

# **PHA Plans for the San Marcos Housing Authority Five-Year Plan for FYB 2020**

**Lana Wagner, Executive Director**

**FYB October 1, 2020**

**FINAL DRAFT**



**Presented by:**

**The *Nelrod* Company**

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<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>																																				
	<p><b>Purpose.</b> 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, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.</p> <p><b>Applicability.</b> Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.</p>																																					
<b>A</b>	<b>PHA Information.</b>																																					
<b>A.1</b>	<p><b>PHA Name:</b> <u>San Marcos Housing Authority</u>  <b>PHA Code:</b> <u>TX087</u>  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2020</u>  <b>PHA Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>The following are the specific locations where the public may obtain copies of the 2020 5-Year PHA Plan:</b></p> <ul style="list-style-type: none"> <li>▪ Administrative Office – 1201 Thorpe Avenue, San Marcos, TX 78666</li> </ul> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 20%;">Program(s) in the Consortia</th> <th style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <th style="width: 10%;">PH</th> <th style="width: 15%;">HCV</th> </tr> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Participating PHAs	PHA Code	Program(s) in the Consortia	Programs Not in the Consortia	No. of Units in Each Program						PH	HCV	Lead HA:																							
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<b>B</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form
<b>B.1</b>	<p><b>Mission.</b> 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.</p> <p>The San Marcos Housing Authority (SMHA) is a public agency whose business is to:</p> <ul style="list-style-type: none"> <li>▪ Ensure that safe, quality affordable housing opportunities for families of low-income</li> <li>▪ Break the poverty cycle by serving as a catalyst for our residents to become economically self-sufficient</li> <li>▪ Create meaningful partnerships to maximize available community resources for our residents</li> <li>▪ Efficiently and effectively meet federal, state and local mandates</li> </ul> <p>The San Marcos Housing Authority (SMHA) will pursue entrepreneurial opportunities to address emerging trends and respond to the challenges of the future.</p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p><b>PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING</b></p> <p>The PHA established the following objectives to strive in meeting goal #1:</p> <ul style="list-style-type: none"> <li>▪ <i>Reduce public housing vacancies</i></li> <li>▪ <i>LIHTC</i></li> </ul> <p><b>PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING</b></p> <p>The PHA established the following objectives to strive in meeting goal #2:</p> <ul style="list-style-type: none"> <li>▪ <i>Improve public housing management (PHAS score)</i></li> <li>▪ <i>Improve voucher management (SEMAP score)</i></li> <li>▪ <i>Increase customer satisfaction</i></li> <li>▪ <i>Concentrate on efforts to improve specific management functions (e.g., public housing finance; voucher unit inspections)</i></li> <li>▪ <i>Renovate or modernize public housing units</i></li> </ul> <p><b>PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES</b></p> <p>The PHA established the following objectives to strive in meeting goal #3</p> <ul style="list-style-type: none"> <li>▪ <i>Conduct outreach efforts to potential voucher landlords</i></li> <li>▪ <i>Increase voucher payment standards</i></li> </ul>

B.2	<p><b>PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT</b></p> <p>The PHA established the following objectives to strive in meeting goal #4</p> <ul style="list-style-type: none"> <li>▪ <i>Implement public housing security improvements</i></li> <li>▪ <i>Designate developments or buildings for particular resident groups (elderly, persons with disabilities)</i></li> </ul> <p><b>PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS</b></p> <p>The PHA established the following objectives to strive in meeting goal #5</p> <ul style="list-style-type: none"> <li>▪ <i>Increase the number and percentage of employed persons in assisted families</i></li> <li>▪ <i>Provide or attract supportive services to improve assistance recipients' employability</i></li> <li>▪ <i>Provide or attract supportive services to increase independence for the elderly or families with disabilities</i></li> </ul> <p><b>PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING</b></p> <p>The PHA established the following objectives to strive in meeting goal #6</p> <ul style="list-style-type: none"> <li>▪ <i>Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability</i></li> <li>▪ <i>Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability</i></li> <li>▪ <i>Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required</i></li> </ul>
B.3	<p><b><u>Progress Statements.</u></b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b>PHA GOALS:</b></p> <ul style="list-style-type: none"> <li>▪ Increase the availability of decent, safe, and affordable housing by applying for additional rental vouchers</li> <li>▪ Leverage private or other public funds to create additional housing opportunities</li> <li>▪ Improve the quality of assisted housing by increasing the Public Housing Assessment System and the Section Eight Management Assessment Program scores, increasing customer service and renovating/modernizing public housing</li> <li>▪ Provide an improved living environment by implementing measures to deconcentrate poverty by bringing higher income public housing households into lower income developments, by implementing measures to promote income mixing in public housing</li> <li>▪ Ensure equal opportunity and affirmatively further fair housing</li> </ul>

B.3	<ul style="list-style-type: none"> <li>▪ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability by: <ul style="list-style-type: none"> <li>• Undertaking affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:</li> <li>• Undertaking affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:</li> <li>• Complying with the Violence Against Women Act (Victims of Domestic Violence)</li> </ul> </li> </ul> <p>SMHA will continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers.</p> <p>With respect to the Public Housing and Housing Choice Voucher Programs:</p> <ul style="list-style-type: none"> <li>▪ SMHA has informed all public housing and housing choice voucher program participants of their rights under the Violence Against Women's Act of 2005 (VAWA).</li> <li>▪ SMHA has informed property owners of their rights and responsibilities in regards to VAWA.</li> </ul> <p>SMHA will follow the PIH Notices and Regulations mandated by the U.S. Department of Housing and Urban Development in reference to the 2005 Violence Against Women Act.</p> <p><b><u>Progress Statement:</u></b></p> <ul style="list-style-type: none"> <li>▪ <i>SMHA has completed installation of doors and locks to improve security and safety of the residents</i></li> <li>▪ <i>SMHA is undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex and disability</i></li> <li>▪ <i>SMHA is complying with the Violence Against Women Act (Victims of Domestic Violence)</i></li> </ul> <p><b>Other PHA Goals and Objectives:</b></p> <ul style="list-style-type: none"> <li>▪ Retain 80% of high quality employees</li> <li>▪ Improve physical conditions of all properties by establishing and utilizing a preventative maintenance and inspection schedule with emphasis on meeting the Uniform Physical Condition Standards.</li> <li>▪ Create a safe workplace through continuous enhancement of the agency's safety program.</li> <li>▪ Promote self-sufficiency and asset development of families and individuals</li> </ul> <p><b><u>Progress Statement:</u></b></p> <ul style="list-style-type: none"> <li>▪ <i>SMHA is continually improving physical conditions of all properties by establishing and utilizing maintenance and inspection schedule with emphasis on meeting the Uniform Physical Condition Standards</i></li> <li>▪ <i>SMHA is continually creating a safe workplace through continuous enhancement of the agency's safety program</i></li> <li>▪ <i>SMHA promotes self-sufficiency and asset development of families and individuals</i></li> </ul>
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B.4	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (<i>See attachment tx087c01</i>)</p>
B.5	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><b><u>Substantial Deviation</u></b></p> <ul style="list-style-type: none"> <li>▪ A 50% of additions or deletions of Strategic Goals</li> <li>▪ Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.</li> </ul> <p><b><u>Significant Amendment/Modification</u></b></p> <ul style="list-style-type: none"> <li>▪ Any change to rent or admissions policies or organization of the waiting list;</li> <li>▪ Additions of non-emergency* work items over \$50,000 (items not included in the latest approved Capital Fund Annual Statement or 5-Year Action Plan); or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; and</li> <li>▪ Any change with regard to <i>a proposed</i> demolition, disposition, designation of housing, homeownership, <i>Capital Fund Financing, development, mixed financing, RAD, or any other</i> conversion activities.</li> </ul> <p>An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.</p> <p>This criterion does not supersede the requirements of <b>2 CFR Part 200</b> (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.</p> <p>Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.</p> <p>* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.</p>

<b>B.6</b>	<p><b>Resident Advisory Board (RAB Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan? (<i>See <a href="#">attachment tx087a01</a></i>)</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. <i>N/A</i></p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
	<p><b>Challenged Elements.</b> No Challenged Elements</p>

# **PHA Plans for the San Marcos Housing Authority Annual Plan for FYB 2020**

**Lana Wagner, Executive Director**

**FYB October 1, 2020**

**FINAL DRAFT**



**Presented by:**

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Annual PHA Plan (Standard PHAs and Troubled PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
	<p><b>Purpose.</b> 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, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.</p> <p><b>Applicability.</b> Form HUD-50075-ST is to be completed annually by <b>STANDARD PHAs or TROUBLED PHAs</b>. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA <u>do not</u> need to submit this form.</p> <p><b>Definitions.</b></p> <ol style="list-style-type: none"> <li>(1) <b>High-Performer PHA</b> – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a higher performer on <u>both</u> of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.</li> <li>(2) <b>Small PHA</b> – A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.</li> <li>(3) <b>Housing Choice Voucher (HCV) Only PHA</b> – A PHA that administers more the 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.</li> <li>(4) <b>Standard PHA</b> – A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.</li> <li>(5) <b>Troubled PHA</b> – A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent</li> <li>(6) <b>Qualified PHA</b> – A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.</li> </ol>	

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<b>A.1</b>	<p> <b>PHA Name:</b> <u>San Marcos Housing Authority</u>                      <b>PHA Code:</b> <u>TX087</u>  <b>PHA Type:</b>   <input checked="" type="checkbox"/> Standard PHA                      <input type="checkbox"/> Troubled PHA  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2020</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning above)  <b>Number of Public Housing (PH) Units:</b> <u>289</u>  <b>Number of Housing Choice Voucher (HCVs):</b> <u>245</u>  <b>Total Combined Units/Vouchers:</b> <u>534</u>  <b>PHA Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission   <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <b>The following are the specific locations where the public may obtain copies of the 2019 Annual PHA Plan:</b> <ul style="list-style-type: none"> <li>▪ Administrative Office – 1201 Thorpe Avenue, San Marcos, TX 78666</li> </ul> </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 20%;">Program(s) in the Consortia</th> <th style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th style="width: 10%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Programs Not in the Consortia	No. of Units in Each Program						PH	HCV	Lead HA:																							
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**B.1**

*3 BR: 14-6%*

*4 BR: 3-1%*

*The waiting list is not closed.*

**Waiting List for Section 8:**

*Total: 343*

*Extremely Low Income: 343-100%*

*Families with children: 146-43%*

*Elderly Families: 62-18%*

*Families with Disabilities: 49-14%*

*White: 78-23%*

*Black/African American: 156-46%*

*Native Hawaiian/Other Pacific Islander: 1-0.29%*

*Hispanic: 108-31%*

*The waiting list has been closed since December 2016. The PHA does expect to reopen the waiting list in the PHA Plan Year.*

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**

**Public Housing**

**Eligibility:**

**Equal Access**

*The term “family” includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:*

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or*
- (2) A group of persons residing together and such group includes, but is not limited to:*
  - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);*
  - (ii) An elderly family;*
  - (iii) A near-elderly family;*
  - (iv) A disabled family;*
  - (v) A displaced family; and*
  - (vi) The remaining member of a tenant family.*

*Disabled family means a family whose head (including co-head), spouse or sole member is a person with a disability.*

B.1	<p><i>Elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 62 years of age.</i></p> <p><i>Near elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62.</i></p> <p><i>Sexual orientation means homosexuality, heterosexuality or bisexuality.</i></p> <p><i>Gender identity means actual or perceived gender-related characteristics.</i></p> <p>The PHA uses the following non-income screening factors to establish eligibility for admission to public Housing:</p> <ul style="list-style-type: none"> <li>▪ <i>Criminal or Drug-related activity</i></li> <li>▪ <i>Drug treatment centers</i></li> <li>▪ <i>Rental history</i></li> <li>▪ <i>Housekeeping</i></li> <li>▪ <i>Credit reports are run on every desirable applicant for public housing</i></li> <li>▪ <i>The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.</i></li> </ul> <p><b><u>Occupancy:</u></b></p> <p>Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.</p> <ul style="list-style-type: none"> <li>▪ <i>PHA-resident lease</i></li> <li>▪ <i>The PHA's Admissions and Continued Occupancy Policy</i></li> <li>▪ <i>PHA's briefing seminars or written materials</i></li> </ul> <p>Residents must notify the PHA of changes in family composition:</p> <ul style="list-style-type: none"> <li>▪ <i>At an annual reexamination and lease renewal</i></li> <li>▪ <i>At any time family composition or income changes</i></li> <li>▪ <i>At family request for revision</i></li> </ul> <p><b><u>Deconcentration and Income Mixing:</u></b></p> <p><i>The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:</i></p> <p><i>The PHA does not have general occupancy public housing developments covered by the deconcentration rule.</i></p>
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B.1

## **Section 8**

### **Eligibility:**

#### **Equal Access**

*The term “family” includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:*

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or*
- (2) A group of persons residing together and such group includes, but is not limited to:*
  - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);*
  - (ii) An elderly family;*
  - (iii) A near-elderly family;*
  - (iv) A disabled family;*
  - (v) A displaced family; and*
  - (vi) The remaining member of a tenant family.*

*Disabled family means a family whose head (including co-head), spouse or sole member is a person with a disability.*

*Elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 62 years of age.*

*Near elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62.*

*Sexual orientation means homosexuality, heterosexuality or bisexuality.*

*Gender identity means actual or perceived gender-related characteristics.*

The PHA conducts screening to the extent of:

- *Criminal or Drug-related activity only to the extent required by law or regulation*
- *Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.*

### **Search Time:**

The PHA does give extensions on standard 60-day period to search for a unit under the following circumstances:

- *Upon written request by the participant and approval by the PHA*

**B.1**

**Preferences:**

*The PHA does plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 Program to families at or below 30% of the median area income.*

*The PHA plans to employ the following admission preferences for admission to Section 8 tenant-based assistance:*

**Priority Preference**

**1** - Local Residency (Hayes County)

*Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.*

*In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.*

**Special Purpose Section 8 Assistance Programs:**

The policies governing eligibility, selection and admissions to any special-purpose Section 8 program administered by the PHA are contained in the following documents or other reference materials:

- *The Section 8 Administrative Plan*
- *Briefing sessions and written materials*

**B.1****Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2020 grants)</b>		
a) Public Housing Operating Fund	757,148.00	
b) Public Housing Capital Fund	679,360.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,489,101.00	
f) Resident Opportunity and Self- Sufficiency Grants	118,843.00	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
ROSS Service Coordinator	241,086.00	Supportive services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2019 Capital funds	468,495.00	Public housing capital improvements
2020 Capital funds	679,360.00	Public housing capital improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,124,233.00	Public housing operations
<b>4. Other income (list below)</b>		
Other charges to tenants	37,001.00	Public housing operations
Interest	1,200.00	Public housing operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$5,595,827.00</b>	

**Rent Determination****Public Housing****Rent Re-determinations:**

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- *Any time the family experiences an income increase*
- *Always for changes in family composition*



**B.1**

**Flat Rents:**

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- *Guidelines found in the 2015 Appropriations Act (PIH 2015-13) in determining the Public Housing Flat Rent schedule. The PHA will establish a flat rent for each public housing unit that is no less than 80% of the applicable Fair Market Rent (FMR)*

**Section 8**

**Payment Standards:**

The PHA's payment standard is:

- *At or above 90% but below 100% of FMR*

The PHA reevaluates the payment standards for adequacy annually.

**Operation and Management**

**PHA Management Structure:**

*(See attachment tx087f01)*

**HUD Programs Under PHA Management:**

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	289	<i>180</i>
Section 8 Vouchers	254	<i>36</i>
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Other Federal Programs (list individually)	N/A	N/A

**Community Service and Self-Sufficiency Programs**

**Services and programs offered to residents and participants by the PHA:**

**General:**

**Self-Sufficiency Policies:**

*The PHA will not employ discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas.*

**B.1****Economic and Social self-sufficiency programs:**

*The PHA does coordinate, promote or provide policies or programs for the enhancement of the economic and social self-sufficiency of assisted families.*

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>ROSS Program</i>	<i>72</i>		<i>Allen Woods Homes and C.M. Allen Homes (Resident Centers)</i>	<i>Public Housing</i>

**Family Self-Sufficiency Programs:**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants <i>(As of: 08/01/2020)</i>
Public Housing	0	<i>56</i>
Section 8	0	<i>6</i>

**Welfare Benefit Reductions:**

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

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

**Description of the Community Service Policy:**

*(See attachment tx087d01)*

**Community Service Implementation Report:**

- Number of tenants required to perform community service: *10-15*
- Number of tenants performing community service: *5*
- Number of tenants granted exemptions: *270*
- Number of tenants in non-compliance: *1*

**B.1**

- Number of tenants terminated/evicted due to non-compliance: 1

## **Safety and Crime Prevention**

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

### **Need for measures to ensure the safety of public housing residents:**

Description of the need for measures to ensure the safety of public housing residents.

- *Observed lower-level crime, vandalism and/or graffiti*

Information or data used by the PHA to determine the need for PHA actions to improve safety of residents:

- *Safety and security survey of residents*
- *Analysis of crime statistics over time for crimes committed "in and around" public housing authority*
- *Resident reports*
- *PHA employee reports*
- *Police reports*

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

List of crime prevention activities:

- *Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities*
- *Crime Prevention Through Environmental Design*
- *Activities targeted to at-risk youth, adults, or seniors*
- *Security cameras*

### **Coordination between PHA and the police.**

Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

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

<p><b>B.1</b></p>	<p><b>Pet Policy</b>  <i>(See attachment tx087e01)</i></p> <p><b>Significant Amendment/Modification</b></p> <p><u><b>Significant Amendment/Modification</b></u></p> <ul style="list-style-type: none"> <li>▪ Any change to rent or admissions policies or organization of the waiting list;</li> <li>▪ Additions of non-emergency* work items over \$50,000 (items not included in the latest approved Capital Fund Annual Statement or 5-Year Action Plan); or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; and</li> <li>▪ Any change with regard to <i>a proposed</i> demolition, disposition, designation of housing, homeownership, <i>Capital Fund Financing, development, mixed financing, RAD, or any other</i> conversion activities.</li> </ul> <p>An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.</p> <p>This criterion does not supersede the requirements of <b>2 CFR Part 200</b> (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.</p> <p>Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.</p> <p>* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.</p>																											
<p><b>B.2</b></p>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <table border="0"> <thead> <tr> <th>Y</th> <th>N</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Hope VI or Choice Neighborhoods.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Mixed Finance Modernization or Development.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Demolition and/or Disposition.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Designated Housing for Elderly and/or Disabled Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Conversion of Public Housing to Tenant-Based Assistance.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Conversion of Public Housing to Project-Based Assistance under RAD.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Occupancy by Over-Income Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Occupancy by Police Officers.</td> </tr> </tbody> </table>	Y	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hope VI or Choice Neighborhoods.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed Finance Modernization or Development.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Demolition and/or Disposition.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conversion of Public Housing to Tenant-Based Assistance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conversion of Public Housing to Project-Based Assistance under RAD.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occupancy by Over-Income Families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occupancy by Police Officers.
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<b>B.2</b>	<div data-bbox="256 151 1390 336"> <input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.  <input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). </div> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA <i>N/A</i></p>
<b>B.3</b>	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.4</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <div data-bbox="305 1014 394 1087"> Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <p>(b) If yes, please describe: <i>N/A</i></p>
<b>B.5</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p><b>PHA GOALS:</b></p> <ul style="list-style-type: none"> <li>▪ Increase the availability of decent, safe, and affordable housing by applying for additional rental vouchers</li> <li>▪ Leverage private or other public funds to create additional housing opportunities</li> <li>▪ Improve the quality of assisted housing by increasing the Public Housing Assessment System and the Section Eight Management Assessment Program scores, increasing customer service and renovating/modernizing public housing</li> <li>▪ Provide an improved living environment by implementing measures to deconcentrate poverty by bringing higher income public housing households into lower income developments, by implementing measures to promote income mixing in public housing</li> <li>▪ Ensure equal opportunity and affirmatively further fair housing</li> </ul>

**B.5**

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability by:
  - Undertaking affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertaking affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Complying with the Violence Against Women Act (Victims of Domestic Violence)

SMHA will continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers.

With respect to the Public Housing and Housing Choice Voucher Programs:

- SMHA has informed all public housing and housing choice voucher program participants of their rights under the Violence Against Women's Act of 2005 (VAWA).
- SMHA has informed property owners of their rights and responsibilities in regards to VAWA.

SMHA will follow the PIH Notices and Regulations mandated by the U.S. Department of Housing and Urban Development in reference to the 2005 Violence Against Women Act.

**Progress Statement:**

- *SMHA has completed installation of doors and locks to improve security and safety of the residents*
- *SMHA is undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex and disability*
- *SMHA is complying with the Violence Against Women Act (Victims of Domestic Violence)*

**Other PHA Goals and Objectives:**

- Retain 80% of high quality employees
- Improve physical conditions of all properties by establishing and utilizing a preventative maintenance and inspection schedule with emphasis on meeting the Uniform Physical Condition Standards.
- Create a safe workplace through continuous enhancement of the agency's safety program.
- Promote self-sufficiency and asset development of families and individuals

**Progress Statement:**

- *SMHA is continually improving physical conditions of all properties by establishing and utilizing maintenance and inspection schedule with emphasis on meeting the Uniform Physical Condition Standards*
- *SMHA is continually creating a safe workplace through continuous enhancement of the agency's safety program*
- *SMHA promotes self-sufficiency and asset development of families and individuals*

<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? <i>(See attachment tx087a01)</i></p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. <i>N/A</i></p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
<b>B.8</b>	<p><b>Troubled PHA.</b></p> <p>a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y   N   N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: <i>N/A</i></p>
<b>C.</b>	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administers public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>C.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><i>See HUD Form 50075.2 approved by HUD on <u>04/27/2020</u></i></p>
	<p><b>Challenged Elements.</b> No Challenged Elements</p>

**Attachment: tx087a01**  
**San Marcos Housing Authority**  
**Resident Advisory Board Consultation Process and Comments –**  
**FYB 2020**

**1. Resident Advisory Board and Meeting Organization**

Each of the three main public housing sites (Allen Woods, C. M. Allen, and Chapultepec) have a "Resident Assembly." All adult residents are automatically members of the Assembly. The SMHA Resident Services department helps facilitate an annual election of officers. The officers meet on a monthly basis to discuss matters of interest to the residents of site and to plan social and fundraising events.

The President, Vice-President, and Secretary of each Resident Assembly come together as needed to service as the overall Public Housing Resident Council for the SMHA. That normally only happens upon request because the different Resident Assemblies are usually only concerned with issues related to their specific neighborhood. We reach out to the Resident Assemblies for their input on various matters from time to time. Our service coordinators encourage, support, and consult with the officers of the Resident Assemblies on a regular basis. Each year, they reach out to the Resident Assemblies, seeking their opinions on needed improvements and encouraging them to attend the annual public meeting on the PHA Plans and Capital Fund Five-year Plan.

**2. Notification of Public Hearing**

Schedule date for Public Hearing and place ad **August 7, 2020**

Hold Public Hearing meeting **September 21 2020**

**3. Documentation of resident recommendations and PHA's response to recommendations**

**None of the Resident Assemblies have been active since the onset of the coronavirus pandemic in March 2020.**



**Attachment: tx087b01**

**San Marcos Housing Authority  
Deconcentration Policy (Taken from  
ACOP Policy)**

## **Deconcentration**

The offers will be made in the following manner.

To the maximum extent feasible, the deconcentration and income-mixing requirements of the QHWRA will be followed. Families with incomes ranging from 0% to 80% of median income will be selected in accordance with the tenant selection section of this policy. Families with the highest incomes will be offered units in developments where average family incomes are lowest. Conversely, families with the lowest incomes will be offered units in developments with the highest average family incomes. The PHA may offer incentives to families to accomplish the de-concentration and income-mixing objectives.

The PHA may employ a system of income ranges in order to maintain a resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and may take into account the average rent the PHA should receive to maintain financial solvency. The PHA's selection policies are designed so that selection of new public housing residents will bring the PHA's actual distribution of rents closer to the projected distribution of rents.

The PHA will select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower income category (31% to 80% of area median income) alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).

After the minimum level is reached, all selections will be made based solely on date, time and preferences.

Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their original placement on the waiting list.

**Attachment: tx087c01**

**San Marcos Housing Authority**

**VAWA and Emergency Transfer Plan**

**(Taken from ACOP Policy)**

## **Violence Against Women Reauthorization Act of 2013 (VAWA)**

The PHA shall provide each applicant and resident assisted under public housing of the U.S. Housing Act of 1937 the Notice of Occupancy Rights and certification form.

1. The Notice of Occupancy Rights explains the VAWA protections including the rights to confidentiality and any VAWA protection limitations.
2. The certification form is to be completed by the victim to document an incident of a VAWA crime, that:
  - a) States that the applicant or resident is a victim of domestic violence, dating violence, sexual assault, or stalking
  - b) States that the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection, meets the applicable definition for such incident; and
  - c) Includes the name of the individual who committed the domestic violence, dating violence, sexual assault, or stalking, if the name is known and safe to provide.
3. The PHA shall provide the Notice of Occupancy Rights and the certification form to the applicant or resident no later than at each of the following times:
  - a) At the time the applicant is denied assistance or admission;
  - b) At the time the individual is provided assistance or admission;
  - c) With any notification of eviction or notification of termination of assistance; and
  - d) During the 12-month period following December 16, 2016, either during the annual reexamination or lease renewal process. If there will be no reexamination or lease renewal for the resident during the first year after the rule takes effect, the PHA shall provide the Notice of Occupancy Rights and the certification form through other means.
4. The PHA shall retain in strictest confidence all information pursuant to VAWA including the fact that an individual is a victim of domestic violence, dating violence, sexual assault or stalking.
5. The PHA shall not allow any individual administering assistance on behalf of the PHA, in the employ of the PHA, or any persons within the PHA's employ (e.g., contractors) to have access to VAWA confidential information unless explicitly authorized by the PHA that specifically call for these individuals to have access to the information under applicable Federal, State, or local law.
6. The PHA shall not enter the VAWA confidential information into any shared database or disclose the information to any other entity or individual, except to the extent that the disclosure is:
  - a) Requested or consented to in writing by the individual in a time-limited release;
  - b) Required for use in an eviction proceeding or hearing regarding termination of assistance; or
  - c) Otherwise required by applicable law.

In accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), the PHA shall make available The Notice of Occupancy Rights and the certification form in multiple languages.

## Emergency Transfer Plan (ETP)

1. The PHA shall adopt and follow the procedures in a model Emergency Transfer Plan which will provide that a tenant receiving rental assistance through or residing in a unit subsidized under the PHA who is a victim of domestic violence, dating violence, sexual assault or stalking qualifies for an emergency transfer if:
  - a) The tenant expressly requests the transfer; and
  - b) The tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or
  - c) In the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

The tenant who is a victim of sexual assault may make an imminent harm request regardless of when or where the sexual assault occurred and the PHA may permit more than 90-calendar days from the date of the sexual assault.

2. The tenant may qualify for either an internal emergency transfer or external transfer:
  - a) An internal emergency transfer is the relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
  - b) An external emergency transfer is the relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is the tenant must undergo an application process in order to reside in the new unit.

The tenant may seek an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

The PHA shall maintain existing VAWA strict confidentiality measure in its Emergency Transfer Plan as to not disclose the location of the new unit to the abuser.

The PHA will make the Emergency Transfer Plan available upon request and when feasible, make the plan publicly available.

The PHA will keep a record of all emergency transfers requested under its Emergency Transfer Plan and the outcome of the requests. The PHA shall retain these records for a period of three (3) years or for a period of time as specified by program regulations. The PHA must report the requests and outcomes to HUD annually.

An emergency transfer request must not be construed to supersede any PHA eligibility or other occupancy requirements.

**Attachment: tx087d01**

**San Marcos Housing Authority  
Community Service and Self-Sufficiency  
(Taken from ACOP Policy)**

### 3. Community Service and Self-Sufficiency Requirement (CSSR)

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

- a) The Quality Housing and Work Responsibility Act 1998 mandates that each non-exempt adult family member (18 years old or older) who resides in public housing must contribute either eight (8) hours of community service per month or participate in an economic self-sufficiency program for eight (8) hours per month, or perform a combination of eight (8) hours of community service and participation in an economic self-sufficiency program per month.

The required community service contribution or self-sufficiency participation, or combination of both activities, may be completed at 8 hours each month or aggregated throughout the year, as long as 96 hours is completed by each annual reexamination.

- b) The effective date of participation for all non-exempt family members is the date the family executes the lease containing the CSSR requirement. New admissions, as well as families in occupancy, are affected by this requirement.

- c) The PHA will provide written notice to all applicants and residents of the CSSR requirement and describe the process to determine which family members are exempt from the requirement and the process to change the exemption status of family members.

- d) The PHA will administer the CSSR requirement directly.

- (1) The PHA will provide names and contact information of agencies offering opportunities for residents, including persons with disabilities, to comply with the CSSR requirements.

- (2) The PHA will not choose to coordinate with social service agencies, local schools, and human service offices to develop a referral list of names and agency contacts.

- (3) PHAs that administer a ROSS or Family Self-Sufficiency (FSS) program will partnership with the Program Coordinating Committee.

- e) Community Service Activities: The PHA will provide guidance and a list of acceptable activities or advance approval of a community service activity to avoid the possibility of refusing to recognize the activity as eligible after the non-exempt family member performs it.

- (1) Eligible community service activities include, but are not limited to:

- a. Local public or nonprofit institutions, such as schools, Head Start Programs, before-or after-school programs, child care centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);
    - b. Nonprofit organizations serving PHA residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Police Activities League (PAL),

organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs;

- c. Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels;
- d. Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts;
- e. PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with PHA-run self-sufficiency activities including supporting computer learning centers; and,
- f. Care for the children of other residents so parents may volunteer.
- g. The PHA may coordinate the ROSS and Family Self-Sufficiency Program Individual Training and Services Plan (ITSP) with CSSR.
  - 1. The PHA may include specific self-sufficiency activities into the ITSP;
  - 2. The PHA may consider regular meetings with ROSS and FSS coordinator as CSSR activities.
  - 3. ROSS and FSS coordinators may verify community service hours within the non-exempt family member's monthly logs

The PHA will not accept community services activities performed at for profit-motivated entities, volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based community service.

The PHA will not substitute community service activity performed by a non-exempt family member for work ordinarily performed by a PHA employee. The non-exempt family member may perform community service on PHA property or with or through PHA programs to assist with or enhance work done a PHA employee.

- f) Economic Self-Sufficiency Activity: Is any program designed to encourage, assist, train, or facilitate the economic independence of assisted families or to provide work experience for such families. It includes any work activities as defined in the Social Security Act.

(1) Eligible economic self-sufficiency activities include, but are not limited to:

- a. Job readiness or job training while not employed;
- b. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor), or other training providers;
- c. Higher education (junior college or college);
- d. Apprenticeships (formal or informal);
- e. Substance abuse or mental health counseling;



- f. Reading, financial and/or computer literacy classes;
  - g. English as a second language and/or English proficiency classes;
  - h. Budgeting and credit counseling.
- g) Exempt Residents: The following family members are exempted from the CSSR requirements:
- (1) The elderly, age sixty-two (62) years of age or older;
  - (2) Blind or disabled as defined under law and who certify that because of this disability, he/she is unable to comply with the CSSR requirement;
    - a. Existing documentation will be accepted as evidence of disability; however, disabled family members are not automatically exempt from the requirement.
  - (3) A family member who is the primary caretaker for someone who is blind or disabled.
  - (4) An adult family member engaged in work activities. The PHA will consider twenty (20) hours per week as the minimum number of hours for a work activity.
    - a. The non-exempt family member must be participating in one of the following work activities:
      - 1. Unsubsidized employment;
      - 2. Subsidized private-sector employment;
      - 3. Subsidized public-sector employment;
      - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
      - 5. On-the-job-training;
      - 6. Job-search;
      - 7. Community service programs;
      - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
      - 9. Job-skills training directly related to employment;
      - 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency; and
      - 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate.
  - (5) A family member who meets the requirements of being exempted for having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered Welfare-to-Work program;

(6) A family member receiving assistance, benefits, or services under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other State welfare program (Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP)) in which the PHA is located, including a State-administered Welfare-to-Work program, and who is in compliance with the requirements of such program.

(7) Change in exempt status:

a. When a non-exempt family member becomes exempt, it is his/her responsibility to report the change in exempt status and provide documentation to the PHA.

b. When an exempt family member becomes non-exempt, it is his/her responsibility to report the change in status to the PHA.

The PHA will make the final determination whether to grant an exemption from CSSR. If a resident does not agree with the PHA's determination, the resident has the right to dispute the decision through the grievance process.

h) At lease execution or annual reexamination all adult family members of a public housing resident family must:

(1) Provide documentation, if applicable, that they qualify for an exemption from CSSR; and

(2) Sign the CSSR Certification that they have received and read the CSSR Policy and understand that failure to comply with CSSR requirements will result in non-renewal of their lease, unless they are exempt for the CSSR requirement.

(3) The effective date of participation of all non-exempt family members is the date the family executes the lease containing the CSSR requirement.

i) The PHA will verify annually exemptions to the CSSR requirement and completions of the CSSR requirements for non-exempt family members.

(1) At least thirty (30) days before the annual reexamination and/or lease expiration, the PHA will review the exempt or non-exempt status and compliance of non-exempt adult family members.

(2) At each regularly schedule rent reexamination, each non-exempt family member must present a signed certification, on a form provided by the PHA, of their CSSR activities performed over the previous twelve (12) months.

(3) The PHA will obtain third-party verification of the completion of CSSR activity completed outside of the PHA.

j) The PHA will not evict a family due to non-compliance with CSSR requirements. The PHA will provide a written notification to the family which must include:

(1) A brief description of the finding of non-compliance with CSSR.

(2) A statement that the PHA will not renew the lease at the end of the current 12-month lease term unless the tenant enters into a written Work-Out Agreement with the PHA or the family provides written assurance that is satisfactory to the PHA explaining that the tenant or other non-compliant resident no longer resides in the unit.

The Work-Out Agreement will include:

- a. The means which the non-compliant non-exempt family member will comply with the CSSR requirement;
  - b. The number of delinquent CSSR hours;
  - c. How the delinquent hours will be remedied during the next 12 months; and
  - d. The number of hours, if any, that will be required under the new lease.
- k) The PHA will enforce the Work-Out Agreement. If a family refuses to sign or fails to comply with the terms of the written Work-Out Agreement, the PHA will initiate termination of the tenancy at the end of the current 12-month lease. The termination is due to the family's failure to comply with lease requirements.

The PHA will provide the following when initiating the termination of tenancy:

- (1) A thirty (30) day notice to the tenant of the grounds for terminating the tenancy and for non-renewal of the lease;
- (2) The tenant's right to request a grievance hearing on the PHA's determination;
- (3) The tenant's right to exercise any available judicial remedy to see timely redress for the PHA's nonrenewal of the lease because of noncompliance with the CSSR requirements;
- (4) The tenant's rights to be represented by counsel;
- (5) Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and present any affirmative legal or equitable defense which the tenant may have; and,
- (6) A decision on the merits.
- (7) The right to request reasonable accommodations during the grievance process.

**Attachment: tx087e01**

**San Marcos Housing Authority  
Pet Policy**

## SAN MARCOS HOUSING AUTHORITY

### Pet Ownership Rules

1. Common household pet means a domesticated cat, dog, bird, and fish in aquariums. These definitions do not include any wild animal, bird or fish.
2. Each household shall have only one pet (except fish).
3. The pet owner shall have only a small dog or cat. The animal's weight shall not exceed **20 pounds**. The animal's height shall not exceed twelve inches and be under sixteen inches in length. Such limitations do not apply to a seeing-eye dog used to assist a handicapped or disabled resident.
4. Pet owners shall license their pets yearly with the City of San Marcos. The pet owner must show the Authority proof of annual rabies and distemper booster inoculations.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird shall confine the bird to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
9. No pet owner shall keep a vicious or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove the pet from the premises, the Authority shall do so, in order to safeguard the health and welfare of other residents.

10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays, or refuses to remove the pet from the premises, the Authority shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice a day; remove the animal droppings at least twice per day and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the Authority.
14. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
15. Authority staff shall enter a dwelling unit where a pet has been left unattended for twenty-four (24) hours, remove the pet and transfer it to proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The Authority shall accept no responsibility for the pet under such circumstances.
16. Each pet owner shall pay an un-refundable fee deposit of \$75.00. This deposit will be paid in advance. There is no pet deposit for fish, birds, gerbils and guinea pigs. The pet deposit is not part of the rent payable by the rent owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives.

17. All residents, including the elderly, handicapped, and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the Authority.

18. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from Authority premises.

19. Should any pet housed in the Authority's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one.

20. If a resident, including a pet owner, breaches any of the rules set forth above, after being afforded the right to cure any violations the Authority may:

1. Required resident to begin getting rid of the pet within fourteen (14) days notice by the HA; and/or

2. Evict the resident or pet owner.

I have read and understand the above pet ownership rules and agreed to abide by them.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
HA Staff member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type of Animal and Breed

\_\_\_\_\_  
Name of Pet

\_\_\_\_\_  
Description of Pet (color, size, weight, sex, etc)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box, street address; zip code; area code and telephone number:

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Resident's Signature

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Date



**Attachment: tx087f01**

**San Marcos Housing Authority**

**PHA Organizational Chart**

# SAN MARCOS HOUSING AUTHORITY

Organizational Chart as of 1-16-20

