidelines are in review and implementation should begin in 2017 Q1.

(B) Significant Amendment and Substantial Deviation/Modification

The HHA considers any significant change to the HCV Administrative Plan or the ACOP that would change the rent or admissions policies, as a significant amendment or substantial deviation/modification. Furthermore, any change with regard to additional demolition or disposition, designation, or conversion activities not contemplated in this plan would be constituted as a significant amendment.

PHA Certifications of Compliance with PHA Plans and Related R e g u l a t i o n s

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

PHA Name _____

PHA Number/HA Code _____

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official _____

Title _____

Signature _____

Tony G. [Signature]

Date _____

10/17/17

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

Tony Garsdley

10/17/17

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)



10/17/17

Previous edition is obsolete

form HUD 50071 (01/14)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB# 2577-0226
Expires 08/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Tom McCasland the Director, HCDD certify that the Five Year and
Annual PHA Plan of the Houston Housing Authority is consistent with the Consolidated Plan of
the City of Houston prepared pursuant to 24 CFR Part 91.

Keith W. Bynum, Acting Deputy Director on behalf of Tom McCasland

Signed / Dated by Appropriate State or Local Official

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name _____

Program/Activity Receiving Federal Grant Funding _____

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official _____

Title _____

Signature _____

Date _____

X

Timothy L. Bradley

10/17/14