

CHESTER HOUSING AUTHORITY
FIVE-YEAR AND ANNUAL AGENCY PLAN
FY 2001-2005

Effective July 1, 2000

July 6, 2000

Ms. Malinda Roberts
Director
Office of Public Housing
Pennsylvania State Office
U.S. Department of Housing and Urban Development
100 Penn Square East
Philadelphia, PA 19107-3380

RE: Final Agency Plan for Chester Housing Authority for FY 2001-2005

Dear Ms. Roberts:

Attached please find the Five-Year and Annual Agency Plan for the Chester (PA) Housing Authority (“CHA,” or the “Authority”) for FY 2001-2005. Per your instructions by telephone,

- (1) The hard copy version of the Agency Plan submitted on June 22 (per transmittal attached) satisfied the legal requirement for submission by July 1, 2000, and
- (2) The e-mail transmission of this final version was held pending authorization and request from Dennis G. Bellingtier of your office.

As required by your letter of May 26, 2000 indicating deficiencies in CHA’s April 17 submission, a meeting with the Resident Advisory Board was called for Monday, June 26 (per transmittal attached) to review the deficiencies and discuss the Authority’s proposed cures. The meeting elicited meaningful comments, and this final version of the Agency Plan incorporates those comments and applicable adjustments. None of these adjustments changes the particulars of the Agency Plan nor should undermine in any way HUD’s acceptance of the document as previously submitted; the adjustments are meant only to amplify or refine sections pursuant to expressions of resident leaders.

The adjustments are identified in one of three ways and locations: (i) underlined within the FY 2001 Annual Plan text; (ii) indicated within the Annual Plan Section 1.A – “Housing Needs of Families in the Jurisdiction” – Footnote [f] (Page 5); or (iii) written and inserted as the Addendum to Attachment E – “Resident Comments and Responses”.

We trust this document will be acceptable to you. If you have any questions, please do not hesitate to contact Judith A. Engel, Senior Vice President of the Rosenberg Housing Group, at 212/689-7744, x12 (phone), 212/679-5576 (fax), or EngelRHG@aol.com.

Final Agency Plan for FY 2001 for the Chester Housing Authority, cont'd
July 6, 2000

Thank you very much.

Very truly yours,

Robert C. Rosenberg
Receiver
Chester Housing Authority
By Appointment of the
U.S. District Court for the
Eastern District of Pennsylvania

- and -

Michael O. Lundy
Executive Director
Chester Housing Authority

Attachments
Enclosure

June 22, 2000

RE: Five-Year and Annual Agency Plan for the Chester Housing Authority:
REVISIONS IN RESPONSE TO HUD DEFICIENCY LETTER

Dear Resident Advisory Board Member:

I am pleased to enclose a draft revised Five-Year and Annual Agency Plan for the Chester Housing Authority, prepared in response to the letter from the U.S. Department of Housing and Urban Development of May 26, 2000 indicating deficiencies in our submission of April 17, 2000. We have transmitted this draft to HUD as well today.

We are distributing this document to you in preparation for our meeting on Monday, June 26 at 11:00 A.M. at the Authority. We look forward to discussing the revisions and hearing your comments at that time. We anticipate resubmitting the final version of the Agency Plan to HUD by Wednesday, June 28. The Agency Plan must be fully approved by June 30, 2000 – in time for the start of the 2001 fiscal year.

Attached also please find a copy of HUD's letter listing what that agency considered to be deficiencies in the April 17 submission. As you may realize, each of you received a copy of that submission. To facilitate comparison between the April 17 and the current version, I have indicated in the margins wherever changes in text were made. Most of the changes were either fairly technical in nature, or simply for clarification of earlier statements.

None of the amendments occurred in the opening "Five-Year Plan" portion, which lists the mission and goals of the Authority, nor in the Attachments at the end, with the exception of the insertion of the Public Housing Drug Elimination Plan ("PHDEP"), which had been prepared and submitted separately and previously.

All the revisions to the Agency Plan occurred in the main, center section, namely the "FY 2001 Annual Plan". Some of the amendments that may be of interest to you include:

Page 5 – Section 1.A - Housing Needs of Families in the Jurisdiction by Family Type

Page 21 – Section 3.A(6)f – Deconcentration and Income Mixing:

Developments in which the Authority will make special efforts to retain
or attract higher income families

Page 37 – Demolition/Disposition:

June 22, 2000

Ms. Malinda Roberts
Director
Office of Public Housing
Pennsylvania State Office
U.S. Department of Housing and Urban Development
101 Penn Square East
Philadelphia, PA 19107-3380

RE: Five-Year and Annual Agency Plan for the Chester Housing Authority:
REVISIONS IN RESPONSE TO DEFICIENCY LETTER

Dear Ms. Roberts:

Enclosed please find a draft revised Five-Year and Annual Agency Plan for the Chester Housing Authority, prepared in response to your letter of May 26, 2000 indicating deficiencies in our submission of April 17, 2000. We will be circulating this document to the Resident Advisory Board, and meeting with them Monday, June 26 at 11:00 A.M. to discuss the revisions. We anticipate resubmitting the final version of the Agency Plan to HUD by Wednesday, June 28.

We hope this redraft meets all your concerns. If you have any other questions or comments, please feel free to contact me at 212/689-7744, x12 (phone), 212/679-5576 (fax), or EngelRHG@aol.com.

Thank you very much.

Very truly yours,

Judith A. Engel
Senior Vice President
Rosenberg Housing Group
On Behalf of the
Receiver for the Chester Housing Authority
By Appointment of the U.S. District Court
For the Eastern District of Pennsylvania

Date

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Chester Housing Authority

PHA Number: PA007

PHA Fiscal Year Beginning: (mm/yyyy) 07/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government **City Clerk's Office**
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

One-Stop Shop

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

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

City Clerk's Office

One-Stop Shop

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
To provide decent, safe and affordable housing of choice for low- and moderate-income households, free from discrimination, to integrate the Authority's resi-dents and developments into the larger community, and to serve as a catalyst for revitalizing the city of Chester.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Lamokin Seniors (40 units - *Completed*) + McCaffery (186-200 units), both HOPE VI
 - Acquire or build units or developments HOPE VI above
 - Other (list below)
 - X Issue 100% of vouchers/certificates By 7/31/2000
 - X Achieve 100% utilization for all Section 8 programs By 9/30/2000

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: (PHAS score) 90 By 6/30/2000
(Including improvement of rent collection)
 - ☒ Improve Section 8 management program, becoming High Performer:
(SEMAP score) 90 By 6/30/2001
 - ☒ Increase customer satisfaction:
(Including response to resident issues expressed at Receiver's meetings 9/99.)
Respond to resident satisfaction survey, as well as Resident Advisory
Board comments at Public Hearing of 3/30/00, with implementation and
follow-up plan By 7/31/00.
 - ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections) Ongoing
 - ☒ Reconfigure and modernize 300 PH units at Chester Towers: By 6/2005
While as stated in the Five-Year Capital Plan included as Attachment
C, work on this enterprise is expected to begin in FY2000-2001, the
funding required is such as to necessitate several years for completion
of the work. The Authority may seek resources beyond Comp Grant
funds for the purpose, and might escrow funds in a reserve to complete
the work in a more concentrated manner in the later years.
 - ☒ Demolish obsolete public housing units – 350 that were Lamokin Village and
350 that were McCaffery Village -- within FY 2000, or early FY 2001
 - ☒ Replace Lamokin (now Chatham Estates) with 40 privately owned senior units
and 110 family units, by 4/30/01, and McCaffery (now Wellington Ridge) with
110 rental (including senior) units by 6/2001 and 6/2002, and 26
homeownership units on-site, as well as 50 to 64 units off-site, all under the
HOPE VI program (see details below)
 - ☒ Provide replacement vouchers: Previously completed
 - ☒ Other: (list below) (*See also "Other PHA Goals" at end of section*)
 - X Maintain timely Section 8 HQS inspections by contractual inspectors.
(Already instituted by 4/2000.)
 - X Institute quality control over tenant files, by auditing 5% of files due for
recertification and/or inspection to ensure both proper documentation in
files and completion of recertifications/ inspections on time. Ongoing.
 - X Institute Site-Based Asset Management By 10/2000
 - X Develop and institute Standard Operating Procedures applicable
throughout Authority By 6/30/2000
 - X In Chester Towers, convert some or all of OBRs to 1BRs, for the
elderly.

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling, specifically to 100% of families before issuance of vouchers. Ongoing.
See Attachment G for nature of counseling offered.
 - Conduct outreach efforts to potential voucher landlords Ongoing
 - Increase voucher payment standards
 - Implement voucher homeownership program:
Under consideration for future
 - Implement public housing or other homeownership programs: HOPE VI
 - Implement public housing site-based waiting lists: By 10/2000
 - Convert public housing to vouchers:
 - Other: (list below)
 - X Through HOPE VI at McCaffery Village (Wellington Ridge), help former residents to return and others to gain access to quality mixed-finance rental housing, to purchase new home on-site, or to purchase home off-site in anticipated redevelopment of adjacent neighborhood.
Anticipated units @ Wellington:
- | | | |
|---------------------------|---------|--------------------|
| OnSite Rental | 110 | By 6/2001 & 6/2002 |
| OnSite Homeownership | 26 | |
| OffSite Homeownership | 50-56 | |
| (Possible) OffSite Rental | 8 | |
| Total | 186-200 | |

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: See "Other"
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
[Section 8 to achieve mixing throughout community]
 - Implement public housing security improvements: Ongoing
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
Completed for Chester Towers and Chatham Seniors.
Intended for Wellington – 24 units for elderly.

- Other: (list below)
 - X Through the Wellington Ridge HOPE VI and the Keystone Opportunity (tax-free) Zone, help bring higher income homebuyers and renters to the public housing site, to help achieve income mixing and deconcentration of poverty
 - 110 new rental units by mid-2002;
 - 26 new homeowner units as sold and completed
 - X With a private developer, build a retail center on the Wellington Ridge site to provide needed shopping facilities, jobs and entrepreneurial opportunities, and a stream of lease payments to support the adjacent neighborhood house, described below
 - X With the participation of a major not-for-profit provider and all private funds, develop a neighborhood house to help rejuvenate the community with an array of cultural and other activities for people of all ages.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase number of employed persons in each community 10% each year until at least 30% of families living in CHA-owned units are assistance-free, by 6/30/03 (vs. 16.8% working families 4/2000). *Confirm %s/dates.*
 - Provide or attract supportive services to improve assistance recipients' employability: Ongoing. See also Attachment E Addendum, Item I.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. Ongoing
 - Other: (list below)

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

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

First, it is worth noting that compared with conditions at the start of the Receivership in 1994, the Chester Housing Authority has come a very long way. Under the Receivership, the organization of the Authority has been reconstituted, the Ruth L. Bennett and William Penn properties have been rebuilt, the drug dealers are largely gone from the scene, Lamokin and McCaffery Villages (now Chatham Estates and Wellington Ridge respectively) have received HOPE VI funds and are well on their way to revitalization, employment among residents has increased substantially, further opportunities for self-sufficiency are arising, including for entrepreneurship, development of a multi-purpose neighborhood house at Wellington Ridge is well underway, and in general the spirit among residents and staff in Chester has improved markedly. Nevertheless, much work remains to be done.

Second, to understand the remarks below on tenanting of the various properties, in particular the Bennett and William Penn, it must first be understood that according to the methodology posed in the materials supporting the HUD / NAHRO / Schiff Group template for this Agency Plan, housing authorities were expected to take the following steps:

- A. Find the average household income *Authority-wide* for families (excluding the elderly);
- B. Find the average family income for *each* of the Authority's projects;
- C. Find the average family income for all the projects with averages *above* the Authority-wide average and the average income for the projects *below* the Authority-wide average; compare the "higher" income average and the "lower" income average;
- D. Determine how applicants with lower incomes may be permitted to gain occupancy in the "higher" income properties, and how those with higher incomes may be expected to assume occupancy in properties with lower incomes, in order to foster the *deconcentration of poverty*.

As detailed in the "Admissions Policy for Deconcentration" included as Attachment A, in the case of CHA, the above methodology results in utilizing just the Ruth Bennett and William Penn as the means by which deconcentration of poverty is supposed to occur. In particular, higher income folks would theoretically be referred to the William Penn, and lower income folks to the Bennett, to compensate for the current income profiles of the two communities. The Authority believes a much broader approach to the deconcentration of poverty is necessary.

(Notwithstanding improvements in recent years, Chester remains a fairly poor and largely African-American community. The occupancy of the Housing Authority's projects reflects this fact, as well as including a significant number of persons with disabilities. While CHA wholeheartedly supports Equal Opportunity in Housing for all Americans, and indeed ensures access

to all the groups named, social integration remains a difficult goal to achieve *within* the Authority, because it is difficult to achieve within the city.)

CHA has accordingly undertaken two major efforts to further fair housing: (i) The aforementioned HOPE VI programs, particularly at Wellington Ridge, part of whose mission it is to bring higher income individuals into the community, from a wider range of racial and ethnic groups if and as possible; and (ii) the Section 8 voucher “Housing Choice” program, which allows CHA residents to obtain housing across a much broader area.

In addition, within the Bennett and the William Penn, CHA likewise seeks to create a greater mix of incomes, and therefore foster fair housing, through a number of means, including (i) physical improvements to make this “housing of choice” for working households, (ii) ceiling rents, so as not to discourage working families from moving in or staying, (iii) resident screening committees, to help assure that tenants will be admitted whose residency is beneficial to the communities, (iv) encouragement of residents to make use of the One Stop Shop and William Penn Tenant Association programs which foster employment, training and other activities contributing to the “deconcentration of poverty” among the residency.

Besides efforts at the individual project level, CHA’s Advisory Board, appointed by the Court for transitioning to a full-fledged Board of Commissioners upon termination of the Receivership, represents a broad spectrum of the community, including African-American residents.

Through these and other means, CHA will continue to pursue fair housing in its activities.

Other PHA Goals and Objectives: (list below)

- X Decrease reliance on federal funding, and increase market basis for management of Authority's developments
- X Establish Division of Asset Management, in part to help implement Site-Based Asset Management
- X Institute GAAP Accounting
- X Establish new, five-member fully trained Board of Commissioners to assume all normal powers and duties upon termination of the Court-Appointed Receivership
- X Enhance the resources available and political representation within the Chester community by spearheading drives for return of census information (within FY 2000) and voter registration (FY 2000 and FY 2001).

Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- A Admissions Policy for Deconcentration
- B FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) N/A

Optional Attachments:

- C FY 2000 Capital Fund Program 5 Year Action Plan
[Revised from Draft Attached for Public Review]
- D PHA Management Organizational Chart *[Attached for Public Review]*
- I Public Housing Drug Elimination Program (PHDEP) Plan *[Attached Hereto]*
- E Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
[Written Responses to Written Comments Attached Hereto, with Addendum re 6/26 Meeting on Deficiencies at Top; Blank Form and Text Included in Template (Item #18.A.2), for Public Review]
- Other (List below, providing each attachment name)
 - F Approach to Asset Management
 - G Vacancy Consolidated Counseling Program (for Section 8 Program)
 - H Copies of Certifications *[Submitted to HUD under separate cover]*

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|--|--|----------------------------------|
| Applicable /OnDisplay | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |

| List of Supporting Documents Available for Review | | |
|---|---|--|
| Applicable /OnDisplay | Supporting Document | Applicable Plan Component |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X <i>Now on Display</i> | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X (Certification in Blank Available For public Review) | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy <i>Rents themselves in separate insert</i> | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <i>Flat rents not used</i> <input type="checkbox"/> check here if included in the public housing A & O Policy <i>Ceiling rents, not flat rents, in insert</i> | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable /OnDisplay | Supporting Document | Applicable Plan Component |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| X | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| X | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| X | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| X | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| N/A | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |

| List of Supporting Documents Available for Review | | |
|--|--|----------------------------------|
| Applicable /OnDisplay | Supporting Document | Applicable Plan Component |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| X | Text for Public Notice Appearing 2/13/2000 | |
| X | Approved Community and Social Services Plan for Wellington Ridge under HOPE VI | |
| X | Formalization of Resident Advisory Board | |
| | | |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|--------------------|-------------|--------------|--------------------------|--------|-----------------|
| Family Type | Overall | Afford- ability | Supply e | Quality e | Access- ibility[e | Size[e | Loca- tion[e |
| Total | 2926[a | 4[f | 4[f | 4 | N/A | 2.5[f | 3[f |
| Income <= 30% of AMI | 1876[a | 5 | 4[f | 5 | N/A | 3[f | 3[f |
| Income >30% but <=50% of AMI | 736[a | 4[f | 4[f | 3[f | N/A | 2 | 2 |
| Income >50% but <80% of AMI | 275[a | 3[f | 4[f | 3[f | N/A | 2 | 2 |
| Elderly | 684[b | 5 | 5 | 5 | N/A | 3[f | 4[f |
| Families with Disabilities | N/A | N/A | 4[f | 4[f | 5 | N/A | N/A |
| Race/Ethnicity ^{Hisp} | 214[c | N/A | N/A | 3[f | N/A | 5[f | N/A |
| Race/Ethnicity | [d | N/A | N/A | N/A | N/A | N/A | N/A |
| Race/Ethnicity | [d | N/A | N/A | N/A | N/A | N/A | N/A |

a) Figures in this column derive from CHAS 1990 Databook, as supplied by HUD Philadelphia Office. Total and income-based figures come from Table 5 (Part 5) “Renter Households by Income Group and Housing Problems: 1990”. The three income-based cells – 1876, 736, and 275 – do not add to the “Total” of 2926 for two reasons: (i) the rows of the table herein do not include a component for Income >80% but <=100% of AMI, and (ii) even in the CHAS Table 5 (Part 5), counting the households with incomes of 80% to 95% of AMI, the total is still 24 short of the 2926. The failure of these figures to account for less than 1% of the Total does not seem meaningful, particularly given that the data is 10 years old.

b) From CHAS Databook Table 5 (Part 1).

c) Methodology: 335 Total Hispanic [from CHAS Databook Table 6 (Part 2)]
x 63.9% “with housing problems” [CHAS Databook Table 1 (Part 2)]

d) “Race/Ethnicity” does not include African-Americans because CHA believes HUD only seeking to identify renters with housing problems “disproportionate” to population.

e) City requested in writing and in person three times to supply figures -- from 1 to 5 -- for boxes right of the “Overall” column above; response received from City’s consultant omitted these figures, and therefore CHA has used its best judgment to

supply them in each case. (City nonetheless attested to consistency of Agency Plan with their Consolidated Plan.)

f] Revised upon reconsideration by Resident Advisory Board Monday, June 26.

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Best judgment of CHA personnel and Resident Advisory Board on impact of respective characteristics (numerals 1 – 5).

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

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

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-------------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing <i>A/O 2/09/2000</i> | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 1,060 | | 177* 16.70% of WL |
| Extremely low income <=30% AMI | 929 | 87.64% | |
| Very low income (>30% but <=50% AMI) | 124 | 11.70% | |
| Low income (>50% but <80% AMI) | 7 | 0.66% | |
| Families with children | 801 | 75.57% | |
| Elderly families | 28 | 2.64% | |
| Families with Disabilities | 38 | 3.58% | |
| Race/ethnicity <i>Hispanic</i> | 45 | 4.25% | |
| Race/ethnicity <i>African American</i> | 969 | 91.42% | |
| Race/ethnicity <i>White</i> | 46 | 4.34% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0BR | 2 | 0.19% | 30 1500.0% of WL |
| 1BR | 298 | 28.11% | 58 19.46% of WL |
| 2 BR | 465 | 43.87% | 43 9.25% of WL |
| 3 BR | 231 | 21.79% | 36 15.58% of WL |
| 4 BR | 64 | 6.04% | 8 12.50% of WL |

| Housing Needs of Families on the Waiting List | | | |
|---|--|--|-----------------|
| 5 BR | | | 2 No Waitg List |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? 18 | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes 0BR, 1BR and 6BR UNITS are open | | | |

* **Includes 82 units newly constructed at William Penn. Not “Annual Turnover” per se, but applicants off Waiting List. Apart from the 82 new units, Annual Turnover was 95 units, or 8.96% of Waiting List.**

| Housing Needs of Families on the Waiting List | | | |
|--|---|---------------------|------------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> | Section 8 tenant-based assistance <i>A/O 2/09/00 - In process of updating</i> | | |
| <input type="checkbox"/> | Public Housing | | |
| <input type="checkbox"/> | Combined Section 8 and Public Housing | | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 343 | | 326 95.04% of WL |
| Extremely low income <=30% AMI | 300 | 87.46% | |
| Very low income (>30% but <=50% AMI) | 43 | 12.54% | |
| Low income (>50% but <80% AMI) | 0 | 0.00% | |
| Families with children | 301 | 87.76% | |
| Elderly families | 140 | 40.82% | |
| Families with Disabilities | 10 | 2.91% | |
| Race/ethnicity <small>Hisp</small> | 18 | 5.25% | |
| Race/ethnicity <small>AfAm</small> | 313 | 91.25% | |
| Race/ethnicity <small>Asian</small> | 0 | 0.00% | |

| Housing Needs of Families on the Waiting List | | | |
|--|-----|-------|--|
| Race/ethnicity White | 12 | 3.50% | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | N/A | | |
| 2 BR | N/A | | |
| 3 BR | N/A | | |
| 4 BR | N/A | | |
| 5 BR | N/A | | |
| 5+ BR | N/A | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | | | |

C. Strategy for Addressing Needs

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

CHA intends to maximize affordable units within current resources, increase the number of units available, and provide for specific household types – all as indicated through the “X”s below – as well as to encourage re-integration of the low-income public housing population with the community at large. Highlights of the strategy include issuing virtually all available Section 8 vouchers, in part by increasing out-reach to landlords, providing mobility counseling, and applying for additional vouchers; leveraging Capital Funds with HOPE VI, tax credit and other private investment for two HOPE VI projects; targeting units at the HOPE VI sites for the elderly; and adopting policies which give preference to working families and encourage market development on- and off-site.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units -- by 20%, from 30 to 24 days -- by collecting security deposits and rent in advance, inspecting vacated units and notifying the Maintenance Department immediately, and leasing units within 24 hours of receiving a Certificate of Occupancy
- Reduce maintenance turnaround time for vacancies to maximum of three days by ensuring that supplies needed for renovation are in stock, utilizing open purchase orders, and expediting the use of contractors where needed
- Seek replacement of public housing units lost to the inventory through mixed finance development.
 - Apply for mixed finance housing programs to mitigate net loss of units due to demolition and redevelopment of Lamokin and McCaffery Villages. By August 2001 and August 2003 respectively.
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates to 98% by establishing payment standards that will enable families to rent throughout the jurisdiction by 9/30/00.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates to 98% by marketing the program to owners, particularly those outside of areas of minority and poverty concentration, by:
 - (i) inviting realtors in areas with low poverty concentration to quarterly landlord meetings,
 - (ii) listing properties available for rent in low-poverty areas on CHA's website, and
 - (iii) advertising in local periodicals in low-poverty areas requesting that owners submit units available for rent to CHA, with the goal of having at least 20% of families living in low-poverty areas.Ongoing.
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Provide voucher mobility counseling.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed-finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
 - X Utilize HOPE VI funding for all the above, combined with state, local and private investment sources

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work. Specifically, complement existing ceiling rents with flat rents to support work and attract higher income families. By 8/31/00.
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
[Chester Towers and Chatham Estates 40 units – completed already]
Wellington Ridge - 24 units:
May seek elderly designation for these units planned within HOPE VI tax credit development at Wellington, but may also *not* seek said designation.
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - X Continue marketing and utilizing units for families with disabilities as designated at Ruth L. Bennett and William Penn, and provide for families with disabilities in the HOPE VI developments at Chatham Estates and Wellington Ridge per all legal requirements. 8 of 40 units @ Chatham designated for households with disabilities.
 - X In CHA's Section 8 units, landlords required to make "reasonable accommodation" for households with disabilities, and voucher-holders can move to different unit(s) if and as necessary.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
Develop strategies to attract households from groups with disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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



Other: (list below)

Results of Receivership and consultation with Federal Court

2. Statement of Financial Resources

[24 CFR Part 903.79 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|-----------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | 2,552,727 | |
| b) Public Housing Capital Fund | 4,637,121 | |
| c) HOPE VI Revitalization* | 24,649,554 | |
| d) HOPE VI Demolition** | 0** | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 2,290,450 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 225,439 | |
| g) Resident Opportunity and Self-Sufficiency Grants*** | 0*** | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| 3. Public Housing Dwelling Rental Income | 1,803,504 | Pub. Hous'g Operat'ns |
| 4. Other income (list below) | | |
| Excess Utilities | 22,550 | Pub. Hous'g Operat'ns |
| Interest | 47,029 | Pub. Hous'g Operat'ns |
| 5. Non-federal sources (list below) | | |
| Total resources | 36,228,374 | |

* Including self-sufficiency activities.

** Included in HOPE VI Revitalization. Estimated at \$1,186,000 for McCaffery Village (Wellington Ridge).

*** Resident self-sufficiency pursued under HOPE VI program via One-Stop Shop.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

When families are within a certain number of being offered a unit: (state number)

25-30

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

Authority maintains Preliminary and Active Waiting Lists. Once name comes to top of Preliminary List, transferred to Active List for verifying eligibility and assigning unit. Active List maintained at 25 to 30 appli-cants at any given time.

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

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe) Credit

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

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

e. Yes* No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) Not normally. Only in specific circumstances.

* CHA does not itself request the records, but has a private service access these records and provide them to the Authority.

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists Beginning FY 2001
- Other (describe)

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

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

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

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

5 1 for each of 5 sites, plus 2 separate lists for designated seniors at Chatham and Wellington, for a maximum of 7 lists. If not fully implemented within FY 2001, will complete in FY 2002.

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

If yes, how many lists? 5 5 sites, 7 lists.

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists? As many as apply.

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

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

Management offices operated by property manager of tax credit properties developed with mixed finance under HOPE VI.

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
CHA's "analysis" for the Agency Plan per se did not tell the PHA of the need for deconcentration of poverty; but CHA's developments do constitute concentrations of poverty, and the Authority would very much like to alleviate this.
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists *Intended for FY 2001.*
If selected, list targeted developments below:
All the developments, including the four family sites – William Penn, Ruth Bennett, Lamokin (Chatham) HOPE VI and McCaffery (Wellington) HOPE VI. Particularly key for full transformation at Wellington. To any extent not achieved in FY 2001, to be completed in FY 2002.
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- X Ceiling Rents for all family sites, as discussed below
 - X Preferences for working families, as discussed below
 - X See also Attachment A – "Admissions Policy for Deconcentration"
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
For all family developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
 - X Preferences for Working Families - Authority-wide

At Wellington Ridge HOPE VI site – Homeowner Plan to be approved -

- X Designing neighborhood and homes for prospective buyers
- X Marketing to prospective homebuyers, as undertaken by private development team
- X Homebuyer counseling
- X Mortgage writedowns
- X Keystone Opportunity Zone, providing tax-exemption (for homebuyers and others)
- X See also Attachment A – “Admissions Policy for Deconcentration”

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

- Not applicable
- List (any applicable) developments below:

Authority will attempt to retain or attract higher-income households on *all* its family sites – namely Ruth L. Bennett (existing and occupied), William Penn (existing and occupied), Wellington Ridge (HOPE VI redevelopment), and Chatham Estates (HOPE VI redevelopment) – through at least five means, with emphasis as follows:

R. Bennett

& W. Penn: Ceiling rents, physical improvements, preferences for working families, tenant screening committees, and One-Stop Shop activities bolstering workforce participation and incomes

Wellington

& Chatham: HOPE VI – including homeownership market redevelopment, working family preferences, One-

Stop Shop activities bolstering workforce participation and incomes, and ceiling rents

See also extensive discussions in Five-Year Plan, Pages 6-7 above, with respect to the Ruth Bennett and William Penn, in response to comments by Resident Advisory Board and at the Public Hearing, as well as in Attachment A – Admissions Policy for Deconcentration.

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

(At Wellington, preference will be given to households relocated by the redevelopment, whose incomes may be lower than those of new applicants; but the preference is to permit relocated residents to return, not to achieve a mix of incomes. Conceivably in the future, should incomes at Wellington materialize at substantially higher levels than elsewhere, some attempt might be made to integrate lower income households into that development, but to implement these measures now would be pre-mature.)

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

* CHA does not itself request the records, but has a private service access

these records and provide them to the Authority.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below)

CHA screens Section 8 applicants for criminal activity; those with records less than five years old of a criminal, rather than misdemeanor, nature, are deemed ineligible for the program, and not referred to prospective landlords. Landlords are provided with previous addresses of applicants. Neither credit information nor information beyond addresses from previous landlords is provided.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

The initial time given is 60 days. Thereafter, two 30-day extensions may be granted. The total search time is thus 120 days, unless a reasonable accommodation is granted, such as for households containing persons with disabilities.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- * Households that contribute to meeting income goals (broad range of incomes)
- ** Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Households with Law Enforcement Officers or members.
 - [+ Relocates from Wellington Ridge at that site]

* At HOPE VI sites

** At existing sites.

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

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

3 Working families and those unable to work because of age or disability

4 Veterans and veterans’ families

2 Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

1 Other preference(s) (list below)

Households with Law Enforcement Officers or members

[+ Relocatees from Wellington Ridge at that site]

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Excerpt from *Admissions and Continued Occupancy Policy (ACOP)*, Chapter 6, Part A – "Minimum Rent":

The minimum rent for CHA is \$25.00. Exceptions to the application of ... [this] amount will apply to any family unable to pay because of financial hardship which include:

- (1) The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence;
- (2) The family would be evicted as a result of the imposition of the minimum rent requirement;
- (3) The income of the family has decreased because of changed circumstance, including loss of employment;
- (4) A death in the family has occurred; and[/or]
- (5) A major health problem has occurred in the family.

[In the event of such hardship,] CHA will provide counseling services through Resident Supportive Services staff, and attempt to identify supportive services, as well as financial resources to assist the family. [The policy] bars eviction for ninety (90) days if a family request[s] a hardship exemption and CHA determines that the hardship is temporary.

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
 - For increases in earned income
 - Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 - Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 - For household heads
 - For other family members
 - For transportation expenses
 - For the non-reimbursed medical expenses of non-disabled or non-elderly families
 - Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- Yes for all developments
 - Yes but only for some developments
 - No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- For all developments
 - For all general occupancy developments (not elderly or disabled or elderly only)
 - For specified general occupancy developments
 - For certain parts of developments; e.g., the high-rise portion
 - For certain size units; e.g., larger bedroom sizes
 - Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
X At the family's request

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

(2) Flat Rents

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

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

Not Applicable. Authority has not adopted Flat Rents, but rather Ceiling Rents.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families

- Rent burdens of assisted families
 Other (list below)

(2) Minimum Rent

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

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

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

As in Public Housing, minimum rent hardship policies for Section 8 program appear in the *Admissions and Continued Occupancy Policy (ACOP)*, Chapter 6, Part A – “Minimum Rent,” and are the same as excerpted in Section 4.A(1)b.3 above (FY 2001 Annual Plan - Page 27).

5. Operations and Management

[24 CFR Part 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. Attachment D, even if e-mail transmission not legible.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| Public Housing | 776 units | 9% |
| Section 8 Vouchers | 491 | 10% |
| Section 8 Certificates | 729 | 10% |
| Section 8 Mod Rehab | 1 | None |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A | |
| Public Housing Drug Elimination Program (PHDEP) | 724 units | 9% |
| Other Federal Programs (list individually) | | |
| Economic Development and Supportive Services (EDSS) | 724 units | 9% |
| HOPE VI (Chatham) | 171 families* | Minimal |
| HOPE VI (Wellington) | 185 families* | Minimal |
| Family Self-Sufficiency (FSS) | 265 families | Minimal |

* Tracked from original residents, now relocated to permit demolition.

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy Policy, Residential Dwelling Lease, House-Keeping Video;
Human Resources Manual, Maintenance Policy, Pest Control Policy, Procurement Policy, Law Enforcement Policy and Procedures, Modernization and Development Policy and Procedures, Reasonable Accommodations Policy, Risk Management

(2) Section 8 Management: (list below)

Administrative Plan, Briefing Packet, Section 8 Video, Housekeeping Video.
See also Attachment G – “Vacancy Consolidated Counseling Program”.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- * CHA has initiated informal review procedures *in line with* federal requirements found at 24 CFR 982, though no procedures *in addition* to those at 24 CFR 982; families seeking to initiate CHA's informal review and hearing procedures are directed to contact the Authority's main administrative office. CHA's informal review procedures are contained in the *Section 8 – Administrative Plan* (Chapter 19), within the Supporting Materials to this Agency Plan, made available for public review. ***CHA is administering grievance procedures which meet the basic standards required by the federal regulations.***

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

HUD-52837 provided at Attachments (for Public Review).

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

HUD-52834 provided at Attachments for Public Review

-or-

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

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development names: Lamokin Village (now Chatham Estates)
McCaffery Village (now Wellington Ridge)
 2. Development (project) numbers: PA007-001 & PA007-003
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway *for both sites*
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
Finishing Chatham Seniors tax credit project (40 DUs).
Undertaking Wellington tax credit projects (56 and 54 DUs), and homeownership projects (26 DUs on-site, 50-56 off-site)
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

Remainder of Chatham HOPE VI (replacement housing), virtually all of Wellington Ridge HOPE VI, and series of modernization and other capital improvements thruout Authority projects, as specified in Capital Fund 5-Year Action Plan (HUD-52834).

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description | |
|--|---------------------------------------|
| 1a. Development name: | Scattered Site/Demolition/Disposition |
| 1b. Development (project) number: | PA007008 |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> | 6 units |
| Disposition <input checked="" type="checkbox"/> | 20 units |
| 3. Application status (select one) | |
| Approved <input type="checkbox"/> | |
| Submitted, pending approval <input checked="" type="checkbox"/> | |
| Planned application <input type="checkbox"/> | |
| 4. Date application approved, submitted, or planned for submission: (28/05/99) | |
| 5. Number of units affected: 26 | |
| 6. Coverage of action (select one) | |
| <input type="checkbox"/> Part of the development | |
| <input checked="" type="checkbox"/> Total development | |
| 7. Timeline for activity: | |
| a. Actual or projected start date of activity: | June, 2000 |
| b. Projected end date of activity: | December, 2001 |

| Demolition/Disposition Activity Description | |
|---|---|
| 1a. Development name: | Lamokin Village (now Chatham Estates) |
| 1b. Development (project) number: | PA007001 |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> | |
| Disposition <input type="checkbox"/> | Long-Term Lease, already in effect beginning FY 2000 |
| 3. Application status (select one) | |
| Approved <input checked="" type="checkbox"/> | |
| Submitted, pending approval <input type="checkbox"/> | |
| Planned application <input type="checkbox"/> | |
| 4. Date application approved, submitted, or planned for submission: | 24/02/97 |
| 5. Number of units affected: | 80. (270 of 350 original units demolished during FY 2000) |
| 6. Coverage of action (select one) | |
| <input checked="" type="checkbox"/> Part of the development | 80 units to be demolished during FY 2001. |
| <input type="checkbox"/> Total development | Total development being demolished over FY 2000 – 2001. |
| 7. Timeline for activity: | |
| a. Actual or projected start date of activity: | July 6, 1999 |
| b. Projected end date of activity: | After July 1 and before Fall, 2000 |

| Demolition/Disposition Activity Description | |
|--|---|
| 1a. Development name: | McCaffery Village (now Wellington Ridge) |
| 1b. Development (project) number: | PA007003 |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> | |
| Disposition <input checked="" type="checkbox"/> | Long-Term Ground Lease for rental property, expected to begin during FY 2001; Sale of subdivided parcels for home ownership anticipated beginning FY 2002, though could begin as early as FY 2001 |
| 3. Application status (select one) | |
| Approved <input checked="" type="checkbox"/> Demolition | |
| Submitted, pending approval <input type="checkbox"/> | |
| Planned application <input checked="" type="checkbox"/> Disposition (for H/Oship, and as may be required for Ground Lease) | |
| 4. Date application approved, submitted, or planned for submission: | 3/09/98 originally. + Approx 12/31/00 for Ground Lease application. |
| 5. Number of units affected: | 184, of original 350 (see below): |
| 6. Coverage of action (select one) | 152 units demolished FY 2000 |
| <input checked="" type="checkbox"/> Part of the development | 184 units to be demolished FY 2001 |
| <input type="checkbox"/> Total development | 14 occup'd, expected to be demolished .. FY 2002 |
| 7. Timeline for activity: | |
| a. Actual or projected start date of activity: | March 27, 2000 <u>Demolition</u> December, 2000 <u>Ground Lease</u> |
| b. Projected end date of activity: | September 30, 2000 <u>Demolition</u> |

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| Designation of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | Chester Towers and Lamokin Village (Chatham) |
| 1b. Development (project) number: | PA007006 and PA007001 |
| 2. Designation type: <i>(Might apply for 24 units @ Wellington, but more likely will not do this.)</i> | |
| Occupancy by only the elderly <input checked="" type="checkbox"/> | |
| Occupancy by families with disabilities <input type="checkbox"/> | |
| Occupancy by only elderly families and families with disabilities <input type="checkbox"/> | |
| 3. Application status (select one) | |
| Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> | |
| Submitted, pending approval <input type="checkbox"/> | |
| Planned application <input type="checkbox"/> | |
| 4. Date this designation approved, submitted, or planned for submission: <u>(30/11/98)</u> | |
| 5. If approved, will this designation constitute a (select one) | |
| <input checked="" type="checkbox"/> New Designation Plan | |
| <input type="checkbox"/> Revision of a previously-approved Designation Plan? | |

6. Number of units affected: 195 155 @ Chester Towers & 40 Units @ Chatham
7. Coverage of action (select one)
- Part of the developments
- Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

| Conversion of Public Housing Activity Description | |
|---|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | |
| <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) | |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | |
| <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway | |

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

N/A

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

N/A

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

* *Years ago, early in the Receivership, the Authority did pursue a 5(h) homeownership program under HOPE I. But that application process never materialized, and CHA's Scattered Site and HOPE VI homeownership programs, now seriously underway, supercede the previous activities.*

2. Activity Description

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

Not Applicable.

PLEASE NOTE: *CHA'S plans for Homeownership – under Scattered Site Program and HOPE VI Program – were described in Supporting Documents, Item #22. These items can be transmitted to HUD on request.*

| Public Housing Homeownership Activity Description (Complete one for each development affected) | |
|---|---|
| 1a. Development name: | McCaffery Village (Wellington Ridge) HOPE VI |
| 1b. Development (project) number: | PA007003 |
| 2. Federal Program authority: None of these programs applicable | |
| <input type="checkbox"/> HOPE I | |
| <input type="checkbox"/> 5(h) | <i>See comment on previous page, Item 11.A.1</i> |
| <input type="checkbox"/> Turnkey III | |
| <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) | |
| 3. Application status: (select one) | |
| <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program | |
| <input type="checkbox"/> Submitted, pending approval | |
| <input checked="" type="checkbox"/> Planned application | |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: | |
| <u>(14/04/2000)</u> | H/O Plan to be submitted as part of HOPE VI revitalization. |
| 5. Number of units affected: | 26 On-Site and 50-56 Off-Site, for 76-82 Total |
| 6. Coverage of action: (select one) | |
| <input checked="" type="checkbox"/> Part of the development | |
| <input type="checkbox"/> Total development | |

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/04/99
Executed with date of “4/ /99”. No exact day indicated or

known.

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

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

Memorandum of Agreement included with Supporting Documents available for Public Review.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

May consider some of below for FY 2002, particularly for HOPE VI sites.

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

b. Economic and Social self-sufficiency programs

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

McCaffery Village HOPE VI Community and Social Services Report appear in Supporting Documents

c. *Other:*

- X Family Unification Program. Under leadership of Court-appointed Receiver, Authority creating program to provide institutional under-pinnings for fully engaging men in lives and activities of resident families. Development of program planned for FY 2001.

| 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) |
| Property Maintenance Training Program of training leading to certification in property maintenance industry | 20 | CHA residents submit applications | Classes held at the One-Stop Shop | Both Public Housing and Section 8 |
| Wellness, etc. – a health program to promote wellness and fitness among CHA residents | 10 | Open enrollment | Crozer-Chester Medical Center | Both |
| Homeownership Counseling – Program to provide mortgage counseling to CHA residents interested in homeownership | 10 | Open enrollment | Chester Community Improvement Project | Both |
| Computer classes – Introduction to computer systems, word processing, etc. | 12 | Open enrollment | One-Stop Shop/ Computer Learning Center | Both |
| Economic Development Program (EDP) – program to promote entrepreneurial activity and business development among residents | 30 | Open enrollment | CHA offices at Crozer-Chester Medical Center | Both |
| Revolving Loan Fund (RLF) – Provides loans of up to \$5,000 to CHA residents who wish to create or expand their businesses | 5 | CHA residents submit application and business plan; make a presentation to the RLF Committee | CHA offices at Crozer-Chester Medical Center | Both |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | 75 | 39 31/12/99 |
| Section 8 | 250 | 190 31/12/99 |

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the

PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

Reserved for Text from HUD/NAHRO.

Notwithstanding anticipated text, but pursuant to the legal requirement for community service and to the mandate for comment from the Resident Advisory Board (RAB) and others, the Receiver seeks [or by July, 2000 – *sought*] recommendations from the RAB, the Court-Appointed Advisory Board to the Receiver, and other interested parties on the nature and mechanisms of community service, such as to be useful to the Authority and individual developments, beneficial to the community at large, and most constructive to the residents performing the service.

The Authority [has] conducted a drive to encourage return of census forms by residents and others, and [has] considered this a reasonable activity for meeting the “community service” requirement. Going forward, the Receiver seeks to institute a voter registration drive in Chester, and make this an activity qualifying as community service for CHA residents.

Recommendations for community service activities should be [or should have been] submitted in writing, as soon as possible and by March 30, 2000, to: Chester Housing Authority, 1010 Madison Street, P.O. Box 380, Chester, PA 19016, **Attn: Michelle Y. Billy** - 610/876-5561 Phone, 610/876-0304 Fax.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- * High incidence of violent and/or drug-related crime in the }
areas surrounding or adjacent to the PHA's developments }
- * Residents fearful for their safety and/or the safety of their children }

* Now that CHA has obtained full police powers, Authority expects to address issues of crime in immediate vicinity of project sites, as well as on sites themselves.

- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

William Penn
McCaffery Village (Wellington Ridge)
Ruth Bennett
Chester Towers

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
 - X Canine Unit
 - X Inhouse security force, operating as not-for-profit subsidiary of the Authority, granted *arrest powers February, 2000*
 - X New Urbanist design and homeownership within HOPE VI sites

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

William Penn
Ruth Bennett
Chester Towers

C. Coordination between PHA and the police

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

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

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

William Penn
Ruth Bennett
Chester Towers

D. Additional information as required by PHDEP/PHDEP Plan

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

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

Submitted separately and previously. Added as Attachment I with Final Version of FY 2001 Agency Plan (transmitted by e-mail approximately July 6, 2000, though draft submitted June 22 approved and effective July 1, 2000).

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD? Appr31/03/00
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

Not applicable

Private management

Development-based accounting

Comprehensive stock assessment

Other: (list below)

X Determination and Implementation of Site-Based Asset Management Procedures

X Establishment of Site-Based Asset Management Department

X Implementation of Site-Based Maintenance

X Training of Staff in Site-Based Asset Management, ...

... All by October 31, 2000.

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

NOTE: CHA has included "Approach to Asset Management" as Attachment F hereto.

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

- a. Residents had already expressed concerns at Court-appointed Receiver's meetings at each of the PHA's projects in Sept/Oct, 1999.
- b. PHA discussed Agency Plan with resident council presidents, with whom PHA has long met bi-weekly, in preparation for constituting Resident Advisory Board ("RAB") and advising on Agency Plan.
- c. PHA and existing resident council presidents established RAB to assist and make recommendations in relation to Agency Plan; RAB includes representation of Section 8 and elderly residents, as well as public housing family residents
- d. RAB agreed to meet at sites with residents, re-convene with PHA on bi-weekly basis, including during 45-day review period, and participate in refining draft of Agency Plan.

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

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

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

List changes below:

Have amended text of Plan concerning equal opportunity/affirmative marketing/income mixing, and funding in the Capital Plan, in conformance with comments received from Resident Advisory Board ("RAB") and at Public Hearing. (Receiver had also specifically solicited recommendations for appropriate community service activities, though no substantial comments were received from resident representatives in this regard.)

Other: (list below)

RAB advanced more specific comments at end of 45-day review period, and the Authority has attempted in the time available to take them into account in the final Agency Plan. Comments and responses are detailed in Attachment E. The 5-Year Plan and Attachment A have also been slightly modified to take account of resident comments.

RAB invited to comment on Plan revised pursuant to HUD's letter concerning deficiencies in April 17 submission. RAB comments received June 26, 2000, incorporated ~~to extent feasible by~~ in Final Plan – e-mailed approximately July 6, effective July 1 – and may be further incorporated during FY 2001 and beyond.

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
Not Applicable.
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) Not applicable.

3. Description of Resident Election Process

Not Applicable. Chester Housing Authority operates under Federal Court-Ordered Receivership, with no Board of Directors as such. CHA does have a Court-appointed Advisory Board, composed of approximately 15 outside local representatives and several residents. Current Advisory Board has no powers, but is being trained and cullled to assume role of normal Board upon termination of Receivership – not to occur before completion of HOPE VI projects in two to three years. Ultimately, residents may be expected to participate in election of resident representatives on CHA Board.

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
City of Chester.

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

Draft Five-Year and Annual Agency Plan provided to City immediately following Plan's issuance on February 15, 2000. City asked for comment and reminded of CHA's need for Statement of Consistency with City's Consolidated Plan. Not received as of April 10, 2000. Draft Consolidated Plan provided by City to CHA in March, 2000. Authority reiterating *ed* request for Statement of Consistency with transmittal of this revised Agency Plan. If Statement received following due date for transmittal of Plan to HUD – April 17 – Statement ~~will be~~ supplied to HUD subsequently.

4. **[STET – There was no #3.]** The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The City of Chester had a consultant prepare its draft Consolidated Plan. As attested to by the letter from the Mayor enclosed on the page following, the Agency Plan is consistent with the Consolidated Plan, and *vice versa*. (The hard copy of the enclosed letter, on letterhead with the Mayor's signature, is also transmitted under separate cover with other required Certifications.)

D. Other Information Required by HUD

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

April 14, 2000

Office of Public and Indian Housing
U.S. Department of Housing and Urban Development
Pennsylvania State Office
The Wannamaker Building
100 Penn Square East
Philadelphia, PA 19107-3380

RE: Five-Year and Annual Agency Plan of Chester Housing Authority

Ladies and Gentlemen:

Please be advised that the City of Chester has reviewed the Five-Year and Annual Agency Plan for FY 2001-2005 (the Agency Plan) of the Chester Housing Authority (CHA), as prepared under the supervision of CHA's Federal Court-Appointed Receiver. Based on this review, the City of Chester hereby certifies that the CHA Agency Plan is consistent with the City's Consolidated Plan.

In response to previously identified areas of City concern, we are pleased to note that:

- The Agency Plan calls for counseling to be provided for all Section 8 voucher recipients prior to occupancy of units throughout the City;
- The Agency Plan calls for maintaining HQS inspections of Section 8 units by private contractors;
- The City and CHA have begun positive discussions regarding the need to deconcentrate poverty in the City focusing on the fact that the Section 8 vouchers, of which CHA makes wide use, may be utilized anywhere, including outside the City of Chester;
- The City and CHA are working together on the planning and financing of the Upper West End Initiative, a program of redevelopment and revitalization of the Buckman Village, Wellington Ridge (formerly McCaffery Village) and Highland Gardens neighborhoods.

While it is noted that certain elements of the Agency Plan require some additional information, none of the remaining refinements would negate the Agency Plan's consistency with the City's Consolidated Plan. Therefore the City of Chester is pleased to submit this certification.

Sincerely,

Dominic F. Pileggi
Mayor

Attachments

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

Attachment A ADMISSIONS POLICY FOR DECONCENTRATION

I. BACKGROUND

a. LOCALE AND INTENTION

First, it is worth noting that compared with conditions at the start of the Receivership in 1994, the Chester Housing Authority has come a very long way. Under the Receivership, the organization of the Authority has been reconstituted, the Ruth L. Bennett and William Penn properties have been rebuilt, the drug dealers are largely gone from the scene, Lamokin and McCaffery Villages (now Chatham Estates and Wellington Ridge respectively) have received HOPE VI funds and are well on their way to revitalization, employment among residents has increased substantially, further opportunities for self-sufficiency are arising, including for entrepreneurship, development of a multi-purpose neighborhood house at Wellington Ridge is well underway, and in general the spirit among residents and staff in Chester has improved markedly.

Nevertheless, much work remains to be done. The city of Chester, PA remains a fairly poor and largely African-American community. Residents of the Chester Housing Authority ("CHA", or the "Authority")'s developments still lie at the lower end of the economic spectrum and are almost entirely African-American. CHA recognizes the concentration of poverty in its portfolio and seeks to alleviate it.

b. CHA PORTFOLIO AND DECONCENTRATION

CHA has five properties, plus a Section 8 program. The Chester Towers consists of two high-rises -- one designated for the elderly and the other for which the Authority will seek that designation; therefore for the Towers, deconcentration and income-mixing do not seem particularly germane. Two of CHA's developments -- Lamokin Village (now Chatham Estates) and McCaffery Village (now Wellington Ridge) are undergoing complete demolition and redevelopment through HOPE VI; therefore except for families and elderly who choose to return, the occupancy and income levels of these projects are still largely to be determined. Finally, Ruth Bennett and William Penn are occupied family projects in which normal turnover is occurring and current incomes are known.

C. INCOME-MIXING WITHIN EXISTING FAMILY PROPERTIES

The methodology which HUD expected to be utilized in determining the nature of the concentration of poverty and the mechanism for its *de*concentration is introduced in the 5-Year Plan above, Pages 6-7. CHA recognizes that that methodology caused some consternation to residents and others, and urges all readers *of this final version of the Agency Plan* to review the above section if interested in this matter.

In any case, CHA recognizes HUD's desire to assure that lower income applicants have the opportunity to reside in higher income developments, and higher income applicants may be expected to accept residences in lower income projects. Indeed, the average income of Ruth Bennett does exceed that of William Penn, and therefore CHA's admissions policy could emphasize assuring that non-working families be offered units in Ruth Bennett, whereas working families be offered units in William Penn. As a practical matter, however, the household incomes in both existing projects remains very low -- \$9,913 and \$8,402 for Ruth Bennett and William Penn respectively. The sad fact is that CHA *has no* higher income properties today.

While the higher income applicants will not be steered to units in Ruth Bennett over William Penn, and the lowest income applicants will not be steered to units in William Penn over Ruth Bennett, the simple assignment of units within these two properties from the waiting list will not accomplish any significant measure of deconcentration of poverty or income-mixing. The more sensible approach is to the deconcentration of poverty in (or from) both developments and across the portfolio.

CHA has accordingly undertaken two major efforts to further fair housing: (i) The aforementioned HOPE VI programs, particularly at Wellington Ridge, part of whose mission it is to bring higher income individuals into the community, from a wider range of racial and ethnic groups if and as possible; and (ii) the Section 8 voucher "Housing Choice" program, which allows CHA residents to obtain housing across a much broader area.

In addition, within the Bennett and the William Penn, CHA likewise seeks to create a greater mix of incomes, and therefore foster fair housing, through a number of means, including (i) physical improvements to make this "housing of choice" for working households, (ii) ceiling rents, so as not to discourage working families from moving in or staying, (iii) resident screening committees, to help assure that tenants will be admitted whose residency is beneficial to the communities, (iv) encouragement of residents to make use of the One Stop Shop and William Penn Tenant Association programs which foster employment, training and other activities contributing to the "deconcentration of poverty" among the residency.

II. ADMISSIONS POLICY FOR DECONCENTRATION

CHA seeks to achieve deconcentration of poverty and income-mixing throughout its portfolio via six means:

1. Preference for working families on the waiting list, or *lists* under site-based management. (Preference in force for families with Law Enforcement officers is consistent with preference for working families.)
2. Ceiling Rents, to assure that working families, whether considering applying for residency or considering leaving, need not pay increases in rent with increases in income above a reasonable level.
3. Physical improvements to attract working families to live in existing CHA properties.
4. HOPE VI redevelopment at Chatham and, in particular, Wellington Ridge offering high quality, privately developed, mixed-income rental and ownership units, as well as homeowner residences in the adjacent neighborhood, to entice higher income families to move into developments owned or sponsored by the Authority.
5. The Section 8 voucher program, in concert with counseling, permitting residents to live successfully throughout the community. And perhaps most importantly,
6. Substantial efforts via the One-Stop Shop and other means to bolster participation in the labor force by residents of CHA developments, thereby “deconcentrating” poverty from within.

These means are having an impact. A significant number of CHA’s residents are being placed in jobs. The percentage of working households in CHA developments and on CHA waiting lists is increasing. The retail center planned for Wellington, in concert with the Keystone Opportunity Zone for tax exemption, are also expected to bolster employment opportunities for CHA residents. The Authority considers the above to be effective means for achieving deconcentration of poverty and income-mixing for CHA’s residents and portfolio.

CHA will maintain up-to-date records of tenant incomes by development. CHA will also continue to verify incomes when applicants make it to the top of the preliminary waiting list(s) and onto the active waiting list(s). These measures will permit the Authority to track deconcentration and income-mixing across and within developments, and make any adjustments as and if warranted. And notwithstanding the above efforts, units will not be kept vacant pending occupancy by working families.

**PHA Plan
Table Library**

**Attachment B
Component 7
Capital Fund Program Annual Statement
Parts I, II, and III**

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

Capital Fund Grant Number PA-26-P007-709 FFY of Grant Approval: (07/2001)

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|------------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$ 463,712.10 |
| 3 | 1408 Management Improvements | 851,884.00 |
| 4 | 1410 Administration | 463,712.10 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | 1,202,000.00 |
| 8 | 1440 Site Acquisition | 45,000.00 |
| 9 | 1450 Site Improvement | 99,350.00 |
| 10 | 1460 Dwelling Structures | 239,750.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12 | 1470 Non-Dwelling Structures | 75,743.12 |
| 13 | 1475 Non-Dwelling Equipment | 60,000.00 |
| 14 | 1485 Demolition | 90,000.00 |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1498 Mod Used for Development | 675,000.00 |
| 19 | 1502 Contingency | 370,969.68 |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | \$ 4,637,121.00 |
| 21 | Amount of line 20 Related to LBP Activities | 0 |
| 22 | Amount of line 20 Related to Section 504 Compliance | 0 |
| 23 | Amount of line 20 Related to Security | 731,884.00 |

| | | |
|----|---|-----------|
| 24 | Amount of line 20 Related to Energy Conservation Measures | 48,000.00 |
|----|---|-----------|

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| HA-Wide | General Operations | 1406 | \$ 463,712.10 |
| HA-Wide | Security | 1408 | 731,884.00 |
| HA-Wide | Staff Training | 1408 | 10,000.00 |
| HA-Wide | Grant Writer | 1408 | 45,000.00 |
| HA-Wide | Resident Services Staff | 1408 | 25,000.00 |
| HA-Wide | Community Business Manager | 1408 | 40,000.00 |
| | Sub Total Management Improvements | | 851,884.00 |
| HA-Wide | Modernization Staff (Salary & Fringe) | 1410 | 424,472.95 |
| HA-Wide | Modernization Legal Expense | 1410 | 25,000.00 |
| HA-Wide | Bid Advertisements | 1410 | 14,239.15 |
| | Sub Total Administration | 1410 | 463,712.10 |
| HA-Wide | Receiver's Fees | 1430 | 780,000.00 |
| HA-Wide | Indefinite Quantity A & E Services | 1430 | 150,000.00 |
| HA-Wide | BFZ – Construction Management | 1430 | 260,000.00 |
| HA-Wide | Bid Document Preparation | 1430 | 12,000.00 |
| | Sub Total – Fees & Costs | 1430 | 1,202,000.00 |
| PA7-10 William Penn | Property Purchase – Non Dwelling Use | 1440 | 45,000.00 |
| | Sub Total – Site Acquisition | 1440 | 45,000.00 |
| PA-7 HA-Wide | Site Signage | 1450 | 15,000.00 |
| PA-7 HA-Wide | Landscaping/Fine Grading/Seeding | 1450 | 50,000.00 |
| PA-7-10 William Penn | Site Bituminous Paving | 1450 | 13,000.00 |
| PA-7-10 William Penn | Site Fencing | 1450 | 12,250.00 |
| PA-7-11 Ruth Bennett | Site Fencing | 1450 | 9,100.00 |
| | Sub Total - Site Improvements | 1450 | 99,350.00 |
| PA-7-6 Chester Towers I & II | Emergency Lighting in Stair Towers | 1460 | 39,000.00 |
| PA-7-6 Chester Towers I & II | New Hot Water Heater | 1460 | 9,000.00 |
| PA-7-6 Chester Towers I & II | CCTV Security System/Call System Elevator & Lobby Areas | 1460 | 32,200.00 |
| PA-7-6 Chester Towers I & II | Class A Fire Alarm System | 1460 | 124,800.00 |
| PA-7-11 Ruth Bennett | Cap Canopy Fascia & Eaves | 1460 | 34,750.00 |

| | Sub Total Dwelling Structures | 1460 | 239,750.00 |
|--|--|----------------------------|------------------------|
| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
| PA-7-10 William Penn | Community Center Basement Drainage & Sump Pump | 1470 | 60,743.12 |
| PA-7-10 William Penn | Renovate Maintenance Shop | 1470 | 15,000.00 |
| | Sub Total – Non-Dwelling Structures | 1470 | 75,743.12 |
| PA-7 HA Wide | Non Dwelling Equipment-Automotive Equipment | 1475 | 60,000.00 |
| | Sub Total – Non-Dwelling Equipment | 1475 | 60,000.00 |
| PA-7 William Penn | Demolition of Acquired Properties | 1485 | 90,000.00 |
| | Sub Total – Demolition | 1485 | 90,000.00 |
| PA7-1: Chatham Estates | Community Center Construction | 1498 | 300,000.00 |
| PA7-3: Wellington Ridge (formerly McCaffery Village) | Off-Site Acquisition | 1498 | 250,000.00 |
| PA7-10: Wm Penn Homes | C & C Settlement | 1498 | 125,000.00 |
| | Sub Total - Mod Used for Development | 1498 | 675,000.00 |
| PA-7 HA-Wide | Contingencies | | 370,969.68 |
| | Sub Total – Contingencies | | 370,968.68 |
| | TOTAL | | \$ 4,637,121.00 |

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

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|--|---|
| PA-007-PHA Wide 1406 – Operations | 12/31/00 | 09/30/03 |
| PA-007-PHA Wide 1408 – Management Improvements | 03/31/02 | 09/30/03 |
| PA-007-PHA Wide 1410 – Administration | 12/31/01 | 03/31/02 |
| PA-007-PHA Wide 1430 – Fees and Costs | 12/31/01 | 03/31/02 |
| PA-007-010 Wm. Penn 1440 – Site Acquisition | 03/31/02 | 09/30/03 |
| PA-007-PHA Wide 1450 – Signage | 12/31/01 | 06/30/02 |
| PA-007-PHA Wide 1450 – Landscaping | 03/31/02 | 09/30/03 |
| PA-007-010 Wm. Penn. 1450 - Site Paving | 03/31/02 | 09/30/02 |
| PA-007-010 Wm. Penn 1450 – Site Fencing | 03/31/02 | 09/30/02 |
| PA-007-011 Ruth Bennett 1450 – Site Fencing | 09/30/01 | 03/31/02 |
| PA-007-006 Chester Towers 1460 – Emerg. Lights – Stairs Towers | 09/30/01 | 03/31/02 |
| PA-007-006 Chester Towers 1460 – New Hot Water Heater | 09/30/01 | 03/31/02 |
| PA-007-006 Chester Towers 1460 – CCTV Security Systems | 09/30/01 | 03/31/02 |
| PA-007-006 Chester Towers 1460 – Class A Fire Alarm System | 03/31/02 | 12/31/02 |
| PA-007-011 Ruth Bennett 1460 – Upgrade Exterior Canopies | 09/30/01 | 03/31/02 |

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|--|---|
| PA-007-010 Wm. Penn 1470 – Maint. Shop Renovations | 03/31/02 | 09/30/02 |
| PA-007- 010 Wm. Penn 1470 – Comm. Ctr. Bsmt. Drainage & Sump Pump | 09/30/01 | 03/31/02 |
| PA-007-PHA Wide 1475 Non Dwelling Equipment | 09/30/01 | 09/30/01 |
| PA-007-010 Wm. Penn 1485 – Demolition | 03/31/02 | 09/30/02 |
| PA-007-001 Chatham Estates 1498 – Mod. Used for Development | 03/31/02 | 09/30/03 |
| PA-007-003 Wellington Ridge 1498 – Mod. Used for Development | 03/31/02 | 09/03/03 |
| PA-007-010 Wm. Penn 1498 – Mod. Used for Development | 12/31/00 | 12/31/00 |
| PA-007-PHA Wide 1502 – Contingency | 03/31/02 | 09/30/03 |

Attachment C

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

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

| Optional 5-Year Action Plan Table | | | | |
|--|---|---------------------|---------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | %Vacancies in Development | |
| PA-007 | PHA WIDE | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| <u>Management Improvements:</u> | | | | |
| Security | \$ 731,884.00 x 5 yrs. | \$ 3,659,420.00 | 2000 | |
| Grant Writer | 45,000.00 x 5 yrs. | 225,000.00 | 2000 | |
| Staff Training | 10,000.00 x 5 yrs. | 50,000.00 | 2000 | |
| Software | 30,000.00 x 5 yrs. | 150,000.00 | 2000 | |
| One Stop Shop | 20,000.00 x 5 yrs. | 100,000.00 | 2000 | |
| Resident Business-Revolving Loan | 10,000.00 x 5 yrs. | 50,000.00 | 2000 | |
| Resident Services Staff | 25,000.00 x 5 yrs. | 125,000.00 | 2000 | |
| Community Business Manager | 40,000.00 x 5 yrs. | 200,000.00 | 2000 | |
| Resident Training | 20,000.00 x 5 yrs. | 100,000.00 | 2000 | |
| Vehicles to improve/sustain | 40,000.00 x 5 yrs. | 200,000.00 | 2000 | |
| Maintenance operations/Force Acct. | | | | |
| Develop/Implement Policies/Procedures | 10,000.00 x 5 yrs. | 50,000.00 | 2000 | |
| Total estimated cost over next 5 years | | | \$ 4,909,420.00 | |

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

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

| Optional 5-Year Action Plan Table | | | | |
|---|--|----------------------------|----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | %Vacancies in Development | |
| PA-007-001 | Chatham Estates | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| <u>Physical Improvements:</u> | | | | |
| Landscaping | \$10,000.00/yr x 5 yrs. | | \$ 50,000.00 | 2001 |
| Community Center (Mod used for Development) | 200,000.00/yr x 5 yrs. | | 1,000,000.00 | 2000 |
| Total estimated cost over next 5 years | | | \$ 1,050,000.00 | |

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

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

| Optional 5-Year Action Plan Table | | | | |
|--|--|----------------------------|----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | %Vacancies in Development | |
| PA26-007-003 | Wellington Ridge (formerly McCaffery Village) | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Demolition and Construction TOTAL Physical Improvements (All Mod Used for Development) \$ 950,000/yr x 5 yrs. | | | \$ 4,750,00000 | 2000 |
| Total estimated cost over next 5 years | | | \$ 4,750,000.00 | |

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

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

| Optional 5-Year Action Plan Table | | | | |
|--|--|---------------------|---------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | %Vacancies in Development | |
| PA-007-006 | Chester Towers I & II | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| <u>Physical Improvements:</u> | | | | |
| Unit Conversions (0 Bedroom to 1 Bedroom) | \$ 500,000/yr x 5 yrs. | \$ 2,500,000.00 | 2000 | |
| Upgrade Plumbing (stacks, laterals & water risers) | 180,000/yr x 5 yrs. | 900,000.00 | 2001 | |
| Upgrade Electrical Service | 180,000/yr x 5 yrs. | 900,000.00 | 2001 | |
| Upgrade Kitchens & Baths | 500,000/yr x 5 yrs. | 2,500,000.00 | 2001 | |
| Upgrade Lobby & Common Areas (new lighting, floors, paint) | 100,000/yr x 5 yrs. | 500,000.00 | 2001 | |
| Upgrade Roof Antenna System | 10,000/yr x 5 yrs. | 50,000.00 | 2002 | |
| Replace/Repair streets/sidewalks/curbs) | 100,000/yr x 5 yrs. | 500,000.00 | 2001 | |
| Painting/Cleaning of Masonry Walls | 20,000/yr x 5 yrs. | 100,000.00 | 2001 | |
| Unit Upgrades (new floors, paint, doors) | 250,000/yr x 5 yrs. | 1,000,000.00 | 2001 | |
| Total estimated cost over next 5 years | | | \$ 8,950,000.00 | |

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

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

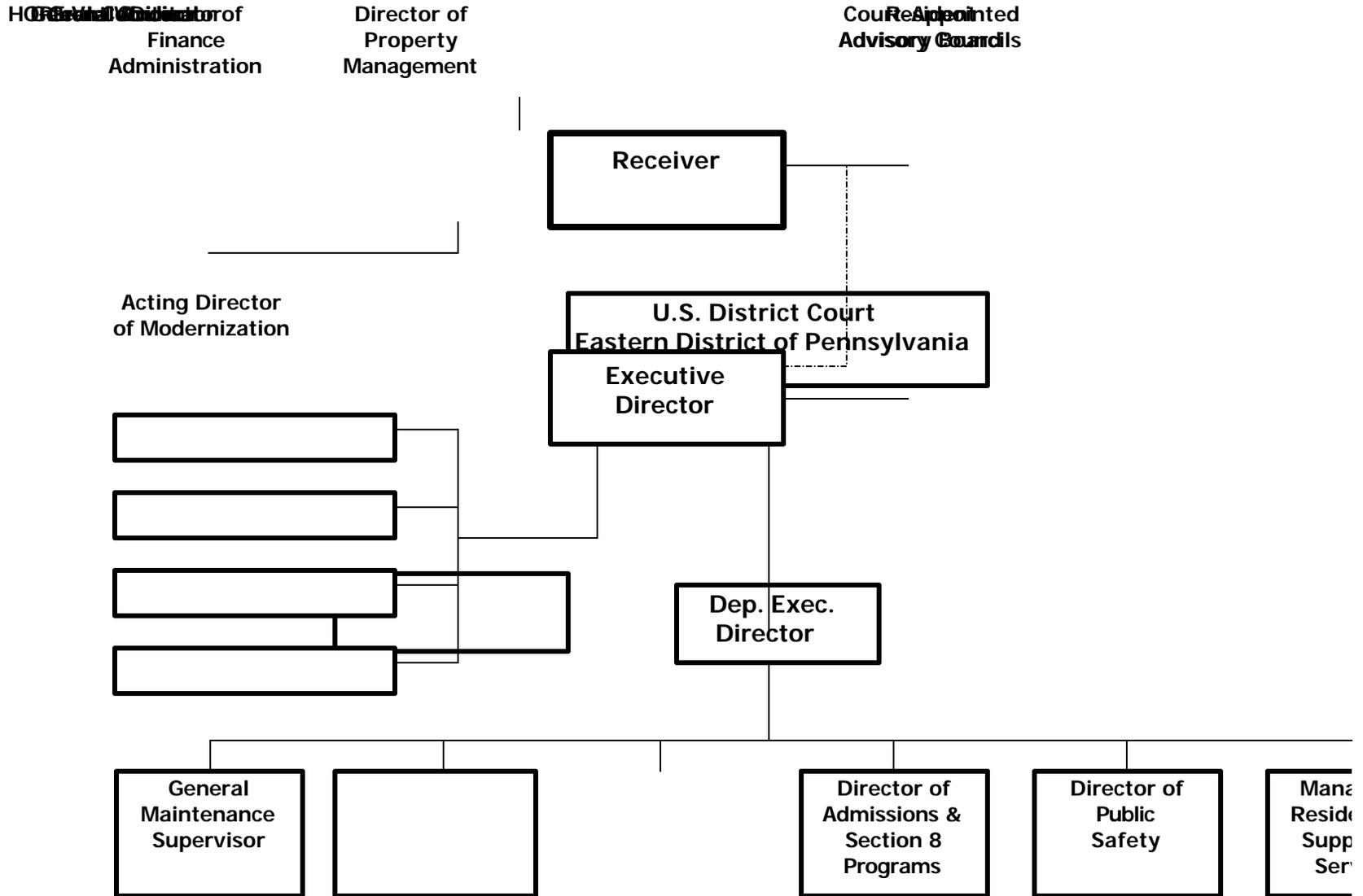
| Optional 5-Year Action Plan Table | | | |
|---|---|----------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | %Vacancies in Development |
| PA-007-010 | William Penn Homes | | |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| <u>Physical Improvements:</u> Landscaping/Irrigation System \$ 25,000/yr x 5 yrs. | | \$ 125,000.00 | 2001 |
| Total estimated cost over next 5 years | | \$ 125,000.00 | |

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

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

| Optional 5-Year Action Plan Table | | | |
|--|--|------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | %Vacancies in Development |
| PA-007-011 | Ruth L. Bennett Homes | | |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| <u>Physical Improvements:</u> | | | |
| Repair Streets/Sidewalks/Curbs | \$ 200,000/yr x 5 yrs. | \$ 1,000,000.00 | 2001 |
| Replace Windows | 100,000/yr x 5 yrs. | 500,000.00 | 2001 |
| Install Separate Electric Meters | 30,000/yr x 5 yrs. | 150,000.00 | 2002 |
| Upgrade Heating System | 100,000/yr x 5 yrs. | 500,000.00 | 2002 |
| Repair Dwelling Structure Floors | 50,000/yr x 5 yrs. | 250,000.00 | 2001 |
| Total estimated cost over next 5 years | | \$ 2,400,000.00 | |

Attachment D CHESTER HOUSING AUTHORITY ORGANIZATIONAL CHART



Attachment E
RESIDENT COMMENTS AND RESPONSES THERETO:
ADDENDUM

June 30, 2000

The Resident Advisory Board (“RAB”) of the Chester Housing Authority (“CHA,” or the “Authority”) was sent copies of the proposed version of the Agency Plan which was submitted to HUD (and the RAB) on June 22, in response to HUD’s letter of May 26 indicated deficiencies in the submission of April 17, 2000. The RAB was convened June 26, 2000 to review the stated deficiencies, review the text proposed by the Receiver’s and CHA staff to cure them, and comment on both for resubmission of the Agency Plan to HUD.

The RAB did indeed review the deficiencies and proposed cures, and further comment on the Agency Plan and the Authority’s practices relative thereto, on June 26. At the close of the meeting, the RAB gave its unanimous assent to the Agency Plan for FY 2001.

Most of the comments from June 26 have been incorporated into the body of the Annual Plan above – underscored for easy finding by HUD and RAB members. Other comments, mostly in relation to supportive services, which did not fit neatly into the template of the Agency Plan, are summarized below.

I. Welfare-to-Work and the Non-HOPE VI Sites

The Resident Council President from the Ruth L. Bennett expressed the following needs:

- A. For the Agency Plan – and the Authority in general – to better address the *morale* of the residents;
- B. For residents of the Bennett (and, by inference, the William Penn) to be held more accountable for their participation in self-sufficiency programs; and
- C. For self-sufficiency programs at the Bennett (and presumably the Penn) to be better monitored, and specifically, for statistics to be collected and analyzed on a systematic basis.

It was generally conceded that (i) residents at the Bennett and Penn had not “bought into” welfare-to-work activities in the same way as residents and former residents of the HOPE VI sites – namely Lamokin and McCaffery Villages (now Chatham Estates and Wellington Ridge); that (ii) Bennett and Penn residents had not taken full advantage of these programs; and that (iii) the programs implemented for the HOPE VI sites needed to be made effective for the Bennett and Penn – so that the lives of Bennett (and Penn) residents might benefit in the same way as lives of the others.

Selected successes at the Bennett and Penn were noted, but in general, it was agreed that more could be done. Apart from employment and education programs, one shortcoming identified was in the area of *escrow accounts*, the accounting for which representatives felt could be improved.

CHA Response

The Authority agreed to consider how it might improve its performance, and specifically, stated its openness to dedicating one entire session of the RAB to reinvigorating the supportive services program for the Bennett (and presumably for wherever else this might be appropriate).

II. One-Stop Shop Activities and Section 8 Residents

The new Section 8 representatives expressed their concern that (A) the One-Stop Shop was not oriented to helping Section 8 residents, (B) One-Stop Shop personnel were sometimes unresponsive to needs expressed by Section 8 individuals seeking services, including in the areas of child care and status of escrow accounts, and (C) Section 8 residents were not kept apprised of the activities of the One-Stop Shop, and the Authority in general, unless this information was specifically sought out by the residents.

CHA Response

CHA stated the Authority's ability and desire to do better, and agreed that – at a minimum – the newsletter(s) from the OSS and the Authority could and would be circulated to Section 8 residents.

III. Application of Ceiling Rents

The representative of the Chester Towers, which is an elderly-designated project whose Resident Council President has also been elected President of the Authority's Resident Advisory Board, expressed concern that the Ceiling Rent program was not necessarily applied in the most equitable or consistent way. He stated, and others agreed, that there were situations in which residents of some means were paying very little rent for apartments of some size, as opposed to persons of little means paying significant rents for units of little size.

CHA Response

It was not considered under what if any circumstances these apparent inconsistencies might be occurring "correctly" under the rules or guidelines of the Ceiling Rent program; but CHA indicated its willingness to review any situation(s) brought to its attention that might suggest reconsideration of practices or procedures.

Attachment E

RESIDENT COMMENTS AND RESPONSES THERETO

April 7, 2000

The following represents the Chester Housing Authority's official response to the written comments submitted by residents of CHA's projects during the Public Hearing for the year 2000 Agency Plan. While the remarks herein do not include responses to *all* the comments, they do address a large portion of them, including those that seem most substantive in relation to the Agency Plan. Following these remarks is also a response to comments from residents of the William Penn community regarding vehicles for delivery of supportive services, said response having been prepared by CHA's Program Manager.

I. Resident Comments

The William Penn Resident Council charged the Housing Authority with *Lack of involvement of residents and resident organizations in the planning process.*

The William Penn Resident Council does not believe the Housing Authority has complied with the requirement of involving the residents in the development of the Plan. As we interpret this requirement, the intention was to actually involve residents, both individually and through their duly elected representatives, in the actual process of developing the Plan. The first time, to our knowledge, any aspect of the Plan was presented to the residents of the William Penn community was after the proposed Plan was fully drafted by the Housing Authority or the Receiver and presented in essentially finished form to the public for comment within 45 days. Presenting a pre-drafted Plan for public comment, we believe, falls short of the requirement of actually involving the residents in the planning process.

CHA Response

The Chester Housing Authority, as an ongoing practice, meets with its Resident Council Leaders on a bi-weekly basis. As early as January 27, 2000, CHA engaged resident participation during the meetings. Resident Council representation for the William Penn was not present during all of the scheduled meetings, resulting in information not being communicated to the William Penn resident body on a timely basis.

The Chester Housing Authority initiated the following actions to solicit resident participation in the Agency Planning process:

1. At least three (3) meetings with the Resident Council leadership during a period from January 27, 2000 to March 28, 2000.
2. Two (2) meetings with the CHA Advisory Board Committee, where two (2) CHA residents represent the CHA resident body.

3. A town meeting at each of the CHA's housing sites, where CHA staff discussed and solicited input from the residents. A second town meeting was held at the Ruth L. Bennett housing site as a result of a special request from the Resident Council President, who wanted to discuss the Plan in further detail. CHA was more than happy to accommodate the request. Had additional Public Housing communities requested the same, CHA would have gladly honored their request.
4. On March 30, 2000, at 3:00 P.M., CHA conducted its Public Hearing, as required. Once again, CHA requested and received comments from residents. It is CHA's position that it did, in fact, take proactive steps to solicit and include its residents in the planning process.

II. The William Penn Tenants' Association expressed concerns regarding CHA's current dwelling lease and its One Strike Policy.

Resident Comments

Exclusionary eligibility, admissions and occupancy policies

The Plan reflects a pattern we have observed in the Housing Authority's more recent policies and practices in the area of admissions and the terms and enforcement of its leases. First is the preference for higher income and working families, which seems contradictory to the priority of addressing the needs of the extremely low-income group. Second is the revision of the leases and occupancy policies to make them less flexible and more punitive. CHA should reverse its recent trend of identifying ever greater numbers of resident mandates, the smallest violation of which can lead to eviction. For example, residents who are generally good at paying their rent should not be subjected to eviction if they experience difficulties, but rather should be offered the opportunity to work out any arrears in a reasonable repayment agreement. Neither should CHA exclude applicants who have credit problems if those credit problems are due to rental costs and other expenses that greatly exceed income levels. Also, when CHA has discretion and funding to work with non-dealer residents who have substance abuse problems, CHA should require itself (as it has in the past) to examine all relevant factors under HUD guidelines to determine if eviction action is warranted, rather than merely doing so occasionally. One Strike Policies and other "single violation" grounds for lease termination are examples of this.

The result, we fear, will be a more aggressive eviction policy to exclude the sorts of low income residents dealing with the most difficult issues and needing the most services, and making room for the higher income residents the Housing Authority desires to admit. Again, CHA has or should develop the capacity to deal with these problems in the Chester community much more effectively than the surrounding neighborhoods; if CHA evades this responsibility, the problems will only affect the CHA communities from the outside rather than inside; but, the problems will not go away.

CHA's Response

As required by HUD regulations, the CHA's new dwelling lease was presented to the CHA resident body for a thirty (30) day comment period prior to implementation. CHA received no written comments from the residents. Further, the proposed lease was shared with its Resident Council President during the bi-weekly meetings with the CHA administration.

CHA affirms that the rent calculation formula is based on affordability. In other words, as a family's income is reduced, so is the rent. Additionally, if a family reports an increase of income on a timely basis, CHA will not raise the rent until the next annual recertification, which, in many cases, could be as much as nine or ten months of lower rent payments.

Because rent is actually based on a family's ability to pay, CHA adopted a policy not to engage in rent repayment agreements. Further, CHA adopted the following policies to create more flexibility in rent affordability.

1. When a family reports a decrease in income on a timely basis, CHA will lower the rent the first day of the first month following the reported change.
2. When a family reports an increase in income on a timely basis, CHA will not increase the rent until the next scheduled annual certification. This policy can result in significant savings.
3. CHA established ceiling rents for all of its family sites in 1999. This policy ensures that residents do not pay more than 90% of the market for housing. Previously, residents paid 30% of their adjusted rent, regardless of the market rental values, resulting in some residents with higher income paying more than the market.
4. The CHA's minimum rent policy of twenty-five dollars (\$25.00) includes a hardship provision. CHA uses its hardship policy to apply discretion for those families who express difficulty in paying the twenty-five dollars (\$25.00) minimum rent.
5. CHA has a viable Family Self-Sufficiency (FSS) Program for both Section 8 and Public Housing residents. The program permits residents to allocate a portion of their rent to an escrow account for the purposes of funding eligible self-sufficiency activities such as (a) training, (b) education, (c) home ownership, etc.

With respect to the CHA's One Strike Policy concerning illegal drug activity, CHA affords residents due process through the Special Master's Judicial system. The Special Master's determination is based on preponderance of evidence. Further, residents are also afforded due process through the appeals process. Lastly, CHA considers the equities of each case before instituting legal action.

- III. The William Penn Tenants' Association also expressed concern that there appears to be a lack of capital improvement at the William Penn housing site.

Resident Comments

Residents at our March 30th meeting complained about a large number of construction deficiencies in their units and in the common areas of the project – cracked and sunken sidewalks, loose screens that fall out or blow out in strong wind, trash and construction debris piled up near a children's playground, gaps between doors and concrete landings, thermostats that don't function properly and other problems. We understand that the Housing Authority has released the bonding company and is leaving these items to its own Maintenance personnel. While some of these items may be maintenance, the nature and extent of them suggests they are construction defects or capital improvement items and too much for Maintenance to handle. The Plan proposes \$0 for capital improvements at William Penn. We believe funds need to be allocated to capital improvements to address some of the significant construction issues.

CHA's Response

CHA expended approximately twenty million dollars (\$20,000,000.00) of capital improvements for the William Penn housing site over the past three years. The capital improvements included total demolition of three hundred (300) units and the new construction of one hundred and sixty (160) townhouse units. In addition, improvements included the gut rehabilitation of the Community Center.

The following punch list work items are currently under contract and is expected to be completed within the next forty-five (45) days:

1. Some sidewalk replacements
2. Landscaping in Phase II

Notwithstanding any extraordinary maintenance repairs, which may arise from time to time, CHA projects no substantial need for capital improvements in the foreseeable future. Further, it is important that residents work closely with CHA to maintain the tremendous capital improvements CHA invested in the William Penn housing site.

IV. **Ruth L. Bennett Resident Council**

The Ruth L. Bennett Resident Council requested a modification of CHA's resident screening process.

Resident Comments

We need a screening committee with residents involved in order that we will know how the process is done. Every community should have the privilege to know when a new tenant is moving in the neighborhood.

CHA's Response

The CHA Administration discussed the feasibility of a tenant selection screening committee, which would include residents. The Chester Housing Authority is committed to designing some type of "tenant selection screening committee," which would include residents. CHA is, however, concerned that the screening committee is structured in such a way as to ensure impartial and objective screening. Further, the CHA **must** ensure that its policies and procedures do not discriminate against any protected class.

- V. The Ruth L. Bennett Resident Council also commented that the narrative statement has negative overtones.

Residents' Comments

The narrative statement should have a positive view of Chester and the residents that reside in public housing. We are in the year 2000 and not back in the 90's when we first started the lawsuit.

CHA Response

CHA agrees with the resident comment and has amended the text within the 5-Year Plan Strategy section (Pages 6-7) and Attachment A. Also CHA will modify some of the language to reflect a more positive, less stereotypical view. Example: CHA will change the term "project" to "public housing communities or developments." in the future. The term "tenant" will be changed to the term "resident".

- VI. Moreover, the Ruth L. Bennett Resident Council questioned the discussion in the "Admissions Policy for Deconcentration" (Attachment A) and elsewhere concerning the Authority's methodology for determining its income mix in developments, and for bringing working families into the Bennett and the William Penn.

CHA Response

CHA acknowledged that the origin of the methodology could have been explained more clearly, and has revised the text in the 5-Year Plan (Pages 6-7) and Attachment A, to (i) explain the original analysis and (ii) identify means by which income-mixing may be fostered at the existing properties.

VII. **Norma Robinson, Section 8 Resident**

Resident Comments

Rent Determination – Why not a ceiling rent for Section 8 participants? I'm grateful for all exclusions that HUD allows. The ceiling rent could be capped off at ex: \$350.00; example used because 3 bedroom rent is at \$625.00 total. Then it will be an incentive to move/buy your own home with reasonable timing. Reason for my concern is a lot of times Section 8 tenants pay out much more due to utilities, etc., etc. Also, a single parent without child support for years; it takes extremely longer.

Hope this could be considered. I believe HUD would have better success for Family Self-Sufficiency Program.

CHA's Response

CHA will research this issue. CHA does not have an official response at this time.

This concludes CHA's official response to many of the written comments submitted to CHA during the Public Hearing. Many of the oral comments were responded to during the Hearing and are documented in the transcript provided by the stenographer. Further, much of the oral comments were similar to those presented in writing.

Finally, it should be noted that many of the concerns raised during the Hearing were routine maintenance issues, which are handled best at the respective site-based community meetings. The Agency Plan, however, has more to do with agency policy and long range strategic planning.



memorandum

Housing & Community Revitalization

Abt Associates Inc.

Date April 12, 2000

To Robert C. Rosenberg, Court-Appointed Receiver
Judith A. Engel, Senior Vice President, Rosenberg Housing Group

Cc Michelle Billy, Michael Wolk, Michael Lundy

From Deborah Morse

Subject Chester Housing Authority Agency Plan:
Response to Resident Comments - Part of Attachment E

Per your request, and as Program Manager for CHA, the following is in response to the William Penn Tenant Association's comments regarding the self-sufficiency and supportive service components of the Agency Plan:

The William Penn Tenant Association (WPTA) successfully applied for a ROSS grant to 1) strengthen the organizational capacity and effectiveness of WPTA; 2) develop a neighborhood-based self-sufficiency assessment, counseling and support program; 3) enhance a community-based computer lab; 4) develop a community-based employment network; and 5) explore local economic development opportunities. All of these goals are consistent with the goals of CHA's One-Stop Shop. WPTA and the OSS should leverage their respective experience, contacts, and staff to assist each other in building stronger and more resident-responsive organizations.

The One-Stop Shop is part of the cluster of organizations located at the Community Hospital that is widely recognized as the focal place for supportive services in the city. The One-Stop Shop is well funded and staffed with remarkably competent and committed people, who are eager to work closely with WTPA to increase the partnership between the housing authority and the William Penn community.

While CHA encourages all of its public housing and Section 8 residents to participate in programs that are offered at the One-Stop Shop, the staff at the One-Stop Shop are willing to offer some of its programs at the William Penn community center as a means for increasing resident participation and for encouraging additional positive interaction between the residents of William Penn and CHA staff. The type of and schedule for the programs can be worked out collaboratively by the WTPA leadership and the supervisor of the One-Stop Shop.

It is also important to note that while CHA is more than willing to provide these services at a satellite location, the residents of William Penn will continue to be encouraged to visit the One-Stop Shop. We believe that an important step toward realizing self-sufficiency is for one to venture out of one's immediate neighborhood and interact with residents from the larger Chester community. CHA will, of course, provide transportation to assist any of the William Penn residents in getting to and home from the One-Stop Shop. As a next step, CHA would welcome the opportunity to discuss additional methods for increasing participation in joint CHA-WTPA organized and sponsored events and programs. Again, let me emphasize that CHA and its staff at the

One-Stop Shop are committed to working closely with WTPA to create and sustain a positive and productive relationship.

Attachment F

CHESTER HOUSING AUTHORITY APPROACH TO ASSET MANAGEMENT

The Chester Housing Authority (“the Authority” or “CHA”) defines asset management as the ability to manage the Authority’s properties in a way that maximizes their potential to fulfill the Authority’s mission. CHA is beginning to implement an asset management system. When completed, the system will include:

1. A site-based property management and maintenance system, including writing a HUD-approvable site-based waiting list policy, that mirrors the type of systems used by private management companies;
2. A site-based budgeting system, including the identification of hardware and software that CHA will need to implement such a system;
3. Understanding by CHA staff of the purpose of the system and ability to administer the day-to-day operations of the above site-based tools;
4. Establishment of an asset management department within the Authority.

When the above system is in place, CHA will be able to make decisions about the best use or disposition of its assets. By understanding the best community use of the property, the shelter and financial potential of the property, and the operating cost and performance profile of each property, CHA will be able to make decisions about how to use the property to best serve the needs of the community, residents and Authority. The creation and implementation of this system will consist of the following steps:

STEP ONE – DESIGNING OF THE SYSTEM

The consulting contractor procured for the purpose will be responsible for working with the relevant CHA staff to design a site-based budgeting and property management system. While the major components of the system should be applicable to each of CHA’s developments, the contractor will be expected to tailor portions of the system to the needs and marketability of each of CHA’s developments. For example, the site-based system for Chatham Estates, a newly-constructed HOPE VI site, may be different from the site-based system for Ruth A. Bennett Homes, a recently-rehabilitated public housing site.

STEP TWO – TRAINING OF STAFF

The contractor will be expected to conduct several training sessions with CHA staff on the importance of a site-based system, the differences between a site-based and centralized system, the means for converting the aggregate operating subsidy that CHA receives from HUD into distinct amounts for each site, and the day-to-day operations of the system. As part of these training sessions, the contractor will

be required to prepare a brief and manual that describes the system and contains examples of monthly reports, etc. that can be generated from the system.

STEP THREE – EVALUATION OF SOFTWARE

The contractor will be expected to have a thorough knowledge of the hardware and software that will have to be purchased by CHA to support this site-based system. The contractor in concert with the hardware and software vendor(s) will be required to train CHA staff in how to use and “troubleshoot” the equipment. Proper use of the equipment should also be contained in the manual that the contractor will develop.

STEP FOUR – MEASURING PERFORMANCE

The contractor will be expected to develop site-based performance measures by which CHA can create site-specific management goals as well as a methodology for measuring performance on a monthly and annual basis.

STEP FIVE – CREATION OF AN ASSET MANAGEMENT DEPARTMENT

The contractor will be expected to create an asset management department for both the residential and retail properties using current CHA staff to the extent feasible. This scope of work should also include the training that will be provided to the staff so they will understand the concept of asset management and be comfortable with their new roles and responsibilities.

STEP SIX – TIMEFRAME

All the above work must be completed no later than October, 2000.

In summary, the Chester Housing Authority intends to reinvent public housing as it is known in Chester, and move towards a more market-driven, private oriented management system, while retaining the Authority’s responsibility to its residents, the taxpayers and the U.S. Department of Housing and Urban Development.

Attachment G

CHESTER HOUSING AUTHORITY

VACANCY CONSOLIDATED (SECTION 8) COUNSELING PROGRAM

ORIENTATION

After families have been issued a Section 8 certificate, a group and/or individual orientation will be held to discuss the differences between living in public housing and the Section 8 program. The Chester Housing Authority will show a Section 8 orientation video and a housekeeping video. Also, families will be given an overview of the Section 8 program and a thorough discussion on the following topics:

A. Section 8 Program Regulations

Full discussions will center around the major differences between Section 8 and public housing. Specifically, Section 8 staff will discuss rental determination, utility allowances, tenant and landlord responsibilities, leases, the housing assistance payment (HAP), high quality standards (HQS) inspections and HAP abatements.

B. Tenant Landlord Laws

CHA staff will discuss the rights and responsibilities of both the landlord and tenant. Such topics of discussion will include Fair Housing laws, local housing codes, security deposits, evictions (non-payment, criminal and other), unit upkeep and move-outs.

C. Unit Selection

Before deciding where to move, tenants will be advised of how to select units based on their needs. For instance, families will be advised to take into consideration the location and distance from public transportation, schools, medical facilities and other services. Tenants will also be advised on how to make a first impression with a potential landlord (i.e., how to dress, how complete a rental application, what are the right questions to ask a potential landlord) when searching for units, and the rent and unit approval process.

CHA will provide listing to families of rental units available in Delaware, New Castle, Montgomery and Chester counties, as well Chester, Philadelphia and Wilmington. CHA will also maintain the Sunday edition of the *Philadelphia Inquirer*, *Daily Times* and the *News Journal* to identify rental properties.

D. Lead-Based Paint Requirements

Tenants will be advised of the federal requirements for lead-safe housing and will also be given handout materials.

E. Transportation Assistance

Tenants will be advised of available transportation assistance to search for units. Several times during the week basis, CHA will provide van service so that tenants can look for perspective units and assist with searching for unit completing rental application. A sign-up sheet will be maintained for residents needing transportation to look for perspective units. The Relocation Specialist-trainee will hold special sessions with residents once they receive certificates to inform them of the housing resources available in the community and to show them how to search for units. The Specialist will also accompany residents in their search for units. General information regarding other transportation options will be discussed.

F. Family Self-Sufficiency (FSS)

FSS caseworkers will be available to discuss the FSS program. After the orientation, each family will be given an appointment with a FSS caseworker to develop individual workplans and coordinate supportive services. These sessions are designed to discuss personal needs and to identify any area the family may need assistance. Outside agencies will be contacted when necessary.

For families requesting programs to address education needs, except for those requiring higher education, the caseworker will link them to local literacy providers. Public welfare recipients, tuition related to obtaining a GED is paid by the Department of Pubic Welfare; and, in many cases, child care assistance will be paid.

G. Fair Housing Laws

CHA currently monitors fair housing laws for all participants on the Section 8 program. CHA will brief families about existing fair housing laws. Common types of discrimination will be described and families will be given handouts.

Orientation sessions will be conducted jointly by Leasing and Occupancy and Resident and Community Relations staff and the Relocation Specialist--trainee.

THIRD-PARTY COUNSELING

After each family receives general orientation and individual counseling, they will be referred to an outside organization to receive guidance in financial responsibility, maintaining credit, housekeeping management and good neighbor training. Incentives will be offered to encourage families to attend. The Authority will also make van service available to transport residents to the facility where the counseling will be held. The following topics will be discussed at the session:

Financial Management

1. The importance of maintaining a strong and stable credit history
2. How to obtain a copy of a credit report
3. How to correct inaccuracies on a credit report
4. How to develop proper credit history
5. How to prepare a family budget

Housekeeping

The last completed public housing housekeeping inspection will be used as a preliminary assessment to developing housekeeping needs. The inspection will be forwarded to the outside counseling agency to develop a more specific housekeeping orientation program. Deficient items cited on the home visit will be discussed in detail. The family will be advised of the importance of properly maintaining a rental unit and the impact that it may have on their continued participation on the Section 8 program. Topics to be discussed will include:

1. How to properly clean walls, ceilings and floors
2. How to properly clean stoves and refrigerators
3. How to teach children good housekeeping skills
4. How to properly store refuse and other debris
5. How to cut a lawn and snow removal tips
6. How to use and properly store household cleaning products
7. How to properly maintain a lavatory
8. How to avoid the accumulation of household items that risk safety
9. How to avoid attracting vermin and other pest
10. Identifying emergency shut-off valves
11. Emergency evacuation procedures
12. Home Safety

Good Neighbor Training

Since it may be difficult for families to move from a more dependent environment to a more independent environment, it will be necessary to hold discussions to include topics such as: cooperating with neighbors, dispute resolution and civic involvement.

It is the goal of the Authority to have counseling sessions conducted during the search period, prior to lease approval.

OUTREACH TO PRIVATE LANDLORDS

CHA maintains a listing of available units throughout the metropolitan areas. CHA will also maintain a list of rental units available through surrounding housing authorities. Advertisements in local newspaper and the newsletter of professional organizations inviting new perspective landlords to participate in the program. On a quarterly basis, CHA will sponsor meetings inviting existing landlords and members from realty associations from other areas to enlist landlords. CHA will also use this forum to participate in other professional organizations as a vehicle to enlist landlords. In addition, all families are eligible to exercise their rights under portability.

This portion will be conducted by Leasing and Occupancy staff.

FOLLOWUP SERVICES

The FSS caseworker, will conduct group follow-up sessions in 90 days with a focus on maintaining the family budget and financial plan and to determine if they need any revisions to their individual plans.

During the quarterly meetings with landlord, surveys will be given to evaluate their satisfaction with the program and the family. If it is cited on the survey that the tenant is not maintaining their unit in an acceptable manner, a home visit will be conducted by Section 8 staff. If it is verified that the family is not maintaining the unit, the tenant will be required to attend one-on-one counseling services with the third-party Agency.

This portion will be conducted by Resident and Community Relations and Leasing and Occupancy staff and the third-party counseling agent.

The Resident and Community Relations department is responsible for the FSS program and linking residents with essential services in the community.

The Leasing and Occupancy department is responsible for administering Section 8 programs and occupancy functions as it relates to public housing.

Principal Staff

Manager of Section 8/Occupany

Occupancy Specialist

FSS Caseworkers

Relocation Specialist-trainee

Attachment H
CERTIFICATIONS

Completed and executed certifications submitted to HUD under separate cover with submission of April 17, 2000.

Attachment I
PUBLIC HOUSING DRUG ELIMINATION PROGRAM PLAN

See template on pages following.

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

- A. Amount of PHDEP Grant** \$225,439
- B. Eligibility type (Indicate with an “x”)** N1 _____ N2 _____ R X
- C. FFY in which funding is requested** 2000
- D. Executive Summary of Annual PHDEP Plan**

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

The Chester Housing Authority PHDEP plan is a broad approach to addressing issues of drug prevention, intervention and law enforcement in and around CHA’s developments. The plan includes educational, cultural, and recreational activities that will be implemented in coordination with existing community programs. The plan also provides strategies for obtaining the resources needed to ensure the sustainability of the positive effects of CHA’s drug elimination efforts. The CHA PHDEP plan is directed toward both youth and adults and is expected to improve the quality of life of at least 50% of all CHA residents.

E. Target Areas

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

| PHDEP Target Areas (Name of development(s) or site) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--|--|--|
| William Penn | 158 | 422 |
| Ruth L. Bennett | 268 | 733 |
| McCaffery Village | 12 | 14 |
| Chester Towers | 298 | 308 |

F. Duration of Program

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

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

G. PHDEP Program History

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

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|----------------|--|-----------------------------|-----------------------------|
| FY 1995 X | \$426,750 | PA26DEP0070195 | \$0 | | |
| FY 1996 X | \$408,500 | PA26DEP0070196 | \$0 | | |
| FY 1997 X | \$330,300 | PA26DEP0070197 | \$0 | | |
| FY 1998 | | | | | |
| FY 1999 X | \$225,439 | PA26DEP0070199 | \$193,100 | | 12/31/00 |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

The CHA PHDEP plan is a comprehensive approach to addressing law enforcement, drug prevention, and intervention. Its main thrust is one of cooperation and coordination with other community-based and federally funded programs. PHDEP funds will underwrite the salaries of two full-time and two part-time officers employed by the CHA Police and will fund the Tenant Patrol program. PHDEP will fund youth sports and arts/cultural initiatives, activities that will further CHA’s goals for drug prevention. PHDEP will also fund supportive services and counseling, a continuum of care, addressing issues in drug education and intervention. PHDEP will provide funding for the salaries of two CHA staff members to implement the programs as well as for the contracting of an outside evaluator to assess the success and effects of PHDEP activities. Finally, PHDEP will provide funding for additional resources such as computers, reading materials, transportation, and supplies that will facilitate the implementation of all PHDEP initiatives.

B. PHDEP Budget Summary

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

| FY 2000 PHDEP Budget Summary | |
|---|------------------|
| Budget Line Item | Total Funding |
| 9110 - Reimbursement of Law Enforcement | \$0 |
| 9120 - Security Personnel | \$105,104 |
| 9130 - Employment of Investigators | \$0 |
| 9140 - Voluntary Tenant Patrol | \$1,000 |
| 9150 - Physical Improvements | \$0 |
| 9160 - Drug Prevention | \$108,335 |
| 9170 - Drug Intervention | \$11,000 |
| 9180 - Drug Treatment | \$0 |
| 9190 - Other Program Costs | \$0 |
| TOTAL PHDEP FUNDING | \$225,439 |

C. PHDEP Plan Goals and Activities

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

| 9120 - Security Personnel | | | | | Total PHDEP Funding: \$105,104 | | |
|---|---|-------------------|------------|------------------------|---------------------------------------|--------------------------------|--|
| Goal(s) | To increase the feeling of safety among CHA residents, especially seniors | | | | | | |
| Objectives | To increase the visibility if CHA Police officers and increase interagency cooperation between CHA Police and the Chester Police Department (CPD) To improve tracking and recordation of crime statistics and of resident participation in CHA-sponsored programs related to security, for the purposes of information dissemination | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Hire additional public safety officers | | | 3Q00 | 4Q00 | 99,448 | 311,852 | 75% of surveyed residents respond positively with respect to feeling more secure |
| 2. Meet regularly with CPD | | | 3Q00 | Ongoing | 0 | 0 | Coordinated efforts reduce Part I crimes by 30% |
| 3. Purchase software and supplies | | | 3Q00 | 4Q00 | 5,656 | 9,000 | Collect and process program data. Sort by gender, age, etc. |

| 9140 - Voluntary Tenant Patrol | | | | | Total PHDEP Funding: \$1,000 | | |
|---|---|-----------------------------|------------|------------------------|-------------------------------------|--------------------------------|---|
| Goal(s) | To increase resident investment and participation in maintaining a safe, healthy, and secure community environment | | | | | | |
| Objectives | To train residents in CHA security procedures To maintain open lines of communication between residents and CHA Police | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Recruit additional Tenant Patrol participants | 741 | Chester Towers Ruth Bennett | 3Q00 | Ongoing | 0 | 0 | Maintain 12 participants in the Tenant Patrol program |
| 2. Conduct regular meetings between CHA Police and Tenant Patrols | 741 | Chester Towers Ruth Bennett | 3Q00 | Ongoing | 0 | 0 | Maintain 75% attendance at all meetings |
| 3. Purchase supplies and training materials for Tenant Patrols | 741 | Chester Towers Ruth Bennett | 3Q00 | Ongoing | 1,000 | 0 | Conduct a training session every 6 months |

| 9160 - Drug Prevention | | | | | Total PHDEP Funding: \$108,335 | | |
|--|--|---|------------|------------------------|---------------------------------------|--------------------------------|--|
| Goal(s) | To decrease the prevalence and influence of drugs in public housing communities | | | | | | |
| Objectives | To increase the education of youth and adult residents in methods to reduce drug use and drug-related crime To promote activities providing positive motivation and role models | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.Maintain youth activities in arts/cultural and sports programs | 1155 | Ruth Bennett William Penn | 3Q00 | Ongoing | 27,799 | 6,000 | 75% of participants stay in program for 12 weeks |
| 2. Maintain mentoring and education programs | 1479 | Ruth Bennett William Penn Chester Towers McCaffery | 3Q00 | Ongoing | 13,850 | 0 | 75% of participants stay in program for 12 weeks |
| 3.Lease van for resident transport to PHDEP activities | 1479 | Ruth Bennett William Penn Chester Towers McCaffery | 3Q00 | Ongoing | 8,000 | 0 | At least 2 trips to PHDEP activities per week |
| 4.Hire personnel to implement and evaluate PHDEP activities | 1479 | Ruth Bennett William Penn Chester Towers McCaffery | 3Q00 | Ongoing | 56,800 | 0 | 1 Full-time, 1 part-time CHA staff member hired. Quarterly reports by outside evaluator. |

| 9170 - Drug Intervention | | | | | Total PHDEP Funding: \$11,000 | | |
|---|--|---|------------|------------------------|--------------------------------------|--------------------------------|---|
| Goal(s) | To increase resident access to substance abuse counseling and treatment programs | | | | | | |
| Objectives | To maintain CHA's relationship with Project Overcome, a drug abuse counseling program run by the Crozer-Chester Medical Center To increase CHA collaboration with other local counseling services | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.Identification and referral of residents needing counseling | 1479 | Ruth Bennett William Penn Chester Towers McCaffery | 3Q00 | Ongoing | 11,000 | 0 | 70% participants stay in program for 12 weeks |

Section 3: Expenditure/Obligation Milestones

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

| Budget Line Item # | 25% Expenditure of Total Grant Funds By Activity # | Total PHDEP Funding Expended (sum of the activities) | 50% Obligation of Total Grant Funds by Activity # | Total PHDEP Funding Obligated (sum of the activities) |
|------------------------------------|---|---|--|--|
| <i>e.g Budget Line Item # 9120</i> | <i>Activities 1, 3</i> | | Activity 2 | |
| 9120 | Activities 1,2,3 | 55,380 | Activities 1,2 | 99,448 |
| 9140 | Activities 1,2,3 | 250 | | 0 |
| 9160 | Activities 2,4 | 17,663 | Activities 1,2,3,4 | 108,335 |
| 9170 | Activity 1 | 2,750 | Activity 1 | 11,000 |
| TOTAL | | \$76,043 | | \$218,783 |

Section 4: Certifications

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